



Parent and Student Handbook

2018-2019

Our Father's Ev. Lutheran School
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Greenfield, Wisconsin 53221

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www.ofls.org

Our Father's Ev. Lutheran School is a not for profit organization, 501(c)3, under the group ruling and contained in a letter dated January 8, 1965 from the Department of the Treasury, Internal Revenue Service.

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Highlighted Portions Indicate Significant Change

Our Father's Ev. Lutheran School

Mission Statement

The Mission of Our Father's Ev. Lutheran School is to assist parents in their God-given responsibility to educate their children and to train them in the one true faith in Jesus Christ.

Welcome

Each day at Our Father's, we seek to teach the children about the love of God the Father shown to us through the suffering, death, and resurrection of Jesus Christ. We do this through extensive use and memorization of Luther's Small Catechism as well as the daily reading of Bible stories. We cannot emphasize enough how important it is to hear God's Word spoken. Romans 10:17 tells us that faith comes by hearing. If you are not a member of the Lutheran Church, we encourage you to ask the Pastor and staff about the Lutheran Church and we welcome you to join us on Thursdays and Sundays in worship.

Philosophy of Education

A philosophy of education requires the awareness that the source of all truth is Divine revelation (Ps. 25:5) and that God has revealed Himself to us only through Word and Sacrament (Jn. 14:6, I Cor. 2:10). In that Word, God has entrusted parents with the responsibility to teach their children (Deut. 11:19, Ps. 78:5, Prov. 22:6). It is the function of a school to assist parents with this responsibility by providing an organized learning environment, centered on Christ, that nourishes the mind, body, and spirit of those children in our care. We recognize that these children are simultaneously both sinners and redeemed saints; that they are alienated from God through their sinful nature, and reunited with God through the redemptive work of Jesus Christ.

All students receive solid academic training

God expects His children to develop and use all of the abilities He has given them to glorify Him and to benefit their neighbor. Our Father's follows a curriculum that builds sequentially in the areas of Religion, Mathematics, Science, Social Studies, Language Arts, Technology, Music, Art, and Physical Education. Each year, first through eighth grade students are assessed to give an accurate comparison to state and local norms.

All children are part of the Church

The Lutheran Church has traditionally been known as the "Education Church", and that holds true today at Our Father's Ev. Lutheran Church and School. Part of the Great Commission is to teach, and the Church begins to fulfill that function with an educational

program for her youth. This program helps prepare all of the children for their adult involvement in God's Kingdom.

In Lutheran schools the Christian dimension permeates all subjects and activities. Religion is not limited to one hour or one class. Teachers seek opportunities to witness in every class and relate God's Word to all aspects of life.

Church and Worship

Our Father's celebrates the Divine Service three times each week. We welcome families to come and join us at any service. We also offer Adult Bible Study and Sunday School (3 yr - 6th grade). The service schedule is as follows:

- Thursday @ 7:00 pm (year round)
- Sunday @ 8:00 am and 10:45 am (Labor Day-Memorial Day)
 - Adult Bible Study and Sunday school between services at school
- Sunday @ 8:00 am and 10:00 am (Memorial Day-Labor Day)

Church Attendance

Whereas the primary mission of Our Father's Lutheran Church and School is the sharing of the Gospel, regular church attendance is necessary for healthy spiritual development. It is vital that children and their families regularly attend church to hear God's Word and receive His Sacraments. This modeling demonstrates to your children the high level of importance of hearing and receiving God's free gifts.

All school families should strive to attend church on a weekly basis. This greatly impacts the attitudes and behavior of children in the classroom. We understand that there may be special circumstances which prevent you from meeting this expectation. **It is our desire that you make these issues known to us so that provisions might be made.** If you would like to speak to us personally about this expectation, please contact the principal.

Baptism

As a Lutheran School, we believe what Scripture says in Mark 16:16 and Matthew 28:19. To this end, our staff will strongly encourage the baptism of children who have not yet received this gift. Please know, Holy Baptism is not "just something to get done". The work begun in our baptism continues until the day our Lord returns in glory.

Adult Catechesis

For those interested in learning more about the Lutheran faith, Adult Catechesis classes are offered. Participating in these classes is an excellent way to learn the faith and become more active at Our Father's.

Weekly Chapel Services

Our school comes together Wednesday mornings at 8:05 a.m. in the church to worship together in the order of Matins. Parents are always welcome to join the faculty, staff, and students for these services. Chapel services are led by the Pastor. We also have a Baptismal Remembrance chapel where students who are celebrating baptism birthdays during specific months are recognized. Students who have completed (saying by memory to Pastor) any of the Six Chief parts of the Luther's Small Catechism are also recognized at these services.

