



Our Saviour Lutheran School

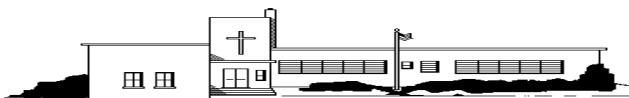
64-33 Woodhaven Blvd. Rego Park, New York 11374
[718] 897-4343 FAX: [718] 830-9275 www.Our-Saviour.org
Mrs. Debra Niebling, Principal

Parent Handbook 2009-2010

Our Saviour Lutheran School is a unique institution. More than a school devoted to high academic standards for over 59 years, Our Saviour is a Christian environment that for many of our students and parents we become an extension of their family. Our faculty has dedicated Christian teachers who model Christian values in all the aspects of their work. Indeed, the Lutheran Church of Our Saviour, which operates the school, views the faculty not as employees, but as an integral part of her ministry. Our Saviour is a Lutheran school that promotes the faith, values, and a strong philosophy of education. Whether you are new to Our Saviour or are returning to spend another school year with us, the faculty, staff and congregation of Our Saviour would like to warmly welcome you to the beginning of another school year. ***This school handbook is used to give the parents a working knowledge of the school, its regulations and programs, as well as giving helpful miscellaneous information about this institution.***

Our Saviour Lutheran School
64-33 Woodhaven Blvd., Rego Park, NY 11374
[718] 897-4343, 897-4447
Rev. Neil Mittelstaedt — Pastor Our Saviour Lutheran Church
Mrs. Debra Niebling — Principal
Mrs. Rosemarie Rodriguez – Assistant to Principal/UPK Director
Mrs. Christine Hodurski — Academic Dean
Mr. Garret Scheurich – Administrative Assistant
Mrs. Mildred Byers — Administrative Assistant for School
Mrs. Dorothy Romano & Ms. Bridget Brown– Nursery
Mrs. Ruth Dhanraj, Mrs. Elaine Dorsch & Mrs. Denise Lojek – Pre-School
Mrs. Diane Miller – Kindergarten
Mrs. Sonia Morales – 1st/2nd Grade
Mrs. Christine Hodurski – 3rd/4th Grade
Ms. Kathe Lowery – 5th/6th Grade
Mr. Fursey McCormack – 7th/8th Grade
Mrs. Gracelia Franco – Spanish/Art
Mrs. Maria Diaz – Chapel/Religion/Reading

Revised 9/2009



Mission Statement of Our Saviour Lutheran School

The Lutheran congregation of Our Saviour of Rego Park, New York, is trusting Jesus to lead by the power of His Holy Spirit in a cooperative effort dedicated to the Christian Mission of educating children within a secure and loving academic environment, that enables each child to attain his/her highest potential spiritually, physically and academically.

Staff Goals

Critical Targets of our ministry:

1. A heart for the students and families who have not come to know Jesus personally.
2. Provide support and spiritual growth for believing students and families.
3. Accept and maintain students at or above a reasonable academic level of standards.
4. Accept and maintain students who display acceptable emotional and behavioral standards.
5. Accept and maintain healthy goals for students' physical well being.

Goals: Spiritual

1. Teach and model the faith
2. Prepare Christian citizens of the world.
3. Teach and model Christian morality
4. Promote family values.
5. Emphasize Christian worship / fellowship
6. Underscore the mission of the Church.
7. Promote spiritual growth of individual children.
8. Help students to stand vs. the world as Christian individuals.

Goals: Professional

1. Grow in teaching skills.
2. Broaden competence in subject matter.
3. Promote professional and personal collegiality.
4. Supply special educational needs.
5. Promote positive communication between administration and faculty.
6. Exercise confidentiality.

Statement of Non-Discrimination

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

The School Office

The office is open from 8:30 to 3:30 each school day. If you need any assistance, please contact Mrs. Mildred Byers at 718-897-4343 or Mrs. Rosemarie Rodriguez at 718-897-4447. The fax number is (718) 830-9275.

In general, the Director of Christian Education is the overseer of the school, and Pastor Mittestaedt functions in a pastoral capacity for the students and their families. Mrs. Debra Niebling is Principal; Mrs. Christine Hodurski is Academic Dean. If you wish to make an appointment to speak with any of the staff, please call the school office to schedule that appointment. They will not only be glad to speak with you about school matters, but will make themselves available as counselors to help with personal and family matters as well.

The School Day

The school day officially begins at 8:15 a.m. Any child not in his or her classroom by that time will be considered tardy. ***In case of tardiness, the student must get a late pass from the office.*** This will appear on their report card.

