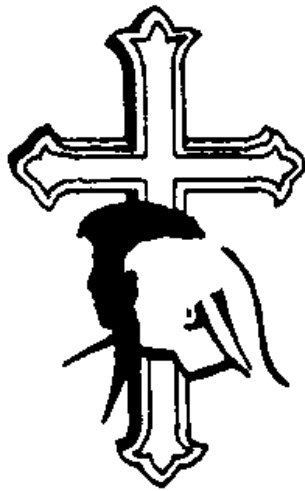


**Our Savior Lutheran School**  
**2011-2012**  
**Parent–Student Handbook**



*“Promoting the Christian faith and life-long learning  
of the whole child in a changing world.”*

**98-1098 Moanalua Road**  
**‘Aiea, Hawai‘i 96701-4617**  
**(808) 488-0000**

<http://osls-hawaii.org>

# Our Savior Lutheran School

98-1098 Moanalua Road

Aiea, Hawaii 96701

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***2011-2012***

## ***PARENT - STUDENT HANDBOOK***

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Aloha,

We sincerely hope this handbook will give the most important school details and answer most questions. After reading through this handbook, please ask us any additional questions that may arise, and we invite you to schedule a time to visit our classes and see our program in action. In this handbook, “parent” and “legal guardian” are interchangeable, and “principal” means the principal or the designated person fulfilling the principal’s function.

Our Savior Lutheran School offers O’ahu families a quality Christian education. We are blessed with good programs, congregation, staff, and families, who together build a strong community. We have served the Aiea community since 1970 and anticipate many more productive years. Please visit our preschool or grade school, by calling us (808) 488-0000.

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### **A F F I L I A T I O N**

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Our Savior Lutheran School (OSLS) is wholly owned and operated by Our Savior Lutheran Church (OSLC), a non-profit corporation, which together with over 1,800 United States and Canadian Lutheran church schools, belongs to the Lutheran Church-Missouri Synod (LCMS). OSLS is locally administered through the OSLC School Board, and additional assistance is obtained through our LCMS District Office in San Francisco and our national LCMS office in St. Louis, Missouri.

The Hawaii State Department of Social Services and Housing (DSSH) licenses our Preschool and Day Care staff, program, and facilities. The preschool is licensed to serve 70 children and the staff-to-child ratio varies from 1-12 to 1-16, for 3 year-olds and 4 year-olds, respectively. The DSSH licenses our afternoon K-8 Day Care program.

The *Hawaii Council of Private Schools* (HCPS) gives us our operating license, and we are a member of the *Hawaii Association of Independent Schools* (HAIS). We subscribe to the HAIS professional standards. We are fully accredited with the *National Lutheran Schools Accreditation* (NLSA) and the *Western Association of Schools and Colleges* (WASC).

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## MISSION STATEMENT

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**“Promoting the Christian faith and life-long learning  
of the whole child in a changing world.”**

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### PURPOSE

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Our school is uniquely Lutheran. Developing faith and educating students and families is our primary mission. We practice Christian teachings, which confess the one Triune God: Father, Son, and Holy Spirit, as revealed in Scriptures. We accept the Old and New Testaments’ sixty-six canonical books as the inspired Word of God, and Lutheran writings accurately explain the Bible’s intent and doctrine.

Our Savior Lutheran School, a coeducational, Christian day school, encompasses preschool and kindergarten through grade eight. Our student body primarily comes from central O’ahu, thus serving a typical cross section of our island community. Students are selected and retained on the basis of their attitude and involvement in our mission, as well as our ability to meet their spiritual, academic, emotional, social, and physical needs. While we seek as many students as possible, we realize we cannot serve every student who applies.

Our Savior has a supportive Christian environment. Through our Christian example, instruction, and discipline, we strive to help them succeed in all aspects of their life. At the same time, we work with students’ guardians, helping them fulfill their duties, involving them in school activities and actively promoting open and effective communication.

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### PHILOSOPHY AND GOALS

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#### 1. Christian Faith

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God creates and nurtures Christians, the body of Christ. Through daily worship, prayer, serving, sharing, study, and reflection of God’s Word, our faith grows. Knowing the law’s demands and the saving Gospel, God’s people learn and grow. Our Savior’s students learn how to follow Christ.

Students learn God’s “Law and Gospel”. The Law gives us direction. The Gospel recognizes that we sinners cannot follow that direction perfectly—we need God’s forgiveness. The Gospel tells us God loves us unconditionally. (*God demonstrates his own love in this: While we were still sinners, Christ died for us.* Romans 5:8)

Our students learn how to react to God’s love and forgiveness. They read and reflect on God’s Word, developing their personal relationship with Christ. They work together with other Christians. They pray formally and spontaneously and treat others as God’s children. They worship daily in the classrooms and weekly in Chapel. They forgive and accept forgiveness, practice Christian virtues as presented in scriptures (Galatians 5:22-23), share their faith life through service, and respect their bodies as God’s temple. (1 Corinthians 6:19)

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## **2. Life Long Learning**

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We help our life-long learners apply their Christian principles, productively serving their Lord and others in a constantly changing technological world. Life-long learners think critically, analyze problems, identify appropriate resources, and explore and evaluate possible solutions, and have the discipline to follow-through. They develop their knowledge, and build their communities spiritually, intellectually, and aesthetically.

Our students appreciate knowledge and learning as God's gifts, enabling them to serve others. They value learning, communicate effectively, set obtainable goals, use learning resources, increase knowledge, use positive outlooks, and forgive.

Students use God's gifts and achieve goals consistent with His will. Their learning builds knowledge based on prior experience. They form and ask pertinent questions. For the answers, they read, listen, and analyze values and messages, and then they plan, organize, and share their thoughts. They set goals, make plans, and adjust those plans, to actually perform. They improve their skills by accessing printed material, interviews, media computers, and other technology. They manage both successful and discouraging situations, recognize their mistakes, and through identifying the situation, come to the realization that they can forgive, and be forgiven. Then, they can positively move forward knowing that God has a purpose for them.

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## **3. The Whole Child**

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In this ever-changing world, we strive to help each child grow as a whole person— spiritually, intellectually, emotionally, aesthetically, socially, and physically.

We help students recognize themselves as unique, redeemed and forgiven by God. Our students know the Triune God as taught in the doctrine, history, and worship practices of the Lutheran Church-Missouri Synod. They grow in their Christian acceptance of others' individuality and acknowledge their special talents. They deal with their emotions in a Christian manner. They grow toward their intellectual potential and cooperatively work with others. They recognize the physical and emotional development of their bodies as they mature.

Students accept themselves as redeemed children of God, expressing their joy through worship and service to others. They use their knowledge and skills in exploring. They accept responsibility for their own actions and feelings and respect other people as God's children. They appreciate God's creation through many media, and they develop their intellectual and physical gifts.

We don't aim for perfection, but we do aim to follow God's will. Our Savior's community strives to live for God, while humbly accepting our need for him. We know this is the best and most valuable teaching we can offer.

Expected Student Learning Results: Our Savior Lutheran School's graduates will:

## Have Jesus!

### *Know Christ*

*\*Have a Personal Relationship with Jesus Christ secure in His Salvation.*

- \*Know God's Word.
- \*Articulate the Law-Gospel distinction with words and deeds.
- \*Consistently pray.
- \*Know and Practice Christian Ethics in discussions and actions.
- \*Trust God's authority.



## Understand!

### *Comprehend Information*

- \*Decode words phonetically.
- \*Use writing fundamentals.
- \*Analyze written, oral, and kinesthetic works.
- \*Know basic works of the arts and language arts.



