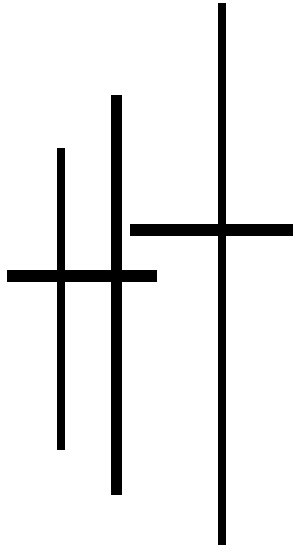


# Hosanna-Tabor Lutheran School



## Parent-Student Handbook 2007-08

**“Earnestly desire the higher gifts,  
and I will show you a still more  
excellent way.” 1Cor. 12:31**

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## **HOSANNA-TABOR LUTHERAN SCHOOL MISSION AND OBJECTIVES**

The mission of Hosanna-Tabor Lutheran School is to equip children for spiritual and academic growth through a Christ-centered education.

This congregation sees and maintains the school as an opportunity to proclaim Jesus Christ as Lord, both to those who are part of this Christian community and those whom we can reach through this Christian community.

This congregation is committed to provide an opportunity for all students, parents, and staff to be aware of the world-wide mission mandate of the Church of Jesus Christ, and encourage use of programs and avenues to support the same.

This congregation is committed to provide a climate for Christian witness as well as Christian growth, with student body and staff alike ready to reach out with a Christian witness, and ready to embrace with Christian fellowship and love those who respond and seek our ministry.

Therefore, the school, in partnership with the parents, will provide a Christian education that accomplishes the following objectives:

Children will be provided with a comprehensive program of education that develops the talents and skills necessary for responsible Christian living and service.

Children will be nurtured and guided in the word and will of God according to the Lutheran Confessions as expressed in Luther's Small Catechism.

Children will be taught to recognize themselves as persons of worth and made of God in His image.

Children will have an opportunity to learn to understand and appreciate their talents as gifts from God.

Children, in faith, will learn to know and accept Jesus Christ and be enabled to nurture and expand their relationship and service to Him through their worship and prayer life.

Children will be taught to function as responsible and Christian citizens of the general community.

Children will be nurtured and guided by God's means of grace so that they may experience a full Christian life on earth and be assured of Eternal Life.

These objectives shall shape and direct all policies and programs of Hosanna-Tabor Lutheran School.

## COMMITMENTS OF TEACHERS

- I will put God first in my life and in all that I do.
- I will teach, live, and apply the Gospel, to daily assist with the development of each child's personal faith relationship with Jesus Christ.
- I will regard each student as a gift from God and as a person with rights and feelings.
- I will give highest priority to the well-being of my students in my planning, work, words, and actions.
- I will continually show care and consideration as basic essentials in establishing effective student-teacher relationships, reflecting esteem for human dignity and values.
- I will not allow considerations of race, sex, ethnic background, social standing, or the monetary rewards I receive for my labors to detract from the proper treatment of my students.
- I will respect parents as the persons who have foremost responsibility in nurturing their children entrusted to my care.
- I will give particular attention to the strengthening of marriage and family ties.
- I will consider myself the servant of the people who have called me to my ministry and will continually strive to be a parish-oriented teacher and an active member in the life of my congregation.
- I will seek to sharpen my instructional skills, to strengthen my knowledge of subject matters, and generally to grow as a professional teacher.

## COMMITMENTS OF PARENTS

- I will put God first in my life and in all that I do.
- I will pray for my children and with my children.
- I will attend church with my children regularly and often.
- I will receive Holy Communion often.
- I will set time aside for family devotions.
- I will let my children know as often and in as many ways as possible that they are special persons, that they are gifted persons, and that they are loved by God and by me.
- I will share quality time with my children- praising them, talking with them, listening to them, keeping in touch with their joys and sorrows, and setting limits with consistency and firmness and love.
- I will give support and encouragement to my children's teachers. I will offer to the teachers, patience and forgiveness, a willingness to listen, and a willingness to share questions, concerns, and suggestions.
- I will participate in my children's educational school program – attending and bringing my children to worship services in which they have been asked to participate, attending especially those school events involving my children, attending Parent-Teacher League meetings, and volunteering my time as a "school helper".

## CHRISTIAN HOME

Leading and training children is the responsibility of parents. While the church has instituted a program of Christian training for its children through the school, it does not intend to infringe upon the responsibilities of parents. The family altar, parental interest in the church and school, regular attendance at worship services, Bible class and Sunday School involvement, as well as the example of Christianity given by parents, are all most important factors in the total Christian training of the child.