Early Care

Early care is offered from 7:30 a.m. until 8:00 a.m. This service will be billed at a rate of \$44.00 per month. You need to arrange for early care ahead of time with the school office. ***Any parent who consistently drops their child off prior to 8:00 a.m. will be billed for early care even if the child is not registered for this program.***

Arrival

Before school, the building is open from 7:30 a.m. to 8:00 a.m. for children enrolled in Early Care only. The school yard opens at 8:00 a.m. Students not registered for Early Care from Grades 1-8 must enter through the schoolyard (not the front door); where all the students will line up to go in the school building. During inclement weather the students will still enter through the schoolyard to line up in the school gym. Students from grades Nursery, UPK and Kindergarten will

enter through the front door. Classes start at 8:15 a.m.

Dismissal [see also Bus pick-up info]

Dismissal is at 3:00 p.m. If for any reason your child must be picked up from school prior to dismissal, he or she must be signed out in the office. ***If for any reason someone other than yourself will be picking up your child, you must notify the school office by 2:00 p.m. as to the identity of the person who will be picking up your child.*** We will not dismiss your child with someone we do not know or someone who is under-age. ***If there are any custody restrictions, the office must be informed in writing as to who may and who may not pick up the child after school.*** Please understand that if anyone is asked to show identification when picking up a child, it is done to insure the safety of the child, and not intended as an inconvenience. Children who are not picked up by 3:15 will be placed in after school care at a charge of \$10.00 per child per day.

After School Care

After-school is available from 3:00 p.m. until 6:00 p.m. at an additional fee (See fee schedule). This fee will be added to the yearly tuition for children in the grade school. If a parent is late picking up his/her child after 6:00 p.m., an additional fee of \$25.00 per hour (*or any part thereof*) will be assessed to cover the overtime we must pay the attendant. ***Children who do not take the bus must be signed out when picked up.***



Absent and Tardy

The laws of the State and City of New York require all children who are at least eligible for first grade, and who have not attained the age of 16, to be in school every school day.

If your child is absent, the office must be contacted, and a note of explanation must accompany your child when he/she returns to school. If this is not done, and/or the excuse is not acceptable, the child will be marked illegally absent. This will be reflected on his/her record.

Any child not in attendance, and in his/her respective classroom and ready to work when the bell rings at 8:15 a.m., will be marked late. If after 1/2 hour the child still has not arrived, he/she will be marked absent for half a day. Repeated lateness with an invalid excuse will cause further disciplinary action. After 5 lateness your child receives detention. Lateness becomes a part of a child's permanent record and can affect high school application.

Bus Pickup Information

Our Saviour does not provide transportation for its students. Students may apply for passes on public transportation, or parents can make arrangements with a bus service which contracts directly with parents of our school to provide door to door transportation. If your child rides the contracted



bus service, ***it is your responsibility to notify the school office of any changes in pickup times.*** Do this well before the time of pickup, preferably in the morning, so that arrangements can be made to have the child in the correct place at the correct time. The private bus company we recommend is **C & P Transportation**. Make arrangements with them by calling Mr. Juan C. Rengifo at 718-507-5851 or 646-229-6525.

Tuition

Tuition payments are due on the first of each month, starting in August and running through May. There is a \$15.00 late charge for any tuition payment that is not paid by the tenth of the month in which it is due. Each month one tenth of the year's tuition is due, regardless of how many school days are in that month. Statements of your account are mailed to you each month. If you have any questions, please call the office. VISA or MasterCard are accepted.

If payments are made in cash, please request a receipt from Mrs. Byers. Payments may be mailed to the office or paid in the office between the hours of 8:30 a.m. and 3:30 p.m. ***Payments cannot be received after office hours. Please do not give money to the after-school staff.*** Do not drop off cash, or leave it unattended in the building; make sure cash is handed to Mrs. Byers and properly receipted. We cannot be responsible for money lost before we have officially received it. In general, it is not a good idea to entrust cash payments to your child to deliver to the office.

Non-payment of tuition is cause for suspension, until payment has been received or acceptable arrangements have been made with the School Board. Obviously we would rather not resort to suspending children because their parents have not made timely tuition payments, and it is only rarely that this must happen. Please realize that in order to keep tuition low, the school is always operating at a loss and depends upon complete and timely payments from all its families in order to pay its bills. Every person who withholds tuition for any length of time

places the institution in serious jeopardy. We appreciate your help in these matters. If you are having trouble making a payment in a given month, please talk to Rosemarie Rodriguez at 718-897-4447.

By the last day of the school year, all payments are due. Outstanding balances are subject to extra charges for interest. Should there be a need to refer an account to a collection agency, the costs of collection will be an additional responsibility of the family.