## Perform!

### *Solve problems*

- \*Successfully surmount challenges.
- \*Make decisions and accept responsibility.
- \*Make plans, follow-through, and evaluate using self-discipline.
- \*Use resources.
- \*Think critically, based upon having the necessary skills, knowledge, and attitudes.
- \*Accept appropriate authority.
- \*Accept God's proactive role and our appropriate responses.



## Work Together!

### *Use Healthy Interpersonal Skills*

- \*Exercise control and balance, Emotionally, Spiritually, Physically, Academically, Socially.
- \*Communicate well.
- \*Use Foreign Language academically and culturally.
- \*Know Diverse Cultures.
- \*Practice respect, etiquette, and appropriate communication.
- \*Know History and Social Studies facts and concepts.
- \*Create and Articulate Emotion through Art, Music, and P.E.



## Have Tools!

### *Use Skills and Technologies*

- \*Use Computers.
- \*Use and relate Math and Science.
- \*Use and relate Language Arts.
- \*Use and relate Art.



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## APPLICATION AND ACCEPTANCE

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1. As a parish school, Our Savior Lutheran Church gives active church members first priority for acceptance. Next, we consider our current students' siblings, and other Lutheran churches' members. We offer qualified students any remaining openings on a non-discriminatory basis.
2. Applicants must submit a completed application form and the required non-refundable Application Fee. We schedule individual K-8 applicants' entrance-testing and legal-guardian interviews. Occasionally, we forego our own entrance testing, based on submitted documentation.
3. For grade 1-8 applicants, the student's current school's records are required, which should include the previous year and current first-semester report card, achievement test scores, and a teacher's referral. This documentation should show that the applicant will succeed in our rigorous academic environment.
4. While our preschool students receive kindergarten enrollment priority, it is NOT automatic. Kindergarten applicants must be five years old by September 1<sup>st</sup> of the year applying. Those applying for kindergarten are accepted according to available space, test results, maturity, teachers' recommendation, observation, and satisfactory school fees' record. OSLC active members' children receive first priority, OSLC students' siblings follow.
5. Preschool applicants must be 3 years old by December 31 and completely toilet-trained. We accept them on a first-come-first-served basis.
6. Occasionally, we place new students on a *Waiting List* since openings are limited. The waiting list is kept active through December 31st each school year. After that time, we need a new application if entrance is still desired.
7. All students must submit a completed health record (Form 14) and results of a physical examination, a tuberculin test (PPD or chest x-ray) *that meets state requirements*, and proof of immunizations. A brochure on health requirements for schools is available on request. Your child's physician or any state health center has the Form 14 available at <http://sp.k12.hi.us/pdf/form14StudentHealthRecord.pdf>.
8. The Hawaii State Child Care Food Program includes our preschool and daycare. At the beginning of the school year, you will submit an Income Statement relating to this in order that we may meet the necessary requirements. All information received remains confidential.
9. We assume both legal guardians have equal student and student records access. If this is not true, you must provide legal documentation to have us withhold student information or refuse releasing the student to either person.  
<http://doe.k12.hi.us/register/index.htm>

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## NON-DISCRIMINATORY POLICY

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Our Savior Lutheran School admits students of any race, color, or national, or ethnic origin to all 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, or national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school administered programs. Children with special needs can be accepted if our staff and our facility can meet the student's specific needs.

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## CHILD ABUSE POLICY

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State law requires that all school personnel must report suspected or documented child-abuse and neglect cases to the *Child Protective Services*. CPS, not the school, researches and makes the determination if there is any cause for concern.

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## TUITION & FEES

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A separate fee schedule has our current school, preschool, and daycare rates. Applicants pay the new-student application fee when first applying and then a non-refundable registration when they are accepted. To pay tuition using installments, you'll pay an administrative fee.

For Day Care, we charge an extra fee to reenroll a student after withdrawal within the same school year. This program is not designed for drop-ins or part-time use. Drop-ins will be charged \$8.00/day for morning day care and \$15/day for afternoon day care. On Early Dismissal Days, we charge \$30 for afternoon drop-in care. After 5:30 p.m., you'll pay \$10 for each 15-minute increment or part thereof.

All eighth grade students pay a graduation fee before school begins.

We assess special fees for overdue accounts, bank-returned checks, and additional program changes. If your bank returns your check more than once (NSF), you must use cash, money order, or bank-certified check for all payments. Students are removed from enrollment for late payments.

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## REFUND POLICY

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Understand that your obligation to pay the tuition and fees assessed this academic year is unconditional and that no portion of such tuition or fees outstanding or paid will be refunded or cancelled notwithstanding your child's absence, withdrawal, or dismissal.

Guardians make tuition payments in advance. Refunds of dismissals, expulsions, or early withdrawals are made on a pro-rated basis according to days enrolled plus two weeks. We require a two-week written notice prior to withdrawal; regardless, we charge for the two weeks after the student leaves the school. We do not refund the Application and Registration fees.

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## FINANCIAL AID

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OSLS has a limited tuition assistance fund. Previous donors have provided this money. As a result, only active church members needing such assistance and suddenly incapacitated school families receive consideration. For the following school year, the application deadline is April 1<sup>st</sup>. Applicants apply online with *Tuition Aid Data Services*, [www.tuitionaid.com](http://www.tuitionaid.com), and our identification number is 11040. These students are placed on a waiting list through July 25<sup>th</sup> for space availability.

This aid money does not cover the Application or the non-refundable Registration fees. All scholarship recipients complete volunteer hours. Please contact the principal for more information on this program.

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## ACADEMIC CURRICULUM

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Students develop the necessary tools to succeed; therefore, they gain a firm basic knowledge foundation. The self-contained class teachers monitor both skills and attitudes because success requires both aspects. We “departmentalize” some instruction, which means specialists sometimes teach music, art, PE, drama, computers, or specifics.

**Kindergarten:** Our kindergarten emphasizes academic preparation: Phonics Plus, reading readiness, developmental thinking, mathematical relationships, beginning science, social skills and concepts, music, religion, computers, and physical education.

**Religion:** We teach the Bible, Christian doctrine fundamentals, and Lutheran perspectives. We emphasize both words and deeds. All grades learn Bible stories, history, Scripture memorization, Catechism, hymns, practice devotions, and attend their family’s Sunday church service and the school’s Wednesday chapel service.

**Mathematics:** Our math program stresses basic math fundamentals, problem solving, logical reasoning, and practical arithmetic. Kindergarten through Grade 8 utilizes the incremental math program of *Saxon Math*®. Computers also provide some math enrichment and practice. The program includes basic Math, Pre-Algebra, and Algebra.

**Language Arts:** The lower elementary grades are taught using *Open Court*® and phonics reading methods. The middle school grades use a quality-literature approach to reading. All grades emphasize composition, spelling, speaking, and *Shurley Method*® English grammar and the *Accelerated Reader*® individualized computer program.

**Social Studies:** We teach geography, history, Hawaiian studies, citizenship, current events, sociology, and consumer education.

**Computer:** All students, grades K-8, enjoy two classes weekly. Our computer-lab teacher teaches basic computer skills utilizing keyboards, programs, research, and occasional Internet use. Parents provide home computer access for practice, especially with keyboard skills.

**Science:** The curriculum includes life, physical, and earth science. We teach that God creates and sustains all things, and we use science to understand and to practice good stewardship of His world.

**Health/Physical Education:** We develop skills, health, teamwork, and safety.

**Fine Arts:** All students use music, arts, and crafts. Grades 5-8 participate in either choir or band. The choir conducts public concerts including singing at some of our Sunday worship services. The band also conducts public concerts. These performances are evaluated; thus, students’ attendance is mandatory.

**Core Knowledge®:** We add *Core Knowledge*® units and objectives to broaden our instruction breadth, making it sequential, structured, and correlating across the subjects.

