

Beautiful Savior
Ev. Lutheran School

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HANDBOOK
2019-2020

Table of Contents

Welcome 4

Purpose 4

Philosophy 4

Objectives of our School 5

- Spiritual
- Mental
- Social
- Emotional
- Aesthetic
- Physical
- Christian Living

Policy for Enrollment 5-6

Requirements for Entrance 6-7

- Recommended Immunization Schedule

Attendance 8

- Tardiness
- Absenteeism
- Unexcused Absences

Withdrawal from School 8

Termination from School 9

Conduct 9

- Daily Discipline
- Occasional Discipline
- Suspension
- Discipline Policies

Training in Christian Stewardship 9-10

- Church Attendance
- Missions
- Singing in Church

Orientation 11

Fees and Costs 10

- Tuition
- Application Fees
- Beautiful Savior Members Tuition

- Religious Texts
- Incidental Collections
- Returned Checks

Student Evaluation 10-11

- Report Cards
- Grading Scale for Grades 1-8
- Kindergarten Evaluation
- Testing Program
- Advancement of Students

Cooperation Between Home and School 11-12

- Parent-Teacher Consultations
- Homework

School Year 12-13

- School Hours
- Inclement Weather
- Lunch
- Recess
- Extracurricular School Activities
 - Field Trips
 - Track and Field Days
 - Physical Education
 - Class Pictures
 - Student Supplies

Parent Participation 13

Dress Code 14

Visitors 15

Environmental Health, Protection, and Safety 15

Student Health 15-16

Medication Policy 16

Our Staff 16-17

- In-service Participation
- Substitute Teachers
- Teacher's Assistants

Curriculum 17

Tutoring, Experimental, and Research Programs 17

WELCOME

MISSION STATEMENT

Beautiful Savior Lutheran School exists to assist parents in the training of their children to be followers of Jesus and to know him as their Savior.

Beautiful Savior Lutheran School is a Christian Day School, operated and supported by Beautiful Savior Evangelical Lutheran Church which is affiliated with the Wisconsin Evangelical Lutheran Synod. The school is certified by the State of Ohio and is subject by law to the rules of the Ohio State Board of Education and the Revised Code, though not to the regulations of the local public schools. The course of study, in all areas of education, will be in agreement with the teachings of God's Word.

Our church bases all its teachings upon the Bible, and the religious studies of our school will be entirely Bible-based as taught by the Wisconsin Evangelical Lutheran Synod (WELS). Our preschool, kindergarten, elementary teachers, and principal have received a Bachelor of Science Degree in Elementary Education from Martin Luther College and are certified by the State of Ohio in Elementary Education.

PURPOSE

Beautiful Savior Lutheran School has been established to serve as an extension of the home in the vital work of Christian education. As a congregation, we recognize a definite responsibility to our children that they be more deeply rooted in the knowledge of God's Word. Beautiful Savior Lutheran School offers a thorough course of study from preschool through eighth grade with a program of unified Christian training. In addition to the scope of public elementary curriculum, our school offers daily worship and Bible study. All subjects are taught with Christian love and the knowledge that we are God's children, thereby providing a Christian atmosphere with Christian fellowship.

PHILOSOPHY

Providing for the spiritual development of the child is the most significant task a parent faces. The Bible tells us that all children born into this world have an immortal soul and need to be prepared for eternity. Preparing the children for eternity means leading them to recognize themselves as sinners and to confess Jesus Christ as their Savior. This preparation for eternity provides in the highest degree the foundation for developing the whole person. The Bible states that "the fear of the Lord is the beginning of wisdom." (Proverbs 1:7)

We consider it a privilege to conduct our school so that our children may grow in the Christian faith, may develop their God-given talents, may be trained in leading a God-pleasing life, and may finally receive eternal life. As we seek to develop the talents of the children, we want them to learn faithfulness, to develop a sense of responsibility, and to learn the skills and concepts that are the basis for a productive and happy life. We also seek to develop the highest type of citizenship in which the child is taught to serve the government as a matter of conscience and in which the child is taught to be vitally concerned about other people.