## **COMMITMENTS OF STUDENTS**

- I will put God first in my life and in all that I do.
- I will pray for my family, teachers, and fellow classmates daily.
- I will attend church and Sunday School regularly and often.
- I will take an active part in family devotions.
- I will let my family, teachers, and fellow classmates know as often and in as many ways as possible that they are special and that they are loved by God and by me.
- I will take responsibility and use the gifts that God has given me to be the best I can be. Know that I am a special child of God, I know He cares for me, and therefore know that I care for others. With God's help I will achieve and I will succeed.

## **STUDENT CONDUCT**

It is recognized that the vast majority of Hosanna- Tabor students conduct themselves in a manner that exemplifies the best hopes of the church. There are certain standards of behavior that the school must require to maintain the school's moral and legal responsibility to its constituents. It is understood that any teacher in the building has the authority to correct misconduct. The school functions on the belief that students will conduct themselves in a Christian manner pertinent to most situations. The staff reserves the right to implement reasonable rules which are deemed necessary to accomplish the functions of a Christian education.

## **ACCREDITATION**

Hosanna-Tabor Lutheran School is a member of the Lutheran Church-Missouri Synod. All religious and moral instruction is taught in accordance with the doctrinal position of the Lutheran Church – Missouri Synod. Please consult with the Pastor of Hosanna-Tabor Lutheran Church and School for more information. We have accreditations through National Lutheran School Accreditation and Michigan Association of Non-Public Schools.

## **BRIEF HISTORY**

- 1916 Tabor Lutheran Church had a school in the City of Detroit. When its final building was built on Tireman near Livernois, they continued to value Christian education by providing schoolrooms in which God's love in Christ was shared. In the middle 1950's, Tabor Lutheran School was still operating.
- 1955 Two congregations amalgamated, the new Hosanna Lutheran Church of Redford Township and the older Tabor Lutheran Church of Detroit. They purchased land in Redford Township and looked for new ways of ministry. These two churches believed that Christian education was an important part of their ministry. So when the "new church" was built on Lucerne street, several schoolrooms were built and education continued.
- Today The new millennium brings new resources for education and technology. It also brings new opportunities for sharing God's love in Christ as we seek to meet the challenges of the new millennium. Hosanna-Tabor Lutheran School holds onto the key values of Lutheran education: preparing children to live as well-rounded Christians who can make a difference in the world.

## **CHRISTIAN DISCIPLINE POLICY**

Discipline administered in the school will be Christ-centered based on biblical principles pertaining to both Law and Gospel. It is our hope that the students are led to a Christ-centered life in which Christian principles are followed. We also hope that they understand that parameters are devised in the school setting to promote Christian well-being. As a result, consequences will be administered out of Christian love and concern. The goal of the Hosanna-Tabor Lutheran School staff is to see children daily exhibiting Christian behavior occurring, such as; the classroom, playground, athletic events, field trips, and at home. Proper Christian behavior shall be defined as that which is Christ-centered and following the Ten Commandments set forth for all Christians to follow. Students who deviate from these Commandments must accept the consequences for such actions as determined by the classroom teacher.

In order to maintain effective discipline at our school, we ask parents to offer support of teachers through prayer and communication. Communication is an essential partnership between staff and parents to help build respect for those placed in God given authority.

We believe that students should be compelled to follow the discipline management plan because it is consistent with their faith. It follows the daily instruction they receive in religion class, at home through daily family devotions, and reinforced over the weekend in Church and Sunday School. The rules are established for the lifelong emotional, social, and spiritual growth of the individual student.

## **GENERAL RULES**

1. The students of Hosanna-Tabor Lutheran School will demonstrate respect for the staff, themselves and others.
2. The students of Hosanna-Tabor Lutheran will demonstrate respect for school property.
3. The students of Hosanna-Tabor Lutheran will recognize the legal rights of all students to learn in an environment that maintains order.
4. The students will recognize that the staff of Hosanna -Tabor is to provide a safe environment, and they are to follow directions from those members.

## **ABOUT OUR SCHOOL – GENERAL INFORMATION**

### **CONFIRMATION INSTRUCTION**

The Pastor of Hosanna-Tabor Lutheran Church and School assists the teacher by providing instruction leading to confirmation in the Lutheran Church for students in the seventh and eighth grades. This is done as part of their coursework in religion.

While other materials are used, the most important text is the Holy Bible. Martin Luther's Small Catechism is also used extensively in the instruction. Confirmation of eighth graders is normally held in May.

Students who are not members of the Lutheran church receive the same instruction but are not confirmed in the Lutheran Church.

For more information the Pastor of Hosanna-Tabor Lutheran Church and School can answer any questions on confirmation instruction.

