

KINDERGARTEN SUPPLEMENT



2019-2020 School Year

Table of Contents

Mission Statement	2-3	Miscellaneous	19-20
Admissions and Academics		Dress Code	20-21
Enrollment Policies	4-5	Other Procedures	
Tuition Assistance	5	Bullying Policy	15-16
Chapel and Worship Services	5	Harassment	16-17
Curriculum & Objectives	5-9	Hot Lunch	21
Developmental Assets	9-10	Allergy Policy	21-22
Special Needs Student Policy	10-11	Health Services	19
Testing	11	Medication Administration Policy	19
Report Cards and Conferences	20	Transportation	19
Educational Services	19	Parties	19
Library	19	School Records and the Right of Privacy	20
Expectations		Play Dates with Friends and Alternate Pick-ups	20
Christian Discipline: Code of Student Conduct	13-15	Contacts: School and Church	21
Attendance Policy	17-18	OSS Handbook Review and Signature Form/Acceptable Use Signature Form	22
Electronic Technologies- Acceptable Use Policy	18-19		

Kindergarten Supplement to Our Savior Early Childhood Center

God's Vision

To seek and to save the lost (based on Luke 19:10, "For the Son of Man came to seek and to save what was lost.")

Our Mission

To be a welcoming, equipping, and sharing family of Christ

Our Core Values

Growth

We maintain a consistent focus on growing deeper in our faith by studying God's Word, being faithful in prayer, and obeying God's commands.

Relationships

We seek to love God, one another, and those outside the family of Christ. We rejoice with others in times of celebration and comfort others in times of hardship.

Outreach

We desire to fulfill Christ's great commission to go into the world, telling and teaching about Jesus in the power of the Holy Spirit. We seek to invite and involve those who are unchurched to become followers of Christ and a part of our church family.

Worship

All that we do is to be an act of worship to God. "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus..." (Colossians 3:17a). Public worship with God's people and personal worship in daily life are central to our faith life as believers.

Service

We strive to understand our God-given gifts, passions, abilities, and experiences, in order to use them in the service of the Lord both inside and outside of our church. We are thankful for our many blessings and endeavor to lead compassionate, Christ-like lives.

Our Savior - Every day Our Savior lays a foundation in Faith development and Academic excellence while Collaborating with parents to raise Christian children who will achieve Excellence.

We believe:

1. Our Savior is an arm of the Lord's church used to assist parents in teaching their children about the love of Jesus Christ, that through the Holy Spirit, they may come to know Him as their Lord and Savior.
2. Christian Education addresses one of the basic problems of mankind: Our broken relationship with God. In addition it addresses the total needs of the individual: intellectual, moral, spiritual and physical.
3. God alone has resolved the problem of sin through Jesus Christ. John 3:16 "For God so loved the world that He sent His one and only son, that whosoever believes in Him should not perish but have eternal life." Acts 4:12 "Salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved."

We affirm:

1. That the school, church and parents need to work together to teach our children the importance and necessity of prayer, devotions and daily study of God's word in their lives.
2. That Our Savior will provide children with a challenging, motivating and innovative curriculum taught by teachers who care about the children's best interests.
3. That Our Savior will build an atmosphere of caring and sharing, where children learn to respect one another, and build the necessary social skills that will enable them to attain success as useful and productive Christian citizens.
4. That Our Savior will utilize the abilities of teachers, parents, students, staff and others to achieve the above goals.

ENROLLMENT POLICIES

Our Savior is maintained for parents who desire a Christian education for their children. Enrollment is subject to available space. It is expected that all pupils will comply with and participate in the religious instructional programs and activities of the school.

Our Savior does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of 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/or ethnic origin in the administration of its educational policies, admission policies, financial aid and athletic or other school administered programs.

Though Lutheran schools are not required by law to accept or to provide adapted programs for handicapped children, they will, nevertheless, make their decision in the spirit of the Gospel and their service to people.

If a child who has AIDS, ARC or is HIV positive and seeks admission to the school, a pre-enrollment conference with the child's parents, physician, probable teacher and the director will take place to determine:

- a. AIDS-induced impairment of the child's mental function.
- b. Psychological impairment manifested in assaultive behavior and the potential exposure of others to infected blood.
- c. The immunization status of the child.
- d. The necessary limits on the child's curricular and extra-curricular school participation.

With this information, the school will determine whether or not the child is to be enrolled.

As part of the health or religion curriculum, the faculty will provide appropriate instruction about AIDS and its prevention.

Each enrolled child is expected to meet immunization requirements of the school for the protection of the student body and faculty.

As appropriate in the religion curriculum, teachers will emphasize the compassion of Christ to the sick, the promise of divine care for those who place themselves at risk in the service of others, the hope of the Resurrection in the presence of terminal disease and the celebration of the new life in Christ through faith while physical life disintegrates in dying.

Submission of the following may be required for enrollment:

1. Completed application forms (including health and immunization records).
2. Transcript and/or last available report card from the previous school if applicable.
3. Copy of the birth certificate must be submitted prior to the first day of attendance.
4. Payment of the required enrollment fee.

Other requirements include:

5. Children entering Kindergarten must turn 5 years of age on or before September 1st of the year they are enrolling.
6. Children turning 5 during the months of September, October, and November may participate in our Kindergarten program with the understanding that they will need to participate in Kindergarten when they are old enough by district standards.
7. Testing may be required.
8. We reserve the right to interview individuals on a case by case basis.

