

Parent/Guardian Handbook

2022-2023



“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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Preparing Children Now...and For Eternity!

Christian Faith - Christian Service - Christian Witness - Academic Readiness

Table of Contents

School Year Theme	3
Mission of Our Savior Ev. Lutheran Church and School	3
Vision of Our School	3
The Objectives of Our School	3
The Nature of Our School	4
Scriptural Foundation	4
Our Philosophy of Christian Education	5
Our Role in Christian Education	5
Our Purpose	5
Administration and Staff	6
Accreditation	6
Notice of Non-Discriminatory	6
Wisconsin Parental Choice Program	6
School Covenant	7
Enrollment Policy For Non-WPCP Students	7
Tuition and Fee Information	7
Late Fee/Tuition Policy	8
Other Fees	9
Tuition Discount Program	9
Admission Procedures	9
Course of Study	11
Curriculum	11
Our Daily Schedule	12
Additional opportunities for our students:	13
Extracurricular Participation	13
Kettle Moraine Lutheran Grade School Conference Participation Policy	13
Transportation to School Events	14

Special Needs Learning	14
Children’s Worship Service	14
Worship and Sunday School	14
Christian Discipline Philosophy	14
Resolving Disagreements	15
Standards For Student Safety	15
Safety and Security Rules	16
Suspension and Expulsion	16
Bully Prevention	17
Child Abuse and Neglect Reporting	19
Student Performance and Reporting	19
Grading Scales	19
Additional Items A-Z	20
Attendance	20
Before School	20
Busing	20
Cell Phones and Personal Electronics	20
Dress Code	21
Emergency School Closing	22
Facility Care and Stewardship	22
Injuries	23
Health Services and Medication	23
Lunch/Milk	23
Prohibited Items	24
Telephone	24
Parents, Teachers & Friends (PTF)	25
Our Savior Lutheran School Commitment to Christian Education	26

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School Year Theme

“Let’s Grow Together”

2 Peter 3:18 - But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever! Amen.

Mission of Our Savior Ev. Lutheran Church and School

As men, women, and children united by the Word of God into the community of Christ, Our Savior Ev. Lutheran Church of Grafton, Wisconsin exists to:

...KNOW Jesus Christ as Savior,
...GROW in loving service to God and each other,
...GO into our community and the world with the good news of forgiveness.

Vision of Our School

Our Savior Lutheran School (OSLS) is committed to serving families from our congregation and surrounding communities by educating the whole child – spiritually, academically, physically, socially, and emotionally.

- **Christian Faith** – Students of OSLS have a strong conviction of the Christian faith with a zeal for Christian living in an ever-changing society.
- **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 continuing education with a foundation of academic excellence to succeed in a changing world.
- **Christian Support** – OSLS provides well-managed facilities, qualified staffing, and curricular and extra-curricular materials to meet the students’ individual needs through faithful stewardship of available resources.

The Objectives of Our School

The primary objective of our school is to lead each child to realize that by God’s grace he/she 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, 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/she 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 perspective.

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/her identity as a uniquely created child of God, and as such to adapt himself to living as a Christian in his/her family, church and country. Biblical values and Christian modeling contribute to such social development.

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, and offers 3K – gr. 8. 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 children in our community with Christian education, our school will make a vital contribution to the life 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. Our schools have been 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 are infallible and supreme, the only standard for faith and life
2 Peter 1:21, 2 Timothy 3:16, 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-B, 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 Christ, 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. *Psalms 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 21:1, 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, 1 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 pastor(s) and teacher(s) to function in its midst as ministers of the Word of God. *Acts 1:21-26, Ephesians 4:11, Romans 10:12-15.*

Our Philosophy of Christian Education

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 and God's grace to us. The Word of God provides the framework 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.

Our Purpose

To give glory, honor, praise and worship to our Triune God—Father, Son and Holy Spirit—in all that we say and do (1 Corinthians 10:10-31).

Administration and Staff

The voting members of Our Savior Lutheran Church have final authority concerning all ministries of the church including the school; however, the governing of the school is delegated to the congregationally elected Board of Christian Education (BoCE).

The principal is responsible for the management of the school. The BoCE, principal, pastor, faculty and parents suggest changes and policies for the improvement and welfare of the school, and the principal ensures that policies and directives established by the BoCE are carried out.

Our Savior Lutheran School (OSLS) is served by pastors and teachers who have been divinely called and professionally trained in both religious and secular fields. They work diligently to provide a well rounded, Christ-centered education from preschool through eighth grade. All faculty and support staff are members of OSLC or other WELS congregations.