**Foreign Language:** Spanish and Japanese are currently taught in the upper grades. 6<sup>th</sup> graders have Japanese for a semester and Spanish for a semester. 7<sup>th</sup> & 8<sup>th</sup> graders must choose either Japanese or Spanish, which have 3 periods scheduled per week.

**Technology:** Class assignments often need computer-assisted work; thus, our parents provide after-school computer access for their children. We use IBM/PC Windows based applications and *My Access*®, an online writing program. Middle School parents may see the students’ grades online at [www.engrade.com](http://www.engrade.com). Teachers may implement other online programs. Graphing calculators are required for advanced math courses.

**Class Trips:** Overnight class trips are conducted, as part of the school educational program, in grades five through eight, but are not guaranteed. The school determines the trips, and they must have an educational purpose. Families pay the trip's cost. The families, upon the principal's approval, may conduct fundraising to offset the trip's costs. The school will not initiate fundraising efforts but will assist in scheduling and planning. Learning assignments will be made during the trip. Legal guardians may have the option of keeping their child at home during the trip, but teachers are not required to arrange on-campus supervision. Assignments will be made to cover an equal portion of class work. Teachers may exclude students who problems following directions or using judgment. If, due to unforeseen circumstances, the trip needs to be cancelled, the school will announce it as soon as the cancellation is determined and refund any refundable fees (*some travel fees are not refundable*).

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### **Preschool Curriculum**

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Our preschool offers three programs: **7:50 a.m.-12 noon** (academic portion),  
**6:30 a.m.-3:00 p.m., 6:30 a.m.-5:30 p.m.**

Daily schedules are posted. A separate PreSchool Handbook is available.

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### **Report Cards - Tests – Grading (Grades 3-8)**

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Report cards are issued on a quarterly basis, and sent home following the quarter's end. Grading is on a letter grade basis for all academic subjects.

A <sup>+</sup> = 97-100%.....12 pts.	A = 93-96%..... 11 pts.	A <sup>-</sup> = 90-92% 10 pts.
B <sup>+</sup> = 87-89%.....9 pts.	B = 83-86% ..... 8 pts.	B <sup>-</sup> = 80-82% 7 pts.
C <sup>+</sup> = 77-79%.....6 pts.	C = 73-76% ..... 5 pts.	C <sup>-</sup> = 70-72% 4 pts.
D <sup>+</sup> = 67-69%.....3 pts.	D = 63-66% ..... 2 pts.	D <sup>-</sup> = 60-62% 1 pt.

The school schedules legal guardian-teacher report card conferences during the first quarter. All legal guardians attend the conference. This conference develops teamwork and communication, and is held very early in the school year to help correct any needs.

*In addition to the scheduled conferences, legal guardians may request a conference with a teacher throughout the year, knowing that teachers have scheduled many things in and out of school.*

Standardized achievement tests are given in the spring to grades K-8. These tests give the teacher and legal guardian another objective picture of the child's accomplishment. These scores relate to their own ability and to national norms. The results of this test are furnished to each home.

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### **HONOR ROLL, Grades 6-8**

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**Principal's List:** Students with a 10.0-12.0 G.P.A. and all grades above 9 (B+).

**Honor Roll:** Students with a 10.0-12.0 G.P.A. and all grades above 6 (C+).

**Honorable Mention:** Students with 8.0 to 9.9 G.P.A. and all grades above 4 (C-).

Advanced classes earn additional points. Advanced classes include Math II for 6<sup>th</sup> graders, Math III for 7<sup>th</sup> graders, and Algebra for 8<sup>th</sup> graders.

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## **Middle School Advanced-Class Criteria**

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Occasionally, we'll assign some students advanced classes using the following criteria:

1. A previous year's standardized achievement test 7, 8, or 9 stanine score
2. Report card grades showing at least an "A" in previous years
3. Teacher Placement-Test results
4. Teacher recommendation
5. Effort, willingness, and proven ability to work harder

A continued performance at an above average ability with a grade of at least "B-" must be maintained in order to retain the placement in advanced classes.

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## **Homework Notes**

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We regularly assign homework, preschool through 8<sup>th</sup> grade. We define homework as "completing or extending class work". Homework includes handwriting practice, studying spelling words and memory verses, reading library books or textbooks, answering questions, practicing skills, studying for tests, reviewing notes, independent research, reading for pleasure, etc. All families should set aside 1-2 hours of time for academic work, reading, or discussion. Some students may have more or less homework depending on their working speed and time-usage. Long-term assignments or projects and make up work may require extra weekend work. Students are responsible for completing assignments on time and as directed. Late or incomplete assignments may result in a lower grade; middle school students receive zero points. Repeated missed or late work will result in legal guardian notification. Teachers also may put the student on academic probation. For excused absences, we allow one day for make-up for each absent day.

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## **Physical Education, Grades 4-8, and Interscholastic Sports, Grades 5-8**

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The uniform consists of a T-shirt and shorts, available for purchase in the school office. Students must wear athletic shoes and wear clean, undecorated, and properly-sized official P.E. uniforms. Each instructor will set penalties, such as lowered grades and/or extra assignments for improperly dressed students. Students will remove jewelry, including watches, for physical education classes.

Our Savior offers interscholastic sports for boys and girls, grades 5-8, in volleyball, basketball and track/cross country. To participate, a student must maintain satisfactory conduct and cannot be on academic probation. Team members receive uniforms and must return the uniforms within 2 days after the last game, or they'll receive a replacement charge. The coach determines team discipline procedures and consequences.

After-School sports participation requires attendance for at least four classes that school day. Participation in scheduled P.E. classes is necessary in order to participate in After-School practices or games. Team members' siblings, fans, and ride-sharing students will remain in Day Care.

Participation in after-school athletic activities requires attendance for at least four classes that day and must participate in the day's PE class to attend practices or games.

For more details, read the separate sports handbook. <http://oslshawaii.org> (see "Athletics")

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## **Promotion and Graduation**

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Legal guardians, teachers, and administration determine whether elementary promotion is best for each individual student. Middle School promotion requires a 4.0 Grade-Point-Average for the year (on our 12-point scale), and that the student passes Language Arts and Math. Graduating eighth graders must have all financial accounts fully paid to participate in the graduation ceremony.

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## COMMUNICATION

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We are always teaching our students, whether we recognize it or not. We model coping skills and problem-resolution procedures. Students practice communication skills. Consistently have them tell you what they are learning, what scheduling issues are coming up, what supplies they will need, what plans, and what procedures they suggest. (Promote their initiative in planning and completing their own solutions.) Establish the communication habit, and let them see the results.

To help our students organize their communication obligations, we provide assignment books early in the school year, and we give quarterly report cards and midterm progress reports. Read the weekly *Parent Saint* newsletter and the class newsletters at <http://osls-hawaii.org>.

In preparing for emergency situations, please let the office know when addresses, telephone numbers, e-mail addresses, etc. change.

Communicate compliments, dissatisfaction, issues, concerns, ventings, applause, and etcetera directly to the person concerned. We follow the Biblical direction given in Matthew 18 and Matthew 5. No matter what we say, the students will follow our examples.

In cases of legal-guardian separation or divorce, provide the court's legal document to the school to assure custody. The court-directed custodial legal guardian will receive communications. It is each custodial legal guardian's responsibility to share information with the other legal guardian.

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### Interim Reports

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Kindergarten through Grade 3 students take home their weekly personal reports. Grades 4-8 send home mid-term reports to every student; these are to be signed by the legal guardian and returned immediately to ensure communication. These mid-term reports give students more time to demonstrate responsibility and independence. Grades 6-8 post assignment grades at [www.engage.com](http://www.engage.com); have your child show you their grades.