Dress Code:



As parents, it is your responsibility to see to it that your child is properly dressed at all times. No uniform is worn in the pre-school.

The uniform description is as follows:

Boys: Grades K-4: Navy slacks, White button-down shirts (no polos), Navy tie, Navy/Black socks

Grades 5-8: Navy slacks, Light Blue **Polo w/ school logo**, Navy Tie, Navy/Black socks

Girls: Grades K-4: Plaid Jumper (knee length)
Grades 5-8: Navy Skirt (knee length). **Light Blue Polo w/ school logo**, Navy knee length socks or stockings – no leggings

Shoes: Solid Black dress shoes (rubber sole) or solid black sneakers

Options: Solid Navy, Grey or Black sweater/sweatshirt hoodie (no writing on the sweater/hoodie)

Girls may wear navy pants from **November through March only.**

Gym: Grades K-8: navy blue shorts and OSL T-shirt or sweatshirt. Navy sweatpants may be worn for winter or outdoor gym.

Uniforms are purchased through:
Flynn & O'Hara School Uniforms
78-05 Myrtle Avenue
Glendale, NY 11385
(718) 894-6561

Free Dress Day

Free Dress Day is offered to all students who comply with the dress code for the entire month. These days will be marked on the school calendar and are the last day of the month when school is in session. Students who have lost their free dress day will be given a notice to bring home and be signed. Special certificates or NUT CARDS (No Uniform Today) may be issued as special incentives and awards to individual students. These cards may be redeemed on a day of the student's choosing, and the student will be granted a free dress day. In all cases, students not wearing uniforms must dress modestly and appropriately. *If the teacher deems any dress inappropriate, a child may be sent home to change.*

The School Calendar

The school calendar is used to inform you of the events that will be taking place during the school year and of events that will affect you as the year goes along. Days off are listed in the calendar. These constitute holidays, conference days, and special events. A monthly calendar is sent home with your child to inform you of current events in the school and church. Special memos will also be sent home to indicate any changes in schedule or make special announcements. Special announcements will be made from time to time. Please check your child's book bag for these notices.

By the last day of the school year, all payments are due. Outstanding balances are subject to extra charges for interest. Should there be a need to refer an account to a collection agency, the costs of collection will be an additional responsibility of the family.

Correspondence:

If you send any correspondence to the school with your child, such as a tuition or fundraiser payment, please address the envelope with the recipient's name **and** the name of your child so it may be given to the proper person and properly recorded. As a rule of thumb, *it is best to place a name on everything especially clothes such*

as sweaters/sweatshirts that comes to school so that it may be given to the proper person should it become lost.

addendum to this document, and should be read thoroughly so you know what is expected of your child in this regard.

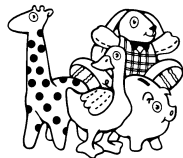


Emergency Numbers

All parents are asked to fill out the numbers of two emergency contact persons on the application. In the event of an emergency, if we cannot reach you, we need to know whom we can contact in your place. *If your work or home number or the number of an emergency contact person changes, you should notify the office at once. This is very important, and it is for the safety of your child.*

Universal Pre-K

Our Saviour Lutheran School has a Universal Pre-Kindergarten program for four-year-olds. Any child who will attain that age before December 31 of 2008 will be eligible for the 2009-2010 school year. This is a program funded by the state of New York that allows for a free half-day of care. There are extended hours available inquire by calling school office.



Nursery

Our Saviour Lutheran School has a nursery program for three-year-olds. The teacher follows a curriculum that is fun and exciting.

Discipline

It is the intention of Our Saviour Lutheran School to educate your child to the best of our ability. It is necessary, therefore, to have your child be on his/her best behavior in the school building, on the school grounds, and while traveling to and from school. The School Discipline Policy is an

Parents and Teachers Are Partners

Because school children spend about equal amounts of time at school and at home, it is important for them to get the same messages from both places. *As a Christian school, we seek to bring children and their families into a personal relationship with Jesus, and to foster that relationship when it is formed.* We also feel strongly that we are not only to teach positive moral and family values, but that our children should experience these values as well. We want you, as parents, to know what these values are, and we want you to know that we stand behind you in your task of Christian parenting. Because of this, we are asking that either or both parents attend a number of parent fellowship events during the course of the year, when these things will be discussed. We also have quarterly parent-teacher conferences that act as times when we can strengthen our ties as partners in rearing Christian Children.