Accreditation

OSLS is proud to be accredited by WELS School Accreditation (WELSSA), the National Council for Private School Accreditation (NCSPA), and the Wisconsin Religious and Independent Schools Accreditation (WRISA).

Grounded in self-study and peer evaluation, the process of accreditation is a valuable one, enabling schools to develop and pursue clearly defined goals and objectives for the future. Accreditation addresses institutional integrity and resource management while respecting differences in school populations, missions, and cultures.

OSLS underwent an extensive self-study during the 2020-21 school year and was awarded an accreditation certificate for meeting or exceeding the prescribed standards for school improvement and excellence. An annual progress plan is submitted to maintain accredited status. The next accreditation visit will happen during the 2027 school year.

Notice of Non-Discriminatory

Our Savior Lutheran School 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. Our Savior Lutheran School's doors are open 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.

Wisconsin Parental Choice Program

Our Savior Lutheran School participates in the Wisconsin Parental Choice Program (WPCP). This program provides tuition vouchers for families who meet certain income and residency qualifications. Applications run from February through April of the prior year. The DPI provides vouchers for current Our Savior students entering PreK - 8th Grade for the 2022-23 and 2023-24 school years. New students to Our Savior may apply for any grade for which there are open seats. Please consult with the principal for further details.

School Covenant

Our Savior Lutheran School exists to provide support and education for students to continue to grow in the Christian faith, in Christian service, Christian witness, and in academic readiness. The goal of Our Savior Lutheran Church maintaining a Lutheran School is mutually understood by the staff who hold divine calls to serve God's ministry and the parents who send their children to the school.

Parents can expect their children to receive a solid Christian education every day and for each class. Love for each other will be stressed in each aspect of the child's day while in school.

The school, likewise, will expect parents to follow the love of our Savior, Jesus Christ, in making decisions for their children, and in supporting the staff of Our Savior Lutheran School.

Active worship at Our Savior Lutheran Church aids in the support of the bond of Christian love and encouraging each other in the work of God's kingdom. May the Lord bless each of our parents to bring up their children in the way of the Lord as parents. "Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:7

With the aid of the Holy Spirit, may parents and teachers be faithful disciples of the Lord.

Enrollment Policy For Non-WPCP Students

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.

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 Lutheran Church.
2. Children from synodically affiliated congregations.
3. Children of parents who are in the process of becoming members of Our Savior.
4. Non-member children

All applications are subject to annual approval by the Pastor, Principal, and Board of Christian 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. These adjusted payment plans have been established to assist parents and congregations. Any such 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 available. 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 tuition fee for K-8 students since they support their church and school through their regular church offerings. The school tuition is due in full at school registration, unless a payment plan has been established through our FACTS system. **Payment plans must be paid in full by the last day of school.**

We invite children who are not members of Our Savior to seek enrollment in our school. Non-members also pay a “Non-member Tuition” amount in addition to the “School Tuition” amount. The remainder of the non-member tuition and school tuition amounts are due by registration day, unless an approved payment plan has been established. Payment plans set up with FACTS and must be paid in full by the last day of school.

A 5% discount off school tuition for Kindergarten-Grade 8 per student (excluding individually purchased books, such as a catechism, Bible, or hymnal and sports fees) will be given if paid prior to August 30. This does not apply to the non-member tuition or 3K or 4K tuition.

Our Savior Lutheran School participates in the Great Lakes Scrip program (**Substitute Cash Rebate Incentive Program**). The Scrip program provides a way for families to reduce their school tuition payment. Contact the school office for detailed information.

An auto-pay tuition payment plan may be set up by a family choosing to use our FACTS payment system.

Our Savior Lutheran School offers school tuition 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. Please contact the school principal or Board of Christian Education chairman for further information.

Late Fee/Tuition Policy

The following policy has been established concerning delinquent school tuition and non-member tuition.

1. Definition of late fees/tuition

The payment of tuition and other fees is considered late when the money has not been received by the date(s) indicated on either the regular school tuition/non-member tuition sheets or on the agreed upon payment plan form.

2. Consequences of delinquent fees/tuition

- A. When a payment becomes past due by 60 days, the child(ren) become ineligible for participation in any school related extracurricular activities.

- B. When a payment becomes past due by 90 days, the child(ren) are suspended from classes until payments are brought up to date.

C. 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.

3. Special Considerations

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 Christian 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. An athletic fee is charged to all families with children in interscholastic sports. This fee partially offsets expenses in the athletic program. Additional fees may be charged for classroom field trips as they are scheduled throughout the year.

Tuition Discount Program

Families who are not members of a WELS or ELS congregation may be charged member tuition rates for the first year's tuition for children newly enrolled in grades K-6. *To qualify for this first-year tuition discount program, parents are required to meet with the Pastor, Principal and classroom teacher.* After the first year, full tuition is due each year for the balance of their enrollment at Our Savior Lutheran School.

