

Parent Handbook

2006-2007



“Train a child in the way he should go, and when he is old
he will not turn from it.”

(Proverbs 22:6)

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The Nature of Our School

Our Savior Evangelical Lutheran School is a full-time Lutheran elementary school operated by Our Savior Evangelical Lutheran Church of the Wisconsin Evangelical Lutheran Synod. As such, it has a definite identity and heritage in the work of spreading the saving Gospel of Jesus Christ.

Our school draws its identity and support from the congregation of which it is an inseparable part. Just as our congregation is dedicated to the spreading of God's Word, so our school also is wholly given to teaching the truths of salvation. By serving the children of our congregation and other children with Christian education, our school will make a vital contribution to the life of and purpose of our Lord's Church.

Our school also shares a blessed heritage with many other Lutheran elementary schools of the Wisconsin Evangelical Lutheran Synod. For over 100 years the Wisconsin Synod has been active in Christian education. Even through times when Christian education wasn't as popular as it is today, our schools were providing quality education based on the precious, pure Word of God. We at Our Savior thank God that we are part of that heritage.

Scriptural Foundation

Our Savior Lutheran School is founded on these eternal truths revealed in God's inerrant Word, the Holy Scriptures.

1. The Holy Scriptures are God's Word and infallible and supreme, the only standard for faith and life. *2 Peter 1:21, 2 Timothy 3:26, John 10:35, Psalm 119:105 .*
2. There is only one true God, Father, Son and Holy Spirit, who reveals Himself in the Holy Scriptures. *Isaiah 43:11, John 15:26, John 5:39, John 14:7-18, Deuteronomy 6:4, 1 Corinthians 8:4 .*
3. God created all things and created man as the crown of creation. *Genesis 1-2.*
4. Ever since The Fall (Genesis 3) the whole human race is corrupted by sin, making all people guilty before God and subject to damnation. *Psalm 51:5.*
5. God through His grace, love, and mercy sent His only Son, Jesus, to suffer and die to pay for all people's sins. *John 3:16, Isaiah 53:5-6, 1 John 1:7, 1 John 2:1-2.*
6. All who, through the work of the Holy Spirit, believe that Jesus is their Savior receive forgiveness of sins and everlasting life. *Ephesians 2:8-9, 1 Corinthians 12:1-3.*
7. As a believer in Jesus, the Christian will seek to grow in his Christian knowledge and faith through the study of the Holy Scriptures. The Holy Scriptures will be his source of comfort, security, guidance, encouragement and hope (confidence) for the future. *Psalm 119:105, 1 Peter 2:2-3, John 20:31, John 5:39, 2 Timothy 3:15.*

8. As a believer in Jesus, the Christian will find joy and blessings in worship (both private and public). *Hebrews 10:25, Psalm 12:1, Romans 10:17, Colossians 3:16.*
9. As a believer in Jesus, the Christian will use prayer regularly as a God-given privilege. *Philippians 4:6, Thessalonians 5:17, Psalm 50:15, James 5:16.*
10. As a believer in Jesus, the Christian will strive to show his love to God by using his gifts and talents to help spread the Word of God. He will help his fellow Christians and all people in every possible way. *John 14:15, 1 Thessalonians 2:8, Galatians 5:22-23, 1 Corinthians 10:31, Matthew 28:19-20.*
11. The Lord gave parents the primary responsibility for the Christian training of their children. *Ephesians 6:4, Psalm 78:1-7, Deuteronomy 4:9-10, Deuteronomy 6:6-9.*
12. The Lord also gave to His Church and hence to each Christian congregation the responsibility to train its children according to the Scriptures. *Acts 20:28, Matthew 28:20, John 21:12-17, 1 Peter 5:2.*
13. A congregation calls a pastor(s) and a teacher(s) to function in its midst as minister of the Word of God. *Acts 1:21-26, Ephesians 4:11, Romans 10:12-15.*

Our Philosophy of Christian Education

Every type of education, public or private, proceeds out of some sort of philosophy. At its center is some basic idea or attitude which influences whatever is done. Christian education is Christ-centered education; the Savior and His love are at the center of all we think, say and do. Our Savior Lutheran School is a Christian school, not simply because it teaches religion in addition to all other subjects, but because everything is done in light of God's Word and in the context of our sin as human beings and God's grace to us in sending the Savior. The Word of God provides the framework in which everything is taught and done and serves as a source of absolute guidance and truth.