A chapel offering is collected at each of these services as well. Offering envelopes will be made available. In the past offerings have been given to a variety of charitable organizations and have helped needy families with food and clothing.

Devotions

For families interested in having devotions as a family, *The Treasury of Daily Prayer* is an excellent resource for use with your children. Copies are available for purchase at cph.org and amazon.com.

Parent Responsibilities

The Basics:

A child's success in school is greatly determined by the level of involvement the parent shows in the education process. As the parent, you are responsible for reinforcing what your child is taught during the school day. Remember, God has placed you in authority over your child. At Our Father's, your primary responsibilities are:

1. Spiritual

- a. Pray with your child daily
- b. Take your child to church (see Church Attendance Policy)
- c. Encourage your child to share their faith
- d. Forgive your child

2. Academic

- a. Get your child to school on time every day
- b. Know what your child is learning in school
- c. Set aside reading time every night
- d. Keep an open line of communication with the teacher

3. Social

- a. Know your child's friends
- b. Encourage your child to participate in extracurricular activities
- c. Monitor your child's internet and social media use

4. Physical

- a. Encourage healthy eating habits
- b. Encourage physical activity
- c. Establish a regular bedtime

Faculty and Staff list

Rev. Dr. Karl Fabrizio, Pastor
Nathan Wingfield, Principal
Robert Cahill, 7-8 Homeroom
Susan Burgess, 5-6 Homeroom
Melvin Beversdorf, 3-4 Homeroom
Lynne Van Hulst, 1-2 Homeroom
Cheryl Cahill, Kindergarten
Laura Koch, Pre-School/Resource

Tabitha Crane, Church Secretary
Nancy Wang, School Secretary
Julie Reuss, Music
Ken Weile, Band
Fred Suchy, Technology
Hannah Wingfield, Art
Jerry Winkleman, Trustee

Governing Board

Our Father's Ev. Lutheran School's governing board is entitled, "The Board for Christian Education" (BCE). The 2018-2019 BCE consists of the following members:

- | | |
|----------------------------------|----------------------|
| 1. David Burgess, Chairman | 5. Julie Page |
| 2. Linda Hojnacki, Vice-Chairman | 6. Sherrie Lande |
| 3. Tom Domagalski | 7. David Henke |
| 4. Stephen Saunders | 8. Benjamin Janetzke |

Admission Policy

Our Father's Ev. Lutheran School participates in the Parental Choice program for Milwaukee, Racine and for the State of Wisconsin. Parents enrolling in the School Choice Program must provide the required documentation. The list of required documentation is available in the school office.

Students entering through the Parental Choice Programs will be enrolled by random selection following the requirement and procedures established by the Wisconsin Department of Public Instruction (DPI).

For families not entering through the Parental Choice Program, the following procedure will be followed.

- Families currently enrolled at Our Father's Ev. Lutheran School will be given the first priority to enroll for the next year if all fees have been paid and tuition is current.
- New families will be enrolled on the basis of the following priorities:

1. Members of Our Father's Ev. Lutheran Church;
2. Members of Mt. Zion Lutheran Church and circuit congregations;
3. Our Father's Ev. Lutheran Child Care families;
4. Non-members date of application.

The BCE requires that all students entering be tested prior to classroom placement.

Enrollment Limitations

Jr. Kindergarten (4K)	15
Kindergarten/1 st Grade	24
Grades 2-4	26
Grades 5-8	30

If a class limit has been reached, additional students will not be enrolled without action from the Board for Christian Education. Both the teacher of the class so affected and the principal will be involved in the decision.

Appeals Process

Under 119.23(6m)(a)(4) all schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant, "A copy of the appeals process used if the private school rejects the applicant." The following is the School's policy adopted by our school board to satisfy the requirements of 119.23(6m)(a)(4):

Under 119.23(2)(a) Any pupil in grades kindergarten to 12 who resides within the city may attend any private school if all of the following apply:

1.a. The pupil is a member of a family that has a total family income that does not exceed an amount equal to 3.0 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. In this subdivision and sub. (3m), family income includes income of the pupil's parents or legal guardians. The family income of the pupil shall be verified as provided in subd.

1.b. A pupil attending a private school under this section whose family income increases, including a pupil who attended a private school under this section in the 2010-11 school year and whose family income has increased, may continue to attend a private school under this section.

119.23(3)(a) states that a school must, "Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason." A school may only reject an applicant for not meeting income and residency requirements, or for losing a

random selection lottery. Under the School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The evidence must include income and residency documentation from the original open enrollment period. The school president, principal or executive director shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

Transfer Policy

Under 119.23(6m)(a)(8) all schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant "A copy of the policy used by the private school for accepting or denying the transfer of credits earned by a pupil attending the private school under this section for the satisfactory completion of coursework at another school."

