



Abiding Savior Lutheran School

Transitional Kindergarten - 8th Grade

2021 - 2022

Parent - Student Handbook

Building
Christ-Centered
Leaders

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abidingsavior.com



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Dear Parents/Guardians and Students,

Welcome to Abiding Savior Lutheran School. We pray that our Lord and Savior will bless our efforts as we work together for the spiritual, emotional, cognitive, social, and physical growth of your children. We thank you for selecting Abiding Savior Lutheran School, and we pledge to you our support and cooperation. We are aware of our great responsibility: we are dealing with the souls, minds, and bodies of children; people precious to you, to us, and especially to our Savior.

Abiding Savior Lutheran School provides quality Christian education to children of Abiding Savior Lutheran Church and the Saddleback community. Abiding Savior is fully accredited by WASC (Western Association of Schools and Colleges) and NLSA (National Lutheran Schools Association). The school includes:

- ◆ Early Childhood/Preschool. The early childhood program provides a developmentally appropriate learning environment for children beginning at age 2 years, and continues through Pre-Kindergarten. This excellent program offers two, three, and five day programs, as well as extended day care.
- ◆ Elementary. The elementary program begins with Transitional Kindergarten and continues through grade eight. This program includes a strong academic curriculum taught in a Christian environment by Christian teachers.
- ◆ Extended School-Age Care. The Extended School-Age Care program offers a quality student care program before and after school for students in all grades.

This handbook is designed to serve as our contract with students and parents/guardians in the Elementary School program. An Early Childhood Handbook is available from the Early Childhood Center and information about the Extended School-Age Care program is available from the school office.

It is important that this handbook is read thoroughly. If you have any questions, please contact the school office.

This handbook and its addenda represent the understanding of parent/guardian, student, and school. Attendance at Abiding Savior is, therefore, to be viewed as assent to the terms and conditions stated in this document.

We see ourselves as partners in the education of your child(ren), and we desire that the partnership will grow and mature as we work together.

Peace and joy in Christ,

Mrs. Donna Lucas
Principal

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ABIDING SAVIOR LUTHERAN

Our Mission

Joyfully and intentionally make and nurture disciples who make disciples.

PHILOSOPHY

Abiding Savior Lutheran School & Preschool exists as an element of the congregation's over-all gospel mission. Therefore, the philosophy of the school is based upon our belief in God's call to teach, witness, and serve.

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and, lo, I am with you always, even to the end of the age."

Matthew 28:19-20

Our purpose is to share the Gospel and equip students to be responsible disciples, trusting in Jesus Christ as their Lord and Savior and prepared to live successfully as Christian leaders and servants in our nation and world. The Word of God is taught, students learn effective decision-making skills, and Christian character traits are modeled and applied. We want each student to acquire a sense of value as a redeemed child of God, a respect for others, and a love of learning.

We believe that children learn in diverse ways. Therefore, in order to promote academic success, we implement a variety of positive instructional models and developmentally appropriate techniques at Abiding Savior to meet the needs of individuals. We are committed to:

- enabling and inspiring students to become life-long learners.
- utilizing academic goals as building blocks toward future learning.
- developing the whole person – spiritually, mentally, socially, emotionally, physically, and aesthetically.
- providing a variety of opportunities for children to reach their potentials.
- equipping and motivating children to use their God-given gifts in His service and to tell others about Him.

Recognizing that the home is the primary center of student learning and living, we believe that the highest and most enduring benefits are achieved when parents, their children, and the school are devoted to the same ideals of Christian faith and life and work together as partners to accomplish them.



ABIDING SAVIOR STUDENTS ARE ON TARGET

Student Learner Outcomes

Thinking Thoroughly

Appreciating the Arts

Relishing Recreation

Glorifying God

Expressing Emotions

Taking Care of the Team

THINKING THOROUGHLY

Students will demonstrate competence in academic areas

- a. by developing effective communication through written and spoken word.
 - Students are introduced to various literary genre.
 - Students write and speak effectively in day-to-day circumstances.
- b. by exhibiting an understanding of and appreciation for their own culture and the cultures of others.
 - Students show evidence of patriotism.
 - Students learn a foreign language.
 - Students appreciate and respect people of differing cultures.
- c. by thinking critically and engaging in problem-solving activities.
 - Students understand main points of a discussion.
 - Students articulate their own points of view.
 - Students use math concepts in everyday situations.
 - Students are able to analyze information found in the media and technology.
- d. by being familiar with the concepts of physics, physical, biological and earth sciences.
 - Students learn to take care of God's creation.
 - Students will engage in the Scientific Inquiry Process.
- e. by using technology appropriately.
 - Students use a variety of technological tools to convey information.
 - Students use the internet to obtain information.
 - Students are able to communicate with others via technology.
 - Students demonstrate responsible use of time when using technology.
- f. by being prepared for levels of higher education.
 - Students complete assignments in a timely manner.
 - Students earn passing grades.
 - Students practice organizational strategies.
- g. by expressing a desire to be a life-long learner.
 - Students are engaged learners.
 - Students ask questions.
 - Students spend time involved in co-curricular activities.