OBJECTIVES OF OUR SCHOOL

SPIRITUAL - To lead children to believe in Jesus Christ as their Savior, to increase the children's knowledge of the Bible, and to foster an attitude of loving service to our gracious Lord and our fellow human beings.

MENTAL - To lead children to recognize reason as a gift of God and to learn skills and habits of thinking logically, scientifically, and creatively. To help children acquire and use common skills and fundamental tools of knowledge and communication.

SOCIAL - To provide children with opportunities in which they can learn to function effectively in their home, in their church, and in society. To provide opportunities for Christian fellowship and develop an awareness of the needs of their fellow man.

EMOTIONAL - To help children understand that their only source of security is faith in the redemptive work of Jesus Christ. Building on this security, the children can develop their sense of personal worth and know how their lives fit together with other people's lives.

AESTHETIC - To help the children appreciate the beauty of God's creation, to foster an appreciation for the fine arts, and to help children develop and use any special talents that God has given them.

PHYSICAL - To help each child develop a knowledge of and respect for their God-given body and to encourage responsibility in matters of health, safety, and recreation.

CHRISTIAN LIVING - The Psalmist says, "I rejoiced with those who said to me, Let us go to the house of the Lord." (Psalm 122:1) We share that attitude and assume that the parents who are sending their children to our school also share that attitude. Therefore, it is an objective of the school to encourage the children to attend church and Sunday School, to participate in the mission offering as a training in stewardship, and to be devout and attentive in the opening devotion and formal chapel services we have in the school. We expect that parents will be good role models in these matters and we will meet with the parents if there is a problem.

POLICY FOR ENROLLMENT

Registration for the next school year for returning students takes place in January and early February. New students may apply for enrollment starting with the school open house in late February. Late applications will be considered, if room is available.

Beautiful Savior Lutheran School will admit students without regard to race, sex, color, ethnic background, or national origin. All rights and privileges will be accorded impartially to all students and all programs and activities will be available to all students.

The Board of Education is a Board elected by the voting members of Beautiful Savior Evangelical Lutheran Church, which establishes policies and procedures and acts as the administrating body of the school. The final decisions on all applications for admission to the school is this Board's responsibility. Prospective students will be considered for admission in the following order of priority.

1. Children whose parents are members of Beautiful Savior Evangelical Lutheran Church.
2. Children whose parents are members of other Wisconsin Evangelical Lutheran Synod congregations.

3. Children of non-members.

Parents who are not members of Beautiful Savior Evangelical Lutheran Church or other WELS congregations are strongly encouraged to attend the Adult Information Class of our church, in the first year of enrollment in our school, so that they may become acquainted with the Lutheran faith and religious doctrines that will be taught to their children. If a parent chooses not to take the class within the first year, their child's enrollment at Beautiful Savior Lutheran School will be reviewed by the Board of Education. It is understood that attendance of this class in no way obligates these parents to become members of our congregation. However, all students must participate in the entire course of religious study.

All students making application to Beautiful Savior Lutheran School are asked to observe the following procedures when applying for admission.

- Application forms for the next school year should be filled out and returned to the school. If requested to do so, the parents or guardians must attend a meeting of the Board of Education to discuss the application.
- Prospective students may be required to take an oral examination and may, at the discretion of the Board of Education, be required to take a written achievement test.
- All previous school records and a copy of the child's birth certificate must be delivered to Beautiful Savior before the student will be accepted. The State of Ohio requires parents or guardians to request these records themselves for their own children.
- Applications for students who have had scholastic or disciplinary difficulties in their previous school will be considered with special care.
- Applications for students with physical, mental, or emotional challenges will be considered by the Board of Education on the same basis as other children provided the school and teacher are able to provide adequate services for them.
- Medical and dental examination forms, if they are necessary, must be sent to the school on or before the parent orientation night. Please note that a complete immunization record for each child must be kept on file at the school. Students without the proper forms may be kept from attending school until those forms are submitted.
- New students will be admitted only on a probationary basis for the first 60 days as determined by the Board of Education.