The enrollment fee is non-refundable and must be paid at the time the child is enrolled. The Enrollment Fee is an enrollment requirement for all students.

New students entering Our Savior in the middle of the school year will be subject to a review by all faculty members.

In the interest of providing the best atmosphere for each child, there will be an evaluation of each child's experience at Our Savior at the end of their first completed quarter. The faculty will decide if the evaluation period should be extended or if there are any appropriate actions that would benefit the student, any other members of the student body, and/or faculty.

TUITION ASSISTANCE

Financial aid may be awarded to students unable to meet tuition requirements and who meet the criteria of the tuition assistance program. This is done through TADS (Tuition Assistance Data Service). TADS will provide **financial need evaluation services** that offer maximum benefit to the student and families.

1. Parents must apply for tuition assistance annually.
2. Aid will be divided among candidates who qualify based on the availability of funds and/or annual contributions.
3. Emergency requests may be submitted and are subject to the program requirements and will be reviewed by the Education Committee before approval is granted.

CHAPEL AND WORSHIP SERVICES

Weekly chapel services will be held for the students and faculty. Services are designed for the students with simple lessons that enhance their understanding of God's Word. Parents are welcome to attend and worship with us.

KINDERGARTEN PROGRAM

Our Savior Lutheran Church and School offers a full day kindergarten program.

CURRICULUM & OBJECTIVES FOR THE KINDERGARTEN

RELIGION

Materials:

- Concordia Publishing House – One in Christ – 2011 (Preschool through Kindergarten)
- Holy Bible - New English Standard Version

The basic concepts of the Christian faith are introduced and applied to the day-to-day lives of these children. Many instances in which the Savior shows His great love for people will be seen. His care for our physical needs as well as provision for our spiritual needs will be heard. They will learn about prayer and worship. They will hear about some of God's wonderful works for His people in the past and about His willingness to act on behalf of His people today.

One in Christ – Exploring God's Word is designed primarily to help teach children about key concepts of faith such as Law, Gospel, confession, repentance, forgiveness, and God's amazing grace. The lessons (1) confront us with the Law, showing us our sin and need for a Savior; (2) lead us to see God's grace in sending Jesus to redeem us from sin, death, and the power of the devil; and (3) encourage us as we daily live in Christ, empowered by the Holy Spirit.

MEMORY WORK

Memory work is an integral part of the Religion curriculum and all students are expected to participate.

LANGUAGE ARTS (Phonics, Reading, Literature, English, and Handwriting)

Language is a gift from God to human beings given so humans might learn to know God better, serve and glorify Him. Effective communication is necessary to live in and contribute to society. Language enables people to present ideas by speaking, reading, and writing. It allows us to receive ideas through reading and listening.

PHONICS

Materials:

- Modern Curriculum Press

The series of workbooks enables students to quickly acquire the mastery of skills in word analysis. The program helps students increase their speaking and reading vocabulary and extends word meanings. Diagnostic and mastery tests help evaluate progress and identify difficulties.

READING

Materials:

- Houghton Mifflin

We believe that the teaching of reading begins with the child - the child's language, the child's own experiences, and the child's world. The art and science of a teacher's work is to provide experiences that allow each child to build upon an ever-expanding body of knowledge and to invite that child to question, reflect, and to gain understanding. It is in so doing that each child builds a passion for reading and a vision of the future.

The Kindergarten Reading program at Our Savior incorporates a multi-sensory approach to teaching the skills needed to equip a child to read. The consonant sounds of the alphabet are taught sequentially. Units are centered on traditional children's literature including Mother Goose Rhymes and folktales as well as selections from contemporary authors. Units involve students in language experience, cooperative learning, social studies and science activities.

ENGLISH

Materials:

- Houghton Mifflin

In Houghton Mifflin English, writing, thinking, and literature receive special emphasis as interconnected elements. Combined with comprehensive coverage of essential skills, students reap the ultimate benefit: more effective communication.

HANDWRITING

Materials:

- Scott, Foresman & Co.

Handwriting is an important skill for all God's people and is shown to increase brain development. OSS uses a D'Nealian handwriting system, simply a method where the form of most lower-case manuscript letters is the basic form of the corresponding cursive letters.

The Kindergarten program teaches the concepts needed for handwriting (top, middle, bottom and others), presents the numbers zero through ten, and includes activities to develop and reinforce motor coordination. Children are also encouraged to write the alphabet letters.

MATH

Materials:

- McGraw Hill

Jesus Himself used numbers to illustrate God's truths and the concern that human beings should have for others. Jesus sent the Twelve out "two by two" (Mark 6:7) and taught us to forgive "seventy times seven" (Matt. 18:22). Order in nature, as revealed through math, reveals the wonder of God's creative hand. God gives humans an opportunity to serve Him better as evidenced by the scientific achievement math makes possible.

The three major aspects in the math curriculum are: computational skills, the concepts, and the problem solving techniques and applications. Certain character traits such as neatness and order, exactness and correctness, honesty and self-discipline are developed.

