



Kindergarten through Grade 8

Parent Handbook

2018-2019

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MISSION STATEMENT:

Our Savior's Lutheran School offers a Christ-centered program of academic excellence where each student is cherished as God's child and challenged to do his/her best to the glory of God and in service to others.

Our Savior's Lutheran School carries out this mission by:

- Supporting and assisting Christian parents as they seek to train their children in godly living.
- Nurturing each child through God's Word, drawing him/her closer to Jesus and equipping him/her for a life of service and responsible citizenship.
- Providing a setting where children, parents and teachers can experience and share the love of Jesus, deepening their relationship with their Savior and strengthening the bonds of Christian fellowship.
- Challenging each child to grow and develop into full spiritual maturity, reaching toward the unique purpose designed for each by his/her Heavenly Father.
- Providing an excellent education within a Christian context, responsive to the needs of our community and pursuing the highest educational standards of our state.

"ALL FOR JESUS"

FORWARD

Parenthood is a special, God-given position which carries tremendous responsibilities. We at Our Savior's are eager to assist you in fulfilling these responsibilities through an educational program designed to provide guidance and direction for your child's spiritual development along with his or her mental, physical and social growth.

This Parents' Handbook is intended to help you understand the program of Christian education offered at Our Savior's. Many of the basic procedures and policies of our school are presented in this booklet. Please take time to become familiar with these policies and to discuss them thoroughly with your child. We also suggest that you use this handbook as a guide when sharing information about Our Savior's School with interested friends.

Your Parents' Handbook serves as an open invitation for cooperation between the home and the school. Cooperation based on mutual respect and understanding is most beneficial in the development of a child's positive attitude toward school. We hope to build on a relationship of trust and understanding so that together, as parents and teachers, we may lead each child to approach his or her full potential as a redeemed child of God.

BACKGROUND

Our Savior's Lutheran School is one of nearly 1000 elementary schools operated by the churches of the Lutheran Church-Missouri Synod. This system of Christian schools, instituted in America more than one hundred years ago, is the largest program of Protestant elementary schools in the country.

On the local level, Our Savior's Lutheran School was established in 1956 as an effort by Our Savior's Lutheran Church to provide a program of quality Christian education for children in the church and from surrounding communities. From its inception, Our Savior's Lutheran School has been rooted in this Scriptural Truth:

"The fear of the Lord is the beginning of wisdom."

A major emphasis in Our Savior's Lutheran School is to lead each student to grow in his/her love for God and appreciation for others.

STANDARDS

Our Savior's School is fully accredited by the Middle States Association of Colleges and Schools (the Commission on Elementary Schools) and also by the National Lutheran Schools Accreditation Commission. With its small student body, Our Savior's is able to provide a highly personalized approach to instruction. Our Savior's also fosters a close relationship between the home and the school by encouraging parental involvement in school activities. Realizing the demands for excellence in education, the faculty at Our Savior's is involved in an on-going program of curriculum review and development.

CURRICULUM

Curriculum consists of the total learning experiences of the child within the school environment. Central to these learning experiences at Our Savior's is the daily experience of God's love and forgiveness and the many opportunities to share that love with others. Such experiences are nurtured by religious instruction. This study of the Christian faith includes knowledge of the historical and doctrinal truths of the Bible, an exposure to different worship experiences, and an application of Biblical truths to attitude and behavior.

The other curricular areas parallel those offered by public schools in New York State, often using the same or similar textbooks as resources.

These subject areas include:

- English Language Arts
 - Reading
 - Writing
 - Grammar

Spelling
Mathematics
Music
Art
Social Studies
Science
Computer/Technology
Spanish (grades 5-8)
Physical Education

All these subjects are taught from a Christian perspective which declares that learning apart from God is meaningless. Both cooperative and individualized learning activities are provided in efforts to challenge each student to do his/her best.