Our Role in Christian Education

From the Word of God we know that the responsibility for educating and training children rests with the parents. The Bible instructs, "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." (Ephesians 6. NIV). Our Savior Lutheran School has been established to assist parents with their God-given task of raising their children in the knowledge and influence of God and His Word. However, under no authority should the Christian Day School ever replace parents or relieve them of their responsibility to train their children. Rather, our school is a tool parents can use in carrying out their God-given duty.

The Objectives of Our School

The primary objective of our school is to lead each child to realize that by God's grace he is a redeemed sinner through the blood of Christ. By careful and thorough instruction in God's Word and His plan to save us, each child will be equipped to cope with life in a sinful world, cling to the cross as a source of strength and comfort, and have heartfelt assurance of heaven. Having experienced the love and blessings of God, and having come to a knowledge of his personal Savior, each child should thank and praise God

and seek to worship and serve Him in every thought, word, and action throughout his life. Such love for God and His Word motivates a child to share His message with others.

In addition to this primary spiritual objective, our school also has a definite scholastic objective. Realizing that, "the fear of the Lord is the beginning of wisdom" (Psalm 111:10), our school seeks to instill in each child this reverence for God which serves as a foundation for all other instruction. It is also the objective of our school to give each child the best education possible in every subject area of the elementary curriculum, so that he has a mastery of the basics and a more than adequate foundation on which to build his secondary and higher education. Each child is also taught to evaluate all education from the Christian viewpoint.

In addition to the spiritual and academic growth of each child, our school also has as its objective the physical development of each child. Each student is led to an appreciation of the value of his/her body and its care as a "temple holy to God" (1 Cor. 3:16).

Social development is a highly significant aspect of education. It is our purpose to give each child the opportunity to express himself creatively, to realize his identity as a uniquely created child of God, and as such to adapt himself to living as a Christian in his family, church and country. Biblical values and Christian modeling contribute to such social development.

The Vision of Our School

OSLS is committed to serving families by educating the whole child--spiritually, academically, physically, and socially.

- *Christian Faith* - Students of OSLS have a strong conviction of the Christian faith with a zeal for Christian living.
- *Christian Service* - Students of OSLS live the faith that the Holy Spirit has put in their hearts by glorifying God through their service to others.
- *Christian Witness* - Students of OSLS embody the commission of Jesus-to make disciples of all nations by sharing the Good News of salvation through Christ.
- *Academic Readiness* - Students of OSLS are prepared for high school and beyond with a foundation of academic excellence.

Enrollment Policy

Our Lutheran elementary school gives us the opportunity as Christ's disciples to heed our Lord's command, "Let the little children come to me and do not hinder them." (Mark 10:14). God has made us responsible for teaching as many children as possible about their Savior. Therefore, we should seize every opportunity to use our school as an active mission arm of the congregation. As our Lord loves all children and wants them all to hear His saving Gospel, we open our doors to students of every race, sex, national and ethnic origin for all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

However, should the size of our facility, or our financial capability necessitate limiting our enrollment, we establish the following priority in accepting students:

1. Children from Our Savior.
2. Children from synodically affiliated congregations.
3. Children of parents who are in the process of becoming members of Our Savior.
4. Other children.

All applications are subject to annual approval by the Pastor, Principal, and Board of Education. We reserve the right to terminate a child's enrollment at any time for disciplinary or religious reasons.

Tuition and Fee Information

Our Savior Lutheran School does not wish to prohibit any family from providing a Christian education for their child(ren) due to financial hardship. To remedy this, we have provided opportunities to address financial difficulties. Families may contact the Principal or the Board of Education concerning their financial situation. Payment plans have been established to assist parents and congregations. Any payment plan that is set up must be submitted to and approved by the Board of Christian Education. There is a member and a non-member payment plan. Application forms for setting up payment plans may be obtained from the school office.