TECHNOLOGY

Our Savior provides students with the opportunity to integrate technology as a part of the educational process. A vital part of the education of children is the modeling and teaching of essential technological skills. It is our responsibility to equip our students to live, learn, and work productively in an increasingly complex and information-rich society. Our Savior enables its students to utilize the gift of technology to glorify God and enhance the students' understanding of the world in which they live.

Interactive Classrooms: The classroom is equipped with SMART Boards, projectors, and sound solutions. Students have access to electronic technologies designed to enhance their learning experience. Parents may learn more about OSS's specific integrations of technology in the OSS Strategic Technology Plan available upon request.

SOCIAL STUDIES

The Social Studies are concerned with people and their relationships - their relationships to God, to man, and to the world in which they live. It is also concerned with time (history) and space (geography). We see God as the Creator, Ruler, Preserver and Savior who directs the activities of individuals and nations on this earth. We learn to appreciate God's wise direction of individuals and nations.

Social Studies materials are coupled with the Christian values and morals taught at OSS. Taught together, children learn the knowledge and skills necessary for a student's lifetime of full and productive Christian leadership and citizenship.

SCIENCE AND HEALTH

Evidences of God's love, wisdom, power and majesty in created things will be shown. These evidences will help children to respond with gratitude and reverence toward their Creator. The scientific knowledge will help children be better fitted to meet the problems confronting them in the environment and be more zealous to carry out their responsibility of "caring for the earth" according to God's will and direction.

S.M.A.R.T.

Minnesota Learning Resource Center – A Program of "A Chance to Grow"

S.M.A.R.T. or *Stimulating Maturity through Accelerated Readiness Training* and is a specific portion of time in the Kindergarten school day which will intentionally engage children in activities that stimulate the areas of the brain dealing with balance, quickness, and processing. These activities are built around the lessons the children have been studying in language arts and math. S.M.A.R.T. also directs the students in opportunities that work on core muscle training.

PHYSICAL EDUCATION

In Physical Education activities students learn to use the body God has given to them.

The major objectives of the PE program are the following:

1. The student should demonstrate knowledge, competence, and appreciation of body/space awareness and management.
2. The student should identify and perform different developmental motor skills including locomotor and non-locomotor activities.
3. The student should appropriately identify, manipulate, and control designated objects within various environments.
4. The student should demonstrate knowledge, competence, and appreciation of physical and motor fitness and understand relationship to health maintenance.
5. The student should function in the continuum of play-skill activities that include understanding, cooperation, and accepting rules, controlling emotions, following group process, and acquiring self-satisfaction.
6. The student should be able to perform a variety of fundamental rhythm patterns.
7. The student should develop the skills, knowledge, understanding and physical conditioning to participate in group sports or activities (either in school or in the community).
8. The student should develop the skills, knowledge, understanding, appreciation, and physical conditioning to participate in outdoor activities.

Participation in PE activities allows students to use their body effectively and helps to develop their Christian character.

FINE ARTS

Art is an integral part of the curriculum here at OSS. We find ourselves surrounded by God's majestic creative forms and perfect examples of art. God endows each child with creative talent and this must be fostered for use in His kingdom. This creative development of all students is a major function of art education.

Materials:

- [Arts Attack](#), Kindergarten

[Arts Attack](#) introduces students, at all grade levels, to four essential elements in art education.

1. **Creative Expression:** Students explore art in a variety of media. They learn to develop and apply design concepts to expressive and imaginative themes. They relate art to everyday life. [Adventures in Art](#) encourages students to develop their own ideas for artwork, to refine them and media expressively.
2. **Art History:** Students explore the artistic traditions of Europe, the Americas, Africa and Asia. Artistic achievements of women and ethnic groups, past and present, are represented. The role of art in everyday life is examined at every grade through lessons on art in the community, careers in art and art in business.
3. **Art Criticism:** Students learn the processes of perceiving, analyzing, interpreting and judging their own and others' art. The ability to make informed judgments about art requires critical thinking skills as well as knowledge about art.
4. **Aesthetic Perception:** Students use their senses, knowledge and feelings to find beauty and meaning in their environment and in works of art. Lessons at every level heighten student's awareness of variations in lines, colors, textures and other visual elements.

These four elements are woven together through each lesson.

MUSIC

Materials:

- Music for Children, Orff-Schulwirth
- Silver Burdett & Ginn
- Lutheran Worship
- Orff Equipment/recorders/chimes

The experience of music education provides the student with an opportunity to discover means for creative expressions, to acquire skills and understandings which may be used to realize in-depth musical experiences, to develop a deeper understanding of the worship experience which is a way to proclaim the Gospel, to foster the development of positive attitudes, and to develop the ability to judge and discriminate. Essentially, then, music education is to provide for satisfying aesthetic learning. The music curriculum will provide a vital interaction among students, teachers, and music.

FIELD TRIPS

Many worthwhile opportunities for educational trips are available in our area. Notes explaining the field trip, and needs in terms of cost and transportation should be sent home with the children at least one week in advance of the trip. The written consent of parents is required whenever students participate in educational experiences off our school site. Teachers are responsible for providing the necessary forms identifying the location, date, time, mode of transportation, and school employee in charge of the event. No student may attend a field trip without this signed form.

Children on field trips are to be under the direct supervision of their teachers unless some other person is specifically appointed. Even then, the teacher retains the overall responsibility.