REQUIREMENTS FOR ENTRANCE

Children entering Kindergarten must be five years old by August 31. Exceptions to this age requirement may be considered by the teacher, principal and/or Board of Education on a case by case basis. Kindergarten students will be tested for readiness before applications for enrollment are accepted.

Each new student shall have received all of the immunizations, listed on Page 7, according to their age group by the time of their enrollment.

In addition, medical and dental examinations are required for your child's first entrance into school by the State of Ohio. If your child has previously had medical and dental examinations for school entrance, record of these examinations and immunizations should be delivered with his/her school records. Forms for this information are available from the school office if you need them. These medical forms must be

filled out and returned to the school office by the parent orientation night. All families are required to be represented at the orientation night.

Immunization Summary for School Attendance - Ohio

| VACCINES | <i>FALL 2019</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE |
|--|---|
| DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis | <p>Kindergarten Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. *</p> <p>1-12 Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p>Grades 7-12 One (1) dose of Tdap vaccine must be administered prior to entry. **</p> |
| POLIO | <p>K-9 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p>Grades 10-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p> |
| MMR Measles, Mumps, Rubella | <p>K-12 Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).</p> |
| HEP B Hepatitis B | <p>K-12 Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p> |
| Varicella (Chickenpox) | <p>K-9 Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p> <p>Grades 10-12 One (1) dose of varicella vaccine must be administered on or after the first birthday.</p> |
| MCV4 Meningococcal | <p>Grades 7-10 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p>Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p> |

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
 - For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Immunization/Required-Vaccines-Child-Care-School/>).
 - These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

ATTENDANCE

Beautiful Savior Lutheran School requires prompt, regular attendance. Lost school time seriously affects the progress of your child's education. Therefore, doctor, dentist and other such appointments should not be scheduled during school hours if at all possible. (Ohio Revised Code 3321.04)

TARDINESS - Tardiness is a form of absenteeism. Devotion and the Word of God begin each school day. Therefore, tardiness interrupts the classroom schedule and hinders the spiritual growth of your child. Students who are less than one hour late for school for any reason other than a doctor's appointment will be marked tardy.

ABSENTEEISM - We realize that absences due to illness are unavoidable. However, a written excuse to the teacher, explaining the absence, must accompany your child upon his/her return to school. Please call or email the principal in the morning if your child will be absent.

Parents are discouraged from taking their child out of school for extended periods of time for family vacations. Please consult the yearly calendar to plan family vacations when there is no school. If the parent knows that a child must be absent from the school for reasons other than illness, the parent is asked to inform the Board of Education in writing before the absence occurs. (Ohio Revised Code 3321.04) It is the parents responsibility to request the child's assignments from the teacher, for the period he/she will be absent, so that the child does not fall behind in his/her studies.

UNEXCUSED TARDINESS AND ABSENCES - Failure to comply with the attendance policies will result in the following.

1. After the first unexcused tardy, the student will be spoken to by the teacher.
2. After the second unexcused tardy, a note will be sent home to the parents.
3. Upon the third unexcused tardy, the parents will be notified in writing that any subsequent tardy will necessitate a parent-principal conference. Further abuse of this policy may result in temporary suspension from school as determined by the Board of Education.
4. Any absence that is not explained by the parents or legal guardian will necessitate a parent-principal conference. Any subsequent unexcused absence may result in temporary suspension as determined by the Board of Education.

WITHDRAWAL FROM SCHOOL

Parents desiring to withdraw their child(ren) from Beautiful Savior Lutheran School are requested to have a consultation first with the teacher and then with the principal.

Whenever a student is withdrawn from the school, the following steps will be carried out:

1. All materials belonging to Beautiful Savior Lutheran School will be returned;
2. Tuition paid in advance will be refunded on a pro-rata basis except for the amount which applies to the first nine weeks and the registration fee; and
3. Transfer of records will occur only after the financial obligations have been met. Should this create undue hardship, the Board of Education will consider an appeal.