The following is Our Father's policy adopted by our school board to satisfy the requirements of 119.23(6m)(a)(8):

Our Father's will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Our Father's academic standards as adopted under 118.30(1g)(a)3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

Non-Discrimination Policy

Our Father's Ev. Lutheran School will not permit race, gender, or nationality to be a determining factor for admission into the school. We admit students of any race to all of the rights, privileges, programs, and activities available to the students of the school, making no discrimination on the basis of color or gender.

Fees and Tuition

Our Father's Ev. Lutheran Church has made a commitment to support the education the students enrolled at Our Father's Ev. Lutheran School. Parents are expected to honor their responsibility to pay all fees and tuition on time and in full or their child may be suspended from school until these obligations are paid. Parents who experience financial hardships should speak to the principal about the Tuition Assistance Program. The following fees are payable to the school:

1. **Tuition Fees and Tuition:** Please visit the "Admissions" page on our school website, www.ofls.org, for the most up-to-date costs. Information on payment plans as well as when enrollment fees are due can also be found there.
2. **Milk Fee:** Our Father's Ev. Lutheran School participates in the WDPI Milk program, which provides a partial reimbursement to the school for interested students to have

milk each day. The remaining costs are covered by the Milk Fee, which is due before the first day of school.

3. **Band Fees:** Participation in the Lutheran High School Association Elementary Band Program will be FREE for all interested students in grades 5 through 8.

Please submit payments for any fees and tuition to the School Office.

For those in the Parental Choice Program, Tuition Fees and Tuition are paid by the program. The Milk Fee and other occasional optional fees are optional and must be paid if the student will participate in those programs.

Tuition and Fees for School Choice Students

It is the policy of Our Father's Ev. Lutheran School

- not to withhold student records for failure to pay tuition or fees.
- not to deny a program application for failure to pay tuition or fees.
- not to sanction a parent or pupil for failure to engage in fundraising.

Fees Charged

It shall be the policy of Our Father's Ev. Lutheran School to charge fees for the following:

- Personal use items, such as uniforms, gym clothes, etc.
- Social and extracurricular activities if not necessary to the private school's curriculum such as sports fees, and field trips that are not required.
- Meals consumed by pupils of the private school.
- Transportation.
- Before-school and after-school child care.

School Times for Students

The Junior Kindergarten (4K) meets from 8:00 a.m. until 11:30 a.m. on Monday through Friday. Kindergarten through Grade 8 children are in class from 8:00 a.m. until 3:10 p.m. each school day.

Students should not arrive at school before 7:30 a.m. and are to remain in the entryway until 7:45 a.m. At the 7:45 a.m. bell they may proceed to their classroom. Class begins at 8:00 a.m. and doors are closed. **Students arriving after 8:00 a.m. are to go to the office first with their parent, and the parent must sign them in.** Students must bring a pass to their classroom teacher after being signed in at the office.

Students should be picked up after school promptly. After the closing announcements and prayers, students will be led to the parking lot. **Please do not park in the center area during pick up or pass other cars waiting to pick up children.** Parents should line their

vehicles along the red line and wait for their child to enter the car. Please use extreme caution when driving through the parking lot.

Our Father's Ev. Lutheran Childcare Center is set up for before and after school care for families who must arrive before 7:45 a.m. and/or may not be able to pick up their child by 3:30 p.m. If a child is not picked up by 3:30 p.m., the child will be escorted to the Childcare Center to ensure continuous supervision. Please consult the Childcare Center for possible charges incurred.

Discipline Policy

When a child misbehaves, attempts are made to help him/her see the error of his/her way (Law) and, after repentance, to assure him/her of the forgiveness and love of Jesus (Gospel). Children with chronic or serious discipline problems need parents and the school to work together to attempt, with God's help, to change the situation. Children who, after counseling, continue to show that they have a low regard for their responsibility (by attitude, work, and/or deed) will not be allowed to continue to attend our school.

It is expected that the students and parents of Our Father's Ev. Lutheran School will live their lives, both in and out of school, as Christian disciples. Parents, teachers, and other adults expect the students to be self-controlled. Therefore, in order to provide clear and concise communication between school and home about your child's behavior, the following code of discipline has been adopted.

Our Father's Ev. Lutheran School follows a point system. As points accumulate, consequences are given. At the end of this handbook, a summary of the behaviors and point values for inappropriate student behavior is provided. **Notifications of student misbehavior will show up in the family Sycamore account in the "Pass-a-Note" section. Teachers will follow up each time a notice or point is given with a phone call or email. The purpose of this is to ensure clear communication between the home and school with the goal of helping to maintain an optimal learning environment for all students.**

5 points accumulated per quarter	Detention - Parental meeting required.
10 points accumulated per quarter	Detention or In-School Suspension - Parental meeting required.
15 points accumulated per quarter	In-School or Out-of-School Suspension (at discretion of Principal). Parental meeting required.
20 points	Out-of-School Suspension. Meeting with Parents and Board of Education member.