Unless other definite arrangements are made beforehand, children are to return to school for dismissal at the regular time. Students are expected to travel to and from field trips on the transportation provided for them. The school's dress code policy is in effect for all field trips as are all other school rules.

DEVELOPMENTAL ASSETS

Our Savior is very intentional about building developmental assets in our students, but what are developmental assets? "Think of them as building blocks – relationships, experiences, values, attitudes, and attributes – that all children and youth need for success." (Neal Starkman, "Ideas that Cook", pg.2) There are 40 developmental assets as identified by the Search Institute. The assets are listed below for your convenience. The more assets OSS can encourage in our students, the more equipped they may be for success.

Support 1. Family Support 2. Positive family communication 3. Other adult relationship 4. Daring neighborhood 5. Caring school climate 6. Parent involvement in schooling	Empowerment 7. Community values youth 8. Youth as resources 9. Services to others 10. Safety
Boundaries and Expectations 11. Family boundaries 12. School boundaries 13. Neighborhood boundaries	Constructive Use of Time 17. Creative activities 18. Youth programs 19. Religious community

14. Adult role models 15. Positive peer influence 16. High expectations	20. Time at home
Commitment to Learning 21. Achievement motivation 22. School engagement 23. Homework 24. Bonding to school 25. Reading for pleasure	Positive Values 26. Caring 27. Equality and social justice 28. Integrity 29. Honesty 30. Responsibility 31. Restraint
Social Competencies 32. Planning and decision making 33. Interpersonal competence 34. Cultural competence 35. Resistance skills 36. Peaceful conflict resolution	Positive Identity 37. Personal power 38. Self-esteem 39. Sense of Purpose 40. Positive View of Personal Future

SPECIAL NEEDS STUDENT POLICY

Definition of Special Needs Student: A student who is developmentally, socially, emotionally, or physically challenged and whose success in the classroom is being limited.

It is the goal of Our Savior to meet the needs of all students attending our school. To determine the appropriate educational setting for students wishing to enroll the following steps will be taken during the admission process.

Before admission is approved

1. Parents must give the director access to all academic, social worker, medical, counseling and IEP records.
2. The director will share the appropriate records with all teachers involved in caring for the student.
3. The student may be interviewed by the director and a teacher involved in making the decision for admission.
4. The student may shadow a student for a day to become acquainted with our school setting.
5. The student's previous schools will be asked to share any relevant student information.
6. The needs of other students in the classroom and how they will be affected will be taken into consideration.
7. IEP recommendations will be considered. The final decision for appropriate classroom placement rests with the director and teacher.

After admission is approved

1. All new students to Our Savior will have a documented probationary period of one quarter, during which time the student must meet acceptable expectations as agreed upon by the director, teachers, student and parents.
2. This probationary period may be extended if acceptable progress and/or effort are being made.

It is our desire to place each student in an environment that best meets the needs of all students.

Students attending Our Savior

1. Any student may be evaluated during the year for possible special needs intervention.
2. These concerns will be communicated to the parents by the teacher(s) and/ or director in a timely manner.
3. The director and teacher(s) will meet with parents to discuss concerns. Appropriate intervention procedures or modifications will be agreed upon.
4. The school may seek advice from other professional agencies to evaluate and remediate student concerns.
5. Always keeping the student's best interest in mind, a plan will be devised to help the student feel and be successful.
6. Documentation will be filed in the student's folder in the school office.

TESTING

All students will be given MAPS three times a year; fall, winter, and spring. Teachers will share the MAP results with parents at the fall and winter Parent Teacher Conferences. Spring results will be sent home for parents to review. Teachers and/or parents may request a conference to discuss the results.

What is the MAP or Measure of Academic Progress? Created by educators for educators, MAP assessments provide detailed, actionable data about where each child is on their unique learning path. Because student engagement is essential to any testing experience, the Northwest Evaluation Association (NWEA) works with educators to create test items that interest children and help to capture detail about what they know and what they are ready to learn. It is information teachers can use in the classroom to help every child, every day.

MAP adapts the test to the student. MAP dynamically adapts to a student's responses – as they take the test. Answer a question correctly and the test presents a more challenging item. Miss a question, and MAP offers a simpler item. In this way, the test narrows in on a student's learning level, engaging them with content that allows them to succeed. MAP is delivered over the web to students and is a complete set of assessments aligned to national and state curricula and standards. OSS administrates the MAP in reading, mathematics, and language.

CHRISTIAN DISCIPLINE: Code of Student Conduct

PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school's expectations for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The school will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

GENERAL STATEMENT OF POLICY

The Education Committee, faculty, and staff of Our Savior recognize that individual responsibility and mutual respect are essential components of the educational process. They further recognize that each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect for self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Although this policy emphasizes the development of self-discipline, it is recognized that there

are instances when it will be necessary to administer disciplinary measures. It is the position of the school that a fair and equitable school-wide student discipline policy will contribute to the quality of the student's educational experience.

AREAS OF RESPONSIBILITY

- The Education Committee. The committee holds all school personnel responsible for the maintenance of order within the school and supports all personnel acting within the framework of this discipline policy.
- Director. The school director is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final committee approval. The director shall give direction and support to all school personnel performing their duties within the framework of this policy. The director shall consult with parents of students conducting themselves in a manner contrary to the policy. The director shall also involve other professionals in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A director, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- Other School Personnel. All school personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the director. A school employee or bus driver, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- Parents or Legal Guardians. Parents and legal guardians shall be held responsible for the behavior of their children as determined by law, community practice, and God's Word, the Bible. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

STUDENT RIGHTS

All students have the right to an education and the right to learn.

