



Elementary Family Handbook

Updated: March 23, 2017

Any and all previous versions are voided and should be disregarded.

School Phone	949-492-6165
School Fax	949-492-6132
Emergency Daycare (Mobile Phone)	949-344-0864
Church Phone	949-492-6164
Church Fax	949-492-2904

NOTICE: The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Our Savior's reserves the right to make changes at any time without prior notice. The school provides the information herein solely for the convenience of the reader and to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

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VALUES STATEMENT

At Our Savior's Lutheran School:

1. We will provide excellent education in a Lutheran Christian environment.

- *We will consistently challenge our students to be successful academically, loving and accepting of their neighbor and grounded in God's love.*

2. We will instill in our students the traits necessary to form healthy relationships based on character, integrity and mutual respect.

- *We will consistently challenge our staff, students and families to honor and respect all people, to speak kindly of them and explain their actions in the kindest of ways.*

3. We are students, parents, educators, and church members who celebrate and honor the diversity of gifts, abilities and backgrounds each contributes to the school community.

4. We will facilitate opportunities for our students and their families to provide Christian service to our school community and the world beyond.

Our School Motto:

LOVE LEARN SERVE

PHILOSOPHY STATEMENT

1. Learning Philosophy

We believe that the following pillars work together to form the best possible foundation for academic and character development.

- Dedicated teachers and staff.
- Excellent curriculum.
- Supportive home environment.
- School environment that is civil and stresses love of God and neighbor.

We will do all that we can to support and strengthen these pillars.

We believe that our Lutheran context informs and improves our commitment to excellence in education.

2. Faith Formation/Lutheranism

We are Lutherans, and as a ministry of Our Savior's Lutheran Church, we communicate the Good News of God's love for all people through Jesus Christ. We learn and teach about God's love for us by encouraging lively involvement with the scriptures and by sharing the gifts and traditions of the Lutheran Church. While we are a Christian school, we welcome all people and faith traditions.

3. School Community, Atmosphere and Communication

We believe the loving, kind atmosphere of our school community is one of our greatest strengths, and we are committed to maintaining and deepening that atmosphere. We are inclusive, tolerant, and entirely non-discriminatory.

We practice [and insist upon] civil behavior among adults and towards our students, and encourage such behavior amongst the students while being aware that their age generally provides much opportunity for discussion and improvement.

We are dedicated to open, clear, honest communication with parents on all topics excepting those where the law, or common courtesy, calls for privacy. We are committed to soliciting the input of all of our stakeholders so that we can make decisions with the benefit of the maximum amount of information.

4. Excellence in Education

We are committed to excellence in our curriculum, our staff and our teachers. We believe in advancing the education of each of our students in accordance with their individual abilities. We believe that each student should be treated and expected to act as a constructive, valuable and helpful member of the school community.

We believe that service to others is one of the most important values to teach our students, and we call on each family to model that value for the students by serving the school community with volunteer hours each year and by participating in special opportunities to reach out beyond ourselves and care for others. We will provide each student with excellent curriculum, dedicated and talented faculty, a Lutheran Christian context and the benefits of our environment, atmosphere and values. Each student is more likely to reach their academic and social potential if the lessons taught at school are reinforced, extended and modeled at home.

5. Physical Facilities

We are committed to having the best school facilities our resources allow and improving the school facilities from time to time as special gifts, capital campaigns, and other opportunities make possible.

GOVERNING BOARDS OF THE CHURCH AND SCHOOL

Church Council Members / School Board Members

Our Savior's Lutheran School is a nonprofit Evangelical Lutheran School. The governing boards and the administrator serve as the leaders for the school. The Pastor is the spiritual leader of the church and school. Together, they share a common vision for the growth and development of the school and the ministry of Christian education. The Administrator, under the guidance of the School Board oversees the staff, the students, the curriculum, and the running of the school. The School Board, under the guidance of the Church Council, establishes sound policies, works with the administrator, teachers, and staff, takes financial responsibilities, and establishes long range plans

Church Council

The Church Council is charged with the responsibility of coordinating the work of the congregation. The body meets monthly and generally conducts the business of the congregation between Voters Assembly meetings. The Council oversees the School Board.

School Board

The powers and duties of the School Board acting on behalf of Our Savior's Lutheran Church generally include:

- Formulation and adoption of policies governing the organization of the school and the procedures to be used in its operation.
- Recommendation of all staff members and recommendation of their compensation.
- Recommendation of the annual budget, approval of major expenditures within the budget, payment of obligations through the church treasurer, and oversight of the finances of the school, especially of special accounts of groups related to the school.
- Provision for the maintenance of adequate physical facilities in collaboration with the Church Council.
- Approval of courses of study, textbooks and educational services to be provided; evaluation of the effectiveness of the educational program through consideration of studies and reports.
- Interpretation of the activities and operations of the school to the parents and representation of the needs and desires of the parents in educational matters.

Official decisions of the School Board can be reached only at duly constituted Board meetings. The time and date for each meeting are announced at the previous meeting. A majority of the members of the Board constitutes a quorum. The teaching staff is entitled to representation on the Board in an advisory capacity on certain issues.

ABOUT OUR SAVIOR'S LUTHERAN SCHOOL

Affiliation

Our Savior's Lutheran Church and School is a fully accredited member of the Pacifica Synod of the Evangelical Lutheran Church of America. Our Savior's Lutheran School is a ministry and extension of Our Savior's Lutheran Church. The Evangelical Lutheran Education Association (ELEA) is an association of congregations—which maintain Lutheran Schools. Membership provides regular opportunities for teachers, administrators, pastors and school board members to share and learn with each other at seminars, workshops and conventions.

History of the School

Our Savior's Lutheran School began to minister to children and their families as a ministry of Our Savior's Lutheran Church almost sixty years ago. In September of 1956 the preschool opened and in September 1961, Chapel Hill Lutheran School started. With a love for the Lord Jesus Christ, a desire and commitment to minister to children and their families, a limited budget and much creativity and prayers, the school utilized the countless donations of time, materials and money by many of the church families. Today, with a well-developed quality program, an expanding facility and a dedicated, professional staff, the school continues with the same high standards and spirit.

Grade Levels

Our school includes a preschool and an elementary school. The elementary school is a full-day Transitional Kindergarten, Kindergarten through fifth grade. Our preschool includes 5 preschool classes and a pre kindergarten class. We are ministering to many children from the church and the surrounding community.

Business Hours

Mon thru Fri, 8:00 AM to 4:00 PM. Summer: 8:00 AM to 3:00 PM. Closed holidays & month of July.

Schools

Preschool (ages 3-5)

Elementary School (Transitional Kindergarten, Kindergarten through 5th grade)

School Colors

Navy Blue, Forest Green, Red

School Mascot

Dolphin

School Motto

Love, Learn and Serve.

School Communications

Weekly Parent Email

Monthly Church Newsletter (sent via mail and posted on Church Website)

Parent Portal on RenWeb which includes:

School Family Directory Family Handbook Announcements

School-Wide Emails *and/or* SMS Voicemails Calendars

Emergency information Enrollment Forms

Bi-weekly School Newsletter Monthly PTF Newsletter

Class pages with homework, attendance and other class-related information

School website- www.oursaviorsschool.net

Annual School Calendar* School Newsletters* Elementary Teacher Webpages *Teacher information pages Family Handbook * School Calendar Monthly PTF Newsletter

ABOUT OUR SAVIOR'S LUTHERAN CHURCH

Inspired to Love, Encouraged to Think, and Sent to Serve.

Our Savior's Lutheran Church and School is a grace centered, Christ centered, loving place for you and your family.

Who are we?

Our Savior's Lutheran Church and School is a congregation of the Evangelical Lutheran Church in America (ELCA). The ELCA is made up of over 5 million members in the United States and is a member

of the Lutheran World Federation, which has 136 member churches in 76 countries representing more than 61 million Lutheran Christians throughout the world.