Detentions:

Detentions are received upon accumulation of 5 points in a quarter. At 10 points, a detention may be given, or if necessary, a more strict consequence may result as noted above. Detentions will be served in the morning from 7:30-7:45 a.m. as scheduled by the teacher or principal. Parents are required to meet with the principal and teacher when a detention is scheduled to be served in order to discuss how to work together to prevent repeat offenses.

Suspensions outside of point accumulation:

Please note, serious infractions may result in suspension or expulsion, regardless of point accumulation. Serious infractions may include, but are not limited to: fighting, constant disrespect for teacher(s), unauthorized leaving of school, vandalism, unauthorized absence from school (truancy), tobacco / drug / alcohol / weapon use, sexual behavior, bullying and harassment. Expulsion is finalized by action of the BCE.

Students who are expelled or suspended may appeal their disciplinary action. Appeals are directed and handled by the principal and BCE. They must be in writing within 5 days of the decision.

If a suspension is received, parents are asked to discuss the problem with the child, so as to reinforce the inappropriateness of the behavior and to help in working to prevent the behavior from occurring again. It is the student's responsibility to get and complete any missing assignments. Parents will need to contact the issuing teacher for homework assignments on a daily basis for the duration of the suspension. Work missed as a result of the suspension must be completed in order to fulfill grade level requirements. Failure to do required work may result in grade retention.

Fighting

Fighting is a particularly distressing behavior. It should not occur in this school. Children must learn to deal with behavior that is inappropriate in a way other than fighting. Should students engage in fighting, they may be suspended from school. If a student is involved in a situation that could lead to a fight they should immediately seek assistance from a staff member.

Non-Harassment Policy

Our Father's Ev. Lutheran School is committed to being a safe environment for all students. With a caring staff, we seek to treat others with respect. Bullying and harassment is antisocial behavior and affects everyone; it is unacceptable and will be dealt with by the staff.

Our Father's Ev. Lutheran School has defined bullying as repeated malicious behavior directed toward a particular student. This behavior can be verbal, exclusionary or physical in nature and is intended to cause emotional or physical harm to the victim. Studies have demonstrated the possible long-term harm caused by bullying. Because of this possibility, our concern for the well-being of our students has led us to structure a formal process to deal with this type of inappropriate

behavior.

Anyone who feels he/she has been harassed is encouraged to report the incident. Reporting will be strongly considered in applying the consequences to offenders.

Bullying/harassment of any type must be reported immediately.

- **Teachers have legal reporting requirements and must abide by those.**
- Students must immediately report incidents to the staff member who is present or nearest to the scene. If the staff member is committing the harassment, the student must report to another staff member.
- A clear account of the incident will be recorded and given to the principal.
- The principal will interview all individuals concerned and record the incident.
- Parents/Guardians will be informed through a phone call or letter.
- Consequences will be used as appropriate and in consultation with teachers and parents/guardians but not limited to:
 - Official warning in writing
 - Detention out of classroom
 - Exclusion from certain activities, such as recess or a field trip
 - Short term in-school suspension
 - Expulsion

All adults in the school, including administrators, custodians, teachers, office personnel, etc. must recognize their role in the prevention of bullying.

Student Illness

Communicable Diseases

Reporting of communicable diseases is required by law. When a communicable disease is suspected, the parent is responsible for reporting suspicious symptoms to the Health Department. Reporting should be done within 24 hours by phone, mail, or in person by the head of the family or person in charge. Rules and regulations regarding isolation, quarantine, and school attendance will be given at the time the disease is reported.

Infectious Diseases/Conditions

To prevent the spread of disease, students **may not** attend school with the following ailments:

- Vomiting in the previous 24 hours
- Fever in the previous 24 hours
- Diarrhea
- Rash accompanied by fever
- Pink eye (Conjunctivitis) until 24 hours after treatment has been initiated
- Rash on the face, usually around the nose or mouth; red sores may develop and form honey colored crusts (Impetigo) until 24 hours after the treatment has initiated.
- Chickenpox (Varicella) until the sixth day after onset of the rash or sooner if all lesions have dried and crusted (Re-entrance to school prior to the sixth day will be

left up to the discretion of the administration).

- German measles (Rubella)
- Measles (Rubeola)
- Mumps until 9 days after onset of neck swelling (parotid gland swelling)
- Sore throat, scarlet fever, or strep throat (Streptococcal Pharyngitis) until 24 hours after treatment has been initiated and until the child has been without an elevated temperature for 24 hours
- Whooping cough (Pertussis) until 5 days of appropriate antibiotic therapy has been completed (total course of treatment is 14 days)
- Head lice (Pediculosis) until the head is totally free of lice and lice eggs (nits) – A designated school official prior to re-entrance to school MUST check student.

