

Our Savior's Christian School (OSCS)

3 yrs through 5th grade



Elementary Handbook 2024-2025

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971-304-2013

Welcome to Our Savior's Christian School (OSCS)

Know and Be Loved.

The entire staff and members of Our Savior's Lutheran Church are eager to make you feel at home. You and your child are a precious addition to our school family. This handbook has been compiled to introduce you to our program. We hope this will be a useful resource throughout the school year. Blessings to you and yours.

Church Staff

Pastor: Tom Hux

Parish Administrator: Maren Frith

Children's Director: Michelle Merritt

Youth Director: Lena Anderson

Director of Church Life: Sarah Aguilar

Bookkeeper: Kathy Lawson

Property Manager: Steve Sundet

Elementary School Staff

OSCS Principal: Krista Zade

Preschool Director: Lacey Young

Assistant Principal: Natalie Him

School Office Specialist: Marla Pfau

Kindergarten Teachers: Ally Halfman and Samantha Powell

1st Grade Teacher: Tiffany Smith

2nd Grade Teacher: Erin Cornejo

3rd Grade Teacher: Amanda Klawuhn

4th Grade Teacher: Katie Stoner

5th Grade Teacher: Deanna Jones

Physical Education Teacher: TBD

Music Teacher: TBD

Instructional Assistants: Ainsley Martin, Heidi Tate, Katie Jorgens, Tabitha Armstrong, Yelena Kovalchuk



Our Mission: That our children know and reflect the love of Jesus Christ through education, compassion, and action.

Vision: Our focus is on developing the whole child by nurturing their spiritual, academic, social/emotional, and physical skills. This will enable each child to be an effective and positive influence on the world. This is accomplished through small class sizes, a qualified and loving staff, and by working collaboratively with parents, the church, and the community.

Our curriculum is designed to be developmentally appropriate while integrating Christian principles. Child-directed and teacher-supported learning are essential parts of our program. Planned within the framework of our philosophy and purpose, the standards-based curriculum is taught using traditional methods, hands-on activities, and thematic units. We provide stimulating learning activities, field trips, worship, music, and physical education.

GENERAL INFORMATION

School Board and Church Council

OSCS is a ministry of Our Savior's Lutheran Church. The policies and activities are governed by the School Board and the Church Council. Supervision is vested in a School Board consisting of at least seven voting members including an OSLC pastor and non-voting members made up of the school admin team. One or more positions will be filled by an OSCS parent. All voting members, except the pastor, will be elected for a term of two years. Direct supervision of the students is entrusted to the school staff assisted by the school administration. The board generally meets the second Thursday of each month. The School Board reports to the Church Council and the church's executive board.

School Board Meetings

School Board meetings will be held monthly or as needed. The meetings will be one and a half hours long. The first hour will be a closed meeting. Only board members may attend, unless invited by the board chair. Parents, staff and church members are welcome to attend the last half hour as silent observers, not participants. If a parent, staff member or church member would like to address the board, they must notify the principal or School Board chairman at least 48 hours in advance of the meeting. The chairman will give the person an allotment of time depending on the subject. The allotment will not exceed 15 minutes. Letters to the board

should be sent to the chairman. He/she will send copies to the board members. The School Board members are expected to keep board conversations confidential.

Age of Admission

Children must be of a certain age by September 10th to be eligible to register.

<u>Age</u>	<u>Class</u>
<u>5</u>	Kindergarten
<u>6</u>	First Grade

Administration may make exceptions at their discretion.

Admission Procedure for Students New to OSCS

1. Send inquiry through Facts
2. Tour the school
3. Apply online using provided link
4. Students entering 1st grade or higher will be tested for placement
5. Enroll online using the provided link and pay the required non-refundable registration fee.

General Policies Governing Admission

1. Children of all races and religions are eligible to register at OSCS.
2. Classes are filled on a first-come/first-served basis according to the date of enrollment with the principal/director.
3. The enrollment of children with health, educational or behavioral needs will be evaluated on a case by case basis, seeking the best situation for the child and the school as a whole. Enrollment eligibility may be referred to a planning team consisting of the principal, preschool director, classroom staff and a School Board member. The team will develop an individualized plan for the child. The same team will meet as needed to reevaluate the child's progress. At any time, the principal and preschool director may determine that the student would be best served in an alternative educational program. They may also determine that the student requires a personal instructional aide. The aide would be hired by the principal and preschool director at the parent/guardian's expense. Once the aide is in place, a trial period will begin. The length of the trial period will be determined by the principal and conveyed to the parents. At the end of the trial period the principal and preschool director will meet with the planning team to evaluate the situation for the child and the class as a whole. If the evaluation indicates that the needs of the child, family, staff or other students in the class are not being

met, it may be necessary for the child to be placed in an alternative educational program.