STUDENT RESPONSIBILITIES

All students have the responsibility:

- for their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- to attend school daily, except when excused, and to be on time to all classes and other school functions;
- to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- to make necessary arrangements for making up work when absent from school;
- to assist the school staff in maintaining a safe school for all students;
- to be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- to assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- to be aware of and comply with federal, state and local laws;

- to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- to respect and maintain the school's property and the property of others;
- to dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with the school's dress code policy;
- to avoid inaccuracies in student publications and refrain from indecent or obscene language;
- to conduct themselves in an appropriate physical or verbal manner;
- to recognize and respect the rights of others.

CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school. Any student who engages in any of these activities will be disciplined in accordance with this policy. This policy applies to all school classrooms, the school grounds and school property, and all school-sponsored activities or trips, school bus stops, school buses, school vehicles, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students or employees.

- Violations against property including, but not limited to, damage to or destruction of school property or the property of others, or vandalism;
- The use of profanity or obscene language, or the possession of obscene materials;
- Attendance problems including, but not limited to, truancy, absenteeism, tardiness.
- Opposition to authority;
- Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
- Possession of nuisance devices or objects which cause distractions.
- Violation of school bus or transportation rules or the school bus safety policy;
- Student attire or personal grooming must comply with the school's dress code;
- Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion;
- Impertinent or disrespectful language toward teachers or other school district personnel;
- Sexual and/or racial abuse and/or harassment;
- Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school personnel, or other persons;
- Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon;
- Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
- Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin;
- Violation of school rules, regulations, policies or procedures;

- Other acts, as determined by the school, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school or the safety or welfare of students or employees.

DISCIPLINARY ACTION OPTIONS

It is the general policy of the school to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school. At a minimum, violation of school rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school shall, however, impose more severe disciplinary sanctions for any violation, including suspension or expulsion, if warranted by the student's misconduct, as determined by the school. Disciplinary action may include, but is not limited to, one or more of the following:

CLASSROOM CONSEQUENCES

The kindergarten teacher will determine age appropriate discipline procedures with input from the director.

Severe Offense: If a severe offense occurs, the student's parents will be called immediately and the student and parents will visit with the director. The director and the teacher will determine the consequences for the offense.

Bullying Policy

Procedure for Our Savior

- I. Our Savior will practice a No Bullying Policy as the standard of behavior. Teachers will actively and consistently teach positive behavior, dissuading aggressive or harassing behavior, using Jesus as the model of behavior.
- II. Students who are caught in the act of bullying will be subject to the discipline process as explained below.
 - A. Warning – When a minor infraction occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self control (Galatians:5:22-23).
 - B. Inform parents – Teachers will keep parents informed of their child's actions.
 - C. Inform the director – The director is involved after the warning has occurred.
 - D. Confer with parents and director – Gather invested staff persons and discuss the situation.

Possible action steps as a result of the conference:

1. Draw up a behavioral contract
2. Assign some community service to the student
3. Consult with the Pastor
- E. Time-out in classroom – Move student's desk away from other students' desks/tables.
- F. Removing recess and other privileges – Loss of recess and/or special activities.
- G. Visit to director's office – Come to the office and confer with the director. Director will contact parents, and if necessary, call a meeting of teachers and parents.
- H. Time-out in the director's office – Student may need to spend 30 minutes to one hour sitting in the director's office. Student may be asked to write a report related to the topic of bullying behavior.
- I. Refer student to counseling or therapy.
- J. Suspension from school – the time being from one day to three days – After consultation with the parents, teacher, and input from the Education Committee, the student may receive a three day suspension. The student may be asked to develop a plan for positive behavior.

- K. Suspension of longer duration – After a three day suspension, the director, parents, teacher, and an Education Committee representative, may suspend for up to a semester.
- L. Expulsion – When every effort to correct the inappropriate behavior has been exhausted, and after consultation with the parents, teachers, and the Education Committee, the director may expel the student.

Harassment Policy

Our Savior Lutheran Church and School maintains at all times a high commitment to excellence in all areas of intellectual, physical, emotional and social education. The church and school pledges to provide a positive environment that is safe and nurturing for all students, faculty, and staff.

Our Savior Lutheran Church and School acknowledges the rights of administration, faculty, and students to develop and maintain personal relationships without interference, as long as those relationships are ethical, legal, and are not detrimental to or cause interference with, the educational and professional standards of Our Savior Lutheran Church and School.

The purpose of this policy seeks to establish guidelines for acceptable interactions and/or relationships among members of the administration, faculty, and students and to identify consequences for non-compliance with the established policy.

Harassment, in general, is defined in accordance with U.S. Equal Employment Opportunity Commission guidelines as “Unwelcome advances, requests for sexual favors and other verbal or physical conduct producing feelings of harassment on the part of the injured party when: 1) submission to such conduct by another is made either explicitly or implicitly a term or condition of an individual’s award or evaluation of school performance; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassing behaviors can include but are not limited to sexually harmful or derogatory jokes, unwelcome flirtations, demeaning comments, and unwanted physical or verbal harassment. None of the aforementioned behaviors are required for the performance of professional or educational services and will be considered forms of harassment and not tolerated.