APPRECIATING THE ARTS

Students will demonstrate an understanding of and appreciation of the fine arts

- a. by recognizing and understanding the elements of literature, music, art, and drama.
- b. by actively participating in creative endeavors.
 - Students sing, and/or play a musical instrument.
 - Students draw, paint, construct and/or sculpt.
 - Students participate in dramatic activities.

RELISHING RECREATION

Students will perceive their physical bodies as temples of the Holy Spirit



- a. by practicing habits conducive to a healthy lifestyle.
 - Students are encouraged to eat a nutritious and well-balanced diet.
 - Students are physically active.
 - Students respect their bodies.
- b. by accepting responsibility for their health, safety, and recreation.
 - Students make appropriate choices.
 - Students are educated on the effects of tobacco, alcohol, and drugs.

GLORIFYING GOD

Students will grow in the knowledge of the Scriptures as the Word of God and demonstrate a saving faith in Jesus as personal Savior and Lord

- a. by confessing faith in accord with Biblical teachings.
 - Students are involved in Bible reading and prayer.
 - Students are able to explain what they believe about God, Jesus, the Holy Spirit, and the way to heaven.
- b. by living a life of witness to their beliefs.
 - Students tell others about Christ and demonstrate God-pleasing behaviors.
 - Students encourage God-pleasing behaviors in others.
 - Students demonstrate their beliefs through acts of service.
- c. by participating in worship and the sacraments.
 - Students are encouraged to attend church and Sunday School.
 - Students are encouraged to be baptized and to receive Holy Communion.
 - Students participate appropriately in weekly chapel services.
 - Students are encouraged to attend youth group activities and confirmation.

EXPRESSING EMOTIONS

Students will express emotions appropriately

- a. by demonstrating security, confidence, and joy through recognition of themselves as redeemed children of God.
 - Students make positive remarks about themselves and others.
 - Students are able to demonstrate forgiveness when they are wronged.
 - Students are resilient and react to frustration in appropriate ways.
- b. by understanding and developing their unique gifts and abilities.
 - Students recognize their own areas of strength and spend time refining them.
 - Students are encouraged to develop a growth mindset.

TAKING CARE OF THE TEAM

Students will demonstrate Christian values and the social skills necessary to get along with others and contribute to society

- a. by working together cooperatively.
 - Students work together to accomplish a given task.
 - Students play together.
 - Students organize themselves into a group to accomplish a goal.
 - Students follow the rules.
- b. by engaging in service to others.
 - Students spend time helping others.
 - Students actively contribute to serving others.
- c. by recognizing and respecting the rights of others as children of God.
 - Students are aware and considerate of the feelings, needs, and rights of others.
 - Students sincerely compliment and show appreciation for others.



A COVENANT OF UNDERSTANDING WITH PARENTS WHOSE CHILDREN ATTEND ABIDING SAVIOR LUTHERAN SCHOOL

Preliminary Comments

Because of our affiliation with The Lutheran Church-Missouri Synod, Abiding Savior takes upon ourselves certain “givens” in our understanding of faith and life. We believe that all statements, policies, and procedures of the Lutheran Church must be Christ centered, biblically based, and in concert with both the Great Commission (*Go and make disciples of all nations.* Matthew 28:16-20) and the Great Command (*A new command I give you: Love one another.* John 13:34) given to us by our Lord Jesus Christ.

With those non-negotiable principles solidly in place, we gladly face the challenges that come to those who bring the Holy Son of God to a sin filled world and thankfully communicate that the Mission Statement of this congregation is: Joyfully and Intentionally Make and Nurture Disciples who make Disciples.

The Congregation’s Covenant Commitments

Abiding Savior believes that all children benefit from a Christian education. Following Jesus’ direction in Mark 10:14, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these,” we promise to provide this education to the best of our ability – God enabling and empowering us to do so.

Abiding Savior recognizes that the home is the God-ordained primary source of student learning and living. Therefore, we believe that the highest and most enduring benefits are achieved when parents, their children, and the school are devoted to the same beliefs and ideals of Christian faith and life and when they work together to accomplish them.

To that end, we promise that our pastors, teachers and staff will teach, embody, and live in a manner consistent with the Christ-centered, biblically-based beliefs of Abiding Savior Lutheran Church.

We understand that not all families whom we serve in our preschool and school share our faith or desire to live the lifestyles to which we believe our Lord saves and calls us. However, we believe that the opportunity to minister to the children of these families is of paramount importance and an integral part of our reason for being. Therefore, we welcome these children as God’s gifts to us. We are listing below our fundamental beliefs as Lutheran Christians so that it will be clear if there is a difference between what children are instructed in church and home.