District Services

Special services may be available to a student through their local school district. When asked, the districts can evaluate a student and make recommendations based on the student's needs (i.e. - Speech Therapy.) We strongly encourage families to accept these services. We desire that all our students are given the opportunity to thrive and to succeed. If a family refuses district services it may be necessary for the child to be placed in an alternative educational program. A decision will be made by our admin team within 72 hours.

FINANCIAL POLICIES

24/25 Tuition and Registration Fees

Each year, a non-refundable registration fee is collected. This simply "reserves" a space for your child and allows us to hire staff as well as to purchase necessary supplies, grade-specific materials, yearbook, and curriculum. *This registration fee is not a credit towards tuition.* There is also a \$55 non-refundable setup fee that will be charged 10 days after your payment plan is finalized, typically the week after the last day of school.

Grade/class 2024-2025	Registration Fees	Annual Tuition
1/2 Day Kindergarten	\$175	\$3885
Full Day Kindergarten & Elementary	\$350 (after Spring Break) \$300 (before Spring Break)	\$6825

Discounts

Church Member - \$450/student/year

Multiple full-day Students

2nd child discount - \$250/year

3rd and more child discount - \$300/child/year

*If both discounts apply, only the higher discount will be applied.

All payments must be made through FACTS.

If multiple people are paying a child's tuition, please let us know. FACTS allows us to help split an account. Please call our Office Administrator at (971) 304-2013 for information or help as needed.

Tuition is calculated upon an annual fee and divided into equal monthly payments. They are due by the 5th or 20th of each month, whichever payment date you choose. As a result of this, no refunds or credits are given for illness, vacation, conferences, or snow/inclement weather days or emergency days. If for any reason you need to withdraw, a letter to the admin team needs to be sent and dated. You will be charged for tuition 30 days from the date the admin team receives your letter.

Student(s) may be dropped from the program after 1 missed payment unless arrangements have been made with the principal and preschool director. Children on the waiting list may be given your child's position. Students will not be accepted for registration if past due tuition payments are outstanding.

Referral Program

What is it?

Current Our Savior's families who refer a new family to enroll at Our Savior's are eligible for a \$100 credit. This program was created to encourage and thank our current families who help build and grow our community with their referrals. A referral is one of the highest compliments we can receive, and we are grateful for our families' support and the pride they take in our school. These guidelines apply for the 24-25 school year

Who is eligible?

Current Our Savior's families may receive up to three (3) referral credits in a year. A family is eligible for a referral credit if they refer a new family with a student who enrolls and actually attends Our Savior's. We define "new" families as those who have had no previous affiliation or contact with the school before starting the application process of the 24-25 school year. Referrals are given per family, not per student. Even if a new family enrolls more than one student, the referring family is eligible for a single credit.

How does it work?

The new family must list the referring family on their application and fully complete the registration and enrollment process before the referring family is eligible for their credit. Once the new family has completed these

steps (including payment of their comp fee and agreeing to a tuition plan), and Our Savior's administrator will contact the referring family and let them know that we will either credit their account or send a check to them.

Scholarships

To qualify for tuition aid, an application must be completed and submitted through Facts along with a \$40 application fee. The application will be reviewed by the School Board's scholarship committee. Tuition aid is available to qualifying families of full-time elementary students. The scholarship fund is a blessing provided by our community, church, and school fundraisers. The amount in the fund changes yearly based on donations. If tuition aid is granted, it is for that specific school year only. You must apply each year. Scholarship award amounts are divided amongst all approved applicants. **Scholarships must be kept confidential by qualifying families and the scholarship committee.**

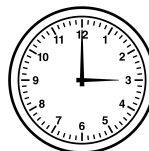
GENERAL STUDENT POLICIES

School Hours (Monday through Friday) Enter through the school door.

Office hours 7:30am-3:30pm

$\frac{1}{2}$ day Kindergarten 8:35 to 11:45

Full day Kinder-5th Grade 8:35-3:15pm



*Students arrive between 8:25 and 8:35

*Hours may be adjusted accordingly under special situations.