Our Congregation was established in 1953. A church is much more than its buildings and we are dedicated to sharing the Good News of Jesus Christ both here in our community and beyond. While our School ministry is by far our largest outreach we are also dedicated to lively worship, Christian Education (Sunday School and midweek), social outreach, music ministry, and helping people build strong and lasting friendships by providing fellowship opportunities for the whole family.

A Place for You Sunday Mornings

September thru June

- 8:30 AM Praise and celebration Worship (casual yet grounded in the Word of God and the Sacrament of Holy Communion).
- 10:30 AM Inspiration Worship (Worship with a bit more liturgical style and grounded in the Word of God and the Sacrament of Holy Communion).
- 6:00 PM Contemporary Worship with Holy Communion

July & August

- Worship services are at 8:30am 10:00am and 6:00pm with no Sunday School.

Sunday School - Fun learning for the whole family

- Children 9:30 AM to 10:15 AM
- Adults 9:30 to 10:15 AM in the Sanctuary

Nursery Care

Nursery care is available at all services and during Sunday school for children 4 and under.

For more information about Worship, Youth Activities, Children's Choir, Wednesday Night activities or Pastoral Care please stop in or call the church office (949) 492-6164.

GENERAL INFORMATION

Admission

Our Savior's admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate with any of these in administration of its educational policies, admissions policies, or other school programs. Each child is considered on an individual basis. A child is admitted if the school's program is capable of meeting his needs.

All new families will have a preadmission interview. All incoming elementary students are evaluated on their past performance at other schools, are academically tested, and will, upon satisfactory performance, be admitted as follows:

- Priority 1 Application must be complete (front & back) with appropriate fee attached.
- Priority 2 Siblings of enrolled elementary school students.
- Priority 3 Students whose family are active OSLC members.
- Priority 4 Siblings of elementary alumni.
- Priority 5 Students who are committed to stay through elementary grades.
- Priority 6 Existing financial obligations current.
- Priority 7 Time & Date.
- Priority 8 Other students who by their behavior, attitude, and performance demonstrate an acceptance of OSLS Philosophy.

Admission to kindergarten will be determined by the following:

- The student must be five years of age by September 1st of the academic year in which they are seeking admission
- The student must demonstrate that he/she is developmentally ready as determined by data compiled from a readiness screening.
- A kindergarten readiness test compiled from a readiness screening. While we prefer the Chancy/Bruce Readiness Test, another test may be substituted in its place.
- Families who register their child for kindergarten to secure a preschool spot will be asked to withdraw their preschool child if the kindergarten child drops.

All new elementary students will be placed on academic and conduct probation for at least one term.

Age Requirements

Children enrolling must be:

- Three years old by September 1st of the entry year for admission into our preschool class.
- Five years old by December 31st of the entry year for admission into our TK- kindergarten class.
- Five years old by September 1st of the entry year for admission into our kindergarten class.

Application

Church members, returning elementary students, elementary siblings, and elementary alumni siblings will have a 2-week priority registration. Notices will be placed in the church bulletin and the school newsletter for church members and returning students. Pre-application forms will go home in late January to attending students for re-enrollment for the following year and enrollment of siblings. Consideration of acceptance for new students will begin mid-February.

Application does not guarantee admission.

Re-enrollment

A positive and constructive working relationship between Our Savior's Lutheran School (OSLS) and a student's parents/guardians is essential to the fulfillment of OSLS's educational purpose. Our Savior's Lutheran School reserves the right not to extend the privilege of enrollment or re-enrollment to a student if OSLS reasonably concludes that the actions of the parent(s) guardian(s) make such a positive and constructive relationship impossible or otherwise interferes with OSLS's accomplishment of its educational

purpose. OSLs also reserves the right not to reenroll a child if that child's educational or social needs cannot be met.

Tuition and Fees

Tuition is based on an annual fee and is due per your agreement with SMART Tuition or by check for one annual payment. Most families pay tuition by dividing the annual fee into 10 equal payments due each month from August 1 through May 1 of each school year. Families may also elect to pay annually, 1-payment basis, with a 1% discount. Annual payments are due July 20. When a family qualifies for more than one type of discount, the larger will be awarded.

- Daycare payments are accepted on RenWeb.
- Tuition payments are nonrefundable. In the event of early withdrawal or termination of enrollment, families are contractually obligated to pay the balance of their tuition. In the event a student is not admitted, the registration fee is refundable.
- Checks returned for insufficient funds or closed accounts are subject to a \$40.00 late fee.
- All accounts (including book, tuition, building and registration, child care fees) must be paid in full for the current term or report cards will be withheld.
- If there are special circumstances regarding payment and/or reasons for being late, it is the parent's responsibility to contact the principal. If payment becomes late, a written notice of delinquency will be sent to you. Any child or children whose tuition payment is more than forty-five days overdue may, at the discretion of the school board, be asked to withdraw from OSLs, unless the parent (s) or guardian within that time, have presented a written payment arrangement to the board which has been accepted.
- Any child whose account becomes more than fifteen days delinquent may be denied admittance into school.

DAILY SCHEDULE

Elementary School Hours

8:30 AM to 2:45 PM TK, Kindergarten, & 1st Grade

8:30 AM to 1:45 PM (Thursdays- Staff Development Day) TK, Kindergarten, & 1st Grade

8:30 AM to 3:00 PM 2nd thru 5th Grades

8:30 AM to 2:00 PM (Thursdays- Staff Development Day) 2nd thru 5th Grades

8:30 AM to 12:00 Noon (Minimum Day / Half-Day) All Grades

Daily Elementary School Schedule

8:25 AM Bell rings. Students gather for morning opening on the blacktop.

8:30 AM School begins

10:15 AM to 10:35 AM Recess: TK, Kindergarten through 2nd

10:35 AM to 10:55 AM Recess: 3rd, 4th, 5th Grades

12:15 PM to 1:00 PM Lunch & Recess: TK, Kindergarten through 5th Grade

2:45 PM TK, Kindergarten, 1st Grade Dismissal (Thursdays at 1:45 PM)

3:00 PM 2nd Grade thru 5th Grade Dismissal (Thursdays at 2:00 PM)

Daycare

Elementary Daycare Hours

7:00 AM to 8:15 AM

3:00 PM to 6:00 PM

2:00 PM to 6:00 PM (Thursdays / Staff Development Day)

12:00 Noon to 6:00 PM (Minimum Day / Half-Day)

Daycare provides parents with a quality alternative for childcare. Our Savior's Lutheran School has a preschool and an elementary school daycare program. They are available to OSLS parents who have children enrolled in the school. Payment must be made prior to usage on RenWeb.

Drop-in usage can be purchased in 10-hour increments. Children picked up on the quarter or half hours will be billed for full hours (3:00-4:00 p.m.; 4:00-5:00 p.m. etc.). Daycare personnel cannot accept payment. Parents leaving their children after 6:00 p.m. will be charged a late fee of \$15.00 every 5 minutes.

The parent who drops off or picks up a child in the morning and afternoon must sign the child out; the child cannot sign her/himself out, nor may a sibling.

Elementary Regular daycare as well as a Study Hall is offered through our afternoon elementary daycare program. Students wishing to use this program will be checked into daycare, given a snack, and then dismissed for study hall in the designated area. Parents should sign these children out of this program through the regular daycare sign out sheet.

Financial Aid

Our Savior's Lutheran Church and School endeavors to assist elementary families financially whenever possible. Scholarship forms are available from the office upon request. All information is kept confidential. These forms should be filled out and mailed to our School Scholarship Service. Families receiving aid for the previous year must reapply annually. In order to be eligible, scholarship application students must fill out an application for re-enrollment. The Scholarship Service provides us with a recommendation for a family's financial need for assistance. Scholarships are awarded based on the following: financial hardship, the number of children in the family, the applicant's ability to contribute and benefit from OSLS program, the student's performance records and abilities, and the amount of scholarship funds available. Applications must be submitted by March 31st for consideration for the next school year.