### **CURRICULUM**

In keeping with the purpose and aims of Hosanna-Tabor Lutheran School, the curriculum is centered on the word of God and Christian living. The child has the word of God and Christian living. The child has the benefit of hearing His Holy Word taught daily. We teach the Word of God and Christian living, not as a separate subject only, but rather let it permeate all teaching so that the student may develop a truly complete Christian philosophy of life.

Our curriculum includes the following but is not limited to: Religion, Language Arts (Reading, English, Spelling), Social Studies, Physical Education, Science, Music, Mathematics, Geography, Health, and Art.

## **NONDISCRIMINATORY POLICIES**

Hosanna-Tabor does not discriminate on the basis of race, color, nationality or ethnic origin. In administration of its educational policies, admissions policies, and athletic and other school-administered programs.

## **ADMISSION INFORMATION**

### **Enrollment Procedure:**

Students will be accepted for enrollment in our school based upon the following priority order:

1. Students already enrolled in Pre-school through 7<sup>th</sup> grade the previous year.
2. Children of members of Hosanna-Tabor Lutheran Church.
3. Children whose older brothers or sisters are already enrolled.
4. Children of unchurched families of the community, children of members of other LCMS congregations, and children of members of other church denominations.

All new students, grades 1-8, are required to take a short placement test. Acceptance to Hosanna-Tabor is conditional upon receipt of permanent student record and results of placement testing until the end of the second quarter. Also needed before a child can start school is the registration fee, first month's tuition, birth certificate, social security number, immunization records, and language survey.

### **Kindergarten Requirements:**

Children may be enrolled in kindergarten if they are five years old on or before December 1<sup>st</sup> of the year of enrollment. No exceptions to the December 1<sup>st</sup> deadline will be made. All children who meet the age requirement will be eligible to take the kindergarten screening.

### **Probationary Status**

All newly enrolled students will be considered to be on probationary status for two quarters to determine whether or not that student will be fully admitted. Parents will be informed of their child's status through verbal and written communication from the classroom teacher(s). Criteria is the child's performance in spiritual, social and academic growth and whether Hosanna-Tabor Lutheran School is able to serve the needs of the child. Hosanna-Tabor Lutheran School will reserve the right to extend the probationary status for an additional marking period. Any enrolled student may be placed on probation as part of a disciplinary action.

## **Promotion/Placement/Retention**

Promotion occurs when a student is doing the caliber of work (grade level) that indicates the student should be promoted based on teacher recommendation with concurrence of the building principal.

Placement occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade; however, the teacher, principal and support personnel recommend that retention is not an option for the particular student.

Retention occurs when a student is not doing the caliber of work that indicates the student should be returned to the current grade, based on the recommendation of the classroom teacher and concurrence of the principal and support personnel. Parents will be involved in this process. In general, if retention is necessary, it is most beneficial if it occurs early in a child's school career. Criteria to be considered for retention is as follows:

Academic potential, current level of achievement, emotional maturity, physical maturity, parent support, academic test results or other pertinent information.

Hosanna-Tabor Lutheran School reserves the right to refuse re-enrollment of any child whose special needs cannot, in the judgement of teacher(s), principal, and the School Board, be met at Hosanna-Tabor.

## **TUITION**

Tuition is due on the 15<sup>th</sup> of every month. There will be a grace period from the 16<sup>th</sup> through the 20<sup>th</sup> of the month. There is a late fee of \$15.00 added to all tuition payments turned in on or after the 21<sup>st</sup> of each month. Student tuition not turned in as of the last day of the month will result in the exclusion of the student from class until tuition is paid in full, unless other arrangements are made. We are currently accepting credit cards for payments.

## **TUITION DISCOUNT**

Our school participates in many different kinds of tuition discount programs. These programs are based on an individual's financial need. Families interested in any tuition discount program should contact the school office for more information. Tuition paid in full will receive a 5 percent discount.

## **DAILY SCHEDULE**

Full day: Kindergarten – Grade 8: 8:00 A.M. – 3:00 P.M.

4 year old Preschool: 8:00 -11:00 A.M. Monday-Friday

3 year old Preschool: 8:00-11:00 A.M. Tuesday and Thursday

Map pasted here

## **DROP OFF/PICK UP PROCEDURE**

The main objective of this policy is for the safety of your children.

Morning drop-off procedure:

- All children will be dropped off at the drop-off zone. Parents are asked to stay in their vehicles. One line of cars only.
- Parking is not allowed in the school parking lot until 3:15 P.M.
- If a parent needs to go into the school, then the parent must park on Orangelawn after the children are dropped off for school.
- Teachers are not available before school, if the parent needs to meet with a teacher, please contact the teacher for an appointment.
- The north entrance (Orangelawn), doors near the school office will be locked. Ring the bell for entrance.