Our beliefs include but are not limited to:

- God is the creator of all things. (Genesis 1,2)
- The Bible is God’s infallible and inerrant Word and the means by which we come to faith in the Triune God (1 Timothy 3:16,17)
- Jesus is our Savior and the only way to heaven. He came to earth to restore our separation from God caused by sin. As both God and man, he lived a perfect life, suffered,



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died on a cross and was resurrected so we can have forgiveness of our sins, peace with God and life eternal. (John 3:16)

- Saving faith is a gift brought to us through the Holy Spirit. It is not our working or decision; it is God's. (Ephesians 2:8,9)
- The Ten Commandments reveal God's will to us regarding our relationships between God and man and our relationships with each other. No one keeps God's Law perfectly, so we all depend on His undeserved grace. (Matthew 22:37-39; Romans 3:23; Ephesians 2:8,9)
- For freedom Christ has set us free; therefore we do not burden people's consciences with issues God has neither commanded nor forbidden in his Word. (Galatians 5:1)
- God's people respond to his love by worshipping him regularly and supporting the church with their time, talents and treasure. (Exodus 20:8, Acts 2:42,46; Ephesians 2:10; 2 Corinthians 9:7-15)
- Marriage is a life-long relationship between a man and a woman. We believe in abstinence before marriage and fidelity in marriage. (Mark 10:6-9).
- God created male and female. We define biological males (xy chromosomes) as boys and biological females (xx chromosomes) as girls. (Genesis 1:27)
- Sanctity is to be afforded to human life, which begins at conception and is valued throughout all stages and conditions-including those who are in the womb, disabled, or elderly. (Jeremiah 1:5; Acts 17:25)
- The sacraments are to be administered in accordance with God's Word. We believe in infant baptism and in Christ's real presence in Holy Communion. (Acts 8:28, Acts 2:38-39, Matthew 26:26,28; 1 Corinthians 11:23-24)

Again, we understand that not all our families share our beliefs and may live in ways that are not in full harmony with these beliefs. However, responding to Christ's desire for all people, including ourselves, to come to an ever deepening and growing knowledge of the Son of God, we welcome the opportunity to minister to these families and make all the resources of the church, including dialog and prayer with our pastors, available to all families whose children attend Abiding Savior Church's school.

We also realize that not all published material holds to our beliefs. We will hold fast to our belief statement and do not endorse content that compromises our biblically-based teachings and beliefs. The faculty and staff will make every effort to vet material used in our school.

Covenant Commitments Expected of our School Families

- When differences between the beliefs of the church and families exist, families acknowledge that the church will not compromise our biblically-based teachings, whether the subject is religion, science, ethics, sex education, or any other topic.
- Families agree not to promote behavior or doctrinal positions contrary to the confession of Abiding Savior Lutheran Church and School at any school function or at any event on school or church property to which Abiding Savior students are invited.
- Families who have strong differences with these doctrinal and moral issues agree to communicate their concerns in personal dialog with our pastor(s) as opposed to involving themselves in conversations with other school families in ways that could lead to division and disruption in our school community.



PARENT'S PLEDGE

I promise to encourage obedience to the rules of the school and foster an attitude of respect for the Christian culture and life, which are maintained at Abiding Savior Lutheran School (ASLS). I promise to abide by the school's disciplinary and attendance policies, as explained in the Parent-Student Handbook and by classroom teachers. I agree to conform to the requirements of the school in regards to the dress code and personal grooming. I agree to bring my child to scheduled grade level events. I will support the administration in maintaining the decorum of the school with respect to my children. I will promote unity between home and school. If I have a concern, I will address the concern in the spirit of Matthew 18, by going to the persons most directly involved in the conflict. I give ASLS permission to request behavior and academic references from any prior schools my child(ren) attended. I release said references from liability for information released.

I have carefully read and understand the rules for enrollment, and do agree to comply with all terms and regulations expressed in the Student Handbook; and to be bound by the school to pay all tuition and fees required in accordance with the financial policy of the school: **Payment is due in full on the 20th day of each month and late if received after the 20th. Any remaining balance is subject to a late fee of \$35.00. School policy states that accounts which have become 45 days past due may result in the suspension of the student(s).**

The parties to this agreement believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement, including statutory claims, shall be settled by biblically based mediation.



ADMISSION AND REGISTRATION

NON-DISCRIMINATION STATEMENT

Abiding Savior Lutheran School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, age, disability, or national and/or ethnic origin in administration of educational policies, admission policies, scholarship, and athletic and other school-administered programs.

ADMISSION POLICIES

To be considered for enrollment into Abiding Savior Lutheran School, a student must meet the following criteria:

- 1) The student must be educable within the parameters of our regular instructional program, as determined by progress reports and achievement and/or placement tests. Abiding Savior is not equipped to accommodate those students who demonstrate severe grade level deficiencies or behavioral problems. We will recommend specialized testing where academic deficiencies may be caused by specific learning disabilities, and will assist in referrals for alternate school placement if necessary.
- 2) **The parents and students must agree to the policies of the school as set down in the Parent-Student Handbook. The parents' payment of the registration fee and/or attendance of the child at Abiding Savior denotes acceptance of these policies.**
- 3) When entering regular Kindergarten a child shall be five years of age on or before September 1 of the current school year. When entering Transitional Kindergarten a child shall be five years of age on or before December 1 of the current school year.
- 4) When entering Grade 1 a child shall be six years of age on or before September 1 of the current school year or have successfully completed a year of Kindergarten.
- 5) A K-8 placement screening will be administered to all new students to provide helpful information for their teachers.

Members of Abiding Savior Lutheran Church and students already enrolled in the school will have first opportunity to re-enroll for the next school year. New applicants will be processed after the designated priority enrollment date.