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.

Admission Procedures

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 ensure that education of the child is consistent and that it is carried out in a decent, orderly, God-pleasing way.

1. PreKindergarten (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 student health form signed by the physician who did their physical. A dental exam is highly recommended.

2. Immunizations

Immunizations for all students must be up-to-date at the time of school opening or have a signed waiver 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 will be instructed in the Word of God and assigned regular memory work.

5. Church Attendance

“I rejoiced with those who said to me, ‘Let us go to the house of the Lord,’” wrote the Psalmist David (Psalm 122:1). The inspired writer to the Hebrews penned, “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)

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 worship services as a children’s choir. All children are expected to join their classmates in praising the Lord when their class sings here at Our Savior or at St. Matthew in Port Washington.

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 scheduled times to sing and the annual Children’s Christmas Service.

6. Confirmation Instruction

All children enrolled in grades 6, 7 and 8 will attend confirmation class. The purpose of the class is to give each child three 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 important part of confirmation preparation and of our Christian life generally. You are encouraged to give prayerful consideration to your family’s involvement in worshiping the Lord in God’s house, reading and studying God’s Word at church, reading and studying God’s Word at home, prayer time, and when confirmed, in partaking frequently in the Lord’s Supper.

7. Christian Information Class

All new parents who are not members of Our Savior, or a synodically affiliated congregation, are encouraged 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.

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 prorated 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, along with other periodic assessments. These tests help assess the child's academic strengths and weaknesses.

Curriculum

God's Word is the underlying theme and motivating force behind all learning. Religious classes are very important and are a part of each day's instruction. Biblical truths and points of view are reflected in all classes. Secular subjects, textbooks, and materials are similar to those used in public schools; however, the subject matter is taught from a Scriptural viewpoint whenever possible. OSLS strives to provide an excellent education while addressing the spiritual, mental, physical and social needs of the child.

Following is a summary of the curriculum:

Religion – Bible history, church history, catechism, hymn study, Bible usage, memory work, chapel services and special church services. The NIV Bible, Christian Worship (hymnal), Luther's Small Catechism and Christlight materials are the main curriculum resources.

- *Memory Work* is a vital part of a child's training in God's Word. Parents should help their children in this required work so they can be well prepared for class, but more importantly, so that each child knows Biblical passages and truths so that he or she can readily use what has been learned to strengthen, comfort, entrust, guide or admonish himself or herself as well as others in various aspects of life.

Language Arts – phonics, reading, writing, spelling, speech, grammar, creative writing, penmanship, and literature are the main curricular topics covered by the curriculum.

Social Studies – history, geography, social studies, civics, current events and state history are the main curricular topics covered.

Science – general, life, physical and earth sciences are integrated in grades K-4. Earth, Life, and Physical Science are covered in grades 5-8.

The Arts – music theory, music appreciation, singing, art, art appreciation and

techniques of art expression, and craft. OSLS employs the Quaver Music Curriculum in grades K-8.

Mathematics – mathematical operations – the curriculum is designed in which eighth graders may complete Algebra I. OSLS uses Saxon math textbooks as the main instructional resource.

Physical Education – physical fitness training as well as experiences in a variety of sports through skills training for individual and team games. OSLS uses the Spark PE curriculum in grades K-4.

Technology – computer usage skills, digital citizenship, word processing and multimedia presentation. Students in grades 3-8 utilize individual Chromebooks. Grades K-2 have access to iPads.

Music Program and Church Singing - As a part of the music curriculum we give all grades a chance to use their voices to glorify God. Children are regularly scheduled to sing in regular and festival church services. All students are expected to participate. A written excuse is expected for missed services. Please consult the singing schedule for dates.

Children in grades three through eight participate in the OSLS Junior Choir.

Children in grades 5-8 may join the Kettle Moraine Lutheran Grade School Band program. Weekly lessons are given at our school. Students in grades 2-8 may register for our piano lesson program. There is an additional fee for each lesson that will be paid directly to the piano instructor. Piano lessons are taught at school during the school day.

Speech and Language Services - Grafton School District provides speech and language services. The program's goal is to enhance the child's ability to communicate in the educational setting. Parents should contact their child's teacher with speech and language concerns. In addition, OSLS hires a private speech therapist for weekly services offered on campus.

MAP Testing - OSLS administers the Measures of Academic Progress (MAP) test three times per year – fall, winter and spring. The testing is done electronically, and the results are shared with the parents at the next reporting term. Teachers regularly review testing results to better inform instruction and learning.