TERMINATION FROM SCHOOL

The Board of Education may terminate the enrollment of a student for one or more of the following reasons:

1. The student demonstrates an unwilling attitude to use his/her God-given abilities, and the parent(s) allows this attitude to persist;
2. The student, who by misconduct, continues to give evidence that the Word of God has not penetrated his/her heart;
3. Financial obligations have not been met. However, if the tuition payments become a hardship, the Board of Education will consider an appeal; or
4. The student threatens or causes physical harm to another student, teacher, or staff member.

CONDUCT

DAILY DISCIPLINE - The Ten Commandments serve as a guide in our conduct, and the Gospel serves as our motivation to the children. We will have zero tolerance to any serious misconduct.

OCCASIONAL DISCIPLINE - In cases of serious misconduct, the parents will be notified by the teacher or principal and a parent-teacher conference may be scheduled.

SUSPENSION - Students may be suspended from school who:

- show themselves to be incorrigible in spite of earnest admonition and reasonable punishment; are detrimental to the other students and who, by their misconduct, give evidence that the Word of God has not penetrated their hearts;
- are in violation of the schools attendance policy;
- in a rude manner, by word or deed, rebel against the teacher, principal, or school assistants; or
- threatens or causes physical harm to another student, teacher, or staff member.

DISCIPLINE POLICY - Discipline will be administered by the teacher or other responsible adult. Our teachers will not use harsh, derogatory, humiliating or threatening language with any student. When necessary, a teacher may remove a student from the group; but the student will never be left without adult supervision. Our teachers will not use harsh or physical punishment in disciplining students.

TRAINING IN CHRISTIAN STEWARDSHIP

The Psalmist says, "I rejoiced with those who said to me, "Let us go to the house of the Lord." (Psalm 122:1)

CHURCH ATTENDANCE - We will expect children who are members of Beautiful Savior Evangelical Lutheran Church to attend church services faithfully with their parents. Failure to attend worship services regularly will undo the Christian stewardship our school attempts to build in the children.

MISSIONS - At Beautiful Savior Lutheran School, we seek to train your child in the virtue of Christian giving by providing a free-will mission offering. On Wednesday of each week, the pastor will have a chapel service in the church and the children will have the opportunity to give a free-will offering to their Lord. This money will be donated to a mission endeavor of our church as the class chooses.

SINGING IN CHURCH - Occasionally our school children will be asked to sing for worship services. We consider the privilege of singing in church and participating in the worship service to be a part of your child's education. Singing schedules will be distributed early in each semester. If you are unable to attend a scheduled service, please notify your child's teacher in advance.

ORIENTATION

The date and time for orientation will be announced each year. All families are required to be represented at the orientation. Those parents or guardians who are unable to attend that meeting should contact the school office to make other arrangements. Parents or guardians are to pay fees, buy personal text books for their child(ren), and sign up for parent assistance to the school at that time.

TUITION & MISCELLANEOUS FEES

TUITION - Beautiful Savior Lutheran School uses a company called TADS to collect tuition and fees. Families who have enrolled will receive an email from TADS in July or August to set up an agreement and to begin making tuition payments. Families set up the agreement to make 1, 2, 4 or 10 tuition payments throughout the year. There is a \$35.00 fee for late payments.

If the scheduled payments are not met, the student is subject to termination of enrollment. Should the tuition become a hardship, financial assistance is available and should be applied for through the Board of Education.

APPLICATION FEE - The non-refundable application fee of \$50.00 is charged at the time you submit your child's application. However, if your child does attend our school, it will then be credited back to your child's tuition.

BEAUTIFUL SAVIOR MEMBERS TUITION - The tuition for the members of Beautiful Savior Ev. Lutheran Church for Grades K-8 for the 2019-20 is \$3450.00.

RELIGIOUS TEXTS - A number of religious texts are not included in the tuition. These religious books may be purchased from the school. The parents will be supplied with a list of prices and texts required for each grade before registration day. The books become the property of the students at the end of the year.