Our Saviour Lutheran Church and Sunday School

Our Saviour Lutheran Church is the parent organization that operates Our Saviour Lutheran School. If you or your family does not have a home church, we welcome you to attend Our Saviour on Sunday mornings at 9:30 a.m. Sunday School is held during the 9:30 a.m. service. If you have a home church, please make sure that your child attends Sunday School and goes to worship services with you regularly. The spiritual growth of our children is most important, and is the foundation upon which all other learning, attitudes and experiences are based. To encourage our children to attend church, we take church attendance every week. If you have any questions about the church or about the Christian Faith, Pastor Mitteltaedt will be glad to talk to you. You may get a call from the elders of the church from time to time also, just to keep in touch and let you know that Our Saviour cares a great deal about you and all the people in our ministry.

Christian Family Values



tood.

As Christians, we believe that the Lord instituted marriage to be a reflection of his deep love for us, and that the love of the Father for His children is best exemplified by the bond of love between parents and children. Recognizing that family units are frequently fractured because of the difficult world we live in, it is the goal of our ministry to emphasize and demonstrate the love of God in the midst of our broken world.

We believe that it is the prerogative of the family, not the school, to discuss the specifics of sex education with their children. However, in the older grades we will assume a basic familiarity with the biological aspects of sexual relations when discussing morality and healthy living with the children.

We are *not* in the business of condemning individuals who have been involved in sexual immorality, alternative life styles or abortion. Rather we will teach that God wants to extend His love and forgiveness to such individuals. Nevertheless, we do strongly believe in the sacredness and sanctity of human life as created by God. It is also our position that the happiest, healthiest and most God-pleasing sexual expressions take place within the context of a faithful, monogamous, heterosexual marriage.

All the cardinal teachings of the Christian faith, including honesty, integrity, respect for others, compassion, charity, self-control, humility and love are goals we teach the children to strive for every day. Above all, through worship and prayer, we encourage the children to know that Jesus is Lord; that He is near to us. He is in our

When we speak of Christian family values, it may be helpful to be a bit more specific, so that the moral and spiritual orientation of our staff can be more clearly understood.

hearts and minds, if we invite Him. His promises not only include His daily help and care, but Eternal Life as well. Please pray daily for our ministry.

Parent-Teacher Relations

Three times a year, after the close of each quarter, classes are suspended and parents are asked to make an appointment to confer with the classroom teacher. In the pre-school, parent conferences are held only twice, in the fall and in the spring. This is a time to go over the report cards with the teacher, and to discuss any other concerns either party may have regarding a given student.

Parents may also make an appointment to speak with a teacher at other times, as the need arises.

Our Teachers are not only professionals, but are committed Christians who are concerned for the whole student and his/her family. Get to know your child's teacher; you will find both a teacher and a friend.

Periodic Parent Fellowship Meetings have included a program designed to assist all parents. Fundraisers and sales also take



place from time to time to expand the resources of the school. Parent volunteers are always appreciated e.g. driving or coaching for after-school sports; chaperoning class trips; assisting teachers during lunch time. Some parents have also approached the companies for which they work for matching grants and product donations that have helped greatly in funding our mission.

Special Help

When it is evident that a student needs special help in academic progress, psychological adjustment or socialization, the staff of Our Saviour will work with the family to address the problem. We will also recommend testing and resource people to help in all these areas. In some cases we may insist on evaluation as a condition for a child remaining in the school.

Curriculum

The academic curriculum taught at Our Saviour meets and in most cases exceeds the requirements of the New York State Department of Education. In addition to the basic curriculum, we teach the Christian religion as a regular part of the course work. A religion grade and a memory work grade will appear on the regular academic report card.

Our Saviour also offers a number of enrichment programs. In recent years we have upgraded the arts programs, and have added computer education, regular physical education classes and Spanish language.



Standardized Tests

Each spring, Our Saviour administers the Stanford Achievement Test to children in grades 1-8. The Stanford Test is recognized as the national standard, and is a bit more rigorous than the tests administered by the New York City public schools. Written copies of the test results are given to parents, along with some guidelines that help the parents know how their children are doing in a number of disciplines, compared to the national average.

Each year, students take the New York State Elementary and Intermediate Assessment Tests. These serve to measure our students' abilities in a number of academic areas, and also help the school to evaluate its programs by reflecting how our students compare to the state averages. Tests in reading and mathematics are given to grades 4 and 8; tests in Social Studies to grade 5, tests in science to grades 4 and 8. New York State Tests will also be given to grades 3, 6 & 7.

Each year more than 90% of our students have scored on or above the national or state averages on all the standardized tests we administer. We are proud of this fact, because it shows that the academic goals of excellence we have set are being met.

General Decorum

We believe that if students and their environment are neat and orderly, they will learn better and feel better about them. Because of this we insist on some details of behavior, attitude and appearance of which parents should be aware.