Sexual harassment is illegal and is forbidden in any form at Our Savior Lutheran Church and School. By law, sexual harassment is defined through the victim’s perspective meaning that it is evaluated from the view of the victim, not the perpetrator. In such cases, compliance will be with both the state and church law on the issue of harassment, and immediate action will be taken to protect the victim(s) of the alleged abuse. It will be the responsibility of the administration, teacher, and staff in such cases where the initial complaint is received to report the incident to the Director, Pastor of Our Savior Lutheran Church, a member of the Education Committee, or President of the Our Savior Lutheran Church Board of Directors.

Information concerning sexual harassment complaints will be treated confidentially and consistently with the school’s legal obligation, the need to investigate the allegation, and the need to take disciplinary action if it is found that sexual harassment has occurred. Complaints will be investigated in a timely fashion and may consist of personal interviews with alleged victim(s), the alleged perpetrator(s) and others who may have knowledge of the incidents or circumstances that led to the complaint.

ATTENDANCE POLICY

Good Stewardship and accountability for our time, as Christians, requires us to be responsible. Regular and punctual attendance is expected of all students. The following procedures are the student and parent’s / guardian’s responsibility.

Daily Attendance

Students enrolled at Our Savior Kindergarten are expected to attend school on a daily basis. School begins at 8:30am Students may arrive in their classrooms fifteen minutes early. All students who arrive before 8:00am must go to Extended Care. Students needing Extended Care due to a parent’s work schedule between 7:45-8:15am, will not be charged. Students arriving at school earlier than 8:00am due to the bus program will not be charged. School ends at 2:45pm. Students need to be picked up by 2:55pm. The teacher reserves the

right to send students not picked up by 2:55pm to Extended Care. Parents will be assessed the current hourly rate for Extended Care services.

Absences

It is the belief of OSS that students should be present as much as possible. OSS recognizes certain circumstances keep children out of school. (E.g. illness or death in the family, funeral of family members, dental and doctor appointments, and family reasons) **Parents need to call the school by 8:15 a.m. if their child is going to be absent.** For extended periods of absence, parents need to make arrangements for make-up work with the teacher.

- **25 days of absences may result in repeating the grade**
- **7 unexcused absences (truancy) must be reported to the State of Minnesota***
- Excused Absences will be for the following reasons: illness, doctor appointments, dentist appointments, funerals, and other family emergencies. (Excused absences must have a written note from the doctor, the dentist, or the parent upon the student's return to school.)
- Unexcused Absences will be for sleeping in, vacations, and any other time that a student does not have a signed excuse when he/she returns to school.

Truancy (State Law)

* **Truant** is a child under the age of 16 years who is absent from school without lawful excuse for seven school days if the child is in elementary school, or for one or more class periods on seven school days if the child is in middle school or high school (MS260.015, Sub. 19).

Family Vacation

A parent must notify the school at least 2 weeks prior to vacation dates. Family vacations will count as unexcused absences.

Tardy

It is essential that the child attends school regularly in order to provide continuity in the learning program and to enhance the probability of success in school. When a student is tardy to school due to the busing program, weather and bad roads this is justifiable. When students are tardy due to poor planning or sleeping in late, this is disruptive to the learning process of the student as well as the classroom. When a student's tardiness has reached five days, the teacher will contact the student's parents. He will discuss with them the circumstances surrounding the student's tardiness. When a student's tardiness has reached ten days, the director will send a letter to the student's parents. The Education Committee will be made aware of the situation at this time.

- Students arriving between 8:16 and 8:45 a.m. will be considered tardy.
- Students arriving after 8:45 a.m. will be considered ½ day absent.
- Students arriving at Noon or later will be considered a full day absent

School Closings - When the decision is made to close school due to weather conditions, information will be communicated through email/text message via the DailyConnect App, and it will be posted on our website. Our Savior will be closed when Minnetonka Schools are closed due to weather. Extended Care and Child Care **may** still be open. School cancellation decisions will be made as early as 5:00 a.m. for those parents utilizing our Extended Care and Child Care programs.

ELECTRONIC TECHNOLOGIES - ACCEPTABLE USE POLICY

Use of the Internet enables Our Savior to enhance the curriculum by providing students and faculty with current information, ideas, and commentary from around the globe. It is not intended for commercial use or

personal entertainment. Since the Internet is an unregulated medium there is the risk that users may encounter sources considered controversial and/or offensive.

Students have the privilege of accessing technology only for educational purposes. Users must accept full responsibility for all material viewed, downloaded and/or produced. Unauthorized access to systems, software, or data is unacceptable. Attempting to damage or destroy the data of another user is also unacceptable. Adult supervision is required for any technology use.

Unacceptable use would include, but is not limited to:

- Intentionally sending or displaying pictures or words which are racist or sexually explicit
- Sending or receiving personal, not educational, e-mail messages
- Using obscene language
- Harassing, insulting, or attacking others
- Intentionally damaging computers, computer systems, computer networks, and any other school technology equipment
- Violating copyright laws
- Using another's password
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Non-educational chat usage and non-educational online game usage are prohibited.

Violations may result in a loss of access as well as other disciplinary or legal action.

Because Internet information is not always accurate or reliable, students should verify the source of information before citing it as a reference. To avoid plagiarism, students must give credit to Internet sources used in any research paper in the same way that print sources are cited.