Communication

In any relationship, one of the primary keys to success is positive, open communication. One of the most important, ongoing tasks we have is to foster and encourage open communication between students, parents, the principal and staff, the PTF, and the governing boards of OSLS. We ask that you, as parents, make an effort to establish a good line of communication between yourselves and those involved with your child's education. It is important for the staff to understand situations at home, which may influence

the typical behavior of your child. Please feel comfortable in discussing this with the teacher. We want to make the school a warm, loving and accepting place for your child and you.

On some occasions, questions or concerns arise. If during the school year you have a concern, the school board asks that you follow the appropriate guidelines:

- Bring it to the attention of your child's teacher as soon as possible. Make an appointment with their teacher or write them a note to ask the teacher to call you concerning the matter. The teacher should be given fair opportunity to resolve the concern.
- If, after discussion with your child's teacher, you feel your concern has not been resolved, we ask that you then discuss the matter with the principal.
- If there is still concern after these two avenues have been pursued, please contact a school board representative. Communication with the board may be made in writing to the president of the school board for consideration of possible action. The school board president's mailbox is in the OSLS office.

Parent suggestions or ideas are always welcomed and we look forward to meeting you. Parents wishing to attend a school board meeting as an observer are always welcome. Those wishing to address the board must make a request in writing to the board president for placement on the agenda. The board guarantees that anyone seeking to express their concerns and seeking remedy through appropriate channels will not be subject to harassment or retaliation of any kind against student or parent.

Telephone Use

Students may use the telephone for emergencies only. Forgotten homework assignments, P.E. clothes, and books are not emergencies. Arrangements for rides and after school activities should be done before the school day begins.

To minimize classroom interruptions, any forgotten article brought to school during class time must be left in the office, not in the classroom. Students may then come to the office at recess or lunch to collect anything left for them. No parent may visit a classroom during school hours unless provision has been made with the principal or the teacher.

Child Abuse Reporting Obligations

In accordance with California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse. In this very serious matter, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not have any legal alternative except to make the report to the proper authorities.

PARENT TEACHER FELLOWSHIP (PTF)

The Parent/Teacher/Fellowship (PTF) was organized to improve the relationship between Our Savior's Lutheran School homes and the school and to enhance the fellowship between the parents and teachers at OSLS. Its membership includes all teachers and all families with children attending Our Savior's Lutheran School. Our PTF is directed by elected officers and committee chairs. Committee chairs are voted in by the officers and will be responsible for organizing specific committees. Committees will meet as often as needed and report proposals during PTF meetings. Budgets and purchases are preapproved by the School Board.

The PTF is a volunteer program designed to be social, fun, and functional. Parent involvement in education is vital and needs to begin at preschool level. The PTF is your opportunity to become involved and supplement our program.

Parent Participation and Service Hour Program

What is the Service Hour Program?

Each **elementary** family enrolled at the school is required to commit **40 hours per school year** performing qualifying volunteer jobs regardless of how many children are enrolled. Families who only have **preschool** children enrolled at the school are required to commit **10-20 hours per school year** performing qualifying volunteer jobs.

What is the purpose of the Service Hour program?

The purpose of the Service Hour Program is threefold:

- Your volunteer participation is critical to the success of the school. Without it, fundraising to supplement tuition income (e.g. the annual auction) would be impossible, and essential programs such as fieldtrips and holiday events would become very costly.
- By actively participating in volunteer activities, parents are encouraged to participate in, and better understand their child's school life; and to get to know other children and parents, enhancing our sense of community.
- When our children see us show an interest in their class and school it reinforces to them how vitally important their education is to you, the parent.

What if I cannot do it?

Service hours are flexible and not restricted to the school day. There are many volunteer opportunities that can be done at your convenience or for special events that do not need to interfere with your work schedule. Therefore, if there is a desire on your part, we will be able to find a service hour job that fits your needs. Families who choose not to meet the service hour requirement should notify the Service Hour coordinator. In any event, families that have not committed to specific volunteer jobs will be billed \$15 for every service hour not performed up to \$60 per month or \$600 per school year. Preschool-only families will be billed \$150-300 per school year.

Who may perform service hours?

Adult family members (parents, grandparents, adult siblings 18 years and older) may perform service hours. Fingerprint background checks may be required.

How do I get credit for my service hours?

It is the responsibility of each family to record service hours into the Service Hour notebook located in the front office. **Hours cannot be credited if they are not logged in the notebook.**

For activities that receive hourly credit, the Service Hour form must indicate the activity (e.g. reading mom or dad), the date, and the number of hours worked.

For activities that receive lump sum credit for a commitment that spans the school year (e.g. Meet the Masters Coordinator), one entry indicating the total hours should be turned in no later than November. No credit is given for more than 40 hours per family (10 hours for preschool families). When you have reached your required hours, it is not necessary to continue signing the service hour book.

Are service hours transferable?

No, service hours are not transferable. Families may not accumulate service hours for the benefit of another family. Service hours may not be carried forward from one year to the next.

What volunteer jobs qualify for service hours?

Examples of activities that qualify for a lump sum 40 hours of service (If a position is shared, each person can receive 20 hours of service):

Governing Boards

Congregation Council Members
PTF Board Members
School Board Members

Special Event Coordinators / Committee Chairpersons for

Annual Auction/Spring Event	Auction/Spring Event Data Coordinator
Barnyard Bash	Grandparents Day
Book Fair Coordinator	See's
Breakfast with Santa	Trike-A-Thon
Easter Breakfast	
Annual Fund Chair	Used Uniform Sales Coordinator
Service/Volunteer Hour Coordinator	

School Year-Long Volunteer Commitments (If fulfilled by year's end) – 40 hours

Lunch/Recess Monitor (one day per week)
Room Parent
Traffic Monitor (one morning/afternoon per week)
Recess Monitor (one day per week)

Examples of activities that qualify for hourly credit:

Teacher Volunteers (Each teacher decides what volunteer assistance they need each year)

Accelerated Reader Tester
Classroom Helper
Holiday Party Helper
Copy Parent Homework Grader
School Volunteers
Box Tops & Campbell's Soup Labels for Education Coordinator
Amazon-smile
Campus Clean up
Christmas Giving Tree Coordinator
Committee Members
Room Parent Coordinator
Food Setup/Service/Cleanup for Special Events
Maintenance volunteers (painting, cleanup, gardening, etc.)
School Bulletin Board
Special Event Helpers
Meet the Masters Coordinator

PTF Meeting Attendance
Service Hours Helper
Teacher Appreciation Day Coordinator
Special Event Attendance
Field Trip Chaperone

Activities Not Listed

Other volunteer activities not listed above may qualify for service hour credit with prior approval. Contact the PTF President or School Principal.

What jobs do not qualify for service hours?

Attendance at special events other than those noted above. Non-School affiliated, e.g. Brownie or Cub Scout Leader.

How do I volunteer for a specific job?

Log into our Volunteer Web application which you can find on the school's website. www.oursaviorsschool.net Sign-up sheets for service hour jobs will also be posted at "Loose Ends" Day (August) AND in the Volunteer Sign-up Notebook in the front office. You may also volunteer for a service hour job by contacting the service hour coordinator.

What is my responsibility as a volunteer?

We value your commitment to partner with us in your child's education by volunteering. We ask that you fulfill that commitment in the following manner:

- **Be reliable.** Be on time for your commitment and come prepared to give your undivided attention to the job. Please refrain from visiting and talking on cell phones.
- **Be responsible.** Respect confidentiality. Do not discuss students, teacher or school affairs with anyone other than the appropriate staff when an issue arises. Respect the teacher's direction regarding methods and priority of work to be done. Exhibit a cooperative spirit. Approach problems in a professional, problem-solving atmosphere. Obtain permission and ask for assistance before using school equipment you are unfamiliar with.
- **Be a positive Christian role model.** Set a good example for the students in appearance, language and conduct. Respect all students, staff and parents. Observe school policies and practices.

Follow required procedures.

When reporting for a volunteer job on campus, check in at the school office first. Sign the volunteer log, take a visitor badge and wear it at all times. Sign out when you leave. Always be in the presence of another adult or in an easily observed area when working one-on-one with a student. Do not work behind closed doors. In the event of an emergency or emergency drill, participate in the drill at the direction of the teacher or staff member in the area where you are working.