APPEARANCE

Students must be dressed in the proper uniform, which should be neat and clean. Their personal habits of hygiene are important. Girls may not wear large hoops, hanging earrings (only a pinkie should fit through) or multiple earrings. Girl may not have their hair dyed in fad colors such as purple, pink, etc. Boys are not allowed to wear earrings at any time. Boys must keep their hair trimmed short and neat - long hair, ponytails, shaved heads, hair sculpting, dying of hair are not permitted. Body piercing of any kind such as nose, tongue, eyebrow, etc. are not permitted. Tattoos or any kind or any type of body art are not permitted.

On free dress days, children need not wear their uniforms. However, they must wear clothing that is modest, tidy, and not excessively faddish. This may be open to some interpretation. **However, teachers who feel a child is inappropriately dressed on free dress days will send the student home to change clothes.**

MANNERS

Students are expected to be polite to staff members and each other. "Please" and "Thank you" and "Excuse me" are always in order.

Students must raise their hand when they want to speak in the classroom, and otherwise be careful not to interrupt others who are speaking. Students must not make loud noises or speak loudly in the school building, and must never run in the halls. In this way they will not interfere

with the work of their fellow students, the faculty or staff.

ATTITUDE

Students are to conduct themselves with humility, observing the Biblical warning "not to think more highly of oneself than one ought." They should apologize when they are in the wrong, and be forgiving when they have been wronged.

Students should refrain from jokes and epithets that make fun of another person's ability, appearance, values or race. They should be careful not to deliberately hurt the feelings of another person.

Students must refrain from the use of vulgar and profane language, even when they feel a staff member will not overhear them. Students should seek to keep their tempers under control and never resort to physical violence or verbal abuse.

Older students should not torment or mistreat younger children, but rather behave as good examples of Christian citizenship for them.

Students should thank and praise the Lord that a positive and loving Christian community at OSL surrounds them. With an attitude of willing cooperation, rather than of obligation, they should feel encouraged to contribute to furthering the mission and goals of this institution. Students should come to the Lord Jesus frequently in prayer for comfort, forgiveness and direction.

Parent Etiquette

Because our teachers are professionals, they need to work in an orderly environment as they prepare for and lead their classroom activities. While it is natural for a parent to want to speak to a teacher immediately when a concern arises, we cannot allow unlimited access to the teachers or the building. It is as inconvenient for a teacher to be interrupted in his/her morning pre-school preparation time as it is during regular teaching times.

Parents who need to speak to a teacher can make an appointment to do so through the school office. This will not only be more convenient for the teacher, but also will allow for more effective communication at a time that is free from distraction and time restraints.



The administrative staff is also instructed not to call a teacher out of a classroom situation in order to speak with a parent on the telephone. The parent will be asked to call at a specified time, or the teacher will be

given a message to return the call.

When picking children up at 3:00, parents of grades 1-8 must not enter the building. Orderly dismissal is quite difficult when the hallways are lined with parents. Parents should wait outside the playground gate, well to the south of the gate, to meet their children. Only parents of Nursery, UPK and Kindergarten may enter the front entrance of the building to pick their child. ***Parents picking up children from the After School Program should enter the building, however, to sign them out.***

Parents waiting for their children should not congregate outside the school building, but are asked to stand by the playground, to the south of the gate. Parents carrying on con-

versations outside classroom windows can disturb classroom activities as voices carry. This request serves the parents too, who may be embarrassed to find that their conversations are being overheard.

When you come to the front door, please ring the bell once and wait for someone to answer the door. ***Please do not ring frequently, or hold the doorbell button down.*** This will only disturb the classes that are in session. Parents are asked to report to the school office when they enter the building. They should not proceed to any other part of the building without direction from the administrative staff.

No Smoking, Please!



New York State law prohibits smoking in any part of the school building, in the schoolyard, or even within 100 feet of the front of the building. This prohibition applies at all times, even when children are not in the building. Our Saviour is obliged to enforce this ordinance.

Parking

In spite of our many pleas, New York City has made the entire length of the school grounds a no-parking zone until 4:00 p.m. Moreover, it is a favorite habit of the traffic police to show up around 3:00 and ticket parents who have temporarily parked and run into the school building. Please do not leave your car unattended on Woodhaven Blvd. before 4:00. There is usually plenty of parking on 65th Ave. or on Fitchett St. (behind the school).



Parents who wait in their cars for their children after school are asked not to do so within 20 feet of the playground gate or the front door. This causes the school bus to double park while loading our children, and makes for an extremely dangerous situation. Please protect our children by observing this request.

Promotion and Retention Policy

Our Saviour Lutheran School has adopted the following Promotion and Retention Policy.