HOME-SCHOOL RELATIONSHIP

In today's highly technological society, communication between parents and teachers is more important than ever. The Our Savior's Lutheran faculty has a number of tools for communicating with parents. Grade books are available online. Each family has access to these grades via an OnCourse account. Teachers' e-mail addresses are published on our school website www.oursaviors.com and in the School Directory. Our website features separate pages for each teacher, where you will find information from philosophy to policy and assignments.

Parent-teacher conferences will be scheduled during the year, providing parents with further opportunities to discuss their child's progress. Individual appointments may be made with teachers throughout the year. All parents are urged to become active members of the Parent-Teacher Organization (PTO). Providing educational programs designed to help Christian parents, the PTO also gives parents many opportunities for fellowship with the teachers and other parents.

CLASS SESSIONS

Kindergarten	8:30- 11:45 or 8:30-3:10
Grades 1-8	8:30-3:10

These sessions include a break in the morning and afternoon or physical education and recreation along with a lunch/recess break.

Policies and Procedures

AMENDMENT POLICY

Our Savior's Lutheran School reserves the right to amend the policies and procedures outlined in this handbook with reasonable notice. This handbook is not an all-inclusive manual. Sometimes new situations will occur or circumstances will arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

DROP OFF AND PICK-UP PROCEDURES

- Students are to arrive between 7:50am and 8:15am
- There is no supervision of students before 7:50am. Please do not leave your child at the front door until you see adult supervision. Our Savior's is not responsible for students left at doors before 7:50am.
- Parents are to remain in their cars if using student drop-off. Parents who desire to exit their cars are to park in the parking lot.
- In an effort to assist everyone in preparation for the school day to begin, we ask that any parent walking a child to his/her classroom do so between 8:15am to 8:25am.
- As teachers are preparing for the day to begin, we ask that no parent remain on the second floor after 8:25am.
- Parents ARE NOT to leave cars unattended in the drop-off/pick-up area at any time.
- Students are to be picked up between 3:10pm to 3:20pm. **Students who have not been picked up before 3:20pm will be sent to After School Program in which additional fees will apply.**
- Any student who remains at school after 3:20pm must be in the After School Program room and a fee assessed unless participating in a school sponsored event.
- Parents picking students up after school will be issued a family name placard. This placard needs to be visible to the staff person dismissing students.
- Any parent in the school building between 8:25am to 3:00pm MUST sign in at the school office and receive a visitor's pass

In the interest of courtesy, safety and security please make every effort to pick up your child in a timely manner. Thank you for your cooperation in making daily arrival and dismissal of Our Savior's students safe and efficient.

SECURITY

Our Savior's Lutheran School has been entrusted with the Christian education, care, and safety of the Lord's children. All staff will maintain prudent security measures to create a safe and secure learning environment for students. All parents and other visitors in the school building are to stop by the school office and obtain a visitor's pass before visiting a classroom or any other part of the building. To help maintain a secure environment please do not open or hold any perimeter door for others after 8:30am.

ATTENDANCE

Regular attendance is vital to success. Parents should make every effort to have their children in school to help support us as we seek to prepare them spiritually, academically, and socially. In all circumstances where students are not in school, a note from parents/guardian will be required. **Please call the school office at 459-2273 by 9:00am if your child is not coming to school that day.** Students are required to bring a note from home excusing any absence or tardiness. These notes are kept on file in compliance with the New York State attendance regulations. Legal absences are generally limited to: sickness, impassable roads, or death in the family. Students who accumulate 100 hours of excused/unexcused class time may be retained in their current grade. If parents intend their child to miss school for a personal trip or vacation, you are expected to inform the classroom teacher in advance. Teachers, to the best of their ability, will prepare work beforehand. It is unrealistic to expect all work before an extended absence. All missed work will be expected to be made up in a timely manner.

Late (Tardiness) –Two important disciplines taught at Our Savior’s Lutheran School are promptness and preparation. **Promptness denotes that students are in their proper place on time, and preparation denotes that students are ready for class each day with the necessary materials and completed assignment(s).** A series or pattern of tardiness or a lack of preparedness for class will jeopardize a student’s success.