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### Academic Deficiency Probation

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Each student strives to attain the level of her or his God-given potential and ability. Students who exhibit a constant pattern of low achievement, little effort, or show a negative attitude and effort, and fail to correct the matter place themselves under these provisions:

A student showing little or no effort, poor homework quality and attitude, or has a grade of "F" in any subject, will remain on academic probation for the following quarter. In addition, a teacher may place a student on academic probation when achievement isn't satisfactory.

We will notify legal guardians. During the probationary period, the principal will meet the student periodically. The meetings will review the teachers' statements and the student will receive counsel on improving the concerns. Probationary students may not participate in extracurricular activities such as Student Council, Interscholastic Sports, Clubs, and other activities outside class. If, at the end of this probation quarter, there is no significant improvement, the student may be removed from school. Students on probation during the fourth quarter who fail to satisfactorily resolve the concerns will not be accepted for re-enrollment at OSLS the following school year.

Sometimes, occasions outside the students' control arise that prevent them from gaining the prerequisite skills and understanding for promotion. For example, if a student misses 12 days of school in a quarter, the teacher and administration must consider retention and discuss this with the parents and the Board of Education.

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## ***Procedures to Resolve Concerns or Complaints***

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We strive for peace and harmony as we utilize different methods in an emotionally-charged atmosphere. We understand the great value we place on our children, and we understand that many different child-raising philosophies and psychologies exist. Teachers administrate Board policies while considering many different needs, and they can do so only with your cooperation, support, and communication. When communicating your thoughts, remember these items for Difficult Conversations:

- I. Pray for Inner Peace: “Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God.” Philippians 4:6
- II. Don’t Assume Their Motivation: “The purposes of a man’s heart are deep waters, but a man of understanding draws them out.” Proverbs 20:5
- III. Deal with the Problem Quickly: “Do not let the sun go down while you are still angry.” Ephesians 4:26  
“If you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift.” Matthew 5:23-24
- IV. Deal with the Problem Privately: “If your brother sins against you, go and show him his fault, just between the two of you.” Matthew 18:15
- V. Listen Before Answering: “Be quick to listen, slow to speak, and slow to become angry.” James 1:19
- VI. Tame Your Tongue: “Reckless words pierce like a sword, but the tongue of the wise brings healing.” Proverbs 12:18
- VII. Ignore Petty Insults: “A fool shows his annoyance at once, but a prudent man overlooks an insult.” Proverbs 12:16
- VIII. Seek a Win-Win Solution: “Look not only to your own interests, but also to the interests of others.” Philippians 2:4
- IX. Try Forgiveness: “Forgive, and you will be forgiven.” Luke 6:37
- X. Repay Evil with Good: “Bless those who persecute you...overcome evil with good.” Romans 12:14, 21  
(This list compiled by Michael Zigarelli.)

The following procedure is put to use in order to resolve a problem as quickly as possible. Failure to follow this procedure will delay addressing your concern or complaint.

1. Contact the person with whom you have a concern to discuss both sides of the issue.
2. If the problem still exists, contact the principal, preferably in writing.
3. If the problem is still not resolved, contact the school board chairman, in writing.
4. Finally, if unresolved, ask the Board of Education Chairman to place the issue on the following month’s Board Agenda for further action.
5. The Board's choice in the matter will be the final decision.

(Reminder: The pastor is the spiritual leader of the school, not the principal. Do not attempt to resolve your concerns by contacting the pastor, unless he is the teacher directly involved with the situation.)

More Notes: Please give teachers at least 24 hours to respond to an e-mail or note.  
Teachers may need several days before a conference can be scheduled.  
Please avoid having impromptu discussions with teachers when they are supposed to be supervising the students.

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## BEFORE AND AFTER-SCHOOL PROGRAM

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### Licensing

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Our Savior is licensed to provide Day Care before and after school for all of our students through age fifteen. The After-School program is licensed to serve a maximum of 80 students.

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### Admissions and Enrollment

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Admission to the Before- and After-School Program is available to any student enrolled in our regular elementary school program up to age 15. Acceptance is on a first come, first served basis by application. Students applying after we have reached the maximum allowed will be placed on a waiting list.

All K-8 students remaining on campus after 3:00 p.m. must enroll in day care. After 3:00 p.m. students will join our daycare, and we'll bill the parents \$15, which is the afternoon day care drop-in rate.

For Early Dismissal days (11:30/11:45 a.m. dismissals), we'll bill \$30 day care, and we'll bill \$5.00 for on-the-spot lunch. After 5:30 p.m., we charge \$8.00 for each 15-minute interval.

Day Care enrollment forms are available in the school office.

**Before School Care 6:30 - 7:30 a.m.      After-School Care 2:30 - 5:30 p.m.**

Included in the program are days that dismiss at 11:30/11:45 a.m. Students must bring their own lunch on those days. Milk is provided at lunchtime for those students who purchase it for the year. This program does not include holidays and intersessions.

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### Daily Activities

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Activities for, the After-School Program include a snack, homework time, outdoor play, games, and arts and crafts.

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### Personal Possessions

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Special designated places store each child's personal belongings. Do not bring gum, toys, electronic devices, cell phones, games, candy, or money to school unless the teacher has initiated prior written arrangements.

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### Discipline

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Students hold the same standards that they observe during the school day. They must respect others, obey the supervisors, practice etiquette, and ask permission. If a child cannot achieve these expectations, they cannot continue here and must seek other supervisors.

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### Field Trips and Transportation

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We do not arrange field trips for the daycare program since children are picked up after-school within a wide range of times. All students are assigned a classroom area and remain on campus continuously until a designated adult signs them out. We do not provide transportation to and from school.

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### Computer Use

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All computer use is accessible to staff members. This means that all messages composed, sent, or received on school computers are and remain the property of Our Savior Lutheran School. They are not the private property of anyone. We retain the right and the responsibility to monitor all activities under our control.

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## DRESS CODE

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We know our students' attire makes real statements. We try to reduce materialism, ostentation, disrespect, inequities, and distractions through Our Savior's uniform dress code. We also want to uplift morale, sense-of-community, and respect. Thus, we want our students to state that they are mature students diligently working at a Christian Lutheran school.

Our Savior's uniform source is *Potpourri*, located at 1130 N. Nimitz Hwy #C-100 in Honolulu; their telephone number is (808) 548-6010. The uniform consists of a solid-colored (no brand logo) polo shirt, with or without our school logo. Boys may wear short or long *Potpourri* pants. Girls may choose *Potpourri* shorts, long pants, skirts, skorts, capris (special order), culottes, or jumpers. These bottoms must be purchased from *Potpourri*. (*Potpourri* has the "Saints" name on the shorts.)

Tops may be purchased from an outside source. Belts must be worn with belt-looped clothing and be an appropriate length and width (2<sup>nd</sup>–8<sup>th</sup> grades). Students tuck the shirts and dangling belt ends in (recess-exempted) and may not alter the uniform clothing's length or design.

Students need safe shoes; thus, they must fit properly. Athletic shoes with socks enable students to participate in all activities safely. Athletic shoes are required for PE classes (all grades have PE). All footwear must be heel-enclosed. The younger children need Velcro enclosures.

Solid-colored jackets or sweaters may be worn in the classroom (no stripes, patterns, or non-OSLS logos). *Potpourri* offers windbreaker jackets and sweaters with our logo. Heavy jackets, sweatshirts, caps, and other coverings, which do not meet dress code, are restricted to traveling to and from school. Boys may not wear earrings.

Hair should be modest for boys and girls and styled so that locks of hair do not fall across the face. No non-natural hair colors are allowed (e.g., purple, green, etc.). No extreme hairstyles may be worn. Boys' hair should not touch the shoulders.

Caps may not be worn inside the buildings, but may be worn for protection from the sun on the playground, with prior approval. PE instructors may limit the wearing of the caps.