Please note: If your child is sent home for illness from vomiting, fever, diarrhea, rash with fever, or any of the above conditions they must be symptom free for 24 hours before they are sent back to school; they can be contagious for up to 24 hours with any of the above symptoms. Do not send your child back to school when they feel better in the morning.

Emergency School Closings

School closings are authorized when one or more of the following conditions exist:

1. Inclement weather endangers the safety of the students going to and from school.
2. The Greenfield Public Schools, the Milwaukee Public Schools, and/or Martin Luther High School is closed because of inclement weather.
3. Equipment failure in the school makes school attendance unsafe or unwise.
4. Conditions in the school or on the school property are hazardous or unhealthy.

In addition to the policy, the following procedures are operative:

1. The decision to close the school is the principal's.
2. Announcements for school closings will be made through the radio/television media, email lists, and the school website. Cancellation of after school activities will be announced through email lists to those involved.
3. Parents are encouraged to arrange for a place their children will go in case the school has to close before the regularly scheduled dismissal time.

Since it is possible that weather and road conditions can change during the day, the canceling of after school events, practices, and sports events will be determined on an individual basis with the consultation of the principal and those staff who have direct responsibility for the events.

Promotion Standards

Our Father's has rigorous standards for promotion. We want to ensure all students are ready to move to the next grade level. Promotion decisions are based on student's readiness as noted on the report cards, test scores, attendance, developmental readiness, and other measures. **The exit period for Our Father's is grade 8. Our Father's does not grant a high school diploma.**

Academic Standards

At Our Father's we measure student growth against the standard set by the state of Wisconsin for each particular grade level. If a student is 2 years or more below grade level in reading, writing or mathematics, promotion to the next grade will be at the discretion of the principal.

Standardized Testing

Decisions to promote or retain students will also be based on their performance on the standardized test used at each grade level. Minimal performance in any core area is a reason for possible retention and the student will only be moved on to the next grade at the principal's discretion.

Attendance

Students missing 10 or more days of a school year may be retained. It is crucial that students be in school and on time consistently to obtain the necessary skills to move to the next grade level.

Developmental Readiness

Some students are not ready for the curriculum or challenges faced socially in the next grade level. This will be determined by their organizational skills, social skills, and emotional readiness in current grade level. The teacher and principal will promote students based on observations in these areas throughout the year.

Content and Examination of Student Records

A statement in the "Parent Handbook" shall inform parents and guardians of their legal right to examine the school records of children in their family or in their guardianship.

Permission for inspection or release of a student's records may be obtained by a parent or guardian by completing a written request to the principal and arranging a mutually agreed upon time for such viewing. Viewing shall be arranged not more than fourteen days after request is made. Following a request to examine a student's records, a notice of such disclosure and all subsequent disclosures will become a part of the student's records.

Policy For Student Records

It is the policy of Our Father's Ev. Lutheran School to maintain progress records for each student while the student attends the school and for five years after the student ceases to attend the school. This includes pupil's grades, statement of courses taken, attendance records, and immunization records.

Student's progress records will be sent to another school district or school within five (5) working days of receiving a written notice from a school, school district or court. A copy of the student's progress records will be made and sent with Our Father's Ev. Lutheran School retaining the original records for at least five (5) years after the student leaves the school.

Opt Out of Religious Activities

It is the policy of Our Father's Ev. Lutheran School to allow parents to choose to opt out of religious activities at the school under the guidelines approved by the Wisconsin Department of Public Instruction.

- The student's parent or guardian must submit a written request within two weeks of their enrollment approval in the school or the activity.
- The student's parent or guardian must meet with the principal and pastor to discuss the reasons why the school encourages attendance at religious activities.
- The written request must be signed by the parent or guardian.

Open Board Meetings

The Board for Christian Education holds two open meetings a year notifying parents of the dates at least 30 days prior to the meetings. The meetings are suggested (not required) for the October meeting (usually the first Tuesday of the month at 7:00 pm) and the March meeting (also the first Tuesday of the month at 7:00 pm).

Absence from/Tardy to School

Regular attendance is a condition of maximum achievement and is the responsibility of parents.

- **When a child must be absent, a call to the school office is required to confirm the safety of our students, and this call should be made before school begins (8:00 a.m.).**
- A written excuse giving the specific reason for the absence is also preferred upon the child's return to classes.
- Students will be marked tardy for arrival between 8:00-8:45 am.
- After the first 45 minutes of the school day absence will be marked as defined below.
 - 46-90 minutes: Quarter-day absent
 - 91-180 minutes: Half-day absent
 - 181-270 minutes: Three-quarter-day absent.
 - More than 270 minutes: Full-day absent

- For any arrival after 8:00 a.m., parents must check students into the office to receive an office slip. The office slip must be timed and signed by the secretary, then given to the classroom teacher by the student.