Both the student and his/her parent/guardian must agree to adhere to this policy before students will be allowed access. Signed forms (located in the back of the handbook) may be handed to the student's teacher and will remain on file until the end of the school year.

MISCELLANEOUS

Lockers: Students are assigned hallway lockers and are expected to keep them neat and orderly. Periodic locker checks will be made. No materials or decorations are to be placed on locker doors unless authorized by the director. Interior decorations must be removable. Students are to report any locker damage to the school office and may be assessed the cost of repair for unreported or self-inflicted damage. Kindergarten students may NOT put locks on their lockers at any time.

Paraphernalia: Students are not to bring items to school that may be disruptive to learning, the classroom environment and/or the building operations. Teachers have the final authority as to what defines paraphernalia, but here is a list that is not limited in scope: lighters, matches, beepers, water-guns, handheld video games, headsets, headphones, radios or iPods. Detention and/or suspensions can be assigned, and the item will be confiscated and taken to the office.

Weapons: Students are not to bring items to school that in any way may be hazardous or used as a weapon, (e.g. fireworks, stun gun, knife, hunting guns, bow, explosive cap gun, etc.) Any person found possessing a weapon of any kind, or handling or transferring a weapon belonging to another person, will have the weapon confiscated and turned over to the proper legal authority. The student will immediately receive a detention and the director will review the situation. A student may be suspended from school and/or expelled.

Fighting: Fighting, acts of physical violence, bullying, or physical, sexual, or emotional harassment are not acceptable. Detentions, suspensions, expulsions are appropriate for these situations following parental contact.

REPORT CARDS AND CONFERENCES

A progress report will be issued to all students at the end of each quarter. Conferences will be scheduled for the benefit of students, parents, and teachers at the end of the first and third quarters of the school year. Conferences at other times may be held at the discretion of the teacher and/or the desire of the parents.

Parents are welcome to visit their child's classroom during the school day to see Christian education in action.

DRESS CODE

NOTE: This is only a partial list of things students should / should not wear. The teacher shall use his/her judgment in each situation.

Personal appearance reflects one's self-esteem as a child of God as well as school pride. Therefore, clothing worn by OSS students should be in good taste for school living. All clothing is to be modest, clean, neat, un-frayed and without holes or slits. As a matter of hygiene and cleanliness, shoes are to be worn at all times. Hair should be kept neat and clean. Students must adhere to the dress code while at school and all school-related events, including field trips.

1. Students who wear clothing or jewelry that is questionable in the opinion of an instructor must change that clothing. If the student wishes a clarification of the dress code with the instructor or director, that clarification should take place at a later time in the day. The student must immediately change clothing.
2. Clothing should not advertise alcoholic beverages, tobacco, or names of businesses whose name directly identifies the business as an establishment that sells alcoholic beverages, tobacco, or any clothing contrary to Christian values.
3. Clothing must not have slogans or pictures (front or back) that in any way can be offensive; this includes skull/crossbones apparel.
4. Sweat pants, PJ's, and flannel pants are not allowed.
5. Leggings and jeggings may be worn as long as they are covered by appropriate shorts, skirts, and or long shirts which reach down to the mid-thigh.
6. Tops must have shoulder straps that are equal to or greater than a three-finger width of the child wearing the item. Undergarments may not show with such a top.
7. Students must be modestly dressed while they are standing, sitting, bending over, etc. at school and all School-related events.
8. Sandals, shoes, tennis shoes are permissible. For safety reasons, flip-flops and shoes with spiked heels are not permissible.
9. Hats and sunglasses are not to be worn in the building unless on special "Dress Up Days." If hats or sunglasses are worn during the school day, teachers are to collect them and return them to the student at the conclusion of the day.

HOT LUNCH

Hot lunch will be available to students who desire one, as well as milk for those who bring a bag lunch. Lunch checks may be given to Renae with 'Lunch Account' in the memo line. Renae will notify you when your child's account is getting low. Contact the school office for more information. *Once a hot lunch has been ordered for a student, that family is responsible for paying for the lunch even in the event of the student being absent.*

ALLERGY POLICY

- Purpose: The purpose for creating an allergy policy is to have a clear plan for handling all allergies with the overall goal in mind.
- Overall Goal: The overall goal of the allergy policy is to help the family and school work together to assist the child with becoming independent in living with an allergy without stigmatizing the child.

▪ Procedures: Parents

1. Parents indicate their child's allergy on the child's Health History form and on the Emergency Card.
2. Parents fill out a Medication Permission form and have it filed with the office. No prescription medication can be given unless the label appears on the medication and is prescribed by a physician. Epi-pens must be provided to Our Savior to be kept in the office, classroom, and care room. Other emergency medication would be provided in the same manner.
3. An Emergency Care Plan is developed by the school nurse and given to the parents, teachers, and filed in the child's permanent record.
4. Parents are to keep their child's teacher and the director informed of any changes or concerns regarding their child's allergy.
5. Students in a classroom where a child with a life-threatening allergy is present need to bring snacks that do not contain the allergic ingredients. Parents would also need to refrain from bringing in things containing the allergic material (e.g. dogs, cats, hamsters, etc.).
6. Parents will work closely with the staff to achieve the overall goal of helping their child become independent in identifying allergic situations that they need to avoid.