Tardiness and/or the release before the end of the day is discouraged except for student medical appointments that cannot be scheduled during non-school hours.

Students are expected to be on time for school in the morning and for each class of the day. Students late for the 8:30am class MUST go to the school office for a late slip and be signed in by a parent/guardian. Lattes will be recorded as Excused only when the student is accompanied by the parent to the office. Teachers will not admit a student late to class without a pass. Students late to any other class must come with a slip from their previous teacher or be given an unexcused late from the teacher he/she is going to. After 3 unexcused late, the student will be issued a detention (grades 3-8).

SNOW DAYS

In case of inclement weather during the winter, listen to announcements about school closings on local radio and television stations. When **South Colonie** public schools are closed or delayed due to the weather, Our Savior's will also be closed or delayed. Please note that your own local school district is not required to provide transportation when its own schools are closed due to the weather. There may be times when Our Savior's is in session even though your own district will not provide transportation. Two hour delays will close morning Kindergarten and morning preschool. Extended School Day Program will be in operation.

ENROLLMENT

Our Savior's Lutheran School does not discriminate on the basis of race, color, national or ethnic origins in the administration of its admission policies or other school policies and procedures.

Since Our Savior's is a church-sponsored school with limited enrollment, first consideration will be given to siblings of students currently attending Our Savior's School. Children of members of Our Savior's Lutheran Church will be considered next for enrollment. Within the limitations of facilities and personnel, Our Savior's will also enroll children of the community.

Through the registration fee (all registration fees are non-refundable), students are covered by accident insurance while school is in session. This insurance provides coverage in excess of any family insurance plan. School related accidents should be promptly reported to the school nurse, and claim forms are available through the school office.

In accordance with local regulations, children entering kindergarten must be five by December 1 of the year in which they enroll. First grade applicants must be six by December 1st.

Certain achievement tests and physical examinations may be required of all children applying for enrollment. All applicants must be approved by the School Board.

FINANCIAL POLICY

Our Savior's Lutheran School is a part of the educational mission of Our Savior's Lutheran Church. Thus, it receives much of its financial support through the contributions of church members.

The annual tuition assessment may be paid in ten equal installments, August – May. Tuition checks are made out to FFS Smart and should be mailed directly to SMART, a tuition management service that will record and deposit all tuition payments.

Delinquent payments place an undue burden on the operation of the school. If payment cannot be met, parents should discuss this immediately with the Principal, Accounts Specialist or with a member of the school board.

Academic reports and transcripts may not be released until all outstanding financial obligations (includes tuition, After School Program and any other financial obligation) to the school have been met.

DISCIPLINE

Christian discipline is a major objective of Christian education. Specific guidelines which describe the Christian life style are found throughout Scripture. Parents are encouraged to review the following sections of Scripture with their children: Ephesians 4: 1-3, 15, 25-33; Colossians 3: 12-17; Galatians 5:16, 22-26.

Teachers have classroom discipline policies. When an Individual policy has been exhausted; students will be referred to the office. Students, who are referred to the office, may receive detentions and/or be required to have parent conferences before they return to class.

Students should conduct themselves in a way that honors God. Any student who fails to follow the rules and procedures determined by the staff at OSL will be subject to the consequence of their actions.

Teachers will have their detailed classroom rules and discipline policy available on the website and during Information Night and home visits. The individual classrooms will follow the overall school system which includes the following:

- Infractions of the school rules will result in the issuance of a detention.
- A detention sticker is placed in the student's planner and must be signed by a parent and returned the following day.
- The detention sticker must be signed and returned the following day.
- Detentions can be given for the following but not limited to: disrespect - fighting (verbal or other) - physical contact, cheating, late, homework
- Detentions will be served after school on Tuesdays from 3:15pm-4:15pm. Students will need to be picked up at 4:15pm otherwise they will be sent to After School Program in which a fee will be charged.
- After 3 detentions within a term a student will receive a ½ Day In-School Suspension and will not be allowed to return to class until a meeting with a parent has been held.