INCIDENTAL COLLECTIONS - Collections for classroom projects, field trips, etc. will be announced and collected through TADS throughout the year as they occur.

RETURNED CHECKS - If your check is returned to us by the bank for any reason, we will notify you of the problem and you are obligated to make the payment good immediately plus you will be charged the \$35.00 late fee.

STUDENT EVALUATION

REPORT CARDS - Copies of the report card are issued 4 times a year or approximately every 9 weeks of school. Parents are asked to sign the envelope of these reports and have them returned promptly after each of the first three marking periods. They need not be returned after the final report. In case there is money due the school, Beautiful Savior Lutheran School has the option of not releasing the report card until the amount due is paid in full or until some other satisfactory arrangement can be made.

GRADING SCALE FOR GRADES 1-8 - The following grading system will be observed for Grades 1-8 only.

| | | |
|-----------|--------------|----------|
| A+ 98-100 | A 96-97 | A- 93-95 |
| B+ 90-92 | B 88-89 | B- 85-87 |
| C+ 82-84 | C 80-81 | C- 77-79 |
| D+ 75-76 | D 72-74 | D- 70-71 |
| F 0-69 | I Incomplete | |

KINDERGARTEN EVALUATION - Our students in Kindergarten will be evaluated informally throughout the year. Report cards will be sent home quarterly, but parents are encouraged to inquire about their child's progress at any time.

TESTING PROGRAMS - Beautiful Savior Lutheran School participates in a testing program using the Measures of Academic Progress (MAP) test and the Ohio state tests.

ADVANCEMENT OF STUDENTS - Students who have completed the academic requirements in a grade level, as outlined in the graded courses of study, will be advanced to the next grade.

In the case of possible retention in a grade, a consultation with the parents is required. The case is then reviewed by the principal and teacher and a recommendation is made to the Board of Education. The Board will take the final action in this matter. Their decision is based on placement which will give the child the best opportunity for maximum growth for the next school year. Generally, the following rules apply:

1. No child shall repeat a grade more than once; and
2. Students may be assigned to the next grade because of other factors which warrant assignment even though the achievement record is below standard.

The following factors shall apply in considering each case:

1. Physical maturity, size, strengths, weaknesses, general health, and age;
2. Social maturity, ability to get along with others, leadership, reaction to criticism, and work and play habits;
3. Mental maturity, attention span, and the ability to grasp knowledge quickly;
4. Academic record, especially reading and arithmetic achievement, and grades made in content and skill subjects; and
5. Special considerations, including the parent's attitudes, and ages/grades of siblings.

COOPERATION BETWEEN HOME AND SCHOOL

The school is an extension of the home and church. Therefore every effort should be made between the teachers and parents to cooperate in the interest of guiding the child. Parents are expected to support the teachers and vice-versa. If a problem seems to be developing, the parents and teacher should consult together privately. Concerns of parents shall be dealt with only outside regular school hours and must be

directed to the teacher first. If the problem cannot be resolved, then the parents should request an appointment with the principal. The next step to resolution of the problem would be a meeting with the pastors. If there is still a problem, please request a meeting with the Board of Education. Appointments will be gladly arranged.

Our teachers will make every effort to treat all children fairly in accordance with God's Word. All must understand that students owe implicit obedience to their teachers, principal, and school assistants under the Fourth Commandment.

PARENT-TEACHER CONSULTATIONS - Report cards will be issued four times during the school year as indicated on the school calendar. After the first and third reports, the parents will be asked to meet with the teacher at an appointed time. At this meeting your child and his/her relationship with the school will be discussed in private. Parents are encouraged to speak to the teacher at any time in the interest of their child(ren).

HOMEWORK - It will be necessary for your child(ren) to complete some of their assignments at home. Therefore, please provide a suitable place for study as well as sufficient time to complete these assignments. Additionally, we suggest that you encourage your child(ren) to develop consistent study habits. Memory work, in the younger grades especially, will require some assistance from the parents.