All student early release day (The first Tuesday of Oct, Nov, Dec, Feb, Mar, May)

All half-days and early release days end at 12:00.

Half Day and Full Day Kindergarten Morning Drop-Off

All kindergarten students must be walked into the building for the first month of school. Parents should park in a regularly marked spot when escorting their child inside.

Half Day Kindergarten Pick-Up

Half day kinders will be released at 11:45, when parents will come in and show their safety card to pick up their child. Each student will be given two safety cards. Their names will be on the card. Please have these with you when you pick up your child. Children are to be picked up promptly at 11:45 a.m.

1st - 5th Grade Morning Drop-Off

1st-5th grade students will enter the building through the school door, where they will be greeted by a staff member. Parents will pull through the drop-off circle, dropping their child off near the school door. Please remain at the wheel and move out of the circle once your child is safely inside the building. Parents wishing to escort their child(ren) inside should park in a regularly marked spot.

K - 5th Grade End of Day Pick-Up

At the end of the day, full day kindergarten-5th graders will be accompanied outside to the covered area, where parents will pull up as far as possible, show their child's safety card and then pick up their child. Each student will be given two safety cards. Their names will be on the card. Please have these with you when you pick up your child. The circle is used as a drive-thru for drop off and pick up. Please remain in your vehicle, ready to pull up with the flow of traffic. If your child needs help with getting secured in the car, please pull out of the pickup line and into a parking spot before securing them. **Never pull around other cars unless directed specifically by release-duty staff.** If you park your car in the parking lot and walk up to pick-up your child, please wait on the side near the gym (opposite the school doors) until the teacher dismisses your child to you.

Children are to be picked up promptly at class closing time. Our staff uses this time to prepare the classroom for the following day. Please respect our staff members' needs. If your child is picked up late more than three times, you will be charged \$1 per minute your child is not picked up or it may be necessary to ask you to put your child in another education program. In case of an emergency, please call the school office at 971-304-2013. Please do not text or call the teacher. For your child's safety, you must provide written permission or a phone call to the principal or office administrator before he/she goes to a friend's house or is picked up by someone not known to the staff. Anyone approved to pick up your child must be listed and recorded in FACTS. Please advise the person picking up your son or daughter that they may be required to show a photo ID.

Parking Lot and Drop-Off Circle



For the safety of everyone, including our children, please drive slowly throughout the *entire* parking lot. Specific parking spots are reserved for seniors and handicapped citizens. Please do not park in these even for a moment. We also request that the circle area be used for *quick stops only*. Do not leave your car unattended in the circle and please do not park in the uncurbed area. This is reserved for handicap drop off and pick up only.

Absences & Tardies

Make being on time to school a priority. Children are easily distracted. A classmate who comes into the room after an activity has started causes disruption. Disruptions can take time away from valuable activities. Being late may make your student feel anxious or rushed. We appreciate your effort in modeling the importance of being on time. If your child arrives 5 or more minutes late to school, please take them to the school door where they will be greeted and led to their classroom.

If your child is ill or will be late we ask that you text via Remind or call or email the school office at (971) 304-2013 to report an absence. The office will inform the child's teacher. All absences and tardies will be recorded on attendance sheets, as well as on your child's report card. If you have a scheduled absence, please notify teachers at least 2 weeks in advance so that they may have time to prepare assignments. If your child is absent for more than 20% of the school year, you may be asked to find an alternative education program.

HEALTH, SAFETY AND EMERGENCY POLICIES

Each child is required to have a current immunization form on file at the school. This is a record of up-to-date immunizations required by law. If a form is not on file by February 1st, the child may be excluded from the program until the school receives the current immunization form. Documentation must be provided for medical or personal exemptions. For exemptions, you are required to complete an online video and print the provided certificate. For the video link, see the office administrator.

Keep your child home if he/she has any of the following signs of illness: sore throat, cough, headache, green runny nose, dizziness, flushed appearance, swollen glands, fever, chills, diarrhea, vomiting, loss of taste, rash, lice or pink eye, or any other symptoms of disease. No child who arrives noticeably ill, with an unexplainable rash, cough or with a fever will be admitted for that day. Should a child become ill during the day, he/she will go to the school office and remain with the principal or office administrator until a parent or authorized person arrives to take the child home. The sick child will not be allowed to return to school until the contagious period has passed. A child must have an unmedicated fever for at least 24 before returning to school.