PLAGIARISM/CHEATING DEFINITION AND POLICY

Students of Our Savior's Lutheran School are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited.

Plagiarism/cheating is a very serious issue in the academic world.

Plagiarism is defined as follows:

"In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas or other original (not common-knowledge) material without acknowledging its source."

This definition applies to texts published in print or online, to manuscripts, and to the work of

other student writers (Council of Writing Program Administrators-
<http://www.wpacouncil.org/node/9>).

As Christians, we are called to a high standard of living. This high standard of living should carry over into all that we do, including academic work. Avoiding plagiarism/cheating is an essential part of maintaining academic integrity. Students at Our Savior's Lutheran School are expected to refrain from plagiarism. The above definition of plagiarism is binding on any and all writing assignments students may complete for any class, whether it is formal or informal. Written work should reflect the individual student's ideas.

Behavior that is unacceptable includes, but not limited to:

- Copying another student's homework, quizzes, tests, etc...
- Working with others on projects that are meant to be done individually
- Allowing another student to look at or copy answers from your homework, quizzes, tests, etc...
- Copying information from a source without proper attribution
- Taking papers from other students, publications, or from the internet.

1st Offense:

1. Zero for assignment
2. Redo assignment

2nd Offense:

1. Zero for assignment
2. Redo Assignment
3. ½ Day In-School Suspension
4. Meeting with parent before return to class

DRESS CODE

Introduction:

There are three guiding principles that are foundational to the Dress Code at Our Savior's Lutheran School:

Christian witness: While we understand that our Christian life is a matter of the heart, we also know that our outward appearances can affect our Christian witness since people tend to judge by appearance.

Safety: Students should not wear clothing that may contribute to accidents or injuries during school activities.

Distraction: Student should not wear clothing that may distract them or others from the learning process.

Based on these three principles, Our Savior's Lutheran School has developed the following Dress Code:

General Attire Guidelines:

1. Clothing should be modest, clean, and worn appropriately.
2. Clothing should be in good condition, without holes or tears, and should be clean. Students are expected to dress neatly.
3. All clothing (including shorts) must be the appropriate size for the students: not oversized, baggy or sloppy; **and not tight fitting.**
4. Dress and grooming must not contradict our Christian witness. Styles that violate biblical principles of modesty or clothing with words or pictures that may cause offense are not appropriate in school, at school functions, or during after school activities.

Specific Guidelines:

1. Students must be covered from shoulders to within 4 inches of the knees when kneeling.
2. Graphics on shirts must be appropriate.
3. Heads should not be covered in the building.
4. Hair color is limited to natural colors.
5. Tank tops/ spaghetti straps/ sleeveless shirts are unacceptable.
6. Sweat pants/track pants/pajamas/yoga pants are unacceptable and **shorts made of the same material.**
7. **Leggings/jeggings can be only worn under a dress or skirt that covers to mid-thigh.**
8. Shorts can only be worn during warm weather. Shorts are not to be worn during the winter, other than during PE class.

Shoes:

1. Students' shoes must cover their toes and heels.
2. Shoes that may create a safety hazard for recreational activities are not allowed.
3. Sneakers are required for physical education.
4. Shoe laces must be tied.

Jewelry:

1. Girls may wear earrings, but boys may not.
2. Pierced jewelry will be limited to earrings.

Outdoor Clothing:

1. When playing outside in cold, wet, or snowy weather, children should be equipped with warm clothing, including coats, hats, and gloves or mittens. They must wear boots to play in the snow.
2. Outdoor clothing, (including, hats, boots, etc....) are not to be worn in the school building, except as a student enters and leaves the building.
3. Outdoor clothing should be clearly labeled with the student's name.

Physical Education Uniforms

Only approved OSL PE uniforms are to be worn during PE for grades 4-8. These uniforms can be purchased through the school. The uniform consists of forest green shorts and a white t-shirt, both displaying the OSL logo.