Members of Our Savior Lutheran Church are only charged a school fee since they support their church and school through their regular church offerings. The initial payment of member school fees is due May 15. This is a down-payment on school fees and reserves a place for your child(ren) in our school for the following school year. School fees are due in full by August 15.

We invite children who are not members of Our Savior to seek enrollment in our school. An initial, non-refundable payment of school fees for non-members is to be paid at the time of application. This fee reserves a place for your child(ren) in our school for the following year. The remainder of the school fees are due by August 15. The tuition payment schedule is listed on the registration forms.

There is a non-refundable deposit, to be paid at the time of application, for families who wish to enroll their prekindergarten child in either the 3K or 4K program. All payments are to be sent directly to the school. School fees and tuition should be made payable to Our Savior Lutheran School.

Our Savior Lutheran School offers school fee assistance through a student financial assistance fund. This fund has been established to assist both congregational families as well as those families that are seeking membership into our church.

Late Fee/Tuition Policy

The payment of tuition and school fees is considered late when the moneys have not been received by the date(s) indicated on either the regular school fees sheet or on the agreed upon payment plan form. When a payment becomes past due by 60 days, the child(ren) become ineligible for participation in any school related extra-curricular activities. When a payment becomes past due by 90 days, the child(ren) are suspended from classes until payments are brought up to date.

At the end of a school year, a student's report card will not be released until all fees/tuition have been paid. If a student is transferring to another school, or an eighth grader graduates into high school, his/her records will not be forwarded to the new school until all fees/tuition have been paid in full.

A student's account for a school year must be paid in full before he/she is eligible for enrollment in the next school year.

Should a parent(s) believe that special hardships or circumstances warrant consideration of relief from any of the consequences due to delinquent payments, he/she may request a meeting with the Board of Education chairman and the principal to discuss the matter.

Other Fees

A milk fee for participating students is collected at the beginning of the school year. \$5 is taken directly out of the annual school fee as a special art project fee for each child. There is an athletic fee charged all families with children in interscholastic sports in grades 5-8. This fee partially offsets expenses in the athletic program. Separate fees are charged for classroom field trips as they are scheduled throughout the year.

Tuition Discount Program

Families who are not members of a WELS (Wisconsin Evangelical Lutheran Synod) congregation are charged 50% of the first year's tuition for children newly enrolled in grades K-6. Parents who seek enrollment in Our Savior Lutheran School for the first time are required to meet with the Pastor, Principal, and classroom teacher.

Admission of non-WELS students is on a space available basis. Payment of school fees (books, milk, athletics, etc.) is required of all families, including those enrolled in the first-year tuition discount program.

After the first year, non -WELS families become full tuition paying families for the balance of their enrollment at Our Savior Lutheran School.

Entrance Requirements

Since in Christian education, the church, home and school are working together, it is essential that certain requirements be met by parents and students to insure that education of the child is consistent and that it is carried out in a decent, orderly, God-pleasing way.

1. Pre Kindergarten (3K and 4K) and Kindergarten Enrollment

Children entering kindergarten should have reached their fifth birthday by September 1st of the school year (fourth birthday by September 1st for 4K and third birthday by September 1st for 3K). A child entering 3K must also be toilet trained before enrollment. Parents may arrange a meeting with the teacher and the principal if there are any questions in regard to their child's readiness. Children will be screened before entering kindergarten. Children entering kindergarten need a physical and dental examination prior to entrance.

2. Immunizations

Immunizations for all students must be up-to-date at the time of school opening in accordance with the state of Wisconsin requirements.

3. Transfer

Students transferring from another school should provide satisfactory scholastic and health records, as well as the address of the school previously attended.

4. Religious Instruction

Each child, without exception, will be instructed in the Word of God and assigned regular memory work. In the course of Bible teaching it may happen that the false teachings of other denominations and churches may be pointed out to the children on the basis of the truth of God's Word.

5. Church Attendance

An important part of every child's faith life is his participation in Sunday and festival worship services. We ask that parents realize their responsibility in this regard and attend church regularly with their children.

Occasionally, the children will participate in the worship service as a children's choir. All children are expected to join their classmates in praising the Lord when their class sings at Our Savior.