- By Third Mid-Quarter, an official letter from the Principal will be sent home, via return receipt requested mail, warning the parents of possible retention in their child's grade due to failing grades in two or more core subjects (Core subjects are regarded as **Reading, Math, Science, Social Studies, and Language Arts.**)
- By Fourth Mid-Quarter, an official letter from the Principal will be sent home, via return receipt requested mail, informing the parents their child will not be promoted to the next grade due to failure in two or more core subject.
- If a student has failed one core subject, the child must attend a registered summer school, or be tutored by a licensed teacher. The recommendation of the summer school or licensed teacher will determine promotion or retention. (The school must be informed about the child's performance by mid-August so that a determination can be made regarding promotion or retention.)
- If a student has tested under grade level by more than one year on the Stanford Achievement Tests for grades First through Eighth, the child's teacher will conference with the Principal and the following year's teacher (and the parent if need be) as to promotion or retention.
- If a child has not passed the Reading and Math subtests of the SESAT tests for Kindergarten, and also based on the teacher's evaluation, a meeting will be set up with the parents, Kindergarten and First grade teachers, and the Principal as to the possibility of retention.
- If a child has missed the equivalent of one quarter of school (45 days), the child will be evaluated for possible retention.
- A child may be retained once in Kindergarten through Third, and once in Fourth through Sixth. If the student has failed twice in either Kindergarten through Third, or Fourth through Eighth, the child must be evaluated for a Learning Disability. Based on the recommendations of the Evaluation team as stated in the Evaluation Report, the decision will be up to the Principal and Homeroom Teacher as to further promotion, retention, or dismissal from school.

Financial Policy

1. Fees

Registration Fee. In order to officially register a child in Our Saviour Lutheran School, a registration fee of \$95.00 is required along with the completed forms and necessary documents.

While there is no deadline for registration, the submission of a registration fee will hold a place for a child in their proper class for the year.

Since some classrooms fill up more quickly than others, there is no guarantee that there will be places for every child who comes for registration on the first day of school. Early registration not only guarantees a place, but it is helpful to Our Saviour in its planning for staffing and supplies for the coming school year.

Educational Use Fee. This fee covers consumable books, supplies and building maintenance. Generally, the fee is paid at registration, but is otherwise due along with the first tuition payment.

2. Tuition Payments

Tuition is payable in ten equal installments from August through May. The first payment is due on August 1st. Each subsequent payment is due on the first of each month. If there is a past due balance after the 10th of the month, a \$15 late fee will be charged. It is very important to keep current on tuition payments, as they will become an unmanageable sum if neglected for a few months. The school is also on a very stringent budget that counts on every dollar of tuition coming in on time. Late tuition payments hurt the financial stability of the school.

3. Billing

Monthly statements will be mailed out after the 10th of each month reflecting the amount due on the 1st of the following month. The statements will also summarize the fees and payments to date, and indicate past due amounts, if any. Questions about the statement will be gladly answered by our administrative assistant; just call or drop by the office any weekday between 9 and 3.

4. Advanced Payment Savings

For those families who are able to pay the entire year's fees and tuition by **October 1st**, \$200.00 will be deducted from the year's tuition.

5. Methods of Payment

Most forms of payment are acceptable; cash, check, money order, Visa or Master Card. If we receive two returned checks from a family, we will no longer accept payment from them in that form. In addition, repayment of any returned check plus a \$25.00 bank charge must be made in cash or money order. Personal checks are not acceptable after May 31 of a given school year.

6. Unpaid balance.

Quarterly. Report cards are issued quarterly only to families who have kept their account current. If there is an outstanding balance at the end of a quarter, the report card will be held until the payment is made.

Unpaid balance in June. If for some reason there is an unpaid balance at the end of the school year, we cannot accept re-registrations for the following year, and report cards and transcripts to other schools will not be released until the balance is paid. Moreover, Nursery, Kindergarten and other diplomas will not be given until all outstanding bills are paid. Any outstanding balances on June 30 will be charged interest at a rate of 15%. After June 30, unless special arrangements have been made, the account will be turned over to a collection agency. Service charges to cover the cost of collection and legal fees will be added to the balance.

Mitigating circumstances. Unforeseen financial difficulties may interfere with a family's ability to keep up with tuition. If such a situation arises, parents should speak to the Director of Christian Education about it at the outset and provide appropriate documentation. The School Board will review the circumstances and supporting documentation and if possible a mutually agreeable arrangement will be made. Our Saviour School values the ministry it has to its children and families, and desires to be reasonable in working with them in all matters, including financial matters. However, should a family fall seriously behind in its payments and fail to keep the school abreast of the situation, the school reserves the right to suspend the child and turn the account over to a collection agency.