"Non-Uniform Dress" days might occur; whereby we practice more discretion (non-shrugging fingertip-length hemmed clothing is the standard). After school, students out-of-uniform must leave campus. To return to campus, anyone who leaves must have their adult guardian physically present.

We cannot foresee nor write all the conceivable inappropriate or unsafe ingenious fads, trends, or statements; thus, the administration will make the final determination regarding dress code matters. This may include having the legal guardians remedy the problem before the student returns to class.

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### Dress Code for Aloha Fridays

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Fridays, students may wear culturally Hawaiian print Aloha shirts or dresses. This is not a "dress down" day. Shirts must be the proper size and may be worn tucked in or un-tucked; they may NOT be worn as jackets with a shell or shirt underneath. School uniform shorts must be worn with the shirts. T-shirts are not Aloha shirts. Girls may wear mu'umu'us. Dresses and shorts must follow the non-shrugging fingertip length standard. We do NOT allow bare shoulders. No spaghetti or thin straps may be worn. If we schedule Friday field trips, students wear regular school uniforms.

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### Special Uniforms

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For special purposes—band or choir performances, plays, sports events, etc. - students may receive uniforms. We will bill families the lost or damaged uniforms' replacement and administrative costs.

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### Preschool Dress Code

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Preschoolers do not have to wear uniforms and do not follow the K-8 dress code. We recommend every-day comfortable play clothing. They must wear athletic shoes, with Velcro straps. Our separate PreSchool Handbook outlines their clothing needs.

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## A T T E N D A N C E , A R R I V A L S , & D E P A R T U R E S

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We teach that success requires regular attendance and punctuality. Excessive absences and tardiness interfere with a student's learning and directly affect a student's achievement. Frequent *unexcused absences* or *tardiness* may result in lower grades, dismissal, or re-enrollment consideration.

**Absences:** A legal guardian calls the school office before 8 a.m. each absence morning, and students will make up assigned work following the teachers' directions.

***Excused absences include:***

- ❖ Illness of the student (After 5 continuous days, we require a doctor's note for each day absent due to illness.)
- ❖ Major illness in the immediate family
- ❖ Death in the immediate family
- ❖ Trips or other absence which legal guardians require, and which the principal approves before the absence.

We do not excuse other absences (e.g. unexcused vacations, suspensions, etc.) and students may not make up missed schoolwork, which will be recorded as a zero. In addition, 12 absences in a quarter, of any type, excused and unexcused, require the teacher, administrator, and board to consider retention.

Any work assigned or tests scheduled before the student's absence will be due on the day it was originally due. Absent students receive any make-up work when they return to class. It is the student's responsibility to obtain and complete any work assigned during the absence. The time allotted for make up work will be the length of the absence. Teachers do not prepare work for planned extended vacations prior to departure, even when the principal has approved the departure. Occasionally, things happen in the classroom; thus, some class work often can't be "made up".

Participation in after-school athletic activities requires attendance for at least four classes that day and must participate in the day's PE class to attend practices or games.

**Early Departures:** Students who leave campus during the school day must have written permission and be signed out at the office by an authorized adult. Asking new people to pick up your child will cause problems. Make sure we have received prior authorization: both the office and teacher need to know. Students must check back in at the office upon return to the campus during the school day. We consider after-school departures final, and the student is not permitted to return to campus unless an authorized adult actively supervises.

**Tardiness:** Students are considered tardy if they are not in their seats when the bell rings at 7:50 a.m. or at the beginning of a class period. A tardy is issued up to 2 hours after the beginning of school 2-4 hours late is recorded as one-half day's absence, over 4 hours late is recorded as a full-day's absence. Students arriving after 11:50 a.m. are counted as absent for the entire day. Students leaving before noon will be recorded as a half-day absent. We encourage you to make medical appointments outside of school hours. Tardy students report to the office and receive an admittance slip. Five tardies per quarter is deemed excessive. On the 6<sup>th</sup> tardy in a quarter, a Saturday 2-hour work detention will be assigned (on a Saturday after the quarter ends); in addition, the parent will pay \$20 to the teacher supervising the student that Saturday. Students with unsolved excessive tardy problems will not be allowed to re-enroll.

**Late Departures:** Students who are not enrolled in Day Care, but stay on campus after 3:00 p.m. will be charged the \$15 per day drop-in rate. Early Dismissal Day late departures after 12:00 noon are charged the \$30 per day drop-in rate. All students remaining after 5:30 p.m. are billed \$10.00 per each 15-minute increment.

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## Grade School Hours

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All classes begin at 7:50 a.m. Students may enter classes after 7:30 a.m.

Dismissal times for regular school days are:

<b>Kindergarten.....</b>	<b>2:25 p.m.</b>
..... <b>Grades 1-2.....</b>	<b>2:30 p.m.</b>
..... <b>Grades 3-5.....</b>	<b>2:40 p.m.</b>
..... <b>Grades 6-8.....</b>	<b>2:50 p.m.</b>

Pick up Kindergarten - Grade 2 students by 2:45 p.m., unless waiting for an older sibling or car pool. Grades 3-8 students should be picked up by 3:00 p.m.

Students remaining will be admitted to our day care program and charged accordingly.

Dismissal times for early dismissal (half-day) school days are:

**Kindergarten - Grade 2...11:30 a.m.**

**Grades 3-8...11:45 a.m.**

Students arriving before 7:00 a.m. must sign in for before-school care, and will be charged accordingly. Arrivals from 7:00 - 7:30 a.m. may wait on the bleachers next to the wooden building with the morning attendant until the classrooms open. Strict rules apply to this period: absolutely no eating, drinking, gum chewing, running around, or loud playing is allowed; consume the breakfast or snack before getting dropped off at school.

Students arriving after the 7:50 a.m. bell must first report to the school office to obtain a tardy pass. Excessive tardiness is reported to the principal. Five tardies in a quarter is excessive.

Legal guardians are encouraged to drop off students, and leave promptly. To foster your child's responsibility, and encourage morning routines and procedures, legal guardians do not remain in the classroom after drop off.

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## PreSchool Procedures

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Preschoolers in the half-day program are not admitted to the classroom until 7:30 a.m.

All other preschoolers may come as early as 6:30a.m. The tardy bell rings at 7:50a.m. and any preschool student arriving after 7:50am must first report to the office and obtain a tardy slip.

All preschool children are signed into their respective classrooms each morning when they arrive and signed out when picked up each afternoon. Only adults listed on the child's emergency card may sign a child out. We will not release a preschooler to another child, including a sibling. Please list as many adults as needed on the emergency card. We reserve the right to ask for identification of unfamiliar faces or contact a legal guardian for verification.

You may pick up half-day preschool students shortly after lunch. We ask for your cooperation in waiting outside the building until 12:00 noon. The lunch period is a learning time for the children and having an anxious legal guardian waiting outside the door also makes the child anxious.

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## Traffic

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We focus on our parking-lot traffic. When bringing your child, please park and lock your car in designated areas only. Although we can enter from Moanalua Road or Koauka Street, please exit only onto Koauka Street. Follow the traffic flow arrows, and when leaving the lot, make a right turn onto Koauka Street. Please help us provide safety and a good traffic flow.

Please note:

1. Place the child's name placard "tented" on the passenger side dashboard to enable traffic directors to see it. Give a placard to each driver and each car that may come to pick up your child. The office provides placards.
2. Arrive at the time indicated for your oldest child.  
Day care charges are not in effect until 3:00 p.m. for grades K-8.