Abiding Savior Lutheran School was established to provide a Christian education for the children of Abiding Savior Lutheran Church and to serve as an evangelistic outreach. Therefore the order of acceptance of new applications is as follows:

- 1) Children of Abiding Savior Lutheran Church members and staff.
- 2) Children who have siblings currently enrolled.
- 3) Children of parents who are members of other Lutheran congregations.



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- 4) Children of parents who have no religious affiliation.
- 5) Children of parents who are members of other Christian churches.

Date of application for enrollment is not a direct determiner of admission providing it is within the enrollment period. Registration fees must be paid to be considered enrolled.

After classes are filled to capacity, waiting lists will be developed. Waiting lists are not carried over from one school year to the next. Priorities on waiting lists also follow the order of acceptance listed above.

ADMISSION PROCEDURES

Transitional Kindergarten:

Based upon need and feasibility, some years a Transitional Kindergarten may be offered. Children enrolled in this class generally have fall birthdays and are not quite developmentally ready for a full kindergarten curriculum but desire a more advanced program than regular preschool. Children must be 5 by December 1st. Eligibility for entrance is determined by the principal based upon input from parents, early childhood teachers, and the results of appropriate assessments when necessary. Children who have attended the transitional kindergarten should expect to attend the regular kindergarten the following year.

All of the Kindergarten Admission Procedures (except #1) below apply to Transitional Kindergarten applicants.

Kindergarten:

- 1) The child shall be five years of age on or before September 1 of the current school year.
- 2) An Application for Enrollment form must be completed and signed by the parent or guardian. Applicable registration fees must be included as a deposit unless admittance is denied by Abiding Savior Lutheran School.
- 3) An interview will be conducted with the principal, parents, and child.
- 4) A placement screening will be scheduled for children not currently attending Abiding Savior Lutheran Preschool or other students as needed.
- 5) Upon acceptance of the child for enrollment:
 - a) The parents must show the school a valid birth certificate to verify birth date.
 - b) The parents must present proof of state required inoculations.
 - c) The child must receive a physical examination, and have all required state tests and immunizations before entering Kindergarten. Information about state aid for these physicals for lower income families will be provided with the form.

Grades One through Eight:

- 1) A child entering first grade must be six on or before September 1 of the current school year.
- 2) An Application for Enrollment form must be completed and signed by the parent or guardian. Applicable registration fees must be included as a deposit unless admittance is denied by Abiding Savior Lutheran School.
- 3) Copies of recent achievement test results and report cards must be presented.
- 4) An interview will be conducted with the principal, parents, and child.
- 5) A placement screening will be scheduled for new students.



- 6) Immunization requirements of the State of California must be met.
- 7) **All previous accounts must be current.**

INTERNATIONAL STUDENTS

Abiding Savior is eligible to enroll international students with the proper Student Visas in place. A packet with specific requirements and forms are available with the Admissions Director. International students are required to take an English proficiency test upon enrollment and will be enrolled in an ELL class unless adequate proficiency is demonstrated.

Refund Policy - If a student withdraws prior to the beginning of the school term, all fees will be refunded, except for the Registration Fee or the International Processing Fee. If the student withdraws or is terminated during the first trimester, a prorated tuition amount equal to one trimester of tuition will be refunded. Following the end of the first trimester, no tuition will be refunded.

We welcome International Students to our campus as an opportunity to mutually learn about our cultures and to witness our Christian faith. It is our intent to limit the enrollment of International students in any one class to facilitate integration with English-speaking students and to enable the teacher to adequately meet the needs of all students in the class.

International Students must enroll for at least one year. We do not accept students visiting for only a short time, such as during the Korean January/February winter break, unless they are part of a recognized organization (Cardinal U.S.A.), which organizes and supervises a specific program. Inclusion of these short-term students is dependent upon available space.

CLASS PLACEMENT

If there are two classes for a particular grade, a child will be placed as determined by the principal and teachers who know the child well and have the total picture in mind. If there is pertinent information the school may not be aware of and should be known in order to make this decision, please notify the principal. The final decision will be made by the school, and the families will be notified as to who the child's teacher will be.

PROBATIONARY PERIOD

All new students will be under a 30 day probationary period, to ensure proper placement. Parents will be responsible to cover all fees incurred during this period.

PUBLIC RELATIONS MEDIA

Enrollment in Abiding Savior implies consent for students to be included in various forms of print and electronic media (i.e. website, brochures, photography, DVDs, video, social media) for the purpose of documenting or publicizing school and church programs and activities. If a parent does not want a child included he/she must complete the appropriate section of the Gradelink EnrollMe Application.



ASSESSMENT AND ACADEMIC RECOGNITION

GRADING SYSTEM

The Transitional Kindergarten and Kindergarten grading system assesses the level of development and progress of a student based on California State Standards.