The school calendar includes a number of days when there are no classes. It is on these days, whenever possible, that routine medical and dental appointments should be made.

Children who are absent from school are deprived of classroom interaction, which is vital to growth and very difficult to make up. Make-up work of assignments should be arranged with the individual teacher and completed with the same number of days that the child was absent.

According to Wisconsin Department of Education “A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all of part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c).”

Early Dismissal

When a child needs to leave earlier than the normal dismissal time (3:10 p.m.), parents are asked to provide at least 24 hours notice so that the learning environment is disrupted as little as possible. Parents are required to come into the school office, sign in, and wait in the office for the secretary to call for the child. No students will be sent out of the building to the parking lot.

Homework Expectations

Daily work is an important part of a child’s academic development. Homework helps each child internalize the material covered and develop initiative to complete assignments. This begins in the lower grades and continues through grade 8. By the time students reach grade 2, we expect assignments to be completed consistently.

Homework from Student Absence

When a student is absent from school, whether for an appointment, illness, suspension, or other reason, the following policy will be enforced:

1. Homework will be available for pick-up after school at 3:30 pm. Homework will not be available for pick-up during the school day.
2. Students will have the same number of days to complete missing work that they were absent. If a student misses only part of a school day, they will have 1 full day to complete any missing work.
3. Teachers will always work to ensure that what is best for the student is done. If a special accommodation needs to be made regarding missing work, please speak in person with your child’s teacher.

Extracurricular Activities

Students at Our Father's have a number of opportunities to grow outside of academics including: Band, Piano and Voice Lessons, Drama and Theater, and Athletics.

Dress Code

The manner in which children dress should reflect Christian standards. Attire should not promote anything contrary to our faith in either text or graphics. Clothing should not portray any products, which are inappropriate or illegal for school age children and should not be sexually suggestive. Clothing should be clean, in good repair, and appropriate for weather conditions. Gross or repeated violations will result in a child being removed from the classroom until the violation is corrected. See attached Dress Code Addendum.

Lunchroom

While 2 microwaves are available, we encourage families to avoid sending microwavable meals with their children. The times needed to cook those meals cause unnecessary delays to students trying to quickly reheat food. The teachers will monitor the use of microwaves to ensure that all students are able to eat in the time allotted. If you send something that needs to be heated in the microwave, please make sure your child knows how to operate the microwave independently.

Drugs/Medications

Children must give any substances used for medication to the school office immediately upon arriving at school. These medicines are to be properly labeled. This includes over the counter medicine. Asthma medicine is to be in the student's possession if age appropriate and with the principal's knowledge.

Medication Policy and Procedure

1. Notify the principal/school secretary by filling out a "Parent/Guardian Medication Consent Form."
2. If the student is to take a prescription drug, it is required that, in addition to the parental consent required in point 1 above, written instructions from the physician or dentist who prescribes the drug must be provided.
3. All medications, except those needing refrigeration, asthma medicine, and epipens, will be stored in the school office. They must be in properly labeled bottles, which include the name of the student, the name of the physician, the name of the medication, and the dosage to be given.
4. The school secretary or the principal will normally administer medication.
5. No one is required to administer drugs.
6. State law states that persons authorized by the principal to administer drugs are

immune from civil liability for their acts or omissions unless there is a high degree of negligence.

7. The above procedures are annually reviewed by the principal.

Newsletter

The school office releases a weekly newsletter at the end of each week to keep parents informed about events and important information and is available on the school's website www.ofls.org. Parents are responsible for the information posted in the weekly newsletter.

Nuisances

Toys, iPads, iPods, cell phones, and other nuisances which may detract from the learning environment of the classroom are items that may be confiscated if they are seen during the school day.

Student Search

When we suspect that a student may have illegal, dangerous, or disruptive items in their possession, he/she will be subject to search. This search may include and is not limited to their personal possessions, locker, desk, or clothing they are wearing.

Volunteer Opportunities

Our Father's Lutheran School values the involvement of adult volunteers to make our school successful. With this mission, we ask that you share your time, talents, and stewardship in creating a stronger and more productive school. A Volunteer Handbook is available on the school website (www.ofls.org) that details volunteer opportunities in the school.

Parties

If you are planning a party for your child but are not inviting his/her entire class, please do not pass out the invitations in school. You can avoid embarrassing children who are not invited if you will kindly mail invitations or call those who are invited.