For review of the school's entire allergy policy (which includes staff, classroom, student, communication, and emergency procedures), please contact your child's teacher or the director.

EDUCATIONAL SERVICES

Educational screening and testing through District 276 is available to students upon the recommendation of a child's classroom teacher or parental request. With parental consent, licensed personnel test children undergoing academic, social, and/or emotional difficulties in school. These educators and psychologists administer tests, report results to parents and the child's classroom teacher for remediation of individual weaknesses. Special Education and Chapter I services are available to OSS. The District 276 staff remains in close contact with OSS staff members about children participating in these programs.

HEALTH SERVICES

Children attending OSS have the services of a part-time school nurse with funds provided through the State of Minnesota. It is the duty of the nurse to maintain health records for each child; conduct hearing, vision, and scoliosis screening, and supervise all immunizations given to students at school. The school nurse will maintain the school first aid supplies, and act as a resource person to teachers in health education.

MEDICATION ADMINISTRATION POLICY

Our Savior cannot administer any over-the-counter medicine, Tylenol, or prescription drug unless accompanied with a Release to Administer Medication form. Please note the child's physician and/or parent must sign the form. Release forms are available upon request from the school office. Medication is to be in its original container.

TRANSPORTATION

The Minnetonka Public School Busing Program provides OSS students with transportation, provided the student's residence is within the district's boundaries.

LIBRARY

Our Savior operates a library with an electronic catalog and check out system that is available to all students in the school. Regular library schedules are developed so that each class will have their own period in the library. A maximum of two (2) books may be checked out to a student at any one time. The individual to whom it is checked out will pay for lost books. Check out time will be for 1 week.

PARTIES

Throughout the year various parties are held in the classroom. This is especially true of Christmas and Valentine's Day. In addition to these, many parents like to provide "treats" for the children in the room on their child's birthday. (SEE ALLERGY POLICY FOR SAFE TREATS.) While there is no harm in this and we will not

discourage it, we would rather suggest that you purchase a book in commemoration of your child's birthday and have it placed in the library. We will help you choose and order the book to avoid duplication.

SCHOOL RECORDS AND THE RIGHT OF PRIVACY

School records, while remaining the property of Our Savior, are under the jurisdiction of the parents of each student. Should your child transfer to another school, the new school's request to transfer ownership and records to that school will be granted upon written consent of the parents. School records may not be released to a parent and transported to the new location; Our Savior will mail them when all tuition, fees, and other obligations are fulfilled. Records of graduated students will be transferred the summer before they enter high school. Students' confidential records are available for personal review at any time before or after school, or during specially scheduled conferences.

PLAY DATES WITH FRIENDS AND ALTERNATE PICK-UPS

Parents are asked to arrange for play dates with friends prior to the school day. Notes with the details should be written and shared with the teacher. When an alternative pick-up is necessary, parents are asked to communicate with the school office or classroom teacher by 2:30pm. The school office will communicate the information with the teacher to assure a smooth transition.

SCHOOL AND CHURCH CONTACTS

Name	Position	School Phone	Phone Number	Email
Teachers, School Secretary, & Director				Use Fast Direct if possible, otherwise . . .
Aurich, Joe	Physical Ed. Extended Care Director of Youth	952-474-5181 x234	952-442-5540	joe.aurich@oslcs.org
Eivazzadeh, Emily	Director of OSS	952-474-5181 X222		Emily.eivazzadeh@oslcs.org
Limmel, Tammy	Kindergarten Teacher	952-474-5181 x217	952-442-2447	tammy.limmel@oslcs.org
Hoernemann, Renae	School Secretary	952-474-5181 x218		Renae.hoernemann@oslcs.org
Hipp, Sue	Extended Care Teacher	952-474-5181 X231		Sue.hipp@oslcs.org
Church Staff				
Hengst, Adam	Pastor	952-474-5181, x. 225		Adam.hengst@oslcs.org
Machemehl, Jeff	Maintenance	952-474-5181 x216	952-446-1452	jeff.machemehl@oslcs.org
Blumenschein, Sandy	Church Secretary	952-474-5181 x242		sandy.blumenschein@oslcs.org
Bromenshenkel, Laurie	Church Administrator	952-474-5181 x210		laurie.bromenshenkel@oslcs.org
Limmel, Fred	Minister of Worship, Care, and Discipleship	952-474-5181 x226		Fred.limmel@oslcs.org
Education Committee				
Jodi Graves	Member of OSLC	Committee Chair		jodigraves@gmail.com
Kathryn Bonine	OSS Parent			Kathryn.Bonine@sedgwick.com
Christina Sullivan	OSS Parent			christina.jnsn12@gmail.com
Jennifer Wurdell	Member of OSLC			gjhcwurdell@gmail.com
Open Position	Community Rep.			

Kindergarten Supplement Review and Signature Form

Please review the **Kindergarten Supplement** and return this form to the school office by Friday, September 6, 2019. Thank you.

Please pay particular attention to:

- Absent Procedures
- Tardy Procedures

We parents/guardians have **read** the information in Our Savior's Kindergarten Supplement 2019.2020. We **agree** to abide by the expectations, policies, and procedures set forth.

Parent / Guardian name (please **print**): _____

Parent / Guardian **signature**: _____

Date: _____