In the event a child contacts or is exposed to a communicable disease, the child's parent should notify the principal or office administrator immediately. If a classmate was exposed, their parents will be notified.

Please use the Remind Attendance App or call or email the Office Administrator to report absences. Please do not call or text the teacher. He/she is preparing for the day.

Locked Doors

School doors are locked during school hours. It is necessary for families, students and visitors to ring the doorbell located on the wall near the school doors and look into the camera. Parents should avoid entering through the main church doors. All visitors and volunteers must sign-in and wear a school lanyard.

Sign-In/Out

All Visitors/Volunteers Must Sign-In and Sign-Out and Wear a School Lanyard. Volunteers and visitors should expect to enter the school through the school doors, stop at the office window and sign in. A school ID clip must be worn in the building. When leaving, sign-out and return the ID clip.

Fire/Earthquake/Emergency Drills

A monthly emergency drill will be performed to allow the students the opportunity to know how to exit the building in the event of a fire. An earthquake drill will take place in each classroom at least once a year. Staff will practice and have training on how to conduct lock-down drills. Students will be taught to follow staff directions in the case of an emergency.

Emergency Information

Your FACTS information must include emergency numbers for reaching the parent/guardian and at least 2 different authorized contacts that can pick up your child, if needed within 30 minutes or less. Any daytime phone numbers, including work and cell numbers, need to be updated at all times. If you will be traveling out of town and leaving your child in the care of another during school days, you must inform the school.

Students are encouraged to report any injuries or accidents immediately to the staff on duty. In cases of a serious accident or illness, the school will make every effort to contact the parents or guardian as soon as possible. If in the opinion of the school staff the injury or illness is serious enough that immediate treatment is

necessary and parents cannot be reached, a staff member may summon emergency assistance, transport to Salem Hospital Emergency, or contact the physician listed on the Medical Release Form.

First Aid

If your child is injured at school they may be given emergency first aid/CPR by a trained staff member. Teachers have been trained in first aid/CPR. We will make a phone call or send home an accident report with your child to inform you of the injury details.

Student Medications

If any prescription or over the counter medications need to be administered to a student during the day, you must fill out a medication authorization form, available in the office. All medication **MUST** be kept in a school office. Administering directions need to be written and verbally gone over with parents and all staff members in contact with that child. This includes inhalers, epipens, and over the counter medication (such as cough syrups and cough drops.)

Inclement Weather and School Closures

In case of inclement weather please check email, our school website, or Facebook. A message will also be sent to parents via Remind and email. If we close school early during the school day for any reason, we will communicate details with parents as quickly as possible.



We will generally follow the decision made by the Salem/Keizer school district. If they are closed, we are usually closed as well. If there is a 2 hour delay we will cancel our morning preschool and K-5 will begin at 10:35am.

Dress Code

As fads and fashions change, some guidelines are difficult to include and update each year. Therefore, the OSCS staff reserves the right, upon their discretion, to prohibit any clothing, accessories, hairstyle or coloring, and tattoo type imprints that may become a distraction in the classroom. If a student comes to class or a school activity in attire that contradicts any of these guidelines, a friendly reminder call will be made to parents and/or guardians. We believe it is important to teach our students the virtue of modesty.



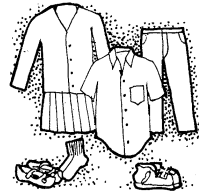
1. **Footwear** should ensure safety and comfort both in the classroom and on the playground. Backless shoes, sandals, or heels are discouraged because

they limit a child's active safe play. Open toed shoes may not be worn on the climbing structures. Tennis or running type shoes should always be worn on scheduled PE days in order to participate.

2. **Hats** or hoods may not ever cover a child's face. Masks attached to hooded sweatshirts may not be worn. A child may be asked to remove their hat or hood if it becomes a distraction in class.
3. **Clothing with logos, text, and/or pictures** must be in good taste (as deemed by the school staff) and not in opposition to Biblical values. This includes, but is not limited to, references to violence, disrespectful and inappropriate behavior. Clothing with animated characters, movies, video games, or television shows must also meet these guidelines.