The following grading system is used in grades 1-2:

E = Excellent Progress
S = Satisfactory Progress
N = Needs Improvement

The following grading system is used in grades 3 – 8:

A+ = 97-100%	C = 73-76%
A = 93-96%	C- = 70-72%
A- = 90-92%	D+ = 67-69%
B+ = 87-89%	D = 63 –66%
B = 83-86%	D- = 60-62%
B- = 80-82%	F = Below 60%
C+ = 77-79%	I = Incomplete

PROMOTION, RETENTION AND GRADUATION

Students advance to the next grade level (normally at the end of the school year) after satisfactorily completing the approved course of study. Pupils who do not demonstrate competence in their grade level or who would benefit from another year of development before proceeding may be retained. The principal shall make the determination of grade placement after consultation with the teacher and parents.

Abiding Savior Lutheran School officially graduates 8th grade students who have successfully completed the approved course of study and fulfilled financial obligations.

ACADEMIC RECOGNITION

Students in grades 5 - 8 earning a 3.8 - 4.0 grade point average, with no C's, D's, or F's are recognized every trimester by being listed on the **Principal's List**. Students who earn a 3.6 - 3.79 grade point average, with no C's, D's, or F's, receive the **Honor Roll Award**. Students who earn a 3.4 – 3.59 grade point average with no F's, receive an **Academic Merit Award**. All subjects are included in this average, with a weighted value given to academic and non-academic disciplines. Students exhibiting academic leadership are also expected to model Christian principles in their behavior and attitude.

OTHER AWARDS

Students are given recognition for faithful worship attendance (attendance at EITHER church or Sunday school every Sunday). Awards are also given for school attendance that reflects no absences or tardies.



Additional academic, athletic, and motivational awards may be instituted as appropriate each year.

STANDARDIZED TESTING

Students in grades 3 - 8 will be administered the NWEA Map standardized achievement testing three times a year to determine their progress, as well as scholastic strengths or areas of growth. The results will be reported to parents and used for goal setting. Some accommodations may be made for students with documented learning disabilities or lack of proficiency in the English language.



ATTENDANCE

ABSENCES FROM SCHOOL

School attendance is compulsory, as specified in the California State Education Code. Simply completing assignments is only a small part of the teaching/learning process. Students who are absent miss out on the important instruction that takes place daily in the classroom.

Therefore, students who are absent (excused or unexcused) for more than twelve days in one trimester or 36 days total during the entire school year, must meet with the principal before being allowed to continue into the next trimester or be promoted to the next grade. This rate of absenteeism constitutes missing 20% of instructional time, which is excessive and prevents the student from receiving the full educational benefits of enrollment at Abiding Savior.

For the reasons mentioned above, please do not schedule family vacations during days or weeks school is in session. Please refer to the long term absence policy below. Failure to notify the school two weeks in advance of a planned long-term absence may result in not having assignments ready to take along and/or not receiving credit for work missed during the absence.

When a child is absent from school, parents should notify the school office by 8:30 a.m. If the school has not heard from the parent by 9:00 a.m., and we do not know the reason for your child's absence, we will call the parent to verify the absence. We want to be sure that we have safely accounted for each child.

If you are calling the school office before 8:00 a.m. or after 4:00 p.m. please call (949) 830-1460, extension 3106 or 3108, and leave a voice mail message for the school office. You may also use the ASLS mobile App absentee form.

Please remember that if your child has been out sick, before returning to school (s)he must:

- Be fever-free for 24 hours.
- Not have vomited in 24 hours.
- Have taken prescribed antibiotics for at least 24 hours.

Students who return to school too soon put themselves and others at risk. Please help us ALL stay healthy.

Illness, disabling injury, funeral of family members, and medical appointments, are reasons for excused absences. Other absences are considered unexcused, unless specifically excused by the principal. Absences for vacations or long weekends are STRONGLY discouraged and are considered unexcused unless approved by the principal.

Schoolwork missed due to unexcused absences may receive a failing grade. Abiding Savior Lutheran School does have resources available for remote instructions when a child needs to be absent for an extended period based on a medical reason specified by the CDC or physician.

The school may require a doctor's note for readmission in the event of excessive absences (a week) due to illness.



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Unless specific arrangements have been made with the principal, for a student to participate in the school-sponsored activity, the student must be in attendance at school the day of the activity. If the event is on a weekend, the student must have been in attendance at school the previous Friday.

“MAKE-UP” WORK

The student must complete all schoolwork missed due to an absence. A student will have one day per excused day of absence to make up the work, unless other arrangements have been made. Teachers will send assignments to the school office at the end of the school day. Please pick up work between 3:15 and 4:00 p.m. Parents can also check the Gradelink for homework details.

LONG TERM ABSENCES

Long-term absences during the school year are strongly discouraged. The instruction that takes place in class cannot be replaced by simply completing the assignments given. Children being absent for long periods also present problems for the classroom teacher. Work must be graded separately; tests must be made up; extra instructional time is required. The problems compound when several children are absent long-term but not on the exact same days and over the course of weeks and months. While vacationing during the school year may be convenient for you, please be aware that it causes significant problems for children and teachers.

If you choose to remove your child from class for more than two days, a long term absence request form must be turned in two weeks in advance of your trip. Except in the case of family emergency, illness, funerals or other unpredictable events (vacations are not unpredictable events), the absence must be considered unexcused, which means credit is not given for work missed during the absence and teachers should not be expected to prepare assignments prior to the planned absence. The student may still be required to complete the assignments in order to understand future lessons. If your child's teacher chooses to allow the child to be given credit for work completed, assignments must be turned in within a week of the child's return. Any extra after school tutoring required by the teacher to make up for missed classroom instructional time will be billed at \$25 per hour.