- The south entrance (parking lot), will be locked at all times during school hours.
- The gymnasium doors, under the overhang, will be open at 7:30 A.M. Students will be required to sit in the designated area in the gym for their class until the teacher comes to get them at 7:45 A.M. Teachers will escort students to their classroom at 7:45 A.M. Only parents of Kindergarten and Preschool students are allowed in the building to drop off their children in the classroom, using the Orangelawn entrance. All other parents are asked to remain in the parking lot.
- After 8:00 A.M. when the bell rings, students must be dropped off at the Orangelawn entrance to pick up a tardy slip.

Afternoon pick-up procedure:

- All children will be dismissed at 3:00 P.M.
- All parents are asked to stay in their vehicles and form three (3) lines as shown in the diagram.
- Your children will be escorted to you by a teacher when you pull up to the pick-up zone. Please exit the parking lot as shown on the diagram on p.15.

## **PARKING / SAFETY**

For the safety of the students, please do not park in the lot after 7:45 A.M. If you must remain at school during the day for business or service to the school, you are requested to park on our side streets. Children not picked up by 3:15 P.M. will go to the Latchkey Program.

## **LATCHKEY PROGRAM**

We are offering an extended enrichment program for those working parents who would prefer to leave their children in one building every day. This program is for students in Kindergarten to 8<sup>th</sup> grade and runs from 3 – 6 P.M. at the cost of \$4.00 per hour. Due to licensing regulations ALL STUDENTS MUST BE REGISTERED TO ATTEND LATCHKEY. The \$10.00 registration fee is on a per family basis and will be charged when your child attends for the first time. For additional information please refer to the latchkey handbook found in the school office.

## **ATTENDANCE**

Regular attendance is important for success in school. Students are expected to be at school on time, each day school is in session. Students are expected to be in attendance for the entire school day. Any violation of the attendance/tardy policy will subject the student to school discipline.

Attendance at Lutheran Schools Week Sunday service, Advent by Candlelight, and other services where the children are expected to sing or participate will be mandatory. If the child is not in attendance, his religion/memory grade will be affected, at the teachers discretion.

Whenever students are absent from school, a phone call must be placed to the school office by 8:30 a.m. and a written note from the student's parent/guardian must also verify the absence when the student returns to school. A phone call does not take the place of a note. Parents/Guardians must do both. The written note must contain the date(s) of the absence, the specific reason for the absence and the signature of the parent/guardian. Failure to provide the office with this note by the second day back will result in the absence being recorded as unexcused.

If the teacher or office deems the student ill in school, the parents will be contacted and arrangements must be made to pick the student up from school within one hour.

A student who is absent from school is not eligible to participate in extra-curricular activities the day of the specific absence.

Absences will be deemed excused and unexcused.

EXCUSED	UNEXCUSED
Death in the family	*Doctor/Dentist appointment
Sickness of student	**Vacations
Family emergencies	Suspensions
	Oversleeping
	Skip days
	If a note is not received for an absence

\* Excused with note from Doctor's office

\*\* Each family may petition the School Board for one excused vacation per school year. Please contact the office for instruction on how to complete the petition. Failure to complete the process will result in an unexcused absence.

### Consequences

In grades K-4 the teacher will provide the missed work while absent. It is the responsibility of the students in grades 5-8 to contact their teacher for information on any missed work of an absence. The student is to arrange for any make-up work or tests. Pre-announced tests and quizzes must be taken on the first day back to school at the teachers' discretion. When work or tests are announced while a student is absent, students will be given a one-day grace period to make up the missed assignments or tests. Example: if a student is absent on

Monday, work or tests must be made up before 3:00 p.m. on Wednesday.

No homework credit will be given: fifty percent of the grade received for test, quizzes or projects will be given for unexcused absences.

### TARDY POLICY

Attendance will be taken each morning promptly at the 8:00 a.m. bell. If a student is not in the hall way (Kindergarten), in his/her room (grades 1-4) or seat (5-8) prepared to begin the school day, he/she will be marked tardy.

A student is considered tardy if arrival is between 8-9:30 a.m.

Any student arriving late or marked tardy must go to the school office, sign in, and get a tardy slip to be admitted to class.

After 5 tardies, the principal will notify the parent.

On the occasion of the sixth tardy, a conference will be called with the teacher, principal and the parent/guardian.

On the occasion of the tenth tardy, a conference will be called with the teacher, principal and the parent/guardian

### WITHDRAWAL OF STUDENT DURING SCHOOL DAY

The responsible parent/guardian must notify the school office when a student is to be taken away from the school grounds. Any person other than the parent wishing to withdraw a student must have the written permission of the parent or a phone call from the parent **beforehand** explaining the details, be on the emergency contact sheet, and must have proper identification. The parent must sign in at the office and the student will come to the office to be picked up.