4. **General Clothing-**

- Skirts and dresses **must** have leggings, shorts or tights underneath. No undergarments should be exposed at any time.
- Shirts must be long enough to cover the midriff area.
- Attire with low and revealing necklines or gaping arm holes are not allowed. This includes strapless dresses and tops. Children's chests and undergarments should be covered at all times.
- Underwear should never be visible because of sagging or gaping pants or shorts. Please make sure gaping shorts do not show undergarments while a child is sitting cross-legged.



Electronic Devices & Cell phones

Electronic devices can be disruptive and distracting to the learning and school environment. They can also infringe on the privacy of our students and staff. These devices include but are not limited to: cellular phones, watches, audio equipment, or electronic games and devices that serve no reasonable educational value or foreseeable use to the educational process. Students who carry or wear these devices may be asked to take them to the office where they will be held. Parents will be notified to pick up the item. Cell phones must not be on their person and not used during the school day (from 8:35 am to 3:00pm). Students not in compliance will have their cell phones confiscated and the phone may be picked up by a parent from the front office. Students may not use electronic devices to take photos or videos during school hours unless approved for an educational purpose.

Toys

Toys and fidgets from home should only be brought to school with the teacher's permission.

Communication

We strive to keep parents informed of school news and events. You will receive updates and calendars from individual classroom teachers. Please check your child's backpack and/or homework folder weekly for this information. Be aware that it is very difficult for a teacher to discuss your suggestions or concerns when there are children present in the classroom, whether before or after school. The teacher must be available to greet the children as they arrive without being distracted with personal conversations. If you need to discuss something with your child's teacher, contact them directly via email or any other system your teacher chooses to use for communication, such as Remind.



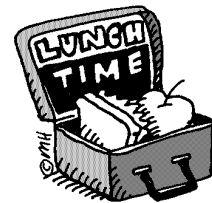
Please be respectful of teachers by not contacting them between the hours of 4pm and 8am. **If you must contact the teacher between after school hours, please use email rather than Remind.** Remind is a good way to contact teachers during school hours. If you happen to have your teacher's personal cell phone number, please refrain from using it to discuss your child or any school-related concerns.

Lunch

Children should eat breakfast before they arrive in the morning. Each child needs to bring his/her lunch each day as we do not have a hot lunch service. It is recommended that cold items be kept cold with an ice pack. We encourage you to pack foods that are high in protein and nutritious. In the event your child forgets their lunch or spills it, extra lunch items are kept on hand. Sharing and trading food is not allowed. There are microwaves in each class. If you send something that needs to be heated, please make sure it takes less than 90 seconds.

Snack

Students in grades Kindergarten-5th should bring a small **healthy** snack, and in **quantities** appropriate for children. Students will have a designated snack time either in the morning or afternoon with the time to be determined by the classroom teacher. In the event that we have a special snack, the staff will make every effort to take allergies into consideration. Parents of children with allergies may be asked to



provide a special snack for their child. *Parents must report all allergies on their child's medical form.*

Pizza Friday

On the first Friday of most months, parents have the option to donate pizzas, veggies, and fruit. The students and staff eat free of charge. Half day kindergarten students are invited to stay for recess and lunch through 12:45 on these days. See volunteer opportunities.

Homework for Elementary Students

The following is a list of the primary reasons homework may be assigned to students.

- Students often need extra practice with new concepts, skills, and /or facts. In certain subjects there is not enough time in a school day to do as much practice as may be needed for mastery.
- Repeated short periods of practice or study of new information is often a better way to learn than one long period of study.
- Since *Our Savior's Christian* recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his/her studies. This will also keep parents informed as to the current topics of study in the class.
- Homework may also be the result of students who have been given adequate time to complete assignments in class but did not use their time wisely.
- Projects may be assigned to complement what your child is studying at school.



Class Parties and Birthdays

Teachers may choose to include class parties for holidays and events. We choose as a school to not celebrate Halloween. Instead, we dress up for Wacky Orange Day. If so, we ask that you not bring items to share which depict witches, ghosts, etc. The Friday before Christmas break will include a Happy Birthday Jesus party. This is a wonderful volunteer opportunity.

Classroom teachers will schedule a day to celebrate your child's birthday on or near their special day or half birthday . Students may choose to bring a **small** birthday snack or prize to share. Please check with your child's teacher on approved items due to allergies. Some examples would be donut holes, a cookie, a mini cupcake, birthday pencil: something **small**.