We ask that all parents be willing to support the efforts and activities of the school, and support the continuing spiritual growth of their children and themselves by setting an example in church interest and attendance. It is especially important that all parents make a special effort to assure their child(ren)'s attendance at the annual Children's Christmas Service.

6. Confirmation Instruction

All children enrolled in grades 7 and 8 will attend our pastor's confirmation class. The purpose of the class is to give each child two years of concentrated study in the teachings of God's Word.

Upon completion of the class, the students are eligible to make public profession of their faith and to become communicant members of Our Savior Lutheran Church.

Regular church attendance is an essential part of confirmation preparation. If a student's church attendance falls below a minimum of 24 services, except for extenuating circumstances, he/she will not be confirmed.

7. Christian Information Class

All new parents who are not members of Our Savior, or a synodically affiliated congregation, are required to meet with our pastor and/or attend Christian Information Classes. The purpose of the classes is to acquaint parents with the teachings of the Bible and our Lutheran church, as they will also be taught to the children of our school.

Attendance in the class is required of non-member parents who would enroll their children in our school. However, there is no obligation to become a member of our church upon class completion.

8. Late Enrollment or Early Withdrawal

If a child enrolls or leaves school during the school year, the school fee/tuition expense or refund will be pro-rated based on the date of enrollment or withdrawal. (Note: Deposits and certain other fees will not be reimbursed.)

Course of Study

The courses of study are based on the truths of God's Word and the requirements of the State of Wisconsin. Textbooks, along with age-appropriate activities and hands-on experiences, are carefully chosen by the teachers so that the children may get the best training possible. Textbooks are reviewed and evaluated on a regular basis. Nationally standardized tests are annually administered. These tests help assess the child's academic strengths and weaknesses.

Faculty

The faculty of Our Savior Lutheran School is comprised of trained men and women with a minimum of a Bachelor of Arts Degree in Education. These teachers have dedicated themselves to the service of the Lord and are in full agreement with the teachings of the Wisconsin Evangelical Lutheran Synod. Our teachers receive a divine call. They are called by the Lord through the congregation to do the Lord's work. To maintain and further their professional growth, teachers regularly attend workshops, classes, conferences, etc.

Special Needs Learning

God has made each of His children unique and special. So it is at Our Savior- each child is a unique, special child of God, with different abilities and different needs. Certain children who have special needs may receive one on one or small group instructions. Emphasis will be given in developing skills in the areas of reading, math, and language. Emphasis will be determined by the child's needs. Assistance in this area will be determined by the teacher and the help available.

School Attendance

Please excuse any student absence with a note and phone call. It is helpful to know of a student absence the morning it occurs. All missed work must be made up or special arrangements must be made with the teacher. If a doctor or dentist appointment must

be made during school time, it is asked that the parents contact the teacher. Parents should make every effort to plan vacation time around the school calendar. Excessive absences and tardiness will be reported to the Board of Christian Education for review.

If it becomes necessary to take a child out of school for reasons other than illness or emergency, contact the appropriate teacher and principal at least one week in advance.

We begin our classes promptly at 8:30 a.m. It is extremely helpful if all students are at school at least five or ten minutes before the 8:30 start. This allows the students time to sharpen their pencils, organize their books and assignments, and get ready to begin on time. It is both uncomfortable for the tardy student and disruptive to the remainder of the class when a child walks in late.

Children's Worship Service

One morning per week a children's worship service is held in church for grades K-8. The 4K class attends services on a regular basis. Offerings are taken at these services which support mission projects. Everyone is welcome to join us.

Worship and Sunday School

Our family worship services are held each Sunday at 8:00 and 10:30 a.m., and Thursday evening at 7:00 p.m. Sunday School for preschoolers through junior high, and Bible classes for teenagers and adults are offered between the two services at 9:15 a.m.

We invite you to join us during these opportunities of continued spiritual growth.

Health Services and Medication

Pupils requiring prescription medication at school must submit to the classroom teacher a *Medication Authorization - Physician Form*. This is a form which needs to be completed by the physician. Pupils requiring non-prescription medication, such as Tylenol, must submit to the classroom teacher a *Medication Authorization Parent/Guardian Form*. This form must be completed by a parent or guardian. Both of the above mentioned forms are available from the school office.