POLICIES AND PROCEDURES

Distributing Written Communications

We ask that you refrain from handing out, mailing or emailing flyers, invitations, advertising and any other things that could put the school in an awkward position or hurt a child's feelings.

Personal business flyers may not be distributed at school through handouts, by direct mail or by email.

Pets

Students and parents are asked not to bring pets on to campus at any time.

ARRIVAL & DISMISSAL

Elementary students may arrive no earlier than 8:15 AM and must be picked up no later than 3:15 PM. Students left on campus after 3:15 PM will be checked into daycare. Students arriving before 8:15 AM must be signed into morning daycare.

Drop Off / Pickup Procedure

- The safety of our children is of great importance to us. Please read and obey this section carefully.
- During the morning drop-off, please form one line, drive to the center gate where a traffic monitor will help your student exit. Students are not permitted to exit in the circle until the vehicle reaches the monitor, nor are they allowed to roam the parking lot unattended.
- At the end of the day parents are to form two lines side by side and pull forward slowly. Do not get out of your vehicle. Teachers will walk the children to the cars at the end of the day. Your polite cooperation is appreciated by our traffic monitors and teachers.
- Before and after school, parents and other drivers are not permitted to exit vehicles while in the circle. If you need to get out of your car you must park in a marked parking place (or off campus) and walk your child onto or off campus.
- Cell phone use is strictly prohibited in the traffic circle (before and after school) and at all times in the parking lot. Experience shows that such use is a dangerous distraction and has resulted in some near accidents. This rule will be strictly enforced.
- The speed limit at all times anywhere on campus is not to exceed 5 MPH. Violators will be prohibited from driving on campus.
- Parking on campus is permitted only in marked stalls. Violators may be towed; repeat violators will be required to park off campus.
- Every year the PTF auctions off 3-4 parking spaces in the front parking lot, these spots are reserved with the names of the families who bought them. **DO NOT PARK IN THESE SPOTS.**

- Never leave children unattended in cars, or roaming by themselves in the parking lot.

Rainy Day Pick-up

- Follow the driveway to the right and drive completely around the back.
- Students in building 300 (Grades 1A, 1B, 3, 4 & 5) will be walked to the end of the building where you should wait.
- Kindergarten and 2B will be picked up at the back door to Room 6 (Mrs. Crowe's room).
- Please be extra careful and patient on these days, stay in one line and wait your turn. DO NOT PASS OR BLOCK TRAFFIC! Remember traffic is ONE WAY.

Please make everyone who picks up or drops off your child aware of our policies.

Authorization to Pick Up a Child

Parents and authorized persons are the only ones allowed to pick up a child. If for any reason, a parent or guardian elects to have his child depart with someone other than himself or herself, prior written authorization must be submitted to the teacher or office staff. Please do not call the office with messages to have your child go home with someone else unless it is an emergency.

ATTENDANCE

Parents and students must realize the importance of consistent attendance at school- especially with regard to punctuality each day. Students who are absent or tardy are held responsible for any work they may have missed. Every effort should be made to schedule doctor and dental appointments outside of school hours. We need your cooperation to make sure our students have minimal disruptions in their studies. With this in mind, any child missing more than 30 days due to vacations or unexcused absences may be in jeopardy of retention.

Absences

Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the child's teacher. In addition to this, if a child is absent from school for more than three days, please call the office and inform us regarding the nature of the absence. When a student is absent for more than five days (or has been exposed to a communicable disease), a doctor's authorization must be taken to the office before the student returns to class. Any pupil who is absent from school without a valid excuse more than three days or tardy in excess of thirty minutes on each of more than three days in one school year is a truant and shall be reported to the proper authority at the office.

Long Term Absences

Parents are asked to refrain from withdrawing students from school for vacation, trips, or non-emergency reasons. Regular attendance is absolutely essential for successful schoolwork. Parents should be advised that even when missed schoolwork is "made up", all absences may negatively impact a child's

understanding of the material missed. Key concepts and other skills taught and discussed in the classroom may be difficult to acquire from parents in a vacation mode.

With this in mind, please adhere to the following policy:

- Parents must fill out a PLANNED ABSENCE (FAMILY VACATION) REQUEST FOR ASSIGNMENTS form at least two weeks prior to the expected absence. This will allow the teacher ample opportunity to discuss with the parent the child's current academic progress and potential negative impact of a lengthy absence or provide the needed assignment.
- **A phone call to the office does not constitute proper notice or approval of a planned absence.** The appropriate form must be submitted in writing.
- The academic demands of our grade levels differ vastly; therefore, policy varies for each grade level. Check with your child's teacher for the grade level policy. A copy of the appropriate policy is also in your back-to-school packet.
- All missing work must be completed and turned into the teacher or the child will receive a zero.
- Any missed test must be made up within the first week of returning to school.
- Students who have unexcused absences during standardized testing will not be permitted to make up missing tests.

Tardy

Regular and punctual attendance is required of all students. To be successful in school, students must, among other things, believe that their education is important. Parents can be of great assistance in establishing education as a priority in their child's life. A child is considered tardy if they are not in line by 8:30 AM. Students (Grades K-5) who are tardy for school must go to the office for a tardy slip before going to their classroom. Students who are tardy will be excused for medical appointments, emergencies and emergency traffic. Tardiness will be reflected on a child's report card.

Per Quarter:

- Third Tardy Results in notification by the teacher to the parents.
- Fourth Tardy Results in a referral to the principal. Parent is notified.
- Fifth Tardy Parent conference is required.

Leaving Campus

At no time during the daily session are students allowed to leave the school grounds except by previous arrangements. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present himself/herself to the office (not in the classroom) before the child is released. The child is then signed out and released.

Visitor Policy

Parents and all other visitors must sign in and out at the office and receive a visitor badge. At no time are parents or visitors allowed on campus without going through the office. Visits by children who are friends or relatives of students are not permitted.

Cell Phones

Cell phone use is strictly prohibited. Experience shows that such use is a dangerous distraction and has resulted in some near accidents. This rule will be strictly enforced.

DISCIPLINE

Our Savior's Lutheran School seeks to help students develop responsibility, respect for self and others, and good decision making skills in a supportive environment. These attributes should be exhibited through the student's speech, thought, and actions throughout all situations in the classroom, on the playground, in daycare, and on all field trips. Teachers use a variety of classroom management techniques and programs to achieve this goal. When a child frequently does not follow school rules or respond to a teacher's directives, the student will be sent to the principal. The principal may issue an *Elementary Conduct /Discipline Referral Notice*. The referral form must be signed by the parent and returned the following school day. The student may not return to class until the form is signed and returned. With the parent, teacher, and principal working together, we hope to help the student bring about the needed changes in his/her behavior.

We try to have disciplinary action reflect the logical consequences of the offense committed. That is, if a student breaks something, the student pays for it, or if a student makes a mess, the student cleans it up. Obviously, in some cases, this is not possible.

We believe students should regard attendance at OSLS and participation in school activities as a privilege. Therefore, the most common form of discipline is a "time out" which is removal of a student from an activity.

General Student Rules (The 3 R's)

1. Respect – people, property, table manners
2. Responsibility – behavior, homework, uniform
3. Right thinking (SAFETY) – hands and feet to self, no rough play, never alone

Should a student break a rule, the following procedure will be utilized:

- 1st offense** Verbal reminder or warning
- 2nd offense** Time out or other consequence as assigned
- 3rd offense** Time out and parents notified in writing or by phone
- 4th offense** Parent conference scheduled
- 5th offense** Principal's office and call to parents - suspension

Unacceptable behaviors by students include:

- Fighting or any aggressive act that intends physical harm.
- Stealing (Handling other people's property without permission).
- Leaving campus during school hours without permission.
- Defacing/damaging property (student will be expected to pay damages).
- Using profanity or obscene gestures.
- Using words in a hurtful way including not telling the truth.
- Preventing others from learning in the classroom (frequent disruptions).
- Disrespectfulness, harassment, threatening or intimidating a staff member or a student.
- Repeated failure to turn in homework/assignments.
- Bringing a weapon or explosive to school.
- Any other action in word or deed which in the opinion of the administration is contrary to purpose, goals, mission or values of the school.