Our Daily Schedule

Grades PreK through 8 attend school on the days listed in the published calendar for the school year. Children are not to arrive at school before 7:50 a.m.. Please make arrangements with your child(ren)'s teacher if an exception needs to be made for a particular day.

The daily schedule is as follows:

- 7:50 ----- Students may enter school and classrooms
- 8:05 ----- Classes begin
- 11:30 ----- PreK dismissal
- 3:15 ----- Grades K-8 and dismissal

Additional opportunities for our students:

Library – In addition to the books the teachers keep in their classrooms, Our Savior Lutheran School is blessed with a library. Students are given time to visit and borrow books from it.

Academic Extracurricular Activities

- Art Fair - Grades K-8 (biennially)
- Forensics - Grades 5-8
- Academic Bowl - Grades 5-8
- Science Fair - Grades 5-8 (biennially)

Extracurricular activities in the area of *music* include:

- KML Elementary School Band Program (KMLES Band)
- Non-Band Instrument Lessons – (arranged on an individual basis)

Extracurricular Athletics:

Grade level participation in these activities are determined on a year-to-year basis depending on enrollment numbers and our ability to field a team, as well as coaching availability. Grades listed are grade levels that are typically included in these particular sports.

- Volleyball – Girls Grades 4-8 Boys Grades 5-8
- Basketball - Grades 2-8 (boys and girls)
- Dance Team - Grades 5-8 (girls)
- Track - Grades 5-8 (boys and girls)
- Softball - Grades 6-8 (boys and girls)
- Cross Country – Grades 3-8 (boys and girls)

Extracurricular Participation

Sports fees are paid at registration at the beginning of each school year. For a child to actively participate in the band and/or instrument program, all fees should be paid directly to KML or the piano instructor. If interscholastic activities interfere with a student's academic progress, the student will be denied this privilege. Refer to the Athletic Handbook for specific information.

Kettle Moraine Lutheran Grade School Conference Participation Policy

All students participating in any conference event must be enrolled in a conference school. Upon enrollment in a conference school, a student will be allowed to participate in all conference activities.

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.

Special Needs Learning

God has made each of His children unique and special. Teachers will work with each specific student to differentiate instruction to meet the needs of the students. When available, students may receive one-on-one or small group instruction. Assessment testing may be completed to help determine types of intervention learning strategies that may be used to help the child progress in their learning. If students meet the necessary requirements, parents are able to apply for the Special Needs Scholarship Program (SNSP). Application for the SNSP is found on the DPI website under SNSP Student Application.

Children's Worship Service

One morning per week, a children's worship service is held in the church sanctuary for grades PreK-8. The offerings taken at these services support mission projects. Everyone is welcome to join us on Wednesdays at 8:15 a.m.

Worship and Sunday School

Our family worship services are held each Sunday at 8:00 a.m. 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.

Christian Discipline Philosophy

As Christian teachers and students, we always strive to maintain God-pleasing order. Both the Law and the Gospel are used at Our Savior Lutheran School. The first is to give admonition and to prompt repentance, and the second to provide the assurance of forgiveness of sins and the motivation for a life dedicated to Christ.

The following behavior is expected from all students:

- Carefully obey and respect the pastors, all members of the faculty, and every person connected with school management as placed over them by God himself.
- Cheerfully uphold all the rules of the school for the sake of decency and order.
- Accept admonition and discipline as being necessary to curb the outbreak of sin.
- Honestly discuss all problems with the teachers and do not let a feeling of injustice fester into a sinful grudge.
- Doing everything possible to complete all assignments honestly and on time.

In our society it is also necessary to address homosexual behavior. Our world continually promotes a message which is contradictory to God's Word. Students who struggle with homosexual sins or promote an LGBTQ lifestyle will be addressed by the pastor and principal. At minimum the student will be counseled by the pastor and the parents will be informed; however, the maximum penalty may be removal from school.

The teachers and staff at OSLS are committed to sharing the love of our Savior as the

motivating factor for the love we show others. We are further committed to proactively making use of preventative strategies such as:

- Building positive relationships with all students
- Teaching routines and procedures
- Setting enforceable limits in respectful ways
- Sharing control within limits
- Modeling enthusiasm, compassion, character and respectful dress
- Providing high levels of friendly supervision in unstructured settings
- Using instructional strategies and content that maximizes engagement and learning
- Exercising high levels of “with-it-ness” and intervening with preventative interventions when misbehavior is still small
- Speaking to students as we would want someone to speak to us.
- Communicating to students that we value them more than their academic achievement, athletic ability, or appearance
- Guiding students toward solving their own problems and making restitution when they create problems for others
- Reacting with empathy instead of anger, frustration or sarcasm.
- Short-term recovery

Resolving Disagreements

Since God freely forgives us daily for Jesus sake, we should also freely forgive one another. Due to our sinful natures, 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.

