



OUR SAVIOR'S

EVANGELICAL LUTHERAN SCHOOL

School Handbook

2024-2025

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Mission

Our Savior's Evangelical Lutheran School exists to partner with parents in training children to be disciples of Christ (Psalm 86:11,12; Matthew 28:19,20).

Objectives

1. Clearly share and teach the Word of God to nurture those who already know Jesus and share the love of Christ with those who do not yet know Him.
2. Learn the truths of Scripture and apply those truths to their daily living.
3. Integrate all subjects in the light of God's Word.

Statement of Beliefs

Our Savior's Lutheran School is a ministry of Our Savior's Lutheran Church and a part of the Wisconsin Evangelical Lutheran Synod (WELS). We believe without reservation that the Scriptures of the Old and New Testament are the infallible written Word of God and the only rule and norm of faith and practice. Therefore, Our Savior's Lutheran School is founded on these eternal Scriptural truths:

- There is only one true God: Father, Son and Holy Spirit.
- God has revealed himself and his love for us in his errorless Word, the Bible.
- God created all things; he created man and woman as the crown of his creation.
- Mankind's fall into sin has corrupted the entire human race, making all people deserve damnation.
- God, through his grace, love and mercy sent his Son Jesus to live a righteous life for us and to die as payment for every person's sins.
- Everyone who through the work of the Holy Spirit believes that Jesus is his/her Savior receives forgiveness of sins, life and salvation.
- A Christian desires to show his love to God by obeying God's commandments and by helping to spread the Good News of the Savior.

Statement on Marriage, Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a man and a woman. We believe that any form of sexual immorality revealed in Scripture is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in his image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

Non-Discriminatory Policy

Our Savior's Evangelical School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, tuition assistance and loan programs, and athletic and other school-administered programs.

Enrollment Policy

The school's main objective is the same as the congregation's main objective: to make disciples by nurturing the Christians within its membership and by reaching out to others. Therefore, in adherence with these objectives of nurturing and outreach, the following enrollment policy has been adopted:

1. Children enrolling in Kindergarten must be five years old by September 1st.
2. All children (K-6th grade) must have completed immunizations or sign a waiver as required by Wisconsin law.
3. Parents are asked to complete a registration form.
4. Transfer students should have their records forwarded to Our Savior's.
5. All fees from the previous year must be paid in full before a student's registration will be processed for the coming school year unless prior arrangements have been made with the School Board.
6. Parents of families who are not members of a WELS church are encouraged to attend Bible Information Classes with the pastor within the first school year of enrollment.

Enrollment Procedures

The faculty, upon approval of the School Board and the parents, will establish the grade level of any child, determined by special tests and an analysis of past and present performance. For this reason, parents should bring the latest report card when registering their child at Our Savior's Evangelical Lutheran School for the first time. A birth certificate should be brought at registration for any child entering Kindergarten.

Parents should provide academic, attendance, and behavioral records from previous schools as well as results of psychological, cognitive, or academic achievement tests for the school's review for students enrolling in grades 1-6.

Student Records

When a student transfers to a different school, a copy of all medical, academic and disciplinary records will be forwarded to this school upon request. We keep the request letter and a copy of report cards with attendance information.

Fees

Our Savior's Evangelical Lutheran Church maintains its Lutheran elementary school for the purpose of assisting parents in bringing up their children in the nurture and admonition of the Lord. The members of Our Savior's Lutheran Church feel strongly that the children of our society today need a sound training in the academics of the world as taught in the light of God's Word; therefore, Our Savior's Lutheran Church actively supports Our Savior's Lutheran School through its annual budget. The school receives no government aid for educational purposes nor does it receive aid from the Wisconsin Evangelical Lutheran Synod. The estimated annual cost to educate a student is over \$5,000. This includes the cost of teacher salaries, benefits, teaching materials, and utilities. The members of Our Savior's support the school through regular, generous offerings to the church since the mission of the church and the school are really one. The Board of Christian Education of Our Savior's Lutheran Church recognizes that parents should also take some of the financial responsibility for support of the education of their children; therefore, it has established the following categories of fees for those students who attend our school:

- **Members and mission prospects** will pay an education and supply fee as set annually by the Board for Christian Education.

Members of Our Savior's Lutheran Church who also have their children attend Our Savior's Lutheran School are highly encouraged to be active members of the congregation. They are expected by the Church Attendance Policy to worship in a congregational setting at least twice each month. We pray that through this worship the parents who are members of Our Savior's Lutheran Church will grow in the Holy Spirit. This will also set an example to their children in the school and to the other congregation members of how important the service and worship of our Lord truly is.

A mission prospect is defined as any individual or family who is presently not involved with any other Christian congregation and shows an interest in membership at Our Savior's Lutheran Church by actively participating in an Adult Bible Information Class (monthly attendance at a minimum) and actively attending weekly worship services. Upon completion of Adult Bible Information Classes, the prospect will have one year in which to decide upon membership at Our Savior's Lutheran Church. Indecision will only affect the school tuition status of any children from a mission prospect family. This will not affect their mission status within the church. Should a mission prospect not meet the minimum requirements which have been stated in this policy, this matter will be referred to the Board for Christian Education for a possible change in status to tuition payment status.

- **Members of sister congregations and nonmembers who are not mission prospects** will pay the full tuition as set by the Board for Christian Education. A sister congregation is defined as any congregation who is in confessional fellowship with Our Savior's Lutheran Church.

Registration Fee

A **registration fee of \$150 is assessed to all students in grades K-6.** It is to be paid at the time of registration and is non-refundable.

Chromebook Fee

A **technology fee of \$50 is assessed to all students in grades K-6.** This fee is to maintain a cycle of replacement for Chromebooks used by the students in the classroom.

Education Fee (Members of Our Savior's Lutheran Church)

The members of Our Savior's are encouraged to support the church and school ministry through regular, generous offerings. In addition to these offerings, this fee is established to help cover a portion of the cost of education. The education fee for kindergarten through sixth grade for this school year for members of Our Savior's Lutheran Church is as follows:

1 Child	\$1,800.00
2 Children	\$2,600.00
3 Children	\$3,400.00
4 Children	\$4,200.00

Our Savior's does sponsor an **Education Fee Assistance Program** for eligible families. If interested, please contact your teacher for further information.

Tuition (Non-Members)

While significantly lower than the actual cost of education, tuition is charged to families who are not members of Our Savior's. Families are requested to pay their Registration Fee and a portion of their tuition on Registration Day. The tuition fees established for this school year are as follows:

1 Child	\$5,000.00
2 Children	\$7,500.00
3 Children	\$10,000.00
4 Children	\$12,500.00

All called workers are eligible for a 25% tuition discount.

Payment of Fees

All school families will sign a fee payment agreement on Registration Day indicating one of three options for the payment of their fees and tuition. These options are:

1. Pay the entire fee amount "up front" at registration.
2. Make two payments for education fees. Pay the first half on Registration Day. Make the second payment on January 15th or make arrangements for second date payment with the Secretary.
3. The family will enter into an agreement with the tuition management company, Vanco. This company will automatically deduct an agreed upon payment from your checking or savings account each month.

Unpaid Fees

In order for a student to enroll for a new school year, all expenses from the previous year must be paid in full. No diploma, final report card, or transcript of credits shall be issued unless tuition or fees are paid in full or satisfactory arrangements for payments are made. The Board for Christian Education reserves the right to consider cases of special need.

Payment and Reimbursement of Fees for Transfer Students

The Education Fee and Tuition assessed or refunded for a transfer student will be prorated quarterly. After a quarter of the school year has begun, the family will be responsible for the payment of their family's fees for that quarter. For example, should a pupil enroll during the second quarter of the school year, 3/4 of the fee will be levied. Should a pupil transfer from Our Savior's during the third quarter, 1/4 of the fee will be refunded.

Curriculum

Our curriculum shall provide, as it is possible within the limits of the school's resources, for the total needs of every child - spiritual, mental, physical, and social. This is expressed in Luke 2:52: "And Jesus grew in wisdom (mental) and stature (physical), and in favor with God (spiritual) and men (social)."

The courses of study of the state of Wisconsin and the Wisconsin Synod serve as guidelines for the goals, methods, and content of the instruction. Religious courses taught in our school are according to the teachings of the Wisconsin Evangelical Lutheran Synod. All children in all grades regardless of church affiliation are required to learn specific parts of doctrine and proof passages.

The course of study for Our Savior's Lutheran School includes these subject areas:

Religion - Bible history, memory work, and hymnology.

Mathematics - Arithmetic and number usage.

Language Arts - Reading, language usage, grammar, spelling, speaking, composition, literature, phonics, and penmanship.

Social Sciences - Geography, history, current events, government, social studies, Wisconsin history, and geography.

Sciences - General science and health.

Arts - Singing, crafts, drawing, and painting.

Physical Education - A varying array of games, team sports, and life skills. (*All pupils are expected to participate in physical education unless they are ill or are excused by a doctor's written request. The children are also encouraged to play outside during the morning and afternoon recesses as weather permits. If your child cannot go out for some special reason, please send a note to the teacher stating that special reason.)

Computer Skills- Google and Typing curriculums, as well as learning to use the internet in a God-pleasing way.

To augment the curriculum, field trips away from the school premises may occur throughout the year. Since the event is away from school, students will need signed parental permission. Parents may be asked to furnish transportation and be chaperones whenever possible. Children that are required by law to have car seats will need them for field trips.

Co-Curricular Activities

Piano Lessons - Piano lessons are available for students in grades 1-6. The cost is \$10.00 per lesson plus books. Please consult with your child's teacher if interested.

Band Lessons- Band and String instrument lessons are offered to students in grades 4-6. Instrument choice is limited to the instructor's abilities. Please consult with your child's teacher if interested.

Athletics- All students are encouraged to participate in after-school athletics once they reach the participation age. Our Savior's offers volleyball (grades 3-8). There is a \$25 user fee. This fee must be paid before the child practices. Students must be in good academic standings to participate in these activities.

School Services

Lunch Program and Milk Program - A hot lunch program is available Monday through Friday. Milk is provided with the noon hot lunch. Additional half pint cartons of milk may also be purchased by students who bring their own lunch and for a morning snack.

Our Savior's School needs to reimburse ABC Childcare for meals consumed by our children and pay for weekly milk deliveries. Families are encouraged to begin each month with a balance that will cover approximately what their child will eat in the first month. Lunch and milk statements will be sent home at the end of each month showing what the student's balance due or remaining credit is. If a balance remains outstanding a week past the issuing of statements, a reminder will be given regarding the balance due. If payment is not sent following the reminder, the parents will be notified that their child will not be served hot lunch until the balance is paid.

Lunch Prices: Grades K-6 = \$ 3.00 (includes milk)

Adults = \$3.00 plus \$.50 for milk

Extra Milk: All Grades = \$ 0.20

Statements will be printed for each child. Payments may be made with a single check per family.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

After-School Care Program

The school operates an after-school care program for those who cannot pick up their children at the 2:45 -3:00 p.m. dismissal time on a normal school day. The teachers' classroom will be transformed into the after school care area. There will be homework stations, playtime, and a silent reading area for the students. Children are encouraged to bring their own snacks.

1. The program will run from 3:00 p.m. to 4:15 p.m. Monday through Friday.
2. The parents are asked to sign up in advance on a calendar that will be sent home with the students.
3. If your child is not picked up by 3:00 p.m., he/she is automatically enrolled in the program.
4. The cost is \$3 for the first 30 minutes and \$3 for the second 45 minutes.
5. Billing is sent out at the beginning of each week.
6. Payments are due within one week of handing the bills out, If you would prefer to pay at the end of the month please contact the school.
7. A late fee of \$10 will be applied for the following week if payment is not received by the due date.
8. Payments are to be given to the child's teacher.
9. Please be advised only students whose tuition payments are in good standing are eligible for the after-school care program.

Transportation - State law requires the transportation of all children who live more than two miles from a school of their religious affiliation. In Wausau the office to contact is in Longfellow Center at 715-261-2500. First Student Bus Company's number is 715-842-2268.

School Website – The school's website is a part of the church website and is a great resource for our families. The website is www.oursaviorsausau.org

Weekly Newsletter - A weekly newsletter containing the latest classroom and school news and upcoming events is sent home with the students' on the first school day of every week. Please watch for the newsletter. This is the school's best means of communicating with parents.

Student Pictures - Pictures of each student are taken in the fall. Packets are sold on a prepay basis with a retake policy if the pictures are not satisfactory. There is no obligation to purchase photos.

Worship

Children's Chapel Services - The children assemble weekly in the church for a chapel service. This special opportunity to worship is held on Wednesdays 8:00 a.m.

Mission Offerings - Each week the children have the privilege to financially help support a designated mission. This gives the children an opportunity to help spread God's Word. Envelopes are sent home at the beginning of the week and can be brought to school any of the following days.

Church Attendance - It is expected that the children practice and strengthen their faith by attending church services regularly. The Third Commandment reminds us, "We should fear and love God that we do not despise preaching and His Word, but regard it as holy and gladly hear and learn it." This is especially important in summer when the children do not receive special daily instruction. Every effort will be made at school to encourage your child to attend church services.

Our Lord Jesus sets a fine example for us in the area of church attendance. When He was a young boy, He had the opportunity to attend His first Passover in Jerusalem. After a week of celebration and remembrance of what the Lord had done for the Israelites in Egypt, Jesus stayed behind.

Why? It was because He wanted to hear more of His Father's Word. The parents of Jesus found Him studying the saving words of the Old Testament at the feet of the church leaders.

Should we not try to copy our Savior? The worship services at Our Savior's offer us a fine opportunity to grow in the scriptures which God has given us to guide our lives. "...from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus." (2 Timothy 3:15). Our worship also provides us with fellowship. "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another - and all the more as you see the Day approaching." (Hebrews 10:25).

The Board for Christian Education of Our Savior's Lutheran Church feels that attendance of worship services is a vital part of your child's training. We hope that everyone will see the benefits of worshipping together and growing spiritually as redeemed children of our Lord and Savior, Jesus Christ.

Singing in Church - The students of Our Savior's Lutheran School sing in church services during the year. This allows them to express their Christian faith publicly in the worship service, and it also serves to edify the worshippers. All students are strongly encouraged to be present. Parents will be notified via the weekly newsletter when their children are scheduled to sing.

Christmas Eve Service - The students of the Our Savior's Lutheran School present a special Christmas service each year. All students are expected to participate.

Home/School Relations

Communication - The staff and Board of Christian Education (BCE) desire to work with parents who are willing to walk with us in ONENESS of spirit and purpose. When the teacher and parents work together, the training of the child is enhanced.

Parent Concerns

If an individual (parent or teacher) has a concern, that individual should first confer with the person or persons involved. If the problem cannot be resolved satisfactorily, then the matter should be brought before the BCE. All concerns and questions regarding school policies and curriculum should be directed to the teachers. Let us deal with each other in Christian love, letting our Lord move us to handle problems in a God-pleasing manner.

Parental Support - How can you, as a parent, help your child?

1. Make the Word of God the guide in all phases of daily living.
2. Have regular family devotions and table prayers.
3. Pray for your school and staff.
4. Attend church regularly with your child.
5. Teach your child to respect his or her teachers.
6. Teach your child to be considerate and courteous when riding the bus or walking/riding to and from school, and while playing and working.
7. Do not allow your child to bring items that may distract them or others to school.
8. Make sure your child is regular and prompt in school attendance.

Classroom Visitation - Parents and other interested individuals should feel welcome at any time to visit school. Visitors are asked to speak with the classroom teacher in advance if possible. If the teacher in his/her professional judgment senses a poor teaching-learning situation developing, the visitor may be asked to postpone the visit until a future date.

Parent/Teacher Consultations – Parent/Teacher Consultations may be scheduled as needed. Two formal consultation periods are held during the year. After the first quarter there are mandatory Parent/Teacher Consultations. At the close of the third quarter there are optional consultations.

Homework - The amount of homework a student has depends on the study habits of the child and the difficulty of the subject matter. If assignments seem consistently burdensome, the teacher would appreciate such information so that the problem can be alleviated. Parents can help by providing encouragement and a quiet place to study.

Unfinished/Late Work - The Lord has blessed each of our students with his/her own level of intellectual abilities. The faculty of our school strives to challenge each of our students. Unfortunately, our sinful human nature will cause some of our students to fall short of using all of their abilities. This policy hopes to address this problem so that all our students can work to the highest point of their abilities and to the glory of God.

Absences - When an absence occurs because of sickness, doctor appointments, family emergencies, etc., the student will be allowed two school days for every day of absence to complete his or her makeup assignments. When an absence is a planned absence, the parents of the student involved are to make arrangements with the teacher involved. Any assignments not completed upon the student's return to school will receive no credit. Assignments will be given one-two weeks prior to the beginning of the vacation. Please contact the teacher involved at least two weeks before the vacation time to allow the teacher proper planning time. The parents become responsible for the teaching/tutoring of the lessons.

Late Assignments - Assignments which are handed in later than the assigned time are considered late and will be docked accordingly. The amount that the grade will be "docked" is left to the discretion of the teacher. Some general guidelines include:

1. A late assignment may be docked one-third letter grade for each day the assignment is late in the lower grades.
2. A late assignment may be docked one full letter grade for each day the assignment is late in the upper grades.

Incomplete Grades – At the end of a quarter, students with unfinished work will have one week to complete missing assignments. If they are not completed within that time the grade for that paper will become a 0%. The exception to this would be for any extenuating circumstances at the end of the quarter.

Recess Privileges - The teachers reserve the right to limit the recess privileges of students. Students will stay in for recess at teacher discretion if there is teacher supervision

Parent Contact - If a student is delinquent with five or more assignments, the student's teacher will contact the parents. This contact could include make-up work lists, phone calls to the parents, parent conferences, after school detention etc. If the problem persists, parents and teachers may possibly discuss grade reclassification of the student.

Grades - Our Savior's uses the letter system for reporting the achievement of children in grades -8.

Each week all students should bring home all of their graded papers in their home folder. Please look over these papers carefully and direct any questions to the teacher involved. These home folders are a good way for parents to monitor the work of their child(ren). As you evaluate your child's grades, mid-term report, or report card with him/her, please ask the following questions:

Have you done your best?

Have you used your talents at all times?

What can be done to improve?

Interest and praise are great motivating powers. Use large portions of both continually and generously as you look at your child's work.

Quarterly Reports - The quarterly report card is a comprehensive report of the child's academic progress. It is important that this report be carefully evaluated and then discussed with the child. Comments which help the teacher to better understand and help the child are appreciated. Parent-Teacher consultations may be scheduled when needed.

Health and Safety

Please use good judgment. If your child is ill, keep him/her home. We will work with you to help the child make up any missed work. If your child becomes ill during the school day, we will call you. Please pick your child up promptly.

Injury - If a child is injured, we will have to make a decision regarding the injury on the spot. If the decision is made that the child can wait to see a doctor at your convenience, we will call you to pick up your child and take him or her to the doctor. However, if the teacher feels that a child is injured to the point where medical care is needed immediately, we will call the ambulance and then call you to meet your child at the hospital. If we are going to err, we will err on the side of good health. This means that if there is a question, we will call the ambulance. If you will be at work or out for the day, please include on your emergency card someone that we can contact if you are unavailable. Keep your emergency card up-to-date!

Health - A healthy child learns more readily than one who is ill. Regular check-ups by the family doctor are encouraged. A physical examination is strongly encouraged for all students who participate in interscholastic contests. The Marathon County Health Department conducts a vision and hearing screening to check each pupil. General hygiene is also promoted.

Medications - The school may not dispense medication, either over-the-counter or prescription, without a signed Medication Administration Consent Form. OTC medications must be in the original container, and prescription medicines must be in the prescribed, labeled bottle with the pupil's name on it.

Head Lice Policy - The staff may examine the students' hair and/or scalp for the presence of head lice if there is suspicion of infestation. If an infestation is detected, the infected child will be immediately removed from the classroom. A parent will be contacted to immediately take the child home. Information, which includes a letter of notification and instructions regarding treatment, will be provided to the parent. The child will be re-admitted to school when: 1) The child has been treated with the proper shampoo; 2) The parent provides a written note to the teacher describing the method of treatment; 3) Upon inspection by school personnel no evidence of live lice or new nits are found in the child's hair. If the family is unwilling or unable to follow this treatment, a referral to the public health nurse will be made for home follow-up.

Emergency - The school has special radio contact with the Marathon County Office of Emergency Government. If any alert is received, specific procedures, practiced by the students, will be followed.

Student Information Forms - It is important that the school have your home and work phone numbers and the name of other persons to contact in case of emergency. A student information form is kept on file for each student. Please keep these forms up to date.

General School Policies

Absences - Sickness is the only reason that your child should be absent from school. Attendance is a state law. If your child is ill, please keep him home. **Notify the school/teacher in the morning if your child will not be coming to school.** If he/she is well he/she belongs in school. The excuse for any planned absence (ie. hunting, family vacation, etc.) must be submitted to the teacher **two weeks** prior to the absence. Homework will need to be completed upon returning to school.

Books - The cost of the first text and workbook is included in the registration fee/tuition that is paid. However, if any book or workbook is lost or damaged, the replacement cost will be charged to the student. Books must be covered. This also includes books which are part of the school library collection.

Personal Appearances & Hygiene – Student’s clothing should be neat, clean, modest and appropriate. Printing is allowed on clothing, but mottos or images that may be considered offensive are not permitted. Clothing should not be form-fitting such as skin-tight tops, and leggings. Leggings may be worn with appropriate length skirts or long tops that reach the mid-thigh. Skirts and shorts should be mid-thigh or longer. Clothing should not be revealing because of cut or knit, such as spaghetti-strap tank-tops or tops that have an open-back, are low-cut, see-through, or cropped. Girls who wear dresses or skirts to school should wear shorts beneath their skirts. Footwear should have a strap around the back of the foot for safety reasons. Students should have proper footwear at school for outdoor physical education classes in addition to their designated gym shoes. The staff reserves the right to question the appropriateness of any clothing. Students should follow daily, age-appropriate hygiene practices (brushing teeth and hair, bathing, using deodorant, wearing clean clothes, etc.)

School Closings – In the case of inclement weather, please listen to one of the local radio and TV stations as they announce the school closings. If the Wausau School District schools are closed or virtual due to weather, Our Savior’s is also closed.

Telephone - Students may not use a cell phone or school phone without the permission of a teacher. Students will not use the phone to make arrangements to stay with classmates after school. These arrangements should be made from home before school time. Transportation arrangements to return home after school events should, if at all possible, be made prior to coming to school.

Institutional Rules

1. Students will play only in designated playground areas under teacher supervision.
2. No gum is allowed at school during school hours.
3. Tobacco products, alcohol and illegal drugs are not allowed on the school grounds at any time or at any school activity.
4. Students who ride their bikes to school are to park them in the bike rack, secure them with a lock, and only use them again after dismissal to return home.
5. Students are not to arrive at school before 7:20 A.M. and must be off the school property by 3:00 P.M. If a student is not picked up by 3:00 P.M. they will be put into after-school care.
6. **School starts at 7:45.** Parents are encouraged to have their children to school by 7:40 each morning so that they have time to prepare for the school day. It is important to have your children to school on time so that the teachers start their school day off on time. If your child has 5 tardies in 1 quarter the teachers will talk with the parents. If your child has 10 tardies in 1 quarter a board member will contact you and ask you to work on your promptness.
7. Students may be picked up only by parents and other adults they have listed on the student’s transportation form. Other arrangements may be made during the school year if parents speak with the student’s teacher.
8. Students are not to run in the building unless directed by a teacher to act differently.
9. Students are not to throw objects such as stones, snowballs, etc. on or adjacent to school property or at the park.
10. Students should not bring distracting and/or dangerous items to school.
11. Students may use Chromebooks when directed by the teacher. (All usage is monitored by the teachers)
12. Students are to remain quiet in the hallways when classes are in session.
13. During the school day the doors of the building will be locked for the protection of our students and staff. Access to the building can be gained by ringing the doorbell at the main office entrance and waiting to be granted entry.

School Discipline

Suspension & Expulsion Policy

In-School Suspension (ISS)- The principal and teachers may institute an ISS for discipline purposes. The student will be placed in a physical setting where there will be appropriate supervision by a designated person. Any disruption by the student in this setting will result in the student being sent home.

Out-of School Suspension (OSS)- The principal and teachers may suspend any student from attendance at school or any school-related activity on or off campus or from attendance at a specified class or classes.

Reason for Suspension include:

- Fighting or assault
- Stealing
- Pulling of the fire alarm
- Serious infraction in which the classroom teacher and principal deem a suspension appropriate

Reasons for Expulsion Include:

- Possession of a firearm, explosive, or other weapon deemed dangerous by the principal
- The deliberate intent to seriously harm a student or teacher
- Chronic misbehavior
- Possession of tobacco products, illegal drugs or alcohol
- Persistent lack of cooperation as indicated by an unwilling spirit or unacceptable attitude

Disciplinary Procedures

Any student who violates a rule can expect to receive appropriate consequences for his/her actions as determined by the classroom teacher or principal. Proper authorities may be notified in the event of illegal activity on campus or in connection with a school-sponsored event. As disciplinary situations arise, we will approach our concerns with prayer and Christian love, always seeking to arrive at peaceful and proper solutions that are in the best interests of the child.

In the event of student misbehavior, a discipline process is initiated as follows:

1. Minor disciplinary matters will be handled by the classroom teacher.
2. In the event of a serious infraction or persistent behavior problem, parents will be contacted the same day by the principal or teacher via phone call and a course of disciplinary action will be determined.
3. If the classroom teacher is unsuccessful in dealing with a serious infraction or persistent behavior problem, the issue will be handled according to the following steps:
 - a. The principal, teacher, parent(s), and student will meet to discuss the issue. The principal will take fitting measures, including possible suspension, to eliminate the problem.
 - b. If it becomes necessary, due to the seriousness of the problem, the students may be expelled. However, this action must have School Board approval.

SCHOOL CONTACT INFORMATION

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