SCHOOL YEAR

CALENDAR - A school calendar of special school events, holidays, and issuance of report cards will be given to each family. In addition, you will receive weekly newsletters from the school.

SCHOOL HOURS -- Each school day begins at 8:15 AM and closes at 3:15 PM. Parents are asked to have their children at school before 8:15 AM, but not prior to 8:00 AM, so that there is time to organize for the day before school begins.

All children should be picked up from the school no later than 3:30 PM unless special arrangements are made to use the Extended Hours Program.

EXTENDED HOURS—Students who arrive before 8:00 or have not been picked up by 3:30 will be enrolled in our extended hours program. We offer an extended care program from 7:00-8:00 AM and from 3:30-5:30 PM for an additional fee. Arrangements must be made in advance to utilize this service.

INCLEMENT WEATHER - During the winter months, it may be necessary to close the school. A system has been implemented whereby we will notify the TV station (Local 12). Our school will be listed separately on the station as well as on the School Watch website (www.local12.com), our school website (www.beautiful-savior.com), and our school's Facebook page. We also use Remind to make a mass text notification for those who sign up for it.

LUNCH - Each child is responsible for providing their own lunch and morning snack. So that your child does not get hungry before the snack or lunch time, be sure that he/she gets a good breakfast. Milk is available for students at lunch time. Milk may be purchased from the teacher. Hot lunch will be served on Mondays, Wednesdays, and Fridays. Children will be charged \$2.50 per meal for hot lunch.

RECESS - All students will be required to participate in recess activities with other children. This is a time for developing social skills. If for any reason, such as illness or injury, a child is not able to go

outside, please contact the teacher before the beginning of school that day.

If there should be inclement weather, the principal will determine whether recess will be indoors.

CELL PHONES - Since students can access a telephone at our school with permission, cell phone use by students is not allowed. If students must carry a cell phone for emergency use outside of school, it must be kept in the student's backpack.

EXTRACURRICULAR SCHOOL ACTIVITIES - Plans for special programs, field trips, and athletic activities shall for special programs, field trips, and athletic activities shall be presented to the Board of Education for approval before scheduling. Extracurricular school activities shall not interfere with the education of the students involved, and shall not abuse time which is allotted for curricular subjects.

- **Field Trips** - There will be at least two field trips during the year. However, more may be scheduled throughout the year. These field trips are designed to help your child's awareness in the field of arts and entertainment so that your child will have a well-rounded educational experience. Information concerning cost, transportation, etc. will be made available prior to all field trips scheduled. If there is a charge for the field trip, it will be made through TADS.

- **Basketball Tournament** - Boys and girls in the upper grades have the opportunity to participate in interscholastic basketball games with other schools in our area in January and February. In early February, we may take the older students to participate in a Boy's Basketball Tournament in Saginaw, Michigan at Michigan Lutheran Seminary, and to Luther Preparatory School in early March.

- **Track and Field Days** - Our students may have the opportunity to participate in track meets with the other WELS schools in Ohio in the spring. Information concerning the track meet will be sent home with students in the spring as the final date is set.

CLASS PICTURES - Pictures will be professionally taken of all students and will be available for purchase by the parents. At the time the pictures are taken your child will receive an order blank showing the different sized packets available as well as the cost information. You will be notified as to the date your child's picture will be taken.

STUDENT SUPPLIES - Students will be supplied with textbooks, returnable workbooks, and many of their art supplies. All church and school property is to be treated with care. If a student should lose or damage a book, he/she will be required to pay for the loss or damage. Parents will receive a list of needed items for each grade level before the opening day of school. The supply list will also be available on the school website (www.beautiful-savior.com).

PARENT PARTICIPATION

Parents may be asked to assist the school in the following ways:

- You can assist by providing transportation for field trips or the track and field days. This would involve transporting and supervising 4 to 6 children to and from the scheduled activity;
- A hot lunch will be served three times a week by volunteer parents. At the time of registration and orientation, a sign-up sheet will be available for you to sign up with other families for the hot lunch schedule;
- On your child's birthday, you may want to bring a refreshment for the entire class; or

- We encourage you to attend and enjoy any of the parties held at the school.