### GRIEVANCE PROCEDURE

"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven.

Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. For where two or three are gathered in my name, there am I among them." Matthew 18:15-20

If you have a problem / concern please address it according to the following steps...

1. Make an appointment with the teacher to discuss. If still not satisfied...
2. Make an appointment with the teacher and principal to discuss. If still not satisfied...
3. Make an appointment with the teacher, the principal, and School Board to discuss.

### **DRESS CODE**

All students in first through eighth grade will be in appropriate dress code at all times while attending school at Hosanna-Tabor Lutheran School except for designated special days or classes such as gym.

If the student's dress or appearance is deemed inappropriate by either the principal or a teacher, the family will be called to provide a change of clothing before the child is allowed to return to the classroom. In cases where there is chronic disregard to follow the dress code, Hosanna-Tabor Lutheran School reserves the right to counsel, reprimand, suspend, and even dismiss a student if the student does not cooperate or comply with the school's standards.

These guidelines should be followed:

1. Tops must be pullover style with collar, oxford shirt that buttons down the front, or turtleneck.
2. Tops must be solid in color with no writing or logos.
3. Tops must be tucked in at all times.
4. Sweaters, cardigans or Viking wear may be worn in the building due to indoor temperature.
5. Pants, shorts, skorts, capris, dresses and jumpers are to be in solid colors of tan, navy, black or hunter green, only.
6. Skirts, shorts, skorts and jumpers may be no shorter than 3" above the knee when the student kneels on the floor. Shorts and capris may be worn from April 15<sup>th</sup> – October 15<sup>th</sup>.
7. Between October 16<sup>th</sup> – April 15<sup>th</sup> girls must wear tights under skorts, skirts, and jumpers.
8. Belts must be worn.
9. Pants must be proper fitting and remain on student if belt is removed.

10. Comfortable shoes with closed toes and closed heels should be worn with socks, laces tied, and buckles buckled, etc. All students are required to keep a pair of tennis shoes in their locker for gym.
11. Hair should be neat and clean, cut above the collar (boys) and cut above the eyebrow or pulled back from the face.
12. Gym clothes should be in good taste, proper fitting, and clean.

These items are not allowed:

1. No denim, spandex or tight fabrics.
2. No T-shirts, or sweatshirts except Viking Wear on Jean Days. Sweat suits are not allowed.
3. No sleeveless shirts, dresses, tank tops, halter tops, or midriff shirts.
4. No clothing that is torn, worn, frayed, "holed," tight, oversized, or sloppy.
5. No earrings are to be worn by boys
6. No designs, logos or sayings are to be cut into hair.
7. No fad or alternative items, including wheeled shoes such as Heeleys.
8. No high heeled shoes.

### **ELECTRONIC DEVICES**

Electronic devices / Nuisance items of any kind (examples, but are not limited to: Game boys, headphones, cellular phones, CD players, or any electronic music device) are prohibited on school property. Any student found with an electronic device or nuisance item will have that item confiscated and the student will be issued a discipline notice.

### **STUDENT PRIVACY**

Any students' belongings must fit in their desk and / or locker

Student lockers are school property and can be searched when deemed necessary by the principal after the parents have been notified.

### **DISCIPLINE**

Discipline is a process whereby teachers use various strategies to help children learn how to conduct themselves in a socially acceptable manner. Strategies used in the classroom may be: name on board, loss of recess, timeouts, loss of privileges, changed location in class, time in a cooperating teacher's room or other strategies that put students back on task. Students will also learn to accept the consequences and responsibility of unacceptable behavior. The steps

taken by teachers will be progressive and may lead into the next step of our policy.

Discipline Notice forms will be given when inappropriate behavior needs to be brought to the attention of the parents. Parents may also be notified by phone. These forms need to be signed by either parent and returned to the issuing teacher the next day.

**Discipline Notice** forms may result from:

1. Improper playground behavior
2. Chronic classroom disturbances
3. Chronic unpreparedness for class
4. Chronic disrespect to fellow classmates

**THREE DISCIPLINE NOTICE FORMS IN A QUARTER WILL RESULT IN A DETENTION.**

**NOT RETURNING A DISCIPLINE NOTICE FORM THE NEXT DAY IS AN AUTOMATIC DETENTION**

### **Detentions**

Detentions result from a serious problem. A detention will consist of a 45 minute custodial/ silent reading time which must be served on a time and date to be determined by the principal.