Standards For Student Safety

The Board of Christian Education has set forth rules and expectations addressing student safety and security. Much like rules that govern our cities, violations of these rules carry penalties and consequences that are prescribed by law. The purpose of penalties under these federal, state, and local laws is to ensure an orderly and safe society.

OSLS is a Christian school and does not condone or anticipate these behaviors. Yet as the Bible teaches, a constant battle exists within the sinful nature sometimes leads to making decisions and being involved in behaviors that undermine Christian faith and values. Consequences are a natural result of sinful behavior and some of these are listed below. In addition, the principal, teachers, board members, and pastor will do their very best to work lovingly and individually with each party in an effort to arrive at outcomes that are God-pleasing. Even though consequences can be expected for certain behaviors, it is expected the Word of God will be an ever-present and powerful tool that will identify sin but also comfort hearts with Christ's forgiving love.

Safety and Security Rules

The following is a list of rules established by the Board of Christian Education:

Misconduct	Definition	Minimum Action	Maximum Action
Alcohol/Drugs	Possession and use, selling or transfer to other students	Suspension; possible dismissal from school	Suspension and dismissal; police notification
Bullying/Harassment (See Bullying Policy)	Deliberate or intentional behavior using words or actions intended to cause intimidation or harm	Detention, loss of school privileges, or parental contact	Suspension, dismissal, police notification
Fighting	Pushing and shoving; causing physical harm	Detention/loss of school privileges; parental contact	Suspension or dismissal from school
Vandalism	Destroying or harming property	Clean or pay for damage; parental contact	Dismissal, police notification
Weapons	Possession/use of any object with intent to cause physical harm	Suspension	Dismissal; police notification

Suspension and Expulsion

If a child is disobedient, obstinate, disrespectful, or is disturbing the rest of the class and reasonable means of prevention and intervention fail, the Principal may suspend the child. All school-related privileges will be withheld. The Principal will monitor in-school suspensions; the student will complete work in consultation with the child's teacher.

Following the first suspension, the student, accompanied by the parents, may be reinstated by the Principal. Should there be a second suspension, the reinstatement would occur only after the student and parents have met with the BoCE. Should there be a third suspension, the student could be expelled for the rest of the school year. Expulsion can only be imposed by the BoCE and only after the matter has been discussed with the parent.

Our Savior Lutheran School reserves the right to expel students who violate the student safety parameters as developed by the BoCE. Depending on the severity of the event, a student may be expelled upon first instance.

Any expulsion may be appealed to the BoCE. Parents must express their appeal in writing and provide rationale as to why their child should be reinstated. The BoCE will consider the appeal and meet with the parent(s) to issue the final determination.

Bully Prevention

Introduction

Our Savior Lutheran School strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful spiritual, social, physical, psychological and academic impact on bullies, victims and bystanders. Our Savior Lutheran School strives to consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; gender; physical attributes; physical or mental ability or disability; and social, economic or family status. The behavior does not reflect a Christ-like attitude, or a Christ-like love for other individuals.

Bullying behavior can be:

Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)

Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)

Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in school, all buildings, property and educational environments, including any property or vehicle owned, leased or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision, both on and off campus.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the school principal.

Any other person, including a student who is either a victim of the bullying or is aware of the

bullying or any other concerned individual is encouraged to report the conduct to their classroom teacher or supervising adult. Classroom teachers will inform these acts to the school principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The recipient of the report will make a written record of the report, including all pertinent details.

The classroom teacher or supervising adult receiving a report of bullying shall immediately notify the school principal to investigate the report. In some cases, the pastor will serve as the investigator, or assist the principal in the investigation.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

The person assigned by the school to conduct an investigation of the bullying report shall make every effort to interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report within one school day. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. Our Savior Lutheran School shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the principal and Board of Christian Education may take disciplinary action, that may include but are not limited to, detentions, the loss of school privileges, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Prevention

Our Savior Lutheran School will conduct activities to inform and assist parents, students, and teachers about the issues concerning bullying. Those activities will include but are not limited to:

- Classroom instruction by each homeroom teacher concerning bullying
- Review of the bullying policy annually with parents
- Publishing the bullying policy in the Parent Handbook
- Instruct students as part of religion class concern Jesus' command of "love"
- Teachers and supervising adults will be observant to any overt bullying or harassment in the classroom, hallways, or at recess
- Teachers will report any complaints about bullying to the principal
- Teachers will strive to be excellent role models concerning the love of Christ to all their students

Child Abuse and Neglect Reporting

Any called teacher or pastor, hired teacher or aide, or other hired staff member who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in Wis. Stat. sec. 48.02(1) shall contact the Washington County Department of Social Services or a local law enforcement agency as required by Wis. Stat. sec. 48.981(2)(a)

Student Performance and Reporting

Grades will be issued at the end of every quarter to inform parents and children of the progress being made. Grades are kept in the FACTS system. Parents are given specific directions to set up an account to view their child's progress throughout the year. In addition to the regular report cards, parent-teacher conference periods will be held 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.