Unacceptable Behavior may result with the student being removed from class for the rest of the day, parent called, automatic detention and immediate suspension, or expulsion.

Detention

A detention will be assigned for breaking school rules. Detention will be one day a week on Monday's for the previous week. After 3 detentions a student will receive an out of school suspension for 1 day.

Suspension

A suspension may be assigned for improper behavior. Suspension will be out-of-school for 1-3 days to be determined by the principal. A parent/pupil/principal conference is required following a suspension before a child is permitted back into class. The third suspension within a year is with the intent to expel pending review by the School Board. Depending upon circumstances, several other steps may be recommended such as physiological testing and counseling. It is expected that parents will cooperate with the school administration in disciplinary matters. If parents are unable to support the policies of the school, this diminishes the effectiveness of the school to accomplish the academic, social and spiritual goals of OSLS. In extreme cases, it may be impossible for the student to remain in the school. Violence or threats of violence will not be tolerated and may lead to immediate suspension or expulsion.

Expulsion

Expulsion from school **MAY** occur for the following reasons, after review by the School Board:

- Upon the third suspension in a school year.
- Fighting or any aggressive act that intends physical harm.
- Bringing a weapon or explosive to school whether there was intention to use it or not.
- Sexual harassment.
- Illegal substances.
- Any other action in word or deed, which in the opinion of the administration is contrary to purpose, goals, mission or values of the school.

Playground Rules

- No play on hillside or behind modular.
- Appropriate play on playground equipment; no sitting, standing, or climbing on top of the structure; slide should be used to go down only in a sitting, feet-forward position.
- Jump ropes are for jumping rope only. No helicopters, playing horse or tying ropes or other students together.
- Use our playground balls appropriately: yellow utility balls for kicking; softball is to be played during P.E.; no throwing of sand.
- If a ball goes outside of the playground, tell an adult.
- Absolutely no ball play in any areas outside of the playground.
- Office, outside Room 5 (K1) and Patio areas are Quiet Zones.
- Students are not allowed in the classrooms or on the playground at any time without the teacher or appropriate aide present.

Lunch Time Etiquette

- Walk to the tables from the classroom.
- Voices should be at a normal talking level; no yelling or screaming.
- Remain seated at all times.
- Food that is not eaten (unopened) should be taken home.

- Students should clean up after themselves.
- Teachers, aides, volunteers will not heat food.
- Students are to stay at tables until the entire table is excused.

UNIFORMS AND CLOTHING

We believe that uniforms promote a sense of community and belonging within our school. **Please label all clothing with your child's name.** Uniform purchases and monogramming services are available from True Grits during the school year (498-3516). All uniforms should be purchased from True Grits, 498-3516, or our used uniform sale.

Elementary (Grades K-5)

Elementary students are expected to wear a complete uniform to school each day. Students should wear formal uniform for Chapel service on Wednesdays.

Formal Uniform: Required on Wednesdays, optional any other days

- Boys (K-3): Navy cardigan with emblem (worn over the heart); white, short/long sleeved knit polo shirt; navy or khaki twill pants/shorts; white socks.
- Girls (K-3): Navy cardigan with emblem (worn over the heart); plaid jumper; white Peter Pan blouse; white socks; white, navy or black leggings.
- Boys (4th-5th): Navy V-neck pullover with emblem sewn on right side; navy or khaki twill pants/shorts; white oxford long/short sleeved shirt.
- Girls (4th-5th): Multi pleat plaid skirt; white oxford long/short sleeved blouse; navy V-neck pullover with emblem attached; white socks.
- During inclement weather, rain coats or coats may be worn over the uniform sweater.

Regular Uniform: Worn on any day except Wednesdays

- Boys (K-3): Navy twill or khaki walking shorts/pants; white or red long/short sleeved knit polo shirt; white or red turtlenecks; red school sweatshirt with embroidered crest, nylon wind breaker.
- Girls (K-3): White or red turtleneck; white, navy, red socks or tights; red or white knit short/long sleeved shirt; navy twill or khaki walking shorts / pants; navy culottes; sweatshirt with embroidered school crest, nylon windbreaker.
- Boys (4th-5th): Navy twill or khaki walking shorts/ pants; red or white long/short sleeved polo shirt; red/white turtleneck; sweatshirt with embroidered crest, nylon wind breaker.
- Girls (4th-5th): Navy twill or khaki walking shorts / pants; navy culottes, red or white short/long sleeved polo shirt; red or white turtlenecks; sweatshirt with embroidered crest, windbreaker.
- Shirts need to be tucked inside
- The red OSLS sweatshirt available from True Grits may be worn on any day other than Wednesdays.

Shoes should tie, Velcro, or buckle and have non-slip soles. Boots, sandals, crocs, heels, slip-ons, and flip flops are NOT permitted. Keep the color of the shoes in the brown, white, black family or as close to our school colors (blue, green, red) as possible. Offensive characters or prints should not appear on the shoes.

P.E. Uniform- required for 4th-5th grades

Red knit shorts, white T-shirt with red printed logo, red sweatpants (if needed)

Fridays are Spirit Day: students *may* wear an OSLS "Spirit" T-shirt and/or "Spirit" sweatshirt with blue jean pants.

Hair: The school considers this to be a matter of personal responsibility and urges all parents to keep their children's hair well groomed. In exceptional cases, the principal will inform parents as to the necessity of proper hairstyle. Extreme fad haircuts and hair color will not be acceptable at school. Students with dyed hair will be sent home. Boy's hair should not fall below the top of the shirt collar. Hair should never hang in the student's eyes.

Lost and Found

Our Savior's is not responsible for lost or stolen articles. Please mark all your child's clothing and possessions clearly with their names. Marked items are returned to the student. A lost and found plastic bin will be located outside K1 & K2. Please check it if your child is missing something. Lost and found will be cleaned out every Wednesday. Unlabeled and unclaimed articles will be donated to the Goodwill/Salvation Army. Unlabeled uniforms will go to the used uniform sale.

EMERGENCY PROCEDURES

The faculty and the staff at OSLS are committed to providing a safe environment for your child during the normal school day as well as if the school or area is confronted with a major emergency or disaster. The OSLS staff and faculty are trained to respond to all types of emergencies. Additionally, an Emergency Operations and Recovery plan has been developed to provide guidance during emergency situations. A copy of this plan is on file in the School Office and is available for review upon request.

It is possible that OSLS might have to evacuate to another location during a major emergency. In the event OSLS has to evacuate, every effort will be made to have a member of the OSLS staff accompany each group of children. However, please understand that under certain circumstances it may not be possible for an OSLS staff or faculty member to accompany each child. The OSLS Emergency Plan authorizes the Principal to temporarily turn over custody of a child to any OSLS parent for the sole purpose of traveling to a reception and care center or other evacuation destination. If you do not want your child to be transported during an evacuation by anyone other than a parent or guardian listed on the emergency information sheet or by an OSLS staff member, you must inform the OSLS Principal, in writing, of this restriction.

In the event of an evacuation due to an incident at San Onofre, OSLS will precede to the pre designated Reception and Care Center location listed in the front pages of the local Pacific Bell phone directory. In the event another type of incident causes an evacuation, information on the evacuation location will be posted at the school and available by calling our out of state contact point: Community Church of Joy School in Phoenix, Arizona at 623-561-2000

Please remember that in an emergency that does not require the school to be evacuated, your child will only be released to individuals listed on your child's Emergency Information Form. If you want to allow your child to be able to be picked up by another child's parent or a family friend you will have to ensure that their name is listed on the Emergency Information Form.

In the event of an emergency that requires the school to close early, parents and guardians will be notified and no child will be left unattended. During emergencies, please take the time to slow down and follow the instructions provided by OSLS staff and designated volunteers.

Designated Evacuation Centers

Reception Center for nuclear emergencies is the Orange County Fairgrounds in Costa Mesa at 58 Fair Drive.