ABSENCES DURING THE SCHOOL DAY

At no time during the daily session are students allowed to leave the school grounds, even during recess or lunch, except by previous arrangement, and in the accompaniment of parents or a designated adult. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present himself/herself to the school office (**NOT** the classroom) before the child is released. The child is then signed out and released.

Students may not leave the school grounds during extended care hours if they intend to return for a school sponsored activity or to wait for transportation home except in the company of the parent or guardian.

If someone other than the parent or guardian is picking up the child, he/she must be on the designated permission form or a signed note from the parent or guardian must be presented and be prepared to show identification before the child will be released. The school assumes no liability



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in cases where students leave the premises in violation of the above policy.

DISMISSAL FOR MEDICAL AND DENTAL APPOINTMENTS

If a student is to have a scheduled appointment, parents are asked to notify the classroom teacher in writing at least one day in advance of the appointment. This is considered an excused absence when official verification is received back from the doctor or dentist. Frequent absences of this type can be detrimental to the student's class work and should be kept to a minimum.

TARDINESS

Students in grades TK-8 are to be in their classrooms by 8:15 a.m. Students arriving late to school must receive a **tardy slip from the office before entering the classroom**. Tardiness interferes with the child's learning and disrupts the class. It should be avoided. Tardies are considered excused ONLY for doctor/dentist appointments (please avoid scheduling during school hours if possible), traffic jams, car trouble, or unexpected illness. Dawdling by a student or sibling, parental interruptions, needing to get a sibling to a different school on time, or "running late" are not excused. Students with excessive tardiness are subject to a parent-teacher-principal conference, potential detention or suspension, or other appropriate consequence.

FORGOTTEN ITEMS

To minimize classroom interruptions, any forgotten article (lunch, books, etc.) brought to school during school hours, must be brought to the school office. Students will be allowed to come to the office at a break to collect what was left for them. Messages for students are also to be left in the school office. School personnel are instructed not to put through calls to the classrooms during regular school hours.

HOURS OF OPERATION

Our campus is open Monday through Friday from 7:00 a.m. – 6:00 p.m.

School Hours

Grades 1 – 8	8:15 a.m. until 3:00 p.m.
Kindergarten - Half Day	8:15 a.m. until 12:15 noon
Kindergarten - Full Day	8:15 a.m. until 3:00 p.m.
Transitional Kindergarten	8:15 a.m. until 11:30 a.m.

Students should not arrive at school more than 15 minutes before their classes are scheduled to begin unless they are supervised by a parent, checked into the Extended School Care program or involved in a supervised school activity.

Students still on campus 15 minutes after school is dismissed or after a school-sponsored activity who are not in the company of their parents or involved in a supervised event, will be placed in the Extended School Care program for supervision and parents will be charged accordingly.



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SCHOOL OFFICE

The school office is open on all school days from 7:30 a.m. to 4:00 p.m. Summer and Holiday hours will be announced.

If you are calling before 8:00 a.m. or after 4:00 p.m. please call (949) 830-1460 and enter extension 3106 or 3108 to leave a voice mail message for the school office.



CURRICULUM AND INSTRUCTION

The curriculum of Abiding Savior Lutheran School is designed to give a well-rounded, quality Christian education to each child. Following is a brief summary of the major subject areas offered. A detailed description is available in the school office.

Transitional Kindergarten and Kindergarten offer a readiness program in the basic school subjects. A phonics-based language arts curriculum helps students begin the reading process. Since the early years are important in the formulating of mental attitudes and moral philosophies, Christian concepts of everyday living are stressed.

CHRISTIAN INSTRUCTION

All classes, in addition to their morning devotions, have instruction in the Christian faith from a Lutheran perspective. We seek to impart to each student the saving Good News of Jesus Christ. Experiences are then provided for the students to assist them in developing a life of Christian discipleship.

LANGUAGE ARTS

The Language Arts program is based on a thorough knowledge of the phonetic sounds that make up our speech patterns. Early development of vocabulary is stressed. Reading, spelling, grammar, composition, and handwriting are correlated throughout the program at the various levels.

MATHEMATICS

The child is taught the concepts, techniques and language of this field of knowledge. Traditional approaches to the teaching of math are learned and applied. There is an emphasis on problem solving as well as understanding basic facts and practicing basic computational skills. Instruction for higher level math is provided for students that qualify.

SOCIAL STUDIES

Geography, civics, current events, and historical facts and concepts, as well as the Christian interpretation of these concepts, are taught at the appropriate grade levels.

SCIENCE AND HEALTH

The concepts of earth, physical, and life sciences are taught from the Christian perspective and introduced at various grade levels.

FAMILY LIFE EDUCATION

Family life education is taught based on Christian values and scriptural directives. Parents will have opportunity to preview materials used for sex education instruction in grades 5-8.