Items which may incur an immediate detention:

1. Intentional or Inappropriate physical contact
2. Fighting
3. Lying or cheating
4. Inappropriate language
5. Stealing or damaging property. In the case of school property damage, it is the policy of the school to assess the parents a fee covering the cost of the damage.
6. Leaving school grounds without permission
7. Disrespect toward staff/parent helpers  
(Sassing or refusing to cooperate)

**First Detention** will be served after school on following Wednesday.

**Second Detention** will be served after school on following Wednesday, and parents and student must meet with the teacher within one week.

**Third Detention** is a one-day suspension with notification to parents. Parents and student must meet with principal before student is allowed back in the classroom.

**Fourth Detention** is a three-day suspension with notification to parents. Parents and student must meet with principal before student is allowed back in the classroom.

**Fifth Detention** is an indefinite suspension and probable expulsion from Hosanna-Tabor Lutheran School.

**\*FAILURE TO SERVE DETENTION WILL RESULT IN SUSPENSION OF STUDENT UNTIL DETENTION IS SERVED.**

### **Suspensions**

All suspensions may be served in school. If the suspension is served in school, the student will be detained from their regular schedule and placed in isolation. The parent will be notified of any special conditions relating to the suspension.

### **Due Process**

The student will be assured of due process in regards to disciplinary action.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort will be made by the administrator and faculty members to resolve problems through effective utilization of church and school resources in cooperation with the student and his/her parent or guardian.
3. In every disciplinary situation involving the possibility of suspension or expulsion from school, the student will be provided with notice of the violation with which he or she is charged and will be entitled to a fair and impartial hearing (which may be informal) regarding such violation and its punishment.

### **Suspension Procedure**

The following procedures will be followed, if a suspension is the result of the disciplinary process.

All suspensions will be served in school unless otherwise noted.

1. The student shall be informed of the specific charges, which are thought to be a basis for disciplinary action to be taken against him/her, and a conference will occur with the principal.
2. The student will have the right to present to the principal any relevant information that will support his/her defense.
3. If the school administrator suspends the student, he/she will notify the parents of the suspension, the reason for it and steps necessary to effectuate the student's return.

### **Expulsion Procedures**

An expulsion may result from a student receiving his/her fifth detention, which would indicate "persistent disobedience". The principal for serious types of behavior may also expel the student. The following procedural guidelines will govern the expulsion process:

1. Informal hearing between the principal and student in referral.
2. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and School Board President.
3. Evaluation of record to determine if there is any evidence that student might be challenged in learning style or ability (i.e.: Learning disabled, etc.)
4. Expulsion will be by formal action of the School Board. The board will meet in closed session when requested by student, parent or guardian.
5. Notice of expulsion will be sent to the student's school district and juvenile division of the probate court for student's ages 6 through 15.

Where the School Board rules in favor of the student, the student shall be reinstated immediately. The student shall be allowed to return to school without prejudice or penalty unless otherwise directed in the motion of the School Board.

### **Appeal Process**

Appeals of disciplinary action to the School Board should be done in writing to the School Board president who will notify all parties involved. The actual appeal hearing may occur either of the following:

1. The appeal should be done in person with a set time limit and dismissal from the premises so that the School Board may be free to discuss the pertinent information.
2. The appeal may be done in the form of a letter that states what the family or person is appealing along with the reason why the appeal should be considered. The appeal should be submitted to the School Board president or designee.

Please note – On any appeal where the student has admitted the offending conduct, the appeal hearing will concern only the appropriateness of the discipline to be imposed.

### **ZERO TOLERANCE POLICY**

Hosanna-Tabor Lutheran Church and School has an "Absolute Zero Tolerance" policy in regards to alcohol, drugs and weapon of any kind in or around the school property.

### **SEXUAL HARASSMENT POLICY**

#### **Definition of Sexual Harassment – (For this policy only, the following conditions apply)**

Sexual harassment will include but not be limited to the following: Unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, displaying of pornographic or other materials with the intent to harass when:

1. Acceptance of such conduct is made, either explicitly or implicitly, a term of condition of an individual's status.
2. Acceptance or rejection of such conduct by an individual is used as a basis for enrollment, grading or advancement.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic progress or performance, or creating an intimidating, hostile, or offensive academic environment.

#### **Examples of Sexual Harassment**

Sexual harassment may occur in any of the following examples, but not limited to:

1. Verbal: Sexual demeaning comments, sexually explicit statements, questions, jokes, anecdotes, or slurs.
2. Written: Suggestive or obscene letters, invitations, notes or cards.
3. Physical: Sexual assault, touching, impeding or blocking movement.
4. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters.
5. Continuing to express sexual interest after being informed that the interest is unwelcome.