Reciprocal arrangements with the following schools to allow OSLS to relocate to their facility in the event OSLS need to be evacuated for Non Nuclear emergencies.

- La Cristianita Preschool, 35522 Camino Capistrano, San Clemente
- Saddleback Valley Christian School, 26333 Oso Rd., San Juan Capistrano

Emergency Food

Parents should provide the following emergency food (or kits) and a change of clothes to be kept at the school in a labeled, gallon size, zip lock bag. Three-day earthquake supply kits will be available for purchase during “Loose Ends” Day in August. These kits have a shelf life of 5 years. We also recommend a family photo and letter of reassurance to the child to be kept in the same bag.

Homemade earthquake kit should include:

- 2 packages of crackers and cheese 3 fruit cups
- 4 granola bars 2 meals of canned dinners (Hormel, Libby’s, Etc.)
- 3 juice drinks (box with straw)
- *Please be sure these are turned in to your child’s teacher the first week of school.*

COMPUTER, NETWORK, & INTERNET RULES

Because we want our students to have a safe and enjoyable experience while using a computer on our network or on the Internet, Our Savior’s Lutheran School has adopted the following policies in regards to computer, network, and Internet usage while on campus.

- Students are allowed to use any classroom computer that is designated as a student computer provided that the time is approved by the teacher and there is a teacher, teacher’s aide, or designated classroom parent-helper who is present for the purpose of monitoring that student’s use of a computer at all times that student is on a computer.
- Because the student computers in the 3rd, 4th and 5th grade classrooms have open Internet access, only 3rd, 4th and 5th grade students may use these computers during study hall, provided each student has a signed parental consent form on record in the office and proper supervision. Any student not currently enrolled in Our Savior’s 3rd, 4th or 5th grade, and any student who does not have a signed parental consent form on file in the office, may not use the student computers in the 3rd, 4th and 5th grade classrooms at any time.
- No student shall ever operate a Computer Lab computer unless the computer teacher is present and gives that student permission. **NOTE:** *The two Daycare Computers located in the Computer Lab/Day Care room may be used by any OSLS student currently checked into daycare during school daycare hours, whether directly monitored by an adult or not, as these computers are for games only and have no links to the school network or the Internet. Daycare usage schedules and allowances are per the daycare personnel.*
- No student shall be allowed to operate any computer designated as a teacher computer or staff computer at any time, even if an adult mistakenly gives that student permission. This includes, but is not limited to all teacher laptops, church and school office computers, P.E. office computer, and

especially the school server. **NOTE:** *Students are allowed to access their own personal folders and files stored on the school server from any student computer that they are allowed access to per the student-access rules.*

- No student or parent is allowed to bring on to campus any personal computer or personal tech device that is capable of connecting to the Internet wirelessly without the permissions of both the Principal and the IT Director. This includes, but is not limited to any cell phone device with active Internet access, or any device with an internal or external card or modem that can connect to the Internet via Wi-Fi, Blue Tooth, satellite, wireless, telephone service, or any other wireless ISP. If permissions are granted, then that parent needs to adhere to the above rules pertaining to Teacher or Staff Computers.
- No student or parent is allowed to bring on to campus any personal computer or personal tech device and then directly connect it to any phone line, modem, router, switch, hub, or other computer on campus without the permissions of both the principal and the computer technician. If such permissions are granted, then any computer that is to be connected to the school's network must first be turned over to the IT Director in order to have that computer's setup changed for connectivity and security purposes.
- If a parent needs to use his or her laptop while performing school related duties on campus, and that computer needs to have network or Internet access, the parent needs to get permissions from both the Principal and the IT Director. If permissions are granted, the parent needs to adhere to the above rules pertaining to Teacher or Staff Computers.
- If a 3rd, 4th or 5th grade student wishes to bring in his or her own laptop for use in his or her homeroom classroom, the student needs to get permission from all of the following people: The student's parent(s), homeroom teacher, the Principal, and the IT Director. If permissions are granted, then that student alone may operate that computer while on campus, and only during regular school hours, while supervised by a qualified adult, and when the homeroom teacher gives permission. All other rules for student computers pertain to this personal computer when in use by a student on campus. **NOTE:** Some classroom network switches and/or wireless access points may be at maximum capacity, which may prevent personal computers brought in by students from having any school network or Internet access.

CURRICULUM

Elementary

The objective of OSLS is to develop culturally literate, lifelong learners who know Christ and value themselves as competent and confident individuals. In doing so, they contribute to their community and succeed in a changing world. Our curriculum concerns itself with the development of the whole child. We believe that our curriculum happens not only inside of the school but outside of the school as well. As a result, teachers, staff, and parents share a partnership in meeting the needs of each individual child.

A full academic curriculum surpassing California state requirements is offered to kindergarten through fifth grade children. A variety of curriculum designs are used at Our Savior's. Particular attention is given to the content areas of religion, language arts, mathematics, science, health, social studies, fine arts, physical education, computer skills, social skills, and study skills. Teachers follow a sequential plan, which includes general goals and specific objectives to enhance learning outcomes. Teachers are skilled in using different strategies to access the different levels of thinking within each child. Teachers also develop student performance standards based upon these goals and objectives. Detailed, grade level curriculum descriptions are available upon request.

Chapel

Each Wednesday at 8:35 AM, every child goes to the church for worship and songs lead by the Pastor and the music staff. Children learn a variety of songs and prayers. Bible stories and truths central to the Christian faith are brought to focus during these times.

We encourage parents to attend our spirited chapel services and ask that you sit in the back of the church during these services.

Spanish

“Teach Them Spanish” a publication of McGraw Hill is the foundation of basic, once weekly instruction in Spanish. Students begin to study vocabulary in the areas of: greetings, numbers, food, clothing, families, colors, community, and classroom objects. Each year vocabulary is expanded along with reading, writing, speaking, and listening skills. In the fourth grade students begin to learn basic Spanish grammar. In the fifth grade students begin to conjugate verbs and structure their own sentences. In all grades we sing songs that incorporate vocabulary, do activities in class, use work sheets to practice reading and writing skills, and practice pronunciation in class. While it not possible to attain language fluency in a once a week program, our Spanish classes provide valuable exposure to the language and the cultures of some of the world’s Spanish speaking societies.

P.E.

Students continue to develop physical education skills and fitness knowledge through our physical education program. Junior kindergarten will have P.E. once a week. Kindergarten through 5th grade students receive physical education classes two times a week. Students in 4th and 5th grade are required to change into the required P.E. uniform during their lunch period. Students who are not dressed for P.E. more than 3 times per quarter will have their grade dropped. Students should wear tennis shoes and be dressed appropriately. Students who must be excused from P.E. for any medical reason should give the P.E. teacher a note from the doctor or the parent. After two consecutive excused P.E. classes, the student will be required to bring a note from the physician.

Music

Music is an integral part of Christian life and an important adjunct to the worship life. Students are offered music education classes in grades kindergarten through 5th. Preschool students are offered music once a week. Seasonal musicals will be performed throughout the school year. Third grade students learn recorder, fourth grade students learn violin, and fifth grade plays the guitar.

Computers

Computers are used as a tool at Our Savior’s to help enhance our educational program. Kindergarten through 5th grade classrooms have between two and eight computers set up where students may utilize today’s exciting technology. Each kindergarten class has seven iPads, which are used for supervised center activities. Each 5th grade student also has a laptop computer for individual use in class. In addition to the classroom mini labs, a computer lab provides weekly instruction from a computer teacher for grades K - 5.

Meet the Masters

Meet the Masters is a K-5 monthly art program which provides in depth instruction on a different master artist each month. Students learn to recognize the style and technique of the artist and are given an opportunity to try out the techniques learned.

Accelerated Reader by Renaissance Learning

Accelerated Reader is an elementary school computerized reading management program that encourages children to read good literature. Children read from a list of over 500 selected books and take quizzes on computers at school to receive points for each book read. Awards will be periodically presented to children. For a list of AR books, go to www.arbookfind.com.

enVisionMATH by Pearson

enVisionMATH is an online math program built on a strong research base and authored by the nation's top math experts and educators. It is centered around interactive and visual learning and differentiated instruction to address the specific needs of all student populations.