PHYSICAL EDUCATION

Physical fitness, group and individual games are taught. Knowledge of rules and sportsmanship are also emphasized. The physical education program in grades 5-8, include each student dressing out each class day in specified P.E. clothing. Students are responsible for obtaining their gym clothes including athletic shoes, athletic socks, and Abiding Savior P.E. shirts and shorts. All clothes should



be clearly marked with the student's name. Each student will be assigned a lock and locker from the school for the year. Students should be ready and dressed out for P.E. by the second week of school. If a student is injured or ill, a note from home will excuse him/her from active participation for that day. A doctor's note is required for extensive inability to participate. A sports physical is required for upper grade students certifying that they are physically able to participate in physical education class, after-school sports and cheerleading.

ARTS

General music and basic art skills are integrated into the total curriculum and often supplement the congregation's worship life.

Technology

Students in Kindergarten through grade 8 learn basic computer, digital citizenship, coding, word processing and Internet skills. Grade K-5 have iPads available in the classroom for activities and projects. Students in Grades 6-8 use personal Google Chromebooks.

SPANISH

It is our desire to introduce students to the basics of the Spanish language through such means as video instruction and special language teachers. Formal instruction is offered 2 days a week in the upper grades. The goal is to prepare students to be successful in Spanish I in high school.

CHAPEL

In addition to regular worship opportunities in each student's classroom, we have weekly chapel services on Wednesday morning. Parents are invited to attend these services along with the students.

HOMEWORK

We at Abiding Savior value your time as a family and want to ensure that your child has quality family time and quality free time. We want to ensure that your family time isn't compromised. We want to ensure that there is time for your child to rest, play, and pursue personal interests. We believe that a well-balanced and well-rested student will perform better in school and in all aspects of life.

We, as teachers, are committed to make efficient use of the school day, focusing on those subjects which are most essential to the cognitive development of the child. We are committed to giving students careful supervision and adequate time to develop their academic skills. We are committed to presenting the material in a careful, systematic, hierarchical manner, which allows the child to grasp and retain the knowledge presented.

We ask that your child be committed to use their time wisely during school hours, making full use of the instruction and guidance of their teachers. We know that this will help your child develop into an intelligent, driven student who loves to learn.

The only daily, on-going responsibilities given outside of school hours are to read, study and complete unfinished assignments.



FIELD TRIPS

Each class takes field trips to various places of educational value and interest. While these trips are not required, they do enhance the school curriculum, and all children are encouraged to participate. Students not attending field trips are required to be at school and will be given appropriate assignments for the day. There will be a charge for some trips. Parents are notified of the date and place of the trip and must provide a signed permission slip for their child to participate. Seat belts and car seats must be used as required by law.

Transportation on these trips is usually by bus or automobile. Parents who drive will be asked for proof of a current California driver's license, current car registration, and current legal minimum automobile liability insurance. They must be at least 21 years of age.

Extended field trips of up to five days are a regular part of the upper grade school curriculum, and all eligible students are strongly encouraged to attend.

- 4th graders attend a study of California geography and history
- 5th graders participate in Revolutionary War reenactment at Riley's Farm
- 6th graders attend outdoor Science Camp
- 7th graders study at oceanography camp
- 8th graders visit the Washington D.C. area

The costs for these trips are the responsibility of the parents. Special fundraising activities are designed to help families finance these trips.

STUDENT SUCCESS CENTER

Abiding Savior's Student Success Center in partnership with Lutheran School Education Ministries (LSEM) services students with diverse learning needs. LSEM Christ-Centered resources supports children who have a variety of learning challenges. Our vision as a ministry is to reach and serve families through Christ-centered partnerships to support children with learning needs in their academic and spiritual development.

Our Student Success Center offers comfort, security, and specialized instruction to students with learning needs. Student services in a resource room range from consultation to supportive re-teaching of subjects taught in a general education classroom to direct instruction in core subject areas.

LSEM resource room services may include, but are not limited to:

- Classroom observations
- Coordinated teaching with general education colleges
- Academic evaluations
- Establishment of educational plans
- Direct instruction in curricular areas
- Progress monitoring of students' academic development
- Assistance with curricular accommodations and/or modifications
- Coordination of services with public school districts
- Supportive training for teaching staff and parents



Abiding Savior recognizes that in today's diverse world, many students have unique learning needs. The Student Success Center is conducted as follows:

- The teacher(s) and the parent(s) fill out the necessary paperwork to refer the student to the SSC.
- A referral meeting will be held with the parents, teachers, and the special education teacher to determine placement.
- Special education teacher observes student.
- Student's needs are assessed.
- Following assessments, test results, and observations recommendations will be shared with the parent(s) and teacher(s).
- Depending upon needs, the student will be placed on an Individualized learning plan or 504 plan.
- Students- receive either individualized, small group instruction or 1:1 on a regular basis. Students receiving these services will be assessed a \$25.00 monthly fee. These services may include testing, consultation and support. This fee is not a daily fee.
- Modifications/Accommodations and academic support are provided to students who need support but are not serviced in the SSC.

ENRICHMENT CENTER

The Abiding Savior Enrichment Program is designed to provide meaningful experiences for our highly-able, creative, and talented students to meet their highest potential. The program is designed to challenge students through multi-dimensional S.T.E.A.M. experiences and activities, while giving them the opportunity to explore their interests and talents in a risk free environment. The activities are performed as individuals or in cooperative learning teams, with an emphasis on improving critical thinking, communication, collaboration and creativity.