#### **Responsibilities of the employee / student**

It is the responsibility of employee / student to:

1. Conduct himself/herself in a manner that contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to a school official.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

## **Procedures**

The following steps should occur:

1. Students or staff who believe they have been subjected to sexual harassment should report the incident(s) to the principal or designee.
2. Complaints will be treated in a confidential manner, provided that the ability of the school or policy administrator to investigate or take corrective action is not adversely affected. Confidentiality will not be promised or guaranteed to any person.
3. The principal or designee shall notify the complainant and the alleged harasser when the investigation has been completed and findings of said complaint.
4. If the principal finds that there has been sexual harassment, he/she shall recommend disciplinary action to the School Board. Disciplinary consequences will include referral to law enforcement officials where appropriate.
5. Any individual who retaliates against any person who reports alleged sexual harassment or who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint will be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any individual who knowingly and intentionally makes a false complaint or statement concerning an allegation of sexual harassment, to include providing testimony that is known to be false, will also be disciplined.
6. Both the complainant and the alleged harasser shall have the right of appeal. Notice of the intent to appeal must be received by the head of the School Board (student/student) or congregational President (staff/student) within thirty days of the notification that the investigation was completed. The appeal must be presented at a regular or special meeting within sixty days of notification that the investigation was completed.

## **Control**

The principal and/ or the School Board are responsible for the implementation of this policy. In the event that the principal is the alleged harasser, the head of the School Board will conduct the investigation.

## **POLICY FOR ACCEPTABLE USE OF INFORMATION AND TECHNOLOGY**

Hosanna-Tabor believes that technology must be available and properly used in the school setting for academic growth. As a result all students

will be expected to complete an acceptable use policy for computer use in our lab and classrooms. This form must be reviewed and signed by a parent/guardian.

## **RECESS RULES**

1. All students must go outside for recess unless they have a doctor's written excuse.
2. Once a student is outside, they must remain outside until the end of recess.
3. Students must have appropriate outdoor attire such as snow pants, boots, hats and gloves as needed for the weather. Students without appropriate attire will have to "sit out" from recess.
4. When the wind chill temperature falls below 15 degrees Fahrenheit recess will be held indoors.
5. All other rules will be determined by the classroom teacher.

## **FIELD TRIPS**

Teachers have planned field trips for their classes throughout the school year. Students will be transported by private cars/buses, and written permission must be given by the parents and fees paid before the children may accompany their class on such trips. We insist that all parents who assist with driving for field trips have adequate liability insurance.

Our 7<sup>th</sup> / 8<sup>th</sup> grade class participates in a class trip at the end of the school year. The 7<sup>th</sup>/8<sup>th</sup> grade teacher, who together with volunteers, develops the trip.

## **OUTDOOR EDUCATION**

The fifth and sixth grade students spend five days in February at an outdoor education camp. Our students, together with children from other area Lutheran schools, are under the direction of teachers, parents, and the camp staff. Their week's activities encompass a wide range of "outdoor education" experiences. This is part of the fifth/sixth grade curriculum and all students are expected to attend. Any student who does not attend will be expected to be in school completing academic related activities.

## **ATHLETICS**

Interscholastic competition is available to students in grades 5-8. Fourth grade may participate if players are needed for an individual sport. Athletic director, coach or principal will make the decision. All students involved in playing sports must have an annual health

appraisal. Health appraisals are valid for 1 calendar year. Health forms are located in the school office.

Each participating student needs an emergency card filled out, a current physical form turned in, and to be aware that athletics are a privilege under the parent/teachers discretion for participation. The parent/teachers reserve the right to have the child miss practice or sit out a game due to disciplinary actions or slipping grades. Parents and coaches will communicate with each other to make sound decisions.

Each coach may have his/her specific rules, but overall Hosanna-Tabor will follow these guidelines:

1. If you are absent on the day of a practice/game you may not participate in that day's practice/game.
2. **ALL** students must arrange for transportation to games via their own means. Hosanna-Tabor's insurance does not cover any incidence where a coach is transporting students to games. **This will be observed at all times!**
3. Students are encouraged to attend athletic events as long as they are under parent/guardian supervision. Students will be sent to Latchkey if no parent/guardian is present. (see Latchkey information)
4. Students will have schedules of practices and events. They will be sent to Latchkey if their ride is 10 minutes late. All participants will need to register for Latchkey to cover such occurrences.

### GRADING SCALE

A	95-100	C	73-77
A-	90-94	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
C+	78-79	F	59-below

### HONOR ROLL

Students from grades 3 to 8 are given letter grades on their report cards. There are three parts to the honor roll: High Honors (3.8), Honors (3.5) and Honorable Mention (3.0). It is posted every quarter. Classes used for determining honor roll are Memory, English, Reading, Spelling, Math, Science, and Social Studies.