<https://dpi.wi.gov/sspw/pupil-services/school-social-work/contents/confidentiality/student-records> links parents to Wisconsin DPI and FERPA

[https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Student Records and Confidentiality.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Student_Records_and_Confidentiality.pdf) regarding the handling of a student's permanent record.

A PreK progress report or assessment is distributed quarterly.

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

Grading Scales

Grades 1-8:

100-95	A	E = Excellent
94-93	A-	S = Satisfactory
92-91	B+	N = Needs Improvement
90-87	B	U = Unsatisfactory
86-85	B-	I = Incomplete
84-83	C+	
82-79	C	
78-77	C-	
76-75	D+	
74-72	D	
71-70	D-	
69-0	F	

Additional Items A-Z

Attendance

Please excuse any student absence with a note, email, or phone call to the school office before the absence. Pre planned absences of less than 10 days in duration are permitted, but need to be notified and approved by the principal two weeks prior to the date the student will be missing. All missed work must be made up within a reasonable time, 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 and appointments around the school calendar and outside of the school day.*

Before School

We begin our classes promptly at 8:05 a.m. It is extremely helpful if all students are at school at least five or ten minutes before the 8:05 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 should not arrive before 7:50 a.m. or be left at school unsupervised, as teachers are in a before-school faculty meeting.

Busing

School busing is provided through public school districts to all full-day Kindergarten through 8th Grade students residing in the Port Washington/Saukville School District and 4K through 8th Grade in the Grafton School District. Transportation contracts may be established for students residing in the Northern Ozaukee School District. Requests for contracts must be made by April, prior to the school year they cover. At the end of the covered school year, attendance records are forwarded to the Northern Ozaukee School District, and reimbursement checks are mailed during the summer. The amount reimbursed is based on days attended.

A child's proper conduct while riding the school bus or waiting for the bus is very important. Parents should encourage their children to obey the bus driver. Parents should also encourage their children to be Christ's ambassadors at all times. We communicate with bus companies and their drivers and we may follow with consequences in efforts to have safe busing transportation for everyone. Riding the bus is a privilege. Our Savior Lutheran students who are disruptive or cause discipline problems for the bus driver are subject to disciplinary procedures at Our Savior and may lose bussing privileges.

Cell Phones and Personal Electronics

Parents needing to contact the school are asked to phone during the normal school hours of 8:05 a.m. to 3:15 p.m. or after school. When calling, please direct all questions through the school secretary. If the phone is not answered, and it is an emergency, please call the church office at 262-377-6363.

All personal electronic devices such as but not limited to cell phones, iPods, tablets, and personal gaming systems are considered non-essential school items and do not belong at school during the school day or when students are involved in co-curricular activities. Students violating this policy will have their devices confiscated until parent and student meet with the teacher or principal. Repeat offenders will be subject to school suspension. Parents who wish

to have their child bring a cell phone or pager to school as well as the child who will possess the cell phone or pager at school must sign and return a permission form to the Principal prior to bringing the cell phone/pager to school. This policy is subject to changes that may be made by the BoCE. Students who need to contact their parents may use the classroom and/or office phone after seeking permission from faculty and/or staff.

E-readers may be used in the classroom with the knowledge of the teacher and with the understanding that the E-reader will be used solely for reading appropriate books at appointed times. E-readers are not allowed for game playing, communicating, or browsing the internet, and are subject to the electronic device policy.

Dress Code

- The dress code has been established with the desire to let the light of Christ shine. With that being the case, it is expected that this dress code will exact neatness, modesty, good taste, and good personal hygiene. See the guidelines to help make choices in this area.
- In all cases, the judgment of the staff of Our Savior will be followed.

As you send your child to school, the following guidelines apply.