Enforcement:

Parents have the primary responsibility to make sure their children are dressed appropriately for school in conformity to the dress code. Parents are expected to support the school's position when questions arise. The principal will be the final authority in determining adherence to the dress code.

Students in violation of the dress code will remain in the school office until suitable clothing is provided. At times, parents may be called to bring appropriate clothing to school for their children. Parents will be notified of any violations in the dress code. Students with repeated clothing issues will be subject to a detention. If a repeated problem occurs, the student may not be able to continue to wear that type of clothing.

LOCKER USE

Student lockers are the property of the school and can be opened by the administration at its convenience. Students are expected to keep lockers clean (both inside and outside), and all contents, including books, pictures and personal materials must adhere to all expectations of a student at Our Savior's Lutheran School. Students have no reasonable expectation of privacy in regard to student lockers.

WEAPONS

The possession of weapons at Our Savior's Lutheran School is strictly forbidden. Guns, knives, box cutters, pepper spray, mace, or any other object which may be used to threaten, intimidate, or cause physical harm, are not allowed including lighters and matches. Students are not allowed to possess any weapon as described above, on school property, in transportation to or from school, or at any school-sponsored event.

CHAPEL

A weekly Chapel service is conducted for all children in Kindergarten- 8th grade, giving them an opportunity to worship together as a group. These experiences in corporate worship will promote a responsive, receptive attitude in their daily private worship times. An offering is taken during this weekly service and is used for a variety of mission projects. Parents are always welcome to attend these weekly chapel services generally conducted by pastors from the area.

BOOKS AND SUPPLIES

Most books are made available through the public school district in which the student resides. Some districts will not supply all books, therefore the parents will be charged for any books that were not provided from the school district. We expect each child to take care of the books entrusted to him or her. Negligent use of books and school property may lead to a pupil assessment for the lost or damaged article. The classroom teacher will send you a list of supplies that you will need to provide for your child.

LUNCH-MILK

Parents should pack a lunch of reasonable proportions so that each child may be expected to eat his/her entire lunch. A hot lunch option will also be available for purchase. These lunches are ordered one month in advance. Our Savior's participates in the federally subsidized milk program and offers milk at a reduced rate. To expedite bookkeeping, children are requested to purchase milk cards through the school office. The cost for a milk card is \$10.00 and provides a child with 50 half pints of milk. Milk may be paid for with cash or a check made out to Our Savior's Lutheran School. This may be sent in with a student in a marked envelope.

ACTIVITIES

- School Musicals
- Learning Celebration/ Fine-Arts Festival/ Literacy Night
- Track and Field Days
- School Choir
- After school/Extracurricular Activities: Soccer, Volleyball, Basketball, Chess Club, Dance Club, Drama Club, Future Cities, Student Council, Lego Club, Spelling Bee

Parents are encouraged to demonstrate their interest and support by attending these special events that involve their children.

FIELD TRIPS

Throughout the school year the students will be taking various field trips to expand their learning experiences beyond the walls of the classroom. A general Field Trip Permission Slip will be issued at the beginning of the school year. Parents may also be requested to provide transportation for some of these field trips.

TELEPHONE USAGE/ELECTRONIC DEVICES

Students are not allowed to use cell phones and electronic devices during the school day **(7:50am-3:30pm)** unless otherwise directed by a teacher or administrator. Any time a student needs to make a phone call, **it needs to be from the office**, with permission from the teacher and office personnel. All electronic devices in use between these hours may be confiscated and held until a parent can pick them up from the office. Our Savior's is not responsible for the loss or damage of electronic items brought to school.

PARENT – TEACHER CONTACT

Parents wishing to contact teachers during the day should anticipate teachers being in class. We can accept messages, but E-mail is the preferred method of contacting teachers. Teachers will return voice mail messages and emails in a timely manner.