Each time there is a new prescription which is to be administered at school, a new form must accompany it. These forms will be kept on file. Teachers will keep medication in their possession until such time that it should be administered.

Health screenings are done in the following areas:

- Vision - Grades K-8
- Hearing - Grades K-3
- Scoliosis - Grades 6-7, girls; Grade 8, boys
- Lice checks (as needed) - Grades 3K-8

Christian Discipline

The Word of God is the absolute basis of faith and conduct. Teachers and students should always live accordingly. But human nature often makes discipline necessary.

When it is necessary it will be done lovingly, on the basis of God's Word, using examples from Scriptures.

If a child's conduct is extreme or persistently disruptive to the class and detrimental to others, the principal has the authority to suspend a child from school for a maximum of three days. Should an extreme situation arise, expulsion may occur following procedures established by the Board of Education.

Dress and Grooming

Our dress code has been established with the best interests of the students and school in mind and is hoped to be reasonable. Neatness, modesty, and good taste should always guide what the students wear.

It is important that the students dress respectfully and are groomed properly to maintain a decent appearance and Christian character. Parents, your cooperation is essential.

Any apparel that does not promote the Christian character of the school, such as clothing that advertises alcohol or tobacco products, is not allowed. A good guide to follow in this area is to basically eliminate all advertising or printing on shirts with the exception of the following:

- Geographical locations (Hawaii, Grand Canyon, Niagara Falls...)
- Clothing brands (O.P., Nike...)
- Sports teams (Packers, Brewers, Bucks, Chargers...)

Only the seventh and eighth grade girls are allowed to wear facial cosmetics, provided it is done in good taste and not to excess.

Male students shall not wear earrings. Females may have pierced ears. Students shall have no other body piercings.

Students shall not have permanent tattoos.

Shorts may be worn during the months of August, September, May and June. Shorts must be worn at the waist. They should not "sag". Undergarments should remain just that, "under" garments.

Two piece outfits worn by students should provide proper covering. Proper covering means that clothing will be modest. This includes covering the waist area when a student sits or participates in normal activities.

Shoes and clothing which mar school furniture or floors should not be worn. In addition, because of safety concerns, girls should not wear high heels or dangling earrings.

We appreciate your cooperation and understanding in this area!

Our Curriculum

We define “curriculum” as every experience and influence the child has while under the jurisdiction of our school.

The formal curriculum consists of:

Computer	Language
Confirmation Class (7-8)	Science
Word of God (including memory work)	Penmanship
Hymn Study	Reading/Phonics
Classroom Devotions	Physical Education
Mathematics	Spelling
Music	Literature
Social Studies/History	Art
Spanish (5-8)	

Also included as curricular experiences are:

Recess	Show & Tell
Lunch Period	Field Trips
Story Time, etc.	

Library - Students visit the library once a week as a class. The library is located in the basement of the church office building. The library serves as a resource for research projects. Students and parents are able to check out books. Students are regularly read to, both in the classroom and when they visit the library.

Band program - Our Savior offers a band program for students in grades 5-8 which includes weekly lessons during the school day and weekend joint band practices. The entire program is sponsored by Kettle Moraine Lutheran High School. Payments for lessons are arranged through the instructor from KMLHS.

Extra-Curricular Activities

Academic extra-curricular activities include:

- Art Fair - Grades K-8 (biannually)
- Forensics - Grades 5-8
- Math Teams - Grades 5-8
- Science/Social Studies Fair - Grades 5-8 (biannually)
- Spelling Contest - Grades 5-8

Extra-curricular activities in the area of *music* include:

- Band - Grades 5-8 (optional)
- Singing - Grades PreK-8

Athletic activities include:

- Volleyball - Grades 5-8 (girls)
- Basketball - Grades 5-8 (boys and girls)
- Cheerleading - Grades 5-8 (girls)
- Track - Grades 5-8 (boys and girls)
- Softball - Grades 6-8 (boys and girls) -- 5th Grade, if needed.