DRESS CODE

In the exercise of their Christian liberty, parents are urged to ensure that their children will observe a modest, God-pleasing attitude in manners of dress and hairstyles. Because it's impossible and impractical to create a rule for every possible clothing or hairstyle issue, the judgment as to whether any "bending" or "stretching" of the following rules has occurred is left to the discretion of the classroom teacher. Therefore, every attempt should be made to stay within the following guidelines.

Children's clothing should be comfortable, modest, and allow them to be active for recess and physical education class. Tight-fitting clothing is not appropriate. Proper undergarments should be worn. Clothing or property which advertises such things as alcoholic beverages, unwholesome music groups, etc. are to be avoided, nor should obscene or suggestive language and/or pictures be any part of a student's clothing or property.

Makeup may be worn in moderation. No makeup may be brought to school. Jewelry that is distracting to learning or unsafe may not be worn.

All skirts and dresses should be no more than two inches above the knee. Modest sundresses are acceptable. No low-cut or bareback dresses are allowed. Spaghetti strap, tank tops, tube tops, halters, and half-shirts may not be worn. The midriff should not be exposed. Children will not be allowed to tie the ends of blouses or shirttails to expose the midriff area of the body. Properly fitting, neat, clean, and well-kept jeans and slacks may be worn. No pants with holes are allowed. Sweat pants and tops that are baggy and give the appearance of dressing down are not allowed. Sweats may be brought to school to be worn for physical education class.

Neat, well-kept shorts that reach the mid thigh in length may be worn from the beginning of the school year until October 31, and then again from April 1 until the end of the school year. The dates may be extended with the principal's discretion. Exceptions will be listed on the school website (www.beautiful-savior.com) the night before. Tight-fitting shorts, including biker shorts are not allowed. Cutoffs and sweat shorts are not allowed.

Hair must be kept and well groomed. Students should avoid extremes in haircuts, hair color, and hairstyles. Hair cuts, colors, and styles should display appropriate modesty and should not draw undue attention.

Appropriate footwear should be worn at all times. High-heeled shoes should not be worn except for special dress-up occasions. All sandals worn at school must have ankle straps. Socks or nylons must be worn at all times. Tennis shoes are needed for physical education classes.

Parents will be notified if their children arrive at school dressed improperly in the following manner:

- 1st time warning: a note will be sent by the principal to the parent; and
- 2nd time warning: the parent will be called to bring their child a change of clothes.

VISITORS

Adults wishing to visit and sit in on classes are encouraged to do so, especially those parents considering enrolling their children for the first time. If a parent wishes to visit the school, he/she is requested to notify the teacher in advance and set a time that is convenient.

Student-aged visitors are not permitted unless arrangements have previously been made with the teacher.

ENVIRONMENTAL HEALTH, PROTECTION, AND SAFETY

Fire and tornado drills are conducted regularly as required by the State of Ohio. The students will be advised what to do prior to the first drill of the school year. However, they will not be advised when the drills are scheduled.

For the security of our students, the doors to the school building are kept locked during school hours. A school lock-down drill will be held once a year in conjunction with the Colerain Police Department.

If severe weather or other unforeseen causes should make it necessary to close school for the day, delay the opening of school, or close school early, parents will be notified on local12.com or by checking the school website (www.beautiful-savior.com) and receiving Remind text messages. A line of communication has been established for contacting parents in case of severe emergencies. Parents should be sure to keep their information up to date in the school office. Current health and fire inspection records are issued by the local agencies and are kept on file in the school office. Beautiful Savior Lutheran School has been inspected for the existence of asbestos and has filed an asbestos management plan, prepared by a licensed asbestos management planner, as prescribed by AHERA regulations.