All Grades:

- Wording that does not promote a Christian mindset (to include but not limited to language that is degrading, sexually suggestive, references or advertises alcohol and tobacco, any band names, etc.) is not allowed.
- Earrings must for safety reasons be only a stud or not leaving the ear lobe. Any hooped or dangled earrings are not allowed.
- Makeup may be worn in neutral tone colors and may not be applied at school.
- Whether sitting, standing, bending over, or raising hand, undergarments and midsection must remain covered.
- Girls' sleeveless tops are allowed but no spaghetti straps.
- Shorts are allowed from the dates April 1 – October 31.
- Shorts and skirts must be at a length that reaches mid thigh.
- Pants, shorts, skirts, and shirts must cover undergarments at all times, whether sitting, standing, or engaging in school activities.
- Tattered, excessively worn, frayed, torn, cut off sleeves, or dirty clothing items are not allowed.
- Jeans or other clothes that have pre-designed holes or frayed material are not allowed.
- Hats and pulled-up hoods are not allowed to be worn inside the school.
- Shoes
 - Heels cannot be in excess of 1 inch (safety)
 - Gym shoes are required (for gym use)
 - Laced closed toed shoes will be required for outside physical education class

Pre-K-2nd Grade

Closed toed shoes with straps or ties are required.

Cowboy boots and Ugg type boots are allowed.
Skirts and dresses must have shorts or leggings under them

3rd Grade - 8th Grade

If leggings are worn, the student's bottom must be covered by shorts, a skirt, or a longer shirt, whether the student is standing, sitting, or engaging in activity.

Enforcement

Our Savior Staff will be responsible for enforcement of the dress code. All decisions are made out of love and concern for the students and their physical and spiritual welfare. Each instance will be evaluated by a minimum of two staff members.

Failure to follow the code will result in said student being asked to follow these measures.

- 1st offense
 - Verbal warning with request to change clothing at the discretion of staff.
 - A parent will be informed electronically or via telephone.
- 2nd offense
 - Verbal warning with mandatory cover up or changing
 - A parent will be informed electronically or via telephone.
- Repeated offenses may result in
 - Loss of recess/privileges
 - In school suspension until change of clothes is brought to school
 - Suspensions
 - Making the Board aware of the continued violations

If no clothes are available to cover and parents are not able to bring them, Our Savior will provide something for the remainder of the day that will need to be washed and returned.

Emergency School Closing

In case weather conditions make it necessary to close school, an announcement will be made with the following local TV and radio stations and their websites: (TV) WTMJ4, WISN12, WITI Fox 6, and CBS 58 (Radio) 1130WISN, 620WTMJ. Since in most instances school is called off by the local school district, watch for "all Grafton and/or Port Washington-Saukville schools". If any of these districts call off, we will not have school. A FACTS Parent Alert email will also be sent to school families.

If only Our Savior (and no other school) is closing for some reason, parents will be notified through FACTS Parent Alert email.

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 giving 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 a portion of their financial gifts to their Lord.

Injuries

Accidents and injuries occur while children are at school. Teachers and staff will apply first aid as necessary. Parents will be contacted about the injury and in some cases, to seek the advice of medical personnel.

Health Services and Medication

Parents fill out an emergency consent form on FACTS at the beginning of each school year. Any medical conditions of the students are noted on this form by the office and the teachers. Be sure to supply the action plan of any medical conditions your child has. If there is any change in the action plan during the school year, be sure to connect with the school office and the classroom teacher.

There are times when students must take medication while at school. For the sake of safety we ask that medications (other than asthma inhalers) be kept in the school office. This is to prevent the loss of the medication as well as preventing other students from getting the medication. Over the counter cough drops, Sudafed, Tylenol, Advil, etc., are considered medicine, and will also be kept in the school office with prescription.

Please complete the proper form (one is included in this booklet, and they are found at: https://oursaviorgrafton.org/wp-content/uploads/2016/10/SKMBT_C454e16092113440-3-1.pdf) when sending over the counter or prescription medications to school. All necessary forms can also be obtained in the school office.

Each time a new prescription is to be administered at school, a new form must accompany it. These forms will be kept on file for the school year.

Medications not taken back by parents at the end of the school year will be destroyed.

Lunch/Milk

Our school offers milk for the children's lunch period for students in gr. K-8. Milk will be offered for the 3K/4K morning snack. Specific information about milk costs is provided prior to the beginning of the school year. Our Savior Lutheran School participates in the Special Milk Program by the state of Wisconsin to keep our milk costs to the parents low. Presently milk is \$5.00 for preK students; and \$10.00 a year for students in gr. K-8.

The SMP offers free milk to families that are unable to pay the yearly cost. The school office will aid in applying for the free milk. If you feel your child(ren) qualify, please contact the school office.

If your child requires a special diet, please see here for specific form for the office to have on file and we will accommodate those needs:

<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/medical-statement.pdf>

Children bring their own lunches. Lunches are kept in cubbies with their belongings and so are not refrigerated. Be sure to send nonperishable items and/or include a cold pack with the lunches to keep them at an appropriate temperature throughout the day. Microwave ovens are available in the lunchroom for reheating food.