If you are planning a party outside of the school we ask that invitations not be passed out at school **unless** the entire class is invited (or *all boys/girls*).



Discipline

"Train a child in the way he should go, and when he is old he will not turn from it."

Proverbs 22:6

Discipline at Our Savior's Christian School will be fair, loving, consistent and appropriate to the growth of each child. The focus will be on creating a classroom environment that is age appropriate and where positive behavior is recognized and encouraged. The classroom teacher is generally the first person to handle the misbehavior. If a student's behavior is continually disrupting the classroom, they will be sent to the school office for a designated period of time. If the teacher is not able to deal successfully with a child's persistent uncooperative or unacceptable behavior, parents will be notified and a conference may be needed with the obvious goal to correct the behavior. If a verbal threat is made by a student to either a staff member or fellow student, they will be reprimanded and parents notified. If a threat is repeated it may result in a one to three day suspension.

If continual behavior issues persist, the parents will be asked to meet with the teacher and principal. The student will be placed on a behavior plan. Additionally, any physically harmful behavior from a student to a staff member or fellow students is also taken very seriously. Physical harm to another will result in suspension. A student's behavior that has resulted in two suspensions within one school year or a student who has not shown adequate improvement after being placed on a behavior plan will be brought before the School Board for review. The School Board may determine the child must be placed in an alternative educational program.

Additional Behavior Expectations:

- Bullying on school grounds or through social media will not be tolerated.
- Weapons, real or fake, are not allowed on school grounds.
- Students are to obey all school staff promptly and with a good attitude.
- Lying and stealing will not be tolerated.

- Students need to observe the school boundaries, playing only in designated areas.
- Students follow a "hands-off" policy- no physical fighting, hitting, slapping, kicking. This includes "play fighting." Games involving pushing, shoving, grabbing, or other forms of rough play are not allowed.
- Verbal fighting, arguing and profanity are not allowed. Words should be courteous and kind, not cruel or hurtful.
- Throwing rocks, sticks, or other such objects, including recess and PE equipment, with the intent to hurt or damage, is prohibited.
- Students will not willfully deface or damage the belongings of others or Our Savior's Christian School or the Church building. Parents or guardians will be responsible for all damages.
- There is no gum allowed in the school or on the property unless the teacher has given special permission.

Lost and Found

Personal items, such as coats, sweatshirts, backpacks, lunch boxes, and water bottles must be clearly marked with your child's name on them.

Please note: You can look for 'lost and found' items in the school office and/or the church office.



Scholastic Book Order and School Photos

Scholastic offers inexpensive, quality children's books. Occasionally book order forms will be sent home with your child. **We do not preview the catalog for content. Purchasing books is at the discretion of the families.**

School photos are taken during the fall. This is offered solely as a courtesy to our families. Order forms will be sent home with your child a few days prior to picture day. Ordering photos is at the discretion of the families.

Parent Teacher Club (PTC)

We believe that educating your children is a joint responsibility between home and school. To accomplish this, we encourage active parent support through the Parent Teacher Club. All parents are welcome and encouraged to attend the monthly meetings in person or online. The Parent Teacher Club will send reminders and put a sign in front of the school on meeting days. PTC is designed to provide enriching and educational activities and opportunities for the students through various fundraisers and volunteer help.

Besides supplying the teachers with funds to help with the needs in their classrooms they also provide other needed equipment that is not within the school budget. Attending is also a great way to meet other parents, share ideas, and earn volunteer hours! PTC pays for all field trips and coordinates all fundraising.

Vacation & Holidays

An OSCS school calendar is sent to each family and is posted on the school's website. Special days will be announced in the monthly newsletter and through teacher notes. Please note there is not a fee allowance for Christmas and spring vacations and/or family vacations, as tuition is based on a yearly total. If you have a scheduled absence, please notify teachers at least 2 weeks in advance so that they may have time to prepare assignments. If your child is absent for more than 20% of the school year, you may be asked to find an alternative education program.



Field Trips

Field trips will be taken throughout the school year. Parent assistance and chaperones are usually needed. Siblings may attend some field trips, and some are for your elementary child only. You will be notified by your child's teacher in advance if arrangements need to be made for siblings. A medical release form must be completed and on file in the school office (included in your application form) before a student can participate in field trips. All chaperones need to have a background check on file with OSCS. The cost for field trips is usually covered by the PTC. There may be an additional fee for parents and siblings. You will receive volunteer hours only if you are asked to chaperone a group of students.