STUDENT HEALTH

In order for your child to be physically and mentally alert, it is necessary for him/her to obtain the proper nourishment and sleep. While our school does not have a school nurse on duty at all times, a circuit nurse of public services is available to make calls dealing with exceptional illnesses and health problems. Certified vision and hearing screening will be done annually. Tuberculin testing will be done as directed by the State of Ohio.

No child shall be admitted without presentation of written evidence that he/she has received immunization against mumps, polio, rubeola (measles), rubella (German measles), diphtheria, pertussis, and tetanus by such means of immunization approved by the Ohio Department of health.

SAFETY POLICIES - In cases of emergencies, accident or sickness, the staff will give immediate attention to the child. The staff will notify the parents or guardian immediately and at their direction will arrange to have the child taken home, to a doctor, or to the hospital. In the event the parents cannot be reached, the staff will act in the best interest of the child and in accordance with the information on the child's PowerSchool Student Profile.

When an incident occurs requiring the administration of any type of first aid, an incident report will be completed and a copy will be given to the parent or guardian of the child involved on the same day it occurs. At least one person, who is certified by the American Red Cross in First Aid, will be available to the students at all times.

Standing orders for giving first aid in emergency situations are posted in the school office.

Completed PowerSchool Student Profile forms are due on the first day of school. These forms will be kept current and will be on file in the school office.

HEALTH POLICIES - To maintain a healthy atmosphere for our school children, we would ask that if your children are contagious you would keep them home.

If your child becomes ill at school, he/she will be isolated from the rest of the class, under the supervision of an adult, until his/her parent or guardian can return to take the child home. Your child will be provided with a cot, pillow, and blanket so that he/she can be kept comfortable during the wait.

MEDICATION POLICY

All medications should be given at home if possible. The first dose of a new medication may NOT be administered at school. In accordance with the Ohio Revised Code, the following guidelines must be followed for the administration of student prescription medication at Beautiful Savior Lutheran School. An Administration of Medication Form is required for prescription medication administered by the teacher or self- administered by the student.

- When bringing Medication to school: Complete the Administration of Medication Form.
 - Prescription medication MUST be in its original container.
 - Container must have a fixed label which indicates the student's name, name of medication, dosage, method of administration and time or frequency of administration.
 - The prescription bottle and physician's order MUST match.
 - Ask the pharmacy for a 'school bottle' for prescription medications.
 - The parent/guardian is responsible for delivering the medication to school.
 - Changes in medication, dosage, or administration that occur throughout the school year will require a new Administration of Medication form.
 - All medications and authorizations are only valid for the given school year.
- Inhalers
 - Requires Administration of Medication Form
 - Physician's written permission is required to carry inhaler on oneself.
- EpiPens (Epinephrine Auto Injector)
 - Requires Administration of Medication Form
 - Physician's written permission is required to carry EpiPen on oneself.

OUR STAFF

Our preschool, kindergarten, elementary teachers, and the principal have all received a Bachelor of Science Degree in Elementary Education from Martin Luther College or another accredited educational institution and are certified by the State of Ohio in Elementary Education.

IN-SERVICE PARTICIPATION - The staff is encouraged to participate in In-Service Programs, graduate study, workshops, clinics, and to visit other classrooms for professional enrichment and growth. The records of the nature and amount of In-service participation is maintained in the school office.

SUBSTITUTE TEACHERS - Our substitute teachers shall meet state certification requirements.

TEACHER'S ASSISTANCE - All parents are urged to volunteer to assist the teachers in the classroom. There are a variety of areas in which the parent's help can be of great value. Parent assistance programs will be setup on registration/orientation day or you can speak to the teachers individually. All assistance programs will be under the direction and supervision of the teachers or principal.

CURRICULUM

Beautiful Savior Lutheran School maintains it's curriculum and graded courses of study in accordance with the Minimum Standards for Ohio Elementary Schools.

TUTORING, EXPERIMENTAL, AND RESEARCH PROGRAMS

Provisions for tutoring our students are made on a private basis by the parents. Any experimental or research programs established in a classroom is first subject to the approval of the Board of Education.