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3. We will stagger dismissal times:	Regular Days	Minimum-Days
<b>K- Grade 1</b> .....	<b>2:25 p.m.</b>	<b>11:30 a.m.</b>
<b>Grades 2-3</b> .....	<b>2:30 p.m.</b>	<b>11:30 a.m.</b>
<b>Grades 4-5</b> .....	<b>2:40 p.m.</b>	<b>11:45 a.m.</b>
<b>Grades 6-8</b> .....	<b>2:50 p.m.</b>	<b>11:45 a.m.</b>

4. When you park your car in the designated parking areas (and no gum chewing), get out of the car and walk your children to the car. We will not dismiss children to walk across two lanes of moving traffic.
5. Don't stay to talk during dismissal. It delays the process. Teachers are finished with pick-up duty at 3:00pm. Schedule any legal guardian-teacher meetings after 3:00 p.m.
6. Pull all the way forward to the pick-up area before you stop to let your child into the car. Don't stop at the turn (near the beginning of the pick-up zone).
7. Leave the parking places near the entry gate clear so larger vehicles can make the turn.
8. Teachers greatly value timely dismissal due to our limited space. However, if we detain your child for any reason, park and wait or pull around the lot again; thus you won't block the traffic.

At times, people need to practice a good character trait: *patience*.

We need this to ensure our children's safety. Leave home early, arrive early, drive slowly, and keep aware.

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## FOOD SERVICE

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Our grade school arranges with a local caterer to provide hot lunches, ordered monthly and paid directly to the caterer by mail. Students may bring their own lunch daily, if they so desire. Refrigeration and/or use of the kitchen are not available for student lunches.

One-half pints of milk may be purchased on an annual basis at the beginning of the school year. Milk and Lunch orders are not refundable for days absent or field trips.

Snacks may be brought from home and eaten at the teacher's discretion. Adults commemorating special occasions should ask the teacher and arrange an acceptable time.

If your child has any food allergies, the school should be notified in writing.

The Preschool procedures are listed in the PreSchool Handbook.

Food services provided for the After-School Program include juice and a snack. The school does not provide breakfast, but daycare students arriving at 6:30 a.m. may bring a "light" breakfast to eat before 7:00 a.m. No food will be allowed after 7:00 a.m. The breakfast should allow the child to eat and quickly clean up. Toast or cereal works well.

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## D I S C I P L I N E

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Our goal remains that students will follow Christ's principles while working and playing. We specify our procedures to avoid confusion and promote cooperation.

Certain rules need strict enforcement—dress code, prohibited items, no gum chewing, etc. Unacceptable conduct includes lying, cheating, disturbing the learning process, stealing, slander, written or verbal profanity or vulgar language and/or gestures, assault, battery, gossiping, disrespect, and lack of cooperation. Many rules require “judgment calls”, like talking out-of-turn, interrupting, inattention, disregard, neglecting your duty; in these cases, the teacher must make the judgment call. Support the teacher performing this duty.

Legal guardians may appeal the decisions made during the discipline process by written request. Legal guardians and the student involved may meet with the principal and teacher involved. Legal guardians must appeal the decision within 24 hours to avoid missing class material and homework. After being informed, guardians must submit any disciplinary appeals within 72 hours. Submit all appeals in writing to the involved teacher and the principal. During an appeal, legal guardians and the student involved may meet with the faculty making the decision.

**DISHONESTY:** Any attempt to obtain credit for work done by another is unacceptable at Our Savior. Examples include cheating, copying work of others, forging signatures, and plagiarism, copying word for word from published works, including computer-reference works, without citing the works. When a student participates in any form of academic dishonesty, a zero grade has been earned, no extra credit work will be given to raise the grade, legal guardians will be notified, and the student may serve a detention. Continued academic dishonesty will result in suspension or expulsion.

Lying to a teacher or a staff member will earn a one-day suspension.

**ZERO TOLERANCE POLICY:** We will not tolerate tobacco, drug, weapons, or alcohol possession, on or off campus.

**SEXUAL HARASSMENT:** Our Savior provides a learning environment and fosters mutual respect and sensitivity among all the school's community members. Sexual harassment will absolutely not be condoned at this school. Its policy, therefore, is to prohibit any conduct that constitutes harassment based on the individual's race, sex, religion, national origin, age, disability, sexual orientation, marital status, or ancestry. This policy is based on Title VII of the Civil Rights Act and related court decisions. Harassment includes unwelcome physical contact or advances, pressure for sexual activity, obscene or suggestive remarks or jokes, verbal or written insults, display of explicit materials and any conduct which may interfere with a positive Christian atmosphere.

**SEARCH & SEIZURE:** To maintain order and protect our safety and welfare, Our Savior Lutheran School staff may, at any time, search a student, student's bags, student lockers/storage areas or student property and may seize illegal, dangerous, unauthorized or contraband items or materials this search produces. If such a search yields illegal, dangerous, unauthorized, or contraband items or materials, such findings shall be given to the proper (e.g. legal, legal guardian, or school) authorities for the authorities' disposition.

**CLASSROOM DISCIPLINE:** Teachers establish and use classroom discipline procedures, which vary from class to class, but include actions such as establishing expectations, behavior modification, verbal counseling, telephone calls to legal guardians, notes home, exclusion from privileges, removing the recess privilege, exhorting, reminding, assigning chores, rewarding positive behaviors, after-school detentions, etc.

**MIDDLE SCHOOL DISCIPLINE:** Students having continuing or excessive discipline problems may lose the privilege to participate in extracurricular activities, including band, choir, sports, hula, Student Council, Japanese Club, etc.

**DISCIPLINARY OFFICE REFERRALS:** Students may be sent to the office for misbehaviors or distractions, the principal or designee will discuss the problem and decide what discipline efforts will be followed.

Certain behaviors gain an automatic trip to the office:

- \*A student has fought or threatened an individual.
- \*A student has lied to a teacher or staff member.
- \*Drug, cigarette, or weapon possession is suspected.
- \*A student has maliciously destroyed property.
- \*A student has used extremely profane or vulgar language.
- \*A staff person determines that a trip is appropriate.
- \*A student refuses repeatedly to return notes with a parent's signature.

While each infraction will have its own specific consequence, we also do not want to enable students' continued overall dysfunctional behavior. A student may be suspended for any item deemed severe enough, including the items listed above.

We use the following steps when a student shows unacceptable conduct. These steps are cumulative during the school year.

**CLASSROOM DISCIPLINE (Step 1):** Teachers establish and use classroom discipline procedures, which vary from class to class, but include actions such as establishing expectations, behavior modification, verbal counseling, telephone calls to legal guardians, notes home, exclusion from privileges, removing the recess privilege, assigning chores, rewarding positive behaviors, after-school detentions, etc.

**1<sup>st</sup> Office Referral (Step 2):** When a teacher's efforts are deemed ineffective, the student may be sent for administrative action. After counseling the student, the principal will determine the appropriate action, and the incident is recorded in the school discipline log.

**2<sup>nd</sup> Office Referral (Step 3):** When the 2<sup>nd</sup> visit is made, legal guardians will be contacted to set up an action plan depending on the behavior.

**3<sup>rd</sup> Office Referral (Step 4):** In addition to the appropriate steps taken, the student will also receive a one-day suspension. During all suspensions, the student receives a zero on daily work. If the teacher desires it, he may reschedule a test.

**4<sup>th</sup> Office Referral (Step 5):** In addition to the appropriate steps taken, the student will also serve a 3-day suspension from classes. The legal guardians now understand that expulsion is possible.

**5<sup>th</sup> Office Referral (Step 6):** In addition to the appropriate steps taken for this referral, the principal will discuss expulsion with the Board of Education. Legal guardians may give input.

**6<sup>th</sup> Office Referral (Step 7):** In no case, will a student continue at Our Savior after receiving their 6<sup>th</sup> disciplinary office referral.

**OTHER OFFICE REFERRALS:** Not all office referrals are disciplinary. We sometimes send students because they appear ill or need TLC. Occasionally, students may request counseling.