TRANSPORTATION

Students in New York State are entitled to transportation through their local public school district if they reside within a 15 mile radius from Our Savior's. We will be happy to provide you with information to contact your district so you may make arrangements for transportation. The city of Albany and the city of Schenectady are exempt from providing transportation outside of their city limits. Students may forfeit their privilege of riding on the bus by disrespectful or unruly behavior. Parental support is needed to develop courteous, considerate behavior on the bus. **It is right and courteous for you to contact your bus carrier if your child will not be riding to or from school on a given day.**

AFTER SCHOOL PROGRAM

After school care is available for children that are registered in Our Savior's Lutheran School. This After School Program is offered from 3:10-6:00 pm on days that school is in session. Our Savior's After School Program consists of supervised study time, recreation and snacks.

Students participating in the After School Program will meet at 3:10pm where attendance will be taken. The "home room" for the after school program is Meeting Room B although the playground, gymnasium, and computer lab may also be used for some of the activities. Parents or some other designated adult should pick up their children no later than 6:00pm. Entrance to the building for After School pickup needs to be through the After School entrance on side of building (exterior door with outside staircase.) A buzzer and camera system has been set up for security at that entrance for the After School Program. Children need to be "signed-out" with the teacher before leaving the school.

To reach someone in the After School Program call the school telephone number at 459-2273 - follow prompt 3 to reach the After School Program.

All payments for the After School Program should be made in advance. There are two options:

1. A 20 day ticket is available (prepaid) for \$180; a family with more than 1 child in the program may purchase 1 card per family at a time.
2. A daily rate: \$10/day per child

Checks for the After School Program should be made payable to: Our Savior's Lutheran School.

If a child is picked up after 6:00pm, parents will be assessed a late fee of \$5.00 for every ten minutes after 6:00pm.

PLANNER POLICY FOR GRADE 1-8

Student Expectations

- * Organize and maintain a neat and detailed planner
- * Write in homework and important information on a daily basis
- * Ensure all homework and studying is completed on time
- * Have a parent/guardian see your homework once completed and get him/her to sign **(full signature)** that day
- * Remember to take planner home each day and bring it back in the morning
- * Have planner out, open and ready for your teacher to see each morning

Parent/Guardian Expectations

- * Communicate with your child about his/her school day on a daily basis
- * Assist your child with homework or studying when needed
- * Do not allow your child's work to become your work
- * Get involved in your child's education
- * Remain positive about your child's school work and teachers in his/her presence – concerns and questions should be presented to the teacher
- * Check your child's planner and homework daily
- * Sign **(full signature)** planner every evening to communicate with faculty that you are aware – students will be held accountable
- * Attach any notes or information into the planner on the day it needs to be submitted

Faculty Expectations

- * Prepare the student with the skills necessary to complete homework
- * Give due dates and details of the assignment

HOMEWORK POLICY: (Grades 3-8)

1. All homework is to be neat, include the proper heading, and complete before it is turned in. Incomplete work will not be accepted.
2. Homework is due at the beginning of each period.
3. Any work not turned in at the start of class is considered missing. Students will report to the homework room for their lunch period to begin work on the assignment.
4. Homework slips placed in the planner are issued for ALL missing assignments and must be signed by parents.
5. Missing work is graded 10% lower for every day it is late. After 3 days a zero will be given.
6. Three missing assignments will result in a detention after school, as well as suspension from any extracurricular activities at the discretion of the activity leader, classroom teacher and the principal.
7. Three additional missing assignments will result in removal from the activity at the discretion of the activity leader, classroom teacher and principal.
8. No long term assignments will be accepted late unless prior arrangements have been made. Long term assignments are posted a minimum of two weeks in advance of the due date on the school website.

ANTI-BULLYING and ANTI-HARASSMENT POLICY

It is the policy of Our Savior's to maintain a safe learning and work environment that is free from bullying and harassment. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others on school property, or at any school function or school-sponsored activity.