7. Credit for partial school year

Tuition payments are divided into ten equal installments, regardless of the number of school days in a given month. Full tuition covers 180 school days. If a child enters the school after the opening day, or leaves before the closing day, credit will be given for the *actual number of days* the child was not registered.

Christian Family Life Guidelines

In today's day and age, it is extremely hard for a child to grow up knowing the difference between right and wrong. With all the media attention surrounding things like school shootings, murder trials, other violence, and the glorification of things like wrestling, children tend to see these things as commonplace and emulate what they have seen.

At Our Saviour, we support the Christian upbringing of your child (ren), not only in school, but in the home as well. We strive to teach your child (ren) to do the right things, follow the right people, and choose the correct path in life. We give them the greatest role model to follow throughout their earthly life; that is the person of Jesus Christ. He lived a perfect life in an imperfect world, and did it amid persecution and death. We cannot be perfect like Christ was perfect, but we can strive to live a good life and follow the example that Christ has set for us.

As Christian professionals dedicated to teaching your child (ren), we would like to offer the following suggestions that we know will help you help your child (ren). The first six items that are listed only promote violence and inappropriate behavior that if not dealt with at an early age only lead to headaches and heartaches later on. The last three items promote a life of service for the Lord, whether in the secular world, or preaching or teaching the Word of God in Christian organizations around the world.

1. As to television/movie viewing content, we recommend to parents and/or guardians that discretion be applied.
2. Parents need to make an effort to educate themselves about video games, so they can model appropriate choices; specifically the contents of concern in graphic in nature, hand to hand combat, shoot em up and blood are just inappropriate for children and desensitize them.
3. Books that have things like wizards, warlocks, and witches should not be read. Rather, purchase books that have a good story line that will promote a positive attitude in your child.
4. Monitor Internet sites closely. Many sites deal with content that is not age appropriate for your child (ren) such as My Space. Most Internet Service Providers, such as AOL, have age blocks for your child (ren)'s screen names. Make sure to set these up when setting up a screen name for your child (ren). Make sure your child (ren) knows not to give personal information such as their address or phone number.
5. Monitor closely the lyrics of the music that they listen to. Popular songs often contain meanings and words not meant for young children.
6. Please refrain from the use of abusive language around your child (ren). You set the tone for the kind of language that they use.
7. Attend Church on a consistent basis. This practice will lead to a life rooted in the Word of God. We invite you to join us on Sunday morning if you do not have a church home.
8. Pray with your child (ren) on a daily basis.
9. Read the Bible with your child (ren) every day.

For additional resources we recommend the following websites www.focusonthefamily.org and www.familylife.com

As Christian professionals we also encourage you to spend quality time with your child (ren). Just sitting down with your child (ren) and hearing about what happened during their day means so much to them. Communication is so important. Taking the time to communicate with your child (ren) now will show them that they are important in your life. It can make a difference in your child's life when making an important decision concerning theirs.

Parental Agreement

What follows is a reflection of the basic philosophy of education held by Our Saviour Lutheran School. We ask the parents of each child enrolled to read and sign a separate copy of this agreement that we will keep on file. By signing this agreement, parents indicate that they understand the content of this agreement and concur with it.

We, as parents, who are accepting the scriptural challenge to "train up a child in the way he should go," prayerfully agree that this training should be carried on in the home. We place our trust in the Christian School to supplement this training. We pledge that our family will show its sincere Christian purpose by attending Church services regularly.

We recognize that Our Saviour Lutheran School is not a business but a ministry to children. We therefore will consider ourselves as loyal participants in this ministry rather than customers or consumers purchasing a service. We will pray for Our Saviour and be supportive of it as a Christian ministry and witness to our child (ren) and the children of our area.

We recognize that while our child (ren) will benefit from the academic and sociological qualities of Our Saviour, the primary reason we are enrolling our child (ren) in this school is Christian nurture.



We promise to put the best construction on any areas of disagreement or misunderstanding that may arise. We recognize that the faculty and staff of Our Saviour have only the best intentions for our child (ren), and will not deliberately be the cause of offense.

We will join with the faculty and staff in Our Saviour in modeling Christian values and behavior. We invest authority and will cooperate with the school to discipline our child(ren) in love as may be necessary, realizing that school and parents form a kind of child-rearing team.

We pledge that if, for any reason, our child does not respond favorably to the school and its policies, we will not expect the school to alter its policies to fit the apparent needs of an individual. If it appears that our child is not able to adjust happily to the policies and standards of the school, we will withdraw him/her. *(All children are considered on probation for the first quarter of the school year, and should they be unable to meet the minimal standards for behavior and academic achievement, they should be withdrawn. Such action will be taken only after adequate notice is given and interaction with the teacher has taken place.)*

We authorize emergency medical care in the event of serious illness or accident, as stated on the signed Authorization for Emergency Medical Treatment form, if we, the parents, cannot be reached.