### REPORT CARDS AND PARENT TEACHER CONFERENCE

Report cards are issued four times a year. Scheduled parent-teacher conferences are held after the first card marking.

### PARENT TEACHER LEAGUE (PTL)

P stands for Parent. A parent is the first Important person in the life of a child. Parents attend PTL meetings for growth and development. They become better parents when they know about child development and the school's program.

T stands for Teacher. Teachers organize a child's learning in a logical sequence. They can see strengths and weaknesses in a child compared to many children of the same age level they have taught. Teachers are Christian examples and set the tone of the classroom.

L stands for League. Parents and teachers are in a league or team for the good of the child. In our Christian school, God is also on that team. According to research, when the family, school and church work together, the Christian child benefits most.

All parents and teachers are encouraged to attend in order to benefit the program.

### PARENT SERVICE HOURS

Our school's program would be severely crippled if it did not have hundreds of hours of volunteer assistance provided by so many parents and other family members. All parents with preschool through eighth grade students are expected to serve four (4) parent service hours per academic quarter, sixteen (16) per school year. A list of available services to fulfill this requirement is available in the school office. A charge of \$10.00 per service hour will be assessed for each hour not served at the end of the year.

### PHONE AND ADDRESS CHANGES

Please be sure to report any address or phone number changes to the school office so we can change your emergency records.

### ADMINISTERING MEDICATION

Self-administration of medication brought from home by students is not allowed. The school office will not dispense any over-the-counter or medical prescriptions to students without a medication form filled out and signed by the student's physician and kept on file in the school office. Forms may be obtained from the school secretary.

### **VIKING VOICE**

This publication is sent home with every student on Friday afternoon. Please make it a habit of asking your child for the Viking Voice. It is the only means of written weekly communication between parent and school.

### **WEATHER**

Please check local radio and television stations for information. If the South Redford School District is closed to inclement weather, we will also be closed. When school is cancelled for any other emergency reason, parents will be notified by telephone if at all possible.

### **TRANSPORTATION**

If you live in the South Redford School District, transportation will be provided at no charge. Call 313-535-4000 ext. 1105 for more information.

### **BICYCLES AND WALKING**

Students may walk or ride their bicycles to school. Bike riders must wear helmets. Bikes must be placed in the appropriate racks at the south end of the parking lot and be locked until school hours are over.

Students must have a Walking / Bike Riding Permission Form from the parents on file in order to be able to do so.

### **PHONE POLICY**

Students will not be able to use the school phone to call home for forgotten items, to inform parents of a previously scheduled event, etc. Students will be allowed to use the school phone if a change in schedule (sports, practice, etc.) is made by the school. Students may not carry or use a cell phone on school property

### **VISITORS**

All persons entering the building for other than specific duties or office business must check in at the school office.

### **HOT LUNCH**

Hot lunch is made available from the South Redford Public School District. Menus and order forms will be sent home with the Viking Voice.

### **CONTINUOUSLY RUNNING FUNDRAISERS**

General Mills Box tops for Education Program – Box tops are worth from \$0.01 to \$0.15 a piece. Through the year these values are doubled. This money comes directly to our school.

Campbell Labels – A notice is sent home in the beginning of the school year showing which Campbell items to collect: label, lid, or UPSC symbol. This program gives us credit for the purchase of educational materials.

Market Day – This is a monthly food co-op program that brings high quality, timesaving foods to our families while making a 10 to 45 percent profit on each item sold. Order sheets are sent home with students monthly. Generally, our pickup date is the first Monday of every month. This is a great opportunity for parent service hours. We are always looking for extra hands to help unload the truck.

Meijer Plastic Bags – We receive cash to help our school budget. Meijer store bags only.

Scrip – Scrip is a paper certificate or gift card used as a substitute for money in exchange for goods or services such as gas, groceries, hotels, airfare, and entertainment. More and more nonprofits and schools nationwide are using scrip programs to successfully raise money year round.

Thrivent Financial for Lutherans – This Lutheran fraternal insurance company may match donations by Thrivent members to Hosanna-Tabor Lutheran School by filling out a simple form. They do not match tuition payments. For more information check with the office or your Thrivent representative.

Can and Bottle return for 7<sup>th</sup>/8<sup>th</sup> Grade Class Trip – The 7<sup>th</sup> and 8<sup>th</sup> grade class accepts donations of empty cans and bottles that are redeemable for deposit return to fund their spring class trip. Place clean and empty cans and bottles in the plastic container outside the 7<sup>th</sup>/8<sup>th</sup> grade classroom.