DEFINITION

Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward another person which is:

- 1) Based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status; and
- 2) Creates an objectively hostile school environment that meets one or more of the following conditions:
 - a) Places the person in reasonable fear of harm to person or property.
 - b) Has a substantially detrimental effect on the person's physical or mental health.
 - c) Has the effect of substantially interfering with academic or job performance.
 - d) Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by this school.

RECOGNIZING THE DIFFERENCE BETWEEN NORMAL PEER CONFLICT AND BULLYING

Normal Peer Conflict	Bullying
Equal power or friends	Imbalance of power; not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious with threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction from victim and little or no emotional reaction from bully
Not seeking power or attention	Seeking power, control, or material things
Not trying to get something	Attempt to gain material things or power
Remorse – will take responsibility	No remorse – blames victim
Effort to solve the problem	No effort to solve problem

AWARENESS:

- As part of in-service training for all school staff, the principal or designee shall arrange for Bullying and Harassment Awareness and Response Training. Because adults must take the initiative in combating bullying and harassment, they must be watchful for warning signs, closely supervising children on the playground, in the classrooms, hallways, rest rooms, gym, etc.

DISCIPLINARY ACTIONS

Any person who believes he or she has been subjected to bullying or harassment should report it immediately to an appropriate superior.

- Depending on the severity and/or recurrence of the infraction, possible disciplinary steps by the Teacher for any/all discipline code infractions are:
Prayer with the student, private conversation with the student, seat rearrangement, verbal warning, time-out, loss of recess, call/note home, detention, parent conference
- At the teacher's discretion, a student may be referred to the principal. The principal will administer disciplinary actions as he deems appropriate under the circumstances.

All suspected bullying or harassment will be promptly and thoroughly investigated by the Principal or his/her designee. Criminal charges will be handled by civil authorities. Any person who is determined to have violated this policy will be subject to corrective action and discipline.

MISCELLANEOUS

- Gum: There is NO gum chewing by students. Detentions will be assigned for repeated offenses.
- Help your child establish suitable study habits at home. A period of time should be spent nearly every night on school work or related area of study, particularly in the upper grades. A regular schedule and a quiet place for this study time will be a great asset to your child. If the homework seems excessive at times, please consult with your child's teacher.
- Please make sure that your student gets enough sleep each night before school. This will reduce their irritability and will often improve their performance in school. Nutritious meals also contribute toward improved productivity.
- Be extremely cautious of "stories" that your child may bring home from school. Often such tales become twisted. Apply the scripture directive to put the best construction on everything, and don't hesitate to call your child's teacher for clarification.
- Desk and/or locker space is usually limited to simple school supplies and textbooks. Children should also be discouraged from bringing toys and other personal items to school unless these items are used in some learning activity.
- **PRAY. Daily pray for your children, for their teachers and their classmates. Encourage your child to begin and end each day with prayer, seeking the Lord's guidance and protection throughout the day.**

HEALTH AND SAFETY

INJURIES AND ACCIDENTS

Our Savior's Lutheran School has a nurse on duty, provided by South Colonie School District, part of the week, to care for our students' needs. In the event your child suffers an injury, they will provide care and attempt to contact you immediately when appropriate.

ACCIDENT INSURANCE

Through the registration fee, students are covered by accident insurance while school is in session. This insurance provides coverage in excess of any family insurance plan. School related accidents should be promptly reported to the principal, and claim forms are available through the school office.

ILLNESS

In an effort to control the spread of illnesses and maintain a healthy school environment, children who exhibit the following conditions are *not* to be brought to school:

- Fever, diarrhea, or vomiting any time within the past 24 hours
- Runny nose with thick yellowish or greenish discharge
- Frequent or heavy coughing
- Wheezing or severe sneezing
- Skin Rash
- Contagious diseases or condition** such as:
 - Chicken Pox
 - Ringworm
 - Impetigo
 - Conjunctivitis (Pink Eye)
 - Strep Throat
 - Measles
 - Mumps
 - Head Lice
 - Pinworms
 - Meningitis
 - Staph Infections

**Please notify your child's teacher, through the school office at (518) 459-2273, immediately if your child is diagnosed with any of these illnesses so that the teacher and the parents of the students in your child's class may be informed of the possibility of exposure.