GUIDELINES AND REQUIREMENTS FOR VOLUNTEER HOURS

Guidelines

Besides reducing our personnel costs and making our tuition more affordable, volunteering helps parents keep in touch with the education of their children and the activities of the school. Children enjoy having their parents actively involved in their school.

Protection of our children is a priority, so we ask that classroom volunteer time be conducted with the following guidelines:

- **All volunteers must fill out a criminal background check.**
- No parent will directly supervise children alone. Supervision, including reward and discipline remains the responsibility of the school staff.

- Parent volunteers may assist the teachers with classroom practical exercises (art projects, memorization, etc.) but will not “teach” the class.
- Parents must coordinate with the teacher prior to the desired time in order to efficiently assist the teachers and minimize distraction to the planned instruction.
- Volunteers may not include siblings if they are assisting in the classrooms or on field trips unless arrangements have been made with the classroom teacher and/or principal.
- Please refrain from using cell phones while in the classroom.
- We ask parent volunteers not to post pictures of other students to social media, websites, etc. We want to respect the privacy of all students and their families.

Requirements

In addition to tuition, volunteer hours must be completed by the end of the school year, or a fee will be added to your account on May 31st. Half day kindergarten families are required to complete 15 hours by the end of the school year. Full day families with one child are required to complete 30 volunteer hours by the end of the school year and 10 additional hours for each additional child. If the required hours are not completed, up to \$150 will be added to the last half day kindergarten tuition and up to \$450 for full day classes.

Volunteer “hours” can also be earned by purchasing items for the school. For every \$15 spent on qualifying purchases the volunteer earns 1 hour of service.

It is the parents’ responsibility to make sure the volunteer hours are recorded in the school volunteer binder under their family log page. The volunteer binder is located outside the school office window downstairs. The volunteer coordinator will give updates throughout the school year on volunteer opportunities and hours fulfilled thus far.

Volunteer Opportunities

Volunteer Opportunity	Planning	Event Help	\$15 = 1 Vol Hour	As Needed
In-Class help				x
Take home prep				x
Fundraisers	x	x		
Field Trips	x			x
Chaperoning a Field Trip (if requested by a teacher)		x		
Class Parties	x	x	x	
End of Year Celebration	x	x	x	
Pizza Fridays/Special Lunches		x	x	
Operation Christmas Child	x	x	x	
Staff Appreciation	x	x	x	
Christmas Program Help with costumes Help set up reception Help set up/down stage		x		x
Prayer Team Coordinator				x
Library				x
Other Opportunities as Needed				x

Statement of Faith

These are the guiding principles that we believe as a school that operates under the authority of Scripture. This is not a list of topics we teach. See the [academic info](#) on our website for lists of Bible topics taught in each grade.

God: We believe in God revealed in the Bible, as Father, Son, and Holy Spirit. He is holy, all-knowing, all-powerful, and loving. (Genesis 1:1-3; 2 Corinthians 13:14; Matthew 3:16- 17; John 10:30)

Father: We believe that God the Father created the universe from nothing. In love, He sustains His creation and desires an intimate relationship with all people. (Genesis 1:1; John 3:16-17)

Jesus the Son: We believe that because of His love for us, God became a human being, Jesus Christ. Being fully divine and fully human, He lived the life of a servant, and in His death on the cross, Jesus suffered the punishment we deserve for our sin. In His death and bodily resurrection, Jesus won for us victory over death and the power of the devil. Only through the death and resurrection of Jesus Christ can we experience forgiveness, be made acceptable to our Holy Maker and enjoy a close relationship with Him. (Romans 5:8-9; 2 Corinthians 5:21; Hebrews 2:14-15; 1 Peter 1:18; 2:24)

Holy Spirit: We believe that God the Holy Spirit works in people's lives and brings them to faith in Jesus Christ. He desires to be so fully active in believers that they are filled to overflowing with His presence and are empowered with His gifts to witness to Jesus and to do the work of the Church. (Acts 1:8; 2:1-42; 1 Corinthians 12:4-11)

The Bible: We believe and have experienced that the Bible is the living Word of God. In the pages of these 66 books, God reveals His character and will, we see our own sinful reflection, and we learn of God's offer of eternal life in Jesus Christ. The entire Bible is inspired by God and is the final authority in faith and life. (2 Timothy 3:16-17; 2 Peter 1:20-21)

How We Read the Bible: We believe Christians should read the Bible in the light of Jesus Christ, through the lens of both Law and Gospel, and by interpreting Scripture with Scripture. God's Holy Spirit can lead Christians through His written Word to eternal truths which transcend cultural contexts. Living under the whole counsel of God in the Bible, Christians can know God's will and be led in truth.