A Hot Lunch is offered once or twice each week. The menu for the lunches are sent out via email to all school families during the previous month, and payment is collected. Be sure to refer to the menu for the quantity of the lunch and the variety included in each lunch.

Prohibited Items

Certain items are not to be brought to school since they may easily be damaged, may become a nuisance, may be unnecessary, or may be detrimental to the educational process. Such items would include drugs, alcohol, smoking materials, tobacco products, cap guns, water guns, firearms, and knives.

Items such as comic books, baseball (etc.) cards, gaming systems, any type of disruptive technology, etc. are not to be brought to school unless specifically requested or permitted by the teacher.

Our Savior will not be responsible for items damaged, lost, or stolen at school. Items, not appropriate for school, or its educational programs, will be confiscated and returned to the parents upon the parents' request.

Gum chewing is not allowed during the school day.

Telephone

All calls made by students must be authorized by the classroom teacher.

The school phone number is 262-377-7780. If at all possible, call before 7:50 AM or after 3:15 PM, to discuss problems or concerns with the principal or your child's teacher. You may, however, leave a message in the private voicemail mailbox of any staff member at any time. Students may use the phone to make necessary calls with the permission of his/her teacher, subject to charges that may be imposed by the BoCE.

Our Savior will not be responsible for items damaged, lost, or stolen at school

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.

Parents, Teachers & Friends (PTF)

Each one should use whatever gift he has received to serve others. 1 Peter 4:10

Our Savior Lutheran School - Parent Teacher Friends (PTF)

PTF is an organization of elected committee members and volunteers dedicated to encouraging Our Savior Lutheran Church and School faculty, staff and families. Each year the PTF will plan and host events that honor God and create opportunities to meet people, serve others and encourage Christian fellowship.

Purpose

We seek to offer enrichment to the students, teachers, and the families of Our Savior Lutheran Church and School through fundraising and the support of educational, physical, and spiritual needs. All parents of students, faculty and church members of Our Savior Lutheran Church and School are eligible and encouraged to participate as voting members of the organization. This organization will

- Promote interest and lend aid to the Christian Education program and its teaching staff.
- Support teachers and school needs through fundraising activities.
- Offer fellowship opportunities for the families and friends of Our Savior Lutheran Church and School.
- Encourage parent and student involvement in service activities.
- Schedule outside speakers or presentations that would address family wellness, educational, or specific topical interests.

The first meeting is scheduled in early September. Watch the school calendar for details and times.

Our Savior Lutheran School Commitment to Christian Education

Please sign and return to your child's teacher by the second week of school. Thank you!

Our Savior Lutheran School's covenant has been developed by teachers, parents, and school leaders as a tool for accountability. Each section works together with the others as we seek to serve our students and maintain a Christ-centered education. These covenant items are foundational, in that, without them, a great school is not possible. They are also binding, in that they are required for members of our community.

Mission Statement

...KNOW Jesus Christ as Savior,
...GROW in loving service to God and each other,
...GO into our community and the world with the good news of forgiveness.

As a teacher/staff member/administrator at Our Savior Lutheran, I will:

- Strive to exhibit Christ in all I do
- Pray for our students and their families
- Integrate Christ into the culture of my classroom, activities, and programs
- Be faithful in time, attendance, punctuality, and preparation
- Ensure a safe and engaging environment for my students
- Be in regular attendance for worship and Bible study
- Regularly communicate with my peers and parents
- Be accessible 24 hours a day, 7 days a week, 365 days a year
- Commit to collaboration, professional development, and growth
- Believe in the success of every student

Teacher _____ Principal _____

As a parent/guardian of an Our Savior Lutheran Student, I will:

- Support the Biblical truths and teachings of Our Savior Lutheran
- Be informed of classroom, school, and student activities
- Adhere to the Parent Handbook policies (absences, communication, dress code, etc.)
- Provide a quiet place in my home where my child can read, learn, and complete work
- Ensure adequate rest, bedtimes, nutrition, and proper hygiene for my child(ren)
- Ensure that my child(ren) is(are) on time and prepared for school before 8:05 a.m.
- Believe in the success of my child(ren)

Parent/Guardian _____ Parent/Guardian _____

As a student at Our Savior Lutheran School, I will:

- Strive to exhibit Christ in all I do (treat all with respect)
- Come to school prepared
- Be a problem-solver and solution-seeker; take ownership
- Follow all classroom and school rules
- Believe in the success of all students (myself included)
- With the help of God, I promise to uphold this covenant in order to maintain my status at Our Savior Lutheran School, Grafton

Student _____ Date _____