**SUSPENSION:** Teachers and administration may suspend (exclude) students from any activity, at their discretion. During all suspensions, the student receives a zero on daily work. If the teacher desires it, he may reschedule a test. Please do not circumvent the suspension by trying to attend an activity scheduled that day (e.g., a field trip, a sports activity, a school activity, or special privilege).

**EXPULSION:** Students who lack the necessary self-control will not be allowed to continue at Our Savior. At any time, an action can be determined severe enough to expel the student immediately, and the Board will review the action later. Drug possession, assault, battery, legal guardian's non-cooperation or abusiveness, and other severe behaviors will earn expulsion.

**AWARDS:** While teachers give classroom rewards for positive behaviors, we also give monthly whole-school awards for good behavior, academic effort, and kindness. We want to encourage our students' focus.

We want all our students to know Christ, solve problems, and work together. Our Savior's parents want their children to learn discipline. Meanwhile, we know all our community members have sinned and need forgiveness. We are not trying to determine who is better than another, but we follow procedures to help all our students change and improve habits and behaviors. Our students learn Christian characteristics and goals, and we discipline ourselves to follow procedures and policies that help us attain these goals and character traits.

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## **Parent-Teacher Fellowship (PTF)**

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The OSLS Parent Teacher Fellowship organization includes all our students' legal guardians. The volunteer PTF officers and board members vary from year to year.

The PTF constitution identifies the following purposes for the organization:

1. To promote the welfare and education of the students.
2. To promote Christian fellowship.
3. To support all worthy efforts of the school, teachers, and board.
4. To develop an effective program of school/home cooperation and communication.

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## **School-Wide Fundraising**

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The PTF sponsors an annual fundraising campaign. Although participation is not mandatory, we encourage everyone to participate. Most families prefer making direct donations. This raises funds for technology, speakers, presentations, school-wide Olympics and other enrichment activities.

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## **Student Insurance**

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Each family needs their own health insurance. Students do get sick and accidents do happen.

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## **Personal Possessions**

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Do not bring toys, gum, playing cards, candy, video games, i-Pods, CD players, and other personal items to school or day care. Do not buy other students' possessions, nor accept gifts; only parents may conduct these transactions. If noticed, these items will be confiscated.

Students do not need to use cell phones on campus, ever. We are not responsible for the devices. If they are noticed, staff members will confiscate cell phones or other electronic devices.

The principal will designate a holding place for skateboards/scooters; if the board/scooter is ridden on campus, it will be confiscated.

Students claim lost items from the **Lost-and-Found Box** in the stairwell. Jewelry, eyeglasses, and other small items are kept in the school office. If not claimed, they are re-used or discarded.

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## **Field Trips**

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The school curriculum occasionally indicates enrichment field trips, which teachers plan. If a child has special needs, arrangements must be made as soon as the trip is announced. Field trips correlate and enhance students' studies. We usually charter a bus. The office keeps each student's legal-guardian school-year permission slip. The school, teacher newsletter, or separate notes home will notify legal guardians of upcoming trips.

A teacher may designate adult volunteers for supervisory roles. Primarily, their most important job is "supervising all the children". This means that they will not bring along siblings. They will also hear and implement the teachers' directions. For example, we do NOT allow eating or drinking on the bus. Due to food allergies, don't share food items with the children's classmates.

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## **Fundraising for Class Efforts**

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The 7<sup>th</sup> and 8<sup>th</sup> graders have fundraising efforts for their class trips. Other classes occasionally fundraise for class projects. These monies go towards the specified trip or project and are not refunded to students.

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## **Special Events During and Outside School Hours**

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We have countless special events that require volunteer help. The list includes the K-8 Olympics, Multi-Cultural Day, Christmas Programs, Choir Concerts, Band Concerts, classes singing in church, plays, science activities, art projects, Graduation, Whole School Luau, Confirmation, K-3 Harvest Festival, 5<sup>th</sup> – 8<sup>th</sup> Grade O.A.S.I.S., car washes, bake sales, Chinese New Year, Boys Day, Girls Day, Lutheran Schools Week, Volleyball Tournament, Pioneer Day, North Shore Camp Erdman, Starbase Atlantis on Ford Island, Off Island 8<sup>th</sup> Grade Trip, 7<sup>th</sup> grade graduation refreshments and decorations, camp out at the zoo, etc., etc. As with any organization and any event, you'll miss out on so much if you just watch from the sidelines. Get involved, and you'll enjoy it.

Our Savior has great parent participation where "many hands make light work." To help our parents foster the overall education, we have Classroom Parent Representatives help our teachers organize their volunteer help. We also communicate upcoming activities through classroom newsletters and weekly whole-school parent newsletter, *The Parent Saint*, which are posted on the school website, <http://osls-hawaii.org>.

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## **Education Fund**

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Our whole church and school community fosters education that builds our larger community. We therefore have an ongoing Education Fund that solicits outside organizations to build our campus and our abilities to educate. Our staff and families also foster education through these efforts. Contribute as the Lord has blessed you.

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## **Parties and Invitations**

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Party invitations handed out in class must be to all the class's students, or you are asked to mail them individually. We will not hand out invitations to only part of the class. Teacher-approved party treats, likewise, should be sent for the entire class. Please care and have sensitivity towards classmates.

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## **Transportation**

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The school does not provide bus transportation. The city bus serves the area and passes right in front of the school. Legal guardians often arrange independent carpools.

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## **Telephone Use**

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Telephone use is restricted for emergencies. Forgotten homework, assignments, projects, lunch, instruments and uniforms are not considered an emergency. Teachers may decide to allow some non-emergency telephone calls; students will then be charged 50¢. We do not interrupt classes for incoming calls; instead, messages are taken.

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## **Books & Supplies**

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Text and workbooks are furnished as part of tuition. Students are responsible for lost and damaged books and will be charged accordingly. A supply list is included in the summer information packet.

Lockers for books and other personal items are provided in some classes. The principal may inspect them at any time. (See "*Search & Seizure*") It is inadvisable to keep any valuable items in the lockers, cubbies, or desks. The school is not responsible for lost or stolen items.

Each student is responsible for all books and equipment issued to him or her. All textbooks in grades four and above must be kept covered. Lost or heavily damaged items are assessed the full cost, including shipping and handling. All outstanding obligations must be paid in full by the end of the school year.

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## **Library**

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We encourage all students to make use of the library. Books may be checked out for one week and renewed twice. Two consecutive reminders are issued to students for overdue books. If required, the third notice is sent home to legal guardians for return of books or payment of the replacement cost, plus a \$2-per-book processing fee. The replacement cost will be refunded if the books are later found and returned in good condition before a new copy has been ordered. There are no refunds or credits for the processing fee. We also conduct a year-end book sale. The books sell for 25¢ to \$15.00 and the proceeds are used for additional library purchases.

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## HEALTH AND SAFETY

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### Health Records

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All students must have a completed health record (Form 14) on file in the office. Instate transfers must obtain the original record from the last school attended. Students new to the state can obtain a Form 14 from their physician or health center.

Proof of a physical exam must be turned in every two years, though we encourage all students to see their physician annually. Results of a negative tuberculin test must also be turned in every two years. Only the mantoux (PPD) or chest x-ray is acceptable. Students testing positive must submit proof of treatment.

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### Special Needs/Illnesses

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Allergies should be stated in writing and on file at the school office.

If your child has a communicable disease such as chicken pox, conjunctivitis (pink eye), strep throat, etc. or any illness that keeps him/her home for five or more consecutive school days, a doctor's certificate is required for re-admittance to school. *Children with a fever of 99.5°F or higher may not attend school.* A doctor's note is required for each absence after a student has been absent five days. Children should be symptom-free for 24 hours before returning to class.