Dealing with Problem Situations

When two or more people are together for long periods of time, there are bound to be disagreements; this is human nature. When a parent feels uncomfortable with the classroom situation, the person to talk with is the classroom teacher. Please arrange a time outside of instruction time to meet and discuss concerns. **Parents are asked not to come in to meet with teachers to discuss a concern between 7:45 am-3:10 pm unless an appointment has been made.**

Most often, “problems” can be resolved efficiently when parents take this first step. If the difficulty cannot be resolved by a parent and/or teacher, and this may mean more than one meeting, the principal should be asked to become involved. If there is still not resolution to the situation, the matter may go to the Board for Christian Education. The principal will act only after there has been consultation between parents and teacher. The Board for Christian Education will become involved only after all avenues to resolve the situation have been explored with both teacher and principal. Please remember that, in our situation, the Pastor is everyone’s Pastor: parent, teacher, principal and Board for Christian Education member. He is always available to each person for spiritual advice.

Room Parents

The responsibility of room parents is to coordinate various celebrations in the classroom during the year. A complete list of room parents’ names will be sent home following the start of the school year. The room parents traditionally organize two parties per year; a birthday party for the teacher and a Christmas party.

Birthday party – This is usually a “surprise” party. Teachers whose birthdays fall in the summer are often given a “halfway” birthday party, but any available date is acceptable. Please notify the school secretary in advance so schedules can be checked.

Christmas party – Each teacher has his/her own viewpoint about Christmas parties. The recommended way to approach this is to ask the teacher two or three weeks before the party date as to what he/she would like you to do. Most classes have a gift exchange (\$5.00 limit), but some teachers have other gift ideas: please check with the teacher. Christmas parties are usually scheduled for the last day before Christmas vacation.

Other parties – Seasons, holidays, and other circumstances invite additional parties. Please consult the teacher for that class.

Parental Access to the Classroom

Parents are welcome and encouraged to participate in daily activities at the school. Parents may also observe their children’s classes provided that the observation is scheduled in advance or the parent has received permission from an administrator to observe the class. **The school administration is committed to providing teachers with advance notice of guests in the classroom.** This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure. Parents are asked to wear a guest pass in case of emergency.

A Parent may be denied the opportunity to observe a class if the school administration has determined that the parent’s presence has had, is having, or may have a negative impact on the educational process. When parents are denied the opportunity to observe a class, they may appeal to the Board for Christian Education.

Visitors

All visitors must report and register with the School Office upon entering the building. If reporting is not done in the office, the principal retains the right to escort those individuals from the premises. Other than parent/guardians, only prospective students/families are allowed to visit Our Father's during the school day. Parents of a prospective student may make arrangements through the School Office for a tour or visit.

Field Trips

The intent of a field trip is to supplement, enhance, and support the classroom instruction in one way or another. The teacher requests a field trip in advance for such a purpose.

We rely on parents and grandparents to drive and chaperone. Chaperones have the responsibility to assist the teacher in the supervision and safety of the children.

The expectation is that the children in the family of the chaperone will not be attending unless the children are in the classroom of the field trip. If the field trip allows extra chaperones/guests, this will be communicated at the time the field trip is shared with families. A fee may be charged, if applicable.

Background Checks


Our Father's Ev. Lutheran Church and School requires all adults who work directly with children or who may be alone with children, including volunteers in the school and drivers for field trips, to submit to criminal background checks using personal information. Background checks are conducted annually on all paid staff and volunteers. All background checks are conducted by the Wisconsin Department of Justice, and the results are held in confidence by the school. This process is reliable and secure for both the school and the individual, and our school is safer for our children because of it.

Point System

Name	Description	Points
Notification		
F.Y.I.	Review of concepts needed or more preparation necessary. The teacher will follow up with a phone call or email after school.	0
No Lunch	Student came to school with no lunch. Teacher will follow up with a phone call.	0
Point Notice		
Gum Chewing/Candy	Consumed outside of lunch. Teacher will follow up with an email.	1
Inappropriate Bathroom Behavior	Inappropriate use of bathroom. Teacher will follow up with a phone call.	1
Notification of Late Work	K-4th Grade An assignment was not handed in on time. The teacher will follow up with a phone call.	1
Disrespect of Peer	Student was disrespectful/rude to fellow student. Teacher will follow up with a phone call.	2
Dress Code	Please see Our Father's Evangelical Lutheran School Student Dress code on school website. The teacher will follow up with a phone call.	2
Electronic Usage	Student used electronics (cell phone, computer, etc.) inappropriately at school.	2
Incomplete Assignment	Grades 5-8 1 or more assignments was not completed or handed in on time. Your child was not prepared for class (did not have homework or necessary classroom materials). The teacher will follow up with a phone call.	2
Classroom Disruption	Student behavior was a disruption to class, detracting from the learning of others. The teacher will follow up with a phone call.	3
Bullying	Repeated disrespect/rude behavior directed at specific student(s). Principal will follow up with a phone call and face to face meeting.	5
Disrespect of Teacher	Student was disrespectful in interaction with teacher. Teacher will follow up with a phone call.	5
Fighting	Student engaged in violent behavior. Teacher or principal will follow up with a phone call.	5
Vulgar Language/Gesture	Teacher will follow up with a phone call. Meeting with principal requested if necessary.	5