Type to Learn by Sunburst

Developed on a research-based method of sequential, cumulative touch typing instruction, Type to Learn builds critical 21st Century skills for all keyboarding students in grades K-12. This typing program emphasizes both accuracy and words per minute speed, and provides each student with individualized remediation and goals for success.

Textbooks

All textbooks are the property of Our Savior's Lutheran School and are recorded and assigned by book number. The book checked out to the student must be the book returned. If lost or damaged, the text must be paid for before a final report card may be issued.

Grading

The administration and staff of Our Savior's Lutheran School seek to measure total student performance through class work, homework, testing, class participation, behavior, conduct, and special projects. Therefore, grades will be given to keep students and parents aware of performance. We are concerned that students do their best, the best they are capable of doing. Any matter involving a student's work or behavior must be taken up with the teacher first. Letter grades will be given in grades 3 and up with an alternative scale used in kindergarten through 2nd grade.

Report cards / Progress reports / Teacher conferences

A student's academic progress, work habits, and conduct are evaluated on a daily basis throughout the school year. Report cards are issued quarterly and sent home through the student information system, RenWeb. Progress reports provide parents with an assessment of the student's progress in each of these areas. Because teachers are often involved in meetings and other activities before and after school and are not always immediately available, parents wishing additional conferences are encouraged to schedule them with the teacher. Academic and behavior progress reports are sent home to those children performing below average or whose grades are falling in academic and behavioral areas. New students must be in attendance a minimum of 30 days before a report card is given. Kindergarten report cards are developed specifically for Kindergarten to show attainment of readiness skills. 1st and 2nd grades share our lower-elementary format. Grades of Outstanding, Satisfactory, Needs Improvement, and Unsatisfactory are given in subject areas. Pluses, asterisks, or minuses are given for work and study habits.

Grade Scale (TK thru 2nd)

98-100 O+

93-97 O
90-92 O-
83-89 S+
77-82 S
70-76 S-
60-69 N
0-59 U

The 3rd, 4th & 5th grades share an upper-elementary format. These students receive letter grades of A, B, C, D, F, or Incomplete in all subject areas except handwriting. E (Excellent), S+, S (Satisfactory), S-, N (Needs improvement), U (Unsatisfactory), and N/A (Not Applicable) are given in effort, skill areas, and citizenship.

Grade Scale (3rd thru 5th)

98-100 A+	87-89 B+	77-79 C+	67-69 D+	0-59 F
93-97 A	83-86 B	73-76 C	63-66 D	
90-92 A-	80-82 B-	70-72 C-	60-62 D-	Incomplete INC

Honor Roll

The names of students in 4th and 5th grades who have achieved academic excellence will be posted on a quarterly basis. There are two categories of Honor Roll:

- **Principal's List-** For students who receive an A- or higher in all subjects, as well as conduct and work habits.
- **Honors-** For students who have at least 5 grades of A- or higher in all *core subjects and B- or higher in all other subjects.

**Core subjects are Math, Science, Social Studies, English and Spelling.*

Students who have been on the honor roll all four quarters will receive a special award at the end of the year.

No student receiving efforts, conduct, or work habit grades of S- or below in any area will be eligible for honor roll or Principal's List.

No student on modified curriculum will be eligible for honor roll.

Chronic late work (more than three times in any quarter) will keep a student off the honor roll.

Homework

In recognition of the role of parents as primary educators, we urge all parents to take an active interest in their child's homework by fostering systematic study habits. Four types of homework provide for both long and short-term objectives: preparation, practice, extension, and creative.

Homework is an exercise in developing responsibility and good study habits. These skills are essential to students being successful in school, as well as later in life. Accepting the responsibilities relating to homework means the student needs to independently take direction, manage time, and complete work to the best of his or her ability and turn it in. Please encourage neatness, accuracy, and completeness.

Homework is assigned up to four nights per week. Suggested time guidelines for homework are:

- 10-20 minutes per day- Grades K-1
- 20-40 minutes- Grades 2 and 3, plus 20-25 minutes of independent reading per night.
- 60-90 minutes- Grades 4 and 5, plus 20-25 minutes of independent reading per night.

If there are no homework assignments to complete please encourage your child to utilize this time for daily pleasure reading. If your child is consistently unable to complete homework in the suggested time guidelines, please schedule a conference with your child's teacher to resolve this problem. While we

believe homework is an important part of the educational process, we also believe children should have free time to play and socialize. Parents can help with a child's homework by:

- Establishing a proper study area
- Providing adequate supplies
- Scheduling homework at a regular time each day
- Helping your child learn to organize
- Stressing the importance of turning in homework when it is due

Homework requests, when a child is absent, may be called in by parents on a daily basis before 10:00 AM. Requested assignments will be ready to be picked up by 3:00 PM. in the school office.

Academic Probation

Students whose grade point average drops below a 2.0 will be placed on academic probation for a length of time to be determined by the school principal. Weekly communication will be issued to inform the student's parents of his/her status. Continued enrollment in the school will hinge upon improvement of the student's grades.

Promotion

Decisions on promotion or retention in grade or program are considered on an individual basis and are made by the parent, teacher, and principal. The decision will be based on what is known about the child and whether the child will benefit most by moving into the next grade or program, or repeating the current one.

Formal Testing

Elementary students (grades 1-5) take the Stanford Achievement Test each spring. In addition, students in grades 1,3,5 take the Otis Lennon Ability Test each spring. Your child's test results will be sent home in late spring. Chancy and Bruce Educational Resources will evaluate preschool and new kindergarten students for a small fee. This screening provides parents an excellent means of determining a child's readiness the child's strengths in 10 pre-academic skill areas. Chancy and Bruce provide a detailed assessment and follow up with a parent workshop to explain the process and results.

STUDENT LIFE

Study Hall

Elementary students enrolled in daycare may take advantage of our after school study hall from 3:30-5:00 on Mondays through Thursdays. The study hall provides a quiet environment for children to complete their homework and is monitored by one of our teachers.

Field Trips

Teachers plan field trips to enhance the program of the class as well as to provide enrichment. Field trips are for students of OSLS. Younger siblings are not allowed on the trip. The teacher must receive a signed permission slip for each student to participate. For most trips, a limited number of parents attend as chaperones. Parent chaperones provide the transportation on these trips and are also expected to help with the students. Of course, by law all children must wear seat belts while traveling. All parents who drive

must have a proof of insurance form on file in the Emergency backpack prior to driving. Drivers are not to make unauthorized stops. All field trips are part of a planned curriculum and children should participate. Parents have the right to refuse to allow their child to participate in a field trip. Students who do not participate should remain at home and will be expected to complete special assignments.

Off-Site Overnight Educational Trips (Grades 4-5)

Overnight educational trips are an important part of the education we offer here at Our Savior's Lutheran School. They provide students with an opportunity to learn through "hands-on" experiences in a safe, closely supervised environment. While some trips may require additional costs to parents, we feel they are worthwhile in the overall education of the students. Because of the nature of these trips, students must participate in the whole trip, or not at all. Separate travel arrangements may not be made.

Field Trip Fundraising Policy

In recognition of the costs of these field trips, fundraising can be proposed by the parents. When a class volunteers to raise money for these overnight field trips, all parents of these students are expected to participate in the fundraising. All funds will be divided equally among the participants.

Chapel Offerings

Teaching children to share and help others is important. Chapel offerings are one of the tangible ways in which this attitude and practice are developed. An offering is gathered each week during chapel in an envelope available from your child's teacher. We want to foster a sense of giving and help children feel as though they have played a real part in earning the money for giving. Please decide with your child the way he/she could earn this by taking on an extra chore around the house. 100% of the money collected each week is sent to nonprofit community outreach programs.

Birthdays

Celebrations in the classrooms are encouraged, but please do not go overboard. A nutritious snack, stickers, pencils, or a special treat is sufficient. **Invitations** for parties **may not** be distributed at school. We also ask that you not meet at school to begin an after-school party. The "Happy Birthday" song will be sung to your child during the morning opening by the entire school. Summer Birthdays will be celebrated the last week of school.