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### Medication

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Our Savior will dispense medication that is absolutely necessary, with written legal guardian's consent. Forms are available in the school office.

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### Emergencies

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Almost all of our staff is First Aid certified and capable of handling minor injuries. In the event of serious injury or illness, the school will arrange medical treatment through the child's physician OR procure emergency services as deemed necessary. Emergencies we feel require immediate attention will be taken to the nearest hospital facility via 911 (including military dependents.) Legal guardians are responsible for expenses incurred.

On Registration Day, you are required to complete an emergency card. Please fill it out completely. This helps us do our part in assuring your child's health and safety.

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### OSHA

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Our Savior follows the *Occupational Safety and Health Administration* rules for handling blood borne pathogens. The staff receives annual training in this area.

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## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

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Our Savior Lutheran School has complied with the federal *Asbestos Hazard Emergency Response Act* (AHERA) 40 CFR 763.93(e)(10) by completing the following requirements:

1. Inspecting all facilities for both friable and non-friable asbestos-containing, building materials. September 28, 2009, Coralco Coporation completed our full school re-inspection, which was officially filed with the State of Hawaii Department of Health on January 22, 2010.
  2. Samples were taken during the inspection of all materials suspected of containing asbestos. A small amount of non-friable asbestos was found in the coral colored floor tile on the bottom floor. This asbestos does not pose a threat to the staff or students.
  3. The inspection results and the Management Plan, outlining the administration's intent in controlling any asbestos-containing building materials, are in the school office.
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### **Lead-Based Paint**

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June 21, 1996, the State Department of Health, and April 14, 2003, the 'Aina Environmental Group, inspected our property. The results of the inspections reveal that we have no health hazard posed to children from lead-based paint, dust, or soil.

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## **CIVIL DEFENSE & EMERGENCY PROCEDURES**

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### **Fire Drills**

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The signal for a drill or actual fire is a loud continuous blare. Fire drills are held at least once a month. Students will leave quickly in an orderly fashion, under teacher supervision to the far end of the parking lot. An emergency fire evacuation plan is posted in each room.

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### **Tsunami Warning**

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Evacuation is not necessary, since our school is not located in a tsunami inundation zone. We will remain with the children until they are safely picked up. Legal guardians who are in areas affected by a tsunami or in a dangerous surf area are recommended to get to a safe location and remain safe until the "all clear" is announced. If a warning is issued before our day normally begins, we will close the school. (See School Closing below.)

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### **Hurricane or Tropical Storm Warning**

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The National Weather Service issues watches 36 hours prior to the arrival of a storm and warnings are issued 24 hours or less in advance of a storm. When a watch is issued, we will monitor the storm and make a decision on whether to close the school before a warning is issued.

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### **Earthquake**

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Should an earthquake of significant magnitude occur on Oahu, our school could be damaged and we can anticipate considerable disruption to our road network. Legal guardians may not be able to get to their children even though they live or work nearby. The staff will remain with the students until legal guardians can safely pick them up. We will care for all of our students until legal guardians are able to pick them up. In the event of an actual earthquake wherein we sustain damages to our structure, we will treat and care for any injuries, and then evaluate the structural integrity of our school. If our buildings are sound, we will remain in place, and use survival equipment as needed. If it is judged dangerous to remain at the school, we will attempt to move to our nearest Civil Defense Facility, Alvah Scott Elementary School (or as designated by OCDA), or an open area in the neighborhood.

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## **Flooding**

Our school is not located in an identified flood zone, however, in the event we are advised to evacuate, we will immediately relocate the children to the third floor level or our designated Civil Defense Shelter, Alvah Scott Elementary School.

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## **School Closing**

Prior to our 6:30 a.m. opening, we will notify radio stations if we are forced to cancel school for a warning or disaster. It is difficult to get through to radio stations at such a time; therefore, a “rule of thumb” would be that if public schools are announced closed (with the exception of a public school teachers’ strike), we usually follow suit. If it is during school hours, we will remain with the children until all children have been picked up.

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## **EMERGENCY EVACUATION PLAN**

In the event that Our Savior needs to be evacuated for an emergency situation where we need to be farther away from the building than our parking lot, we will follow this procedure:

1. The school office will announce a “Code Red” evacuation over the intercom. If you hear this announcement, a sounding of the fire alarm will follow it. Proceed outside to your designated fire drill spots with the supplies mentioned below.
2. Office staff will call the police and ask for appropriate back-up from 911.
3. Office staff will post signs on the door indicating where we have taken the school children. We will also alert KSSK (92.3 FM and 59AM) as soon as possible to make news announcements about the condition and location of where to pick up your children.
4. After all students are safely gathered outside we will proceed to the parking lot at Toys R US, lower end. We will wait near the miniature golf area until notified either that it is safe to return to the building or that we need to have a long-term evacuation.
5. For long-term evacuations we will proceed to Alvah Scott Elementary School, our Civil Defense Shelter. It is located at 98-1230 Moanalua, 483-7227.
6. Office staff will call Alvah Scott Elementary School to alert them that we are on the way.
7. Teachers will take along a storybook or other items such as art materials to keep the children occupied for some time. Teachers remain with students until their legal guardian retrieves them.

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## **Emergency Lock-In**

If there is news of a known violent person or other threat in the immediate area of the school, the school will have a lock-in. This procedure will be followed:

1. The administrator will announce “Code Lock-In” over the intercom.
2. All teachers will lock their doors from the inside of the door. If a suspicious person is spotted on the Our Savior property, teachers and students in rooms with a clear window should line up near the wall so that they cannot be seen through the window in the doors.
3. Teachers and students will stay inside the building until conditions are safe.
4. The office staff will call for police assistance if an immediate threat is known.

Do not call the school office during emergencies.  
Keep the telephone lines open and available for emergency use by the administration.

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## SCHOOL DIRECTORY - 488-0000

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**Students:** The school's telephone system is to be used only for emergencies. When it is used for a personal call, the student is charged *50¢ per call*.

**Legal Guardians:** If you must speak to a teacher directly, you may call 488-0000 and ask for the teacher's extension listed below. We ask that you do not use this phone system for routine questions or comments, as it disrupts the teaching of the classroom.

If you are calling during non-business hours, you may also leave a message at one of the listed extensions or if in doubt, leave your message with the school office at extension 221. Your message will be transferred at the first available opportunity.

### Extension   Location

**221.....Front Office/Admissions/Tuition Payments/Attendance**

**222.....Bookkeeper/Accounts Payable**

**223.....Principal**

**224.....Administrative Assistant/Office Manager**

**227.....School Staff Workroom**

**228.....Kitchen & Room 203**

**230.....Preschool Room 201, & All Grades (after-4:30 p.m.) Daycare**

**231.....Preschool Room 202 & K-1<sup>st</sup> Grades After-School Daycare**

**232.....Room 203 & 2<sup>nd</sup>-4<sup>th</sup> Grades After-School Daycare**

**229.....Computer Room, Room 304, Top Floor**

**235.....Grade 8, Room 301, Top Floor**

**238.....Grade 7 & Band Class, Room 302, Top Floor**

**237.....Grade 6, Room 6, After-School Daycare (5<sup>th</sup>-8<sup>th</sup> Grades), near Office**

**239.....Grade 5, Room 5, near Office**

**233.....Grade 4 & Japanese Club, Room 4, near Office**

**234.....Grade 3 & Drama Club, Room 102, Bottom Floor**

**236.....Grade 2, Room 103, Bottom Floor**

**241.....Grade 1, Room 101, Bottom Floor**

**240.....Kindergarten, Room 104, Bottom Floor**

**242.....Library, Room 303, Top Floor**

**246.....Student Support Director, Ms. Ulm, A+ Club**

Contact the School Office via e-mail: [office@osls-hawaii.org](mailto:office@osls-hawaii.org)