Our Father's Lutheran School is a not for Profit organization, 501(c)3, under the group ruling and contained in a letter dated January 8, 1965 from the Department of the Treasury, Internal Revenue Service

A copy of the 501(c)3 document appears below:



U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. Box 1157 - Room 610
272-8600 - Extension 3442
Milwaukee, Wisconsin - 53201

DETERMINATION LETTER
EHL-53-64-135

IN REPLY REFER TO
Form 2954
A:R:P:RLM

August 25, 1964

Our Father's Ev. Lutheran Church & School
6025 - So. Honey Creek Drive
Milwaukee, Wisconsin - 53221

Gentlemen:

PURPOSE
Religious
FORM 990A REQUIRED
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
ACCOUNTING PERIOD ENDING
December 31

Based upon the evidence submitted, it is held that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code, as it is shown that you are organized and operated exclusively for the purpose shown above. Any questions concerning taxes levied under other subtitles of the Code should be submitted to us.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code and are required to file Form 990-T for the purpose of reporting unrelated business taxable income. Any changes in your character, purposes or method of operation should be reported immediately to this office for consideration of their effect upon your exempt status. You should also report any change in your name or address. Your liability for filing the annual information return, Form 990A, is set forth above. That return, if required, must be filed after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such Act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office.

This is a determination letter.

Very truly yours,

M. S. Stumpf
M. S. Stumpf
District Director

Acknowledgement of Guidelines
2018-2019

This page serves as the acknowledgement that the parent(s)/guardian(s) have read and understand all the above information and are willing to abide by the aforementioned guidelines. This page should be returned to the School Office before August 30, 2018.

We have read and understand the Parent Handbook guidelines and will abide by them.

Parent/Guardian Signature:

Parent/Guardian Signature:

Date: _____

For Office Use Only

Date Received: _____

Received by: _____

Principal Signature: _____

Our Father's Ev. Lutheran School is a not for profit organization, 501(c)3, under the group ruling and contained in a letter dated January 8, 1965 from the Department of the Treasury, Internal Revenue Service

Our Father's Ev. Lutheran School Student Dress Code

The responsibility to teach proper attire ultimately belongs to the parents. We realize, however, that parents look to the school for guidance applicable to all students. Our Father's, therefore, provides the following code for student dress:

1. **Manner of dress should reflect Christian standards, and therefore;**
 - a). does not promote anything contrary to our faith either in text or graphics;
 - b). does not portray any product inappropriate or illegal for school age children (i.e., tobacco, drugs, alcohol, disrespect, gangs, etc.);
 - c). is not sexually suggestive (no bare skin in inappropriate places);
 - d). underclothing should not be visible;
 - e). shorts/skirts must be fingertip length;
 - f). sport jerseys may be worn only over an acceptable undershirt.
 - g). leggings, skinny jeans, or other similar clothing are to be worn only with an appropriate top extending to fingertip length.
- 2). **Clothing should reflect proper hygiene, and therefore;**
 - a). will be clean and in good repair;
 - b). will be appropriate for weather conditions;
- 3). **Because safety is of concern at Our Father's;**
 - a). shoes requiring laces will be laced and tied;
 - b). hair will be styled so as to be out of the line of vision;
 - c). clothing shall not be so long as to drag underfoot;
 - d). shoes are required in school (outside boots become warm if worn all day, please send alternative shoes);
 - e). tennis shoes are required for gym and outside play.
- 4). **Items that might cause damage to the property, students, or staff will not be allowed** (i.e., chains, spikes, metal cleats, etc.).
- 5). **Appearance should not distract from the teaching/learning process, and therefore;**
 - a). extremes in hair style, accessories, etc., are allowed only on days where such items are scheduled by the school;
 - b). a student whose clothing, hair style, accessories, etc., cause distraction may be removed from the classroom until appropriate changes are made.
- 6). **Chapel Services are held each Wednesday (unless otherwise noted). Clothing should reflect respect for our Lord and His house.** We request that students dress up for Chapel. Students will be given the opportunity to change after Chapel.

Students not in compliance with this dress code may, if necessary, be removed from class until the problem has been corrected. Parents will be notified and may be asked to bring change of clothing or take the child home to change, if alternative clothing is not available.