Sin: We believe that sin separates us from God. Sin is our rebellion against His will and our brokenness in relationships—with God, others, and ourselves. We sin in thought, word, and deed because we are born sinful and are naturally self-centered. (Isaiah 59:2; Luke 24:46-47; Romans 6:23)

Grace: We believe that we enter into a relationship with God not by anything we do, but solely by what God has done for us through Jesus. Knowing that we are sinners, we trust completely in God's amazing grace (unearned merit and favor) to save us from condemnation and to give us an eternal home with Him. (Ephesians 2:8-9; Galatians 2:16)

Jesus' Return: We believe that, as He has promised, Jesus is coming back to earth. Although, we don't know when, we do know why. Jesus is coming to judge the living and the dead and to fulfill His promise to give all believers eternal life. We

desire to share this hope we have in Jesus with all people. (Acts 1:11; Mark 13:32-37)

Faith at Work: We believe that our primary call from God is to make disciples of Jesus Christ by baptizing and teaching others what He has commanded us. We engage in actions of love and mercy as a demonstration of God's love, not to earn God's approval, but because we are thankful for eternal life received in Jesus. (Matthew 28:18-20; 1 John 3:16-18; Ephesians 2:8-10)

The Christian in the World: We believe that as disciples of Jesus Christ we are called to interact with others in the world as salt and light. This means we are to relate in such a way as to induce a thirst for God through lives of love and integrity. As light, we are to bring clarity to issues by speaking the truth in love. We do not relate to the world by means of intimidation or manipulation, rather by persistent, loving witness to Jesus Christ. (Matthew 5:13-16; 2 Corinthians 10:4-5; Ephesians 4:15)

Human Sexuality: We believe that our sexuality is a good gift from God. Sexual intimacy is blessed by Him when expressed according to God's design, within the context of monogamous heterosexual marriage. (Genesis 2:24; Exodus 20:14; 1 Corinthians 6:19-20; Romans 1:26-32)

Church: We believe that those who honestly rely on Jesus are the Church, Christ's body. Calling us together in local communities, God empowers believers with differing gifts for the purpose of service together. We cherish our unity with all believers, locally and around the world, who preach, teach, and live the Good News of Jesus Christ. (1 Corinthians 12:12-27; Ephesians 4:11-16; Romans 12:3-8)

Baptism: We believe and have experienced that through the sacrament of Baptism, which is commanded by Jesus, God adopts us as His children. Because being part of God's eternal family is entirely His doing and not our own, and because all humans are born with a sinful nature, we affirm the practice of baptizing infants as well as adults. (Romans 6:4-6; Matthew 18:1-6; Acts 2:39; Acts 16:30-33)

Communion: We believe that in the sacrament of Holy Communion, God comes to love and forgive us. Through this meal, He brings us His love in a tangible way and renews us in our relationship with Him. As He promised, Jesus is present in the bread and wine. Jesus has instructed that we remember Him when we celebrate this meal. As we come to communion, we bring to Jesus our sin with a sincere desire to be forgiven and to be changed to be more like Him. (1 Corinthians 11:23-26; John 6:53-56)

Human Worth: We believe that every human life (born and unborn) is precious, being created in the image of God. Because Jesus Christ chose to die for us, every

person is loved by God. Since life is sacred, abortion is not pleasing to God and Christians are called to value life as God does. Our worth is determined by God's view of us which is demonstrated in Jesus, not by our own self-estimation. (Genesis 1:27; John 3:16; Psalm 136; Psalm 139:13-16)

Prayer: We believe that the Lord is powerful and desires to be active in our lives. Because Jesus died for our sins, we have the privilege to pray directly to God. He desires that we speak with Him often as part of a growing relationship with Him. More than just speaking, prayer involves listening to God because prayer is two-way communication. Since God speaks through His written Word, regular reading of the Bible is an integral part of daily prayer. (Luke 11:1-13; Matthew 5:33)



OSCS is a ministry of Our Savior's Lutheran Church

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