Specific information regarding re-entry into school, following one of these illnesses, should be obtained from the school nurse.

If your child becomes ill or displays any of the above symptoms, while at school, we will contact you to pick up your child immediately.

IMMUNIZATIONS

Each child is required, by Public Health Law 2164, to have a current, official copy of his or her immunization record on file at Our Savior's Lutheran School. Failure to provide this form will delay your child's enrollment and (if not kept current) their attendance at Our Savior's Lutheran School. Evidence of required immunizations must be submitted before entering school.

Acceptable proof includes a written certificate on record signed by a physician or documentation of religious or medical exemption. Please deliver a copy of booster shot records to your child's teacher or the school nurse, as your child receives them.

STUDENT HEALTH EXAMINATION

Our Savior's School is required to have a current Student Health Examination form on file for each child entering kindergarten, second, fourth, and seventh grades, as well as all new entrants to Our Savior's Lutheran School. A physical is considered current if it has been performed within 12 months of the first day of school. As your child receives updated exams, please provide the school office with a current, completed form.

MEDICATION

It is preferred that parents administer both over-the-counter and prescription medication to their child at the designated times. If this is not possible, the school nurse may be able to dispense over-the-counter medications if (and only if) an Annual Authorization to Dispense Medication form has been completed and added to your child's file. The medicine must be in its original container with a current date and/or prescription on the label, and clear, written instructions are included.

Please deliver any necessary medications directly to the school office and do not leave in lunch boxes or backpacks where children can access them.

If a student needs to be excused from Physical Education or recess activities a note from a parent needs to be given to the school nurse before the gym class. The school nurse will then fill out a gym note for the student to give to the PE teacher. A student may miss one gym class with a parent written note. A written note from a physician will be needed for any additional request.



Parental Statement of Support

The mission statement of Our Savior's Lutheran School is to offer a Christ-centered program of academic excellence where each student is cherished as God's child and challenged to do his/her best to the glory of God and in service of others.

We, as the school, are partnering with you, as the parents, in the education of your children. It is therefore important that we work cooperatively and in a positive manner toward this goal. In setting the tone for this partnership, we ask that you read and sign this statement of cooperation and support to clarify some of the points of providing a quality education for your child.

We agree to cooperate with school personnel in a positive and supportive manner concerning the operation of the school ministry and the implementation of the education programs.

We agree to apply the principles of Matthew 18:15-17 in resolving any questions or matters of disagreement. (Matthew 18 requires direct communication with the persons involved as opposed to general discussions with other parents or teachers who are not directly involved in the matter.)

We agree that the spiritual development of our child involves home, church, and school and will endeavor to be involved in each of these areas.

We have read the Our Savior's Lutheran School Parent/Student Handbook and agree to uphold it and encourage our child (ren) to adhere to all policies and procedures set forth within the handbook.

We agree with and will support the purpose, policies, and procedures of the school as outlined in the school handbook.

We understand and will encourage the importance of our child developing and maintaining a proper respect and response to God-given authorities.

We understand and will encourage the importance of our child developing and maintaining honor and respect for the rights and property of others.

We understand and will encourage the importance of our child developing and maintaining a desire to pursue their God-given potential in the area of academics, arts, and athletics.

We agree to uphold and support the academic standards of the school by encouraging the completion of homework and assignments.

We agree to support and honor the teachers, administration, and staff members of Our Savior's Lutheran, as well as to pray for them and their ministry.

We understand that it is our obligation to ensure that our child arrives at school on time each day. We further understand that it is our responsibility to see that regular attendance is maintained.

We pledge to pay our financial obligations to the school regularly and on time.

We have read and agree to all that is stated above and acknowledge we have received the school's handbook and understand it is our responsibility to read and comply with the policies and procedures (must be signed by both parents/guardians).

Student name(s): _____

Teacher(s): _____

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date