Character Council

The Character Council (grades 4 & 5) and Support Team (grade 3) are responsible for organizing local, national, and world outreaches. Students on Character Council and Support Team serve and act as role models for OSLS. Character Council members may be asked to prepare and make important announcements to individual classes, during opening and occasionally in chapel, while Support Team collects donations from the class rooms. Students must apply for the positions. Character Council or Support Team members must have strong standing both academically and in citizenship. Depending on the number of qualified applicants, students may serve all or a portion of the year. Participation in Character Council activities provides each student with the opportunity to offer valuable service to the church, school, and community and to develop leadership skills.

SPECIAL PROGRAMS

Performances

A Christmas Program and Spring Performance will highlight this year's activities. These will be the culminating events of our music program.

Back to School Night

Back to School Night is scheduled in late September and is a time for parents to meet their child's teacher and become familiar with class programs, policies, procedures, and projects for the year. Children are not to attend.

Open House

Open House is held in the spring of each year and is your child's chance to show off their classrooms. It is also a chance for you to browse around and peek in on other classrooms to see what exciting things are happening.

Used Uniform Sales

The money from the sale of used uniforms will go directly to PTF.

Lutheran School's Week

Lutheran School's Week is a celebration where Lutheran schools nationwide celebrate our partnership in Christian education. It is a week filled with different spirit days. Our Savior's celebrates LSW during the first week in March. The culminating event is our annual Grandparent's Day.

Yearbook

Our Savior's publishes an annual book full of images from the entire school year. Pages include school portraits of all classes from preschool through fifth, school functions such as the Preschool Halloween Parade, Barnyard Bash and the Trike-A-Thon, Christmas and Spring Musicals, class fieldtrips and other miscellaneous candid shots from around campus.

AFTER SCHOOL PROGRAMS

Choirs/Bible Study

Our Savior's Lutheran Church offers evening choirs and bible study for children as well as adults.

Additional Programs

Kid Art, Academic Chess Club, Golf Squad, Mad Science, or other optional after school activities may also be offered based on availability and interest level. Registration and payment are made directly with the instructor.

Scouting Programs

Scouting programs may be offered at Our Savior's Lutheran School after school. Age restrictions apply to some troops. Check with the office about current scouting troops at OSLS.

Study Hall

A quiet monitored classroom is available for study sessions on Monday through Thursday afternoons from 3:30-5:00 p.m. A teacher monitors the study hall and is available to help children who need help with their homework. Participants must be checked into daycare for this program.

Vacation Bible School

A Vacation Bible School is offered every summer by Our Savior's Lutheran Church for one week and is open to the entire community. Vacation Bible School is a time for learning Bible stories, worship, singing, crafts, and recreation. Dates and registration forms are available from the church office in early summer.

HEALTH

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student's health and safety are of vital importance to parents as well as the staff at Our Savior's. During the school day, the staff attends to children's minor health needs and occasional emergencies in your absence. We request that all parents read carefully and adhere to the requirements and procedures described in this section.

Immunizations

If, after a child is admitted, he or she is discovered to lack one or more immunizations, the parent should be notified. In this circumstance, State regulations allow no more than 10 school days for the child to present a record of the immunization after the parent has been notified. The school or childcare provider can set an earlier deadline. After 10 school days, the child must be excluded from further attendance if he or she has not come into compliance with the requirements. Please make sure your Physician Reports are completed.

Emergency Form

Occasionally, a child becomes ill or meets with an accident at school. When parents cannot be reached, it is necessary to have the name of a relative or friend to be called. It is vital that accurate records be kept of all phone numbers. This includes place of employment, current home phone, your doctor's phone number, and any other emergency numbers. Please notify the office of any changes with the above information. You may also update your contact numbers in RenWeb.

Medication

No medication will be given to children unless there is written permission by the doctor and parent designating dosage and schedule. Medication forms are available in the office. Medication sent to school must be in the original container and must have the appropriate prescription on the label. The staff cannot dispense medication of any kind. School staff must adhere to these requirements at all times as stipulated by the California State Education Code.

Illness and Injury

When a child becomes ill during school, parents will be called to arrange for the student to be picked up. If your child receives a minor injury at school (bumps, cuts scrapes) the proper first aid treatment will be applied with judicious care and an "ouch" report will be sent home. We will notify you by phone concerning head injuries, no matter how minor they are.

Contagious Illness

A child who contracts an illness, which is contagious, should not be sent to school until the family physician advises that it is safe to return to school. Examples include chicken pox, strep throat, scarlet fever, conjunctivitis, head lice, impetigo, pinworms, measles, mumps, and ring worm. Notify the office immediately if your child has a communicable disease so that we may inform others of this possible exposure.

Allergies and Special Needs

Please be sure your child's teacher is aware of any allergies and special needs your child may have.

Hot Lunch

The hot lunch program is open all students. Hot lunches will be available daily for students who have prepaid through the hot lunch vendor. Orders and payments are sent or emailed directly to the vendor. Monthly menus will be posted on their website. Current lunch program is www.choicelunch.com.

Nutrition: Lunch and Snacks

Students bring their own nutritious lunches in elementary school (or sign up for the hot lunch program) and preschool Bunch for Lunch. Please do not include foods that are high in sugar content in your child's lunches. Candy and soda pop may not be consumed during recess or lunch times unless it is a special class party. Bottled items or breakable containers are unsafe and should not be included in snacks or lunches. It is impossible to heat large numbers of foods in the microwave, so please do not send items that need to be heated. Please provide the necessary utensil (spoon, fork). Please do not bring food items for anybody but your own child (ren). Children are encouraged to bring a snack to be eaten during morning recess time.

Parents provide snacks for preschool classes on a rotating basis. A schedule is posted outside each classroom.

GUIDELINES FOR ADULTS WORKING WITH CHILDREN AT OSLS

- Maintain a caring Christian attitude at all time. Watch your language and subject matter of discussion. Gossip is a sin. Anything you learn about a student or family is to be kept strictly confidential.
- Assertive discipline is the process we use. Let the student know the rules and the consequences. Refer him/her to the teacher in charge if the undesirable behavior does not stop. Be firm, fair, and logical.
- Life being what it is, situations and issues arise that we do not see in exactly the same light. Please talk to the teacher about your concerns. If you cannot resolve the issue, arrange an appointment with the principal and the teacher. Resist the urge to discuss it with other parents before you try to resolve it with the person involved.
- If a child needs comforting, kneeling or stooping to the child's level to comfort is good. Do not lift or carry the child. Occasionally a child may need a friendly hug or some kind of physical contact. Be brief, gentle, and then redirect the focus.
- Anytime a volunteer, substitute, parent or daycare person is in a classroom with one child, the door must be left open. Children are not to be left unattended. You must be able to see them at all times.

Harassment Policy

Our Savior's Lutheran School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individuals' race, creed, national origin, physical disability or sex.

Harassment can occur any time during school or during school related activities. It includes, but is not limited to any or all of the following:

VERBAL HARASSMENT

Derogatory comments and jokes; threatening words spoken to another person.

PHYSICAL HARASSMENT

Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

VISUAL HARASSMENT

Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.

It is the responsibility of Our Savior's Lutheran School to:

- Implement this policy through regular meetings with all administrators, including the pastor, ensuring that they understand the policy and its importance.
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

- Conduct himself/herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the principal.
- If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

COMPLAINT FILING AND INVESTIGATIVE PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

1. The student (parent/guardian) must first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal or to a teacher who will report it to the principal, or to the pastor, if the principal is the subject of the allegation, or to the board if the subject of the allegation is

the pastor. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex administrator if he/she prefers to do so.

2. The student (parent/guardian) alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.

4. Once the facts of the case have been gathered, the principal, in conjunction with the pastor and the school board, if appropriate, will decide what, if any disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion (termination).

5. If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take reasonable steps, within its power to investigate and eliminate the problem.