DRESS CODE

The students of Abiding Savior give witness of their Christian faith and training in matters of dress and conduct. In order to assist students in making appropriate decisions, a SchoolWear policy has been established. We believe attire should:

- reflect a God-pleasing Christian lifestyle.
- be safe.
- be modest.
- be conducive (not distracting) to learning.
- be simple.
- be affordable.
- be easily enforceable.
- allow for individual differences.
- promote a sense of belonging.

Please remember the front line of enforcement of this policy is the parents. Parents who make sure their children's dress conforms to this policy save teachers and administrators time, which they can use in the education process.

The school has the authority to interpret, enforce, and/or adjust the SchoolWear regulations as needed throughout the school year. The principal will exercise final judgment in the application of



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these guidelines. It is our desire that parents will work with the school in helping children and will set good examples in their dress and behavior.

For the purposes of school dress code, athletics, uniform policy, school sponsored events, assemblies, bathroom usage and supervision, etc. Abiding Savior Lutheran School, a ministry of Abiding Savior Lutheran Church, exclusively defines biological males (xy chromosomes) as boys and biological females (xx chromosomes) as girls, and will refer to such with pronouns congruent with said identification. When “boy(s)” or “girl(s)” is used in any form of ASLC and/or Abiding Savior Lutheran Church communications, it represents the definition above and only that definition.

If a student does not follow the SchoolWear code, parents will be called to bring appropriate clothing to school. Repeated or willful violations will result in disciplinary action. Clothing is out of code if a teacher or the principal judges it to be out of code.

Abiding Savior School/Wear is:

Girl's Uniform

- Shorts, pants, capris, skirts, skorts, and jumpers must be in uniform style. No skinny pants, short shorts/skirts or other variations. They should be made of twill. No knits, leggings, denim, spandex or other materials. They must be in SchoolWear colors of khaki, navy or black. Shorts must be Bermuda length and not baggy. Cargo style shorts and pants are permitted if the pockets lie flat and do not bulge.
- Leggings, shorts, or tights worn under uniform should be black, white, dark green, navy, or tan.
- Abiding Savior logo collared shirts and T-shirts; a variety of color and style options are offered.
- Collared Abiding Savior green shirts, green or navy polo dress or white collared Abiding Savior blouse with plaid skirt or jumper must be worn on chapel days. We want to show respect for God and His house by dressing up a bit on these days.

Boy's Uniform

- Shorts and pants must be in uniform style. No skinny pants or short shorts. They should be made of twill. No knits, leggings, denim, spandex or other materials. They must be in SchoolWear colors of khaki, navy or black. Shorts must be Bermuda length and not baggy. Cargo style shorts and pants are permitted if the pockets lie flat and do not bulge.
- Abiding Savior logo collared shirts and T-shirts; a variety of color and style options are offered.
- Collared Abiding Savior green shirts must be worn on chapel days. We want to show respect for God and His house by dressing up a bit on these days.

Girls and Boys

- Only Abiding Savior sweatshirts and jackets may be worn on campus (except on free dress days).
- Students must wear a green Abiding Savior collared shirt, green sweatshirt, or Abiding Savior jacket on field trips so they can be readily identified in a group.



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- Field Day shirts, musical shirts, summer camp shirts and special “spirit wear” shirts may only be worn on Fridays. This means regular SchoolWear shirts (with or without collars) with the school logo must be worn on Mondays, Tuesday, and Thursdays.

In addition, the following rules and interpretations should be observed:

- No skin or underwear visible at the waist
- No skin showing at waist, and no cleavage
- All clothing must be in code - even if worn under outer layers.
- No sweatshirt-style jackets other than those with Abiding Savior logo.
- Hoods must be worn down except for outside on cold days.
- No pullover sweaters.
- Pants, capris, and shorts must not be too tight and fit at the waist and crotch (with belt if necessary).
- Only athletic shoes or sports shoes may be worn – no sandals, flip flops, or boots.
- No sweat suits (workout outfits) or sweat pants.
- No tank tops or spaghetti straps.
- No short shorts, skirts or skorts. The bottom of the garment should come to the bottom of fingers when arms are straight at side.
- No shorts/pants with writing across the back.
- No designs involving the occult, skulls, or other inappropriate themes may be worn on backpacks, shoes, or any other item. Camouflage pattern is permissible.
- Socks must be worn and visible.
- No writing in pencil or ink on clothing or skin.
- No tattoos or piercings (other than pierced ears for girls).
- No hats or caps worn indoors
- No earrings for boys.
- Girls may wear no more than two small earrings in each ear. No dangling earrings are allowed.
- No chains, metal studs, etc.
- No gang-related apparel or jewelry.
- No extreme hair styles or color. Hair may not cover the eyes, may not be an unnatural color, and may not distract from teaching and learning.
- Make-up may not be worn, except natural lip gloss and mascara in Junior High.

The first Friday of every month is Free Dress Day (unless otherwise announced). On these days, clothing must fit appropriately and conform to the guidelines stated above. Nothing may be worn that does not reflect Christian values.