We agree to pay for any school property damage or loss caused by our child(ren). This shall include, but not be limited to, damage or loss to grounds, fixtures, buildings, furniture, windows, equipment, books, and supplies.

We understand that a registration fee of \$90.00 per child is due at the time of registration, and is not refundable under any circumstances. Should we need to withdraw our child from the school, we agree to notify the school no later than 30 days prior to the removal of our child, and will forfeit one tuition payment.

We agree to pay all fees when they are due. We agree to conclude all payments on or before the last day of May unless otherwise arranged with the school office. We understand that report cards will be withheld at the end of each quarter and at the end of the school year if required payments are not up to date. We understand that a late fee of \$15.00 will be charged after the 10th of any month in which a payment is due.

We agree to participate as much as possible in parent meetings and fellowships designed for our good as well as the good of the school ministry.

We have read the school's Financial Policy, Discipline Policy, Christian Family Life Guidelines, and Parent Handbook, and agree to abide by its contents.



Discipline Policy

Our Saviour views its relationship with students as a ministry to the whole person. We are therefore not only interested in providing the best educational opportunities possible, but to do so in a secure, disciplined environment. It is inevitable that children will misbehave from time to time, and when this happens it is our desire to correct the behavior in a constructive and loving spirit.



Realizing that unacceptable behavior is sometimes the result of other problems or difficulties, we attempt to counsel with and pray with individuals in addition to speaking to them about their misbehavior.

If the situation warrants, we will call the parents not as an exercise in legalism, but to enlist the parents' aid in dealing with significant behavior problems.

When an administrator or a teacher calls a parent concerning a difficulty their child may be having, it should not be taken defensively. Our staff is composed of Christians and professionals who are working in the best interest of their class, the individuals in it and the families of those individuals. Our discipline policy is ultimately in the best interest of the students, as it will produce an orderly environment in which all may work and teach important lessons about socialization to the individuals in the class. Our goal is to administer the discipline policy fairly; not in an arbitrary manner. We thank God that on many occasions alumni of Our Saviour have visited and indicated an appreciation for the order, respect and good work habits they developed while students here.

What follows are some specific regulations of the Our Saviour discipline policy.

Detention

For significant infractions of the school discipline code, children will be issued detentions. A detention slip will be signed by the teacher and principal; and will be sent home for the parent to sign and return. This procedure insures us that the parent is aware of the infraction, and aware that the child will be held for an hour after school at a specified time. Failure to serve a detention, or to return a signed detention slip will result in a further detention being assigned. When the child serves the detention, he/she will be asked to work on a task that will improve the surroundings of the School. The serving of a detention will take precedence over a child's attending an after school sports activity.

Offenses that lead to the assigning *detention*:

1. Refusing to heed the instructions of a faculty or staff member.
2. Failing to complete assignments without a written explanation from the parents.
3. Showing any disrespect to members of the faculty or staff.
4. Repeated tardiness in arrival at school (more than five times in a semester without a written explanation from the parents.)
5. Failure to return a signed detention slip or note sent to the parents.
6. Failure to comply with classroom rules and regulations.
7. Lying or deliberately misleading members of the faculty or staff.
8. Use of vulgar, abusive, ungodly or otherwise inappropriate language.
9. Gum chewing in school
10. Causing a disturbance in the building.

Suspension

Serious offenses of the school disciplinary code may result in the suspension of a child from the school for up to five days. Your child will receive no credit for the work done during the time of suspension. All suspensions are in your child's permanent record.

Suspensions may be imposed for:

1. Any fighting or deliberate infliction of physical harm upon another student or faculty member.
2. Extremely vile language including ungodly curses.
3. Use or possession of a controlled substance.
4. The breaking of civil laws while on school premises.
5. Forging a parent's name on documents requiring their signature.
6. Theft of any kind.
7. Creation of a dangerous situation within the school.
8. Truancy.
9. Receiving more than three behavioral detentions in a quarter.
10. Two detentions in a given quarter for the same offense.
11. Gross disrespect of a staff member.
12. Sexual harassment of other students.
13. Damaging verbal abuse of other students.
14. Cheating on any test or quiz.
15. Destruction or defacing of school property

Commendations

We do not only want to discourage negative behavior, but we want to ***encourage good deeds and charitable behavior among our student body***. If a child has behaved in a particularly exemplary way, the teacher may reward him/her with an Accommodation Slip, informing the parent of behavior above and beyond what is expected. Accommodation slips are reserved for special situations in the estimation of the teacher. Special privileges accompany the achievement of three accommodation slips