Transportation to School Events

Transportation to school events is provided by bus or parents. It is not always economical to use a school bus, therefore, transportation often becomes the responsibility of the parents. This may be accomplished by car-pooling. It is suggested that you do not offer to drive someone else's children unless you have \$300,000 liability car insurance. Each child must be in seat belts/safety seats which meet state requirements.

Emergency School Closing

In case weather conditions make it necessary to close school, an announcement will be made over the following local TV and radio stations: (TV) WTMJ4, WISN12, WITI Fox 6, (Radio) 1130WISN, 106WMIL, 97.3WLTQ, 920WOKY, 95.7WRIT, 620WTMJ, and 94.5WKTI. Since in most instances school is called off by the local school district, watch for "all Cedarburg-Grafton, and/or Port Washington-Saukville schools". If any of these districts call off, we will not have school. If only Our Savior (and no other school) is closing for some reason, parents will be notified through radio and TV announcements, and we will attempt to contact all families by phone. On days when it begins to snow heavily while students are at school, please *do not* call the school to ask if we will close early. If we decide to close early, it will be announced on radio and TV stations mentioned above. We will also immediately begin using the emergency contact cards to call parents.

Facility Care and Stewardship

Recognizing the fact that everything we possess is a gift from God, the children are expected to take care of the school building, books, and all other equipment which has been provided for their education. The children are to keep protective coverings on all hard-cover books and to pay for any damage done to books, desks, and other property which is beyond normal wear. In every way possible, the children will assist the teachers and congregation in keeping property and buildings in such order as gives glory to God.

Members are not required to pay full tuition but are strongly encouraged to do their best to support, through their regular church offerings, the Christian education their child(ren) are receiving.

Concepts of stewardship are also taught to the children. They are encouraged to give of their financial gifts to their Lord.

Lunch

Our school offers milk for the children's lunch period. Either milk or another beverage will be offered for the 3K/ 4K,/Kindergarten break.

Specific information about milk costs will be provided prior to the beginning of the school year.

Usually, children bring their own lunches. Microwave ovens are available in classrooms for reheating food. The school has a hot lunch program approximately twice a month at which time the children may purchase hot lunch at a nominal cost.

Parents, Teachers & Friends (PTF)

Teachers and parents/guardians have the opportunity to meet through *PTF*. The purposes of *PTF* include:

- provide an opportunity for Christian edification, especially with regard to the purposes and goals of our school.
- promote acquaintance, understanding, and cooperation between faculty and parents.
- promote family- related activities.
- provide financial support for special projects, and
- be of service to the school in the form of volunteer help.

Resolving Disagreements

Since God freely forgives us daily for Jesus sake, we should also freely forgive one another. Due to our sinful flesh, misunderstandings can arise. Please take care of questions and disagreements outside the regular school hours. The best way to deal with questions or disagreements is according to the guidance God gave us in the Eighth Commandment and Matthew 18; that is, contact the staff member directly involved. If no satisfaction has been obtained after talking with the person directly involved, it may be necessary to meet with the Principal. Then, if necessary, a meeting with the Board of Christian Education can be arranged. The Board will discuss the matter and attempt to arrive at a God-pleasing solution to the problem.

Student Performance and Reporting

Grades will be issued at the end of every quarter to inform parents and children of the progress being made. In addition to the regular report cards, parent-teacher consultation periods will be held twice a year to discuss the report cards and student progress. However, parents should feel free to bring any concerns to the teacher, or request a conference, at any time.

A PreK progress report is distributed quarterly.

In school, all children will be encouraged to use the talents God has given them to the best of their ability.

How Parents Can Help Their Children

Parents can help their children:

- By letting the Word of God be the guide in all phases of daily living.
- By regularly attending church as a family.
- By having regular family devotions and prayer time.
- By praying for Our Savior Lutheran Church and School and its staff.
- By encouraging them to respect their teachers.
- By keeping communication lines with teachers open.
- By refraining from being critical of school procedures in the presence of their child(ren).
- By discouraging them from bringing distracting or unchristian items to school.
- By encouraging them to eat well-balanced meals.
- By encouraging them to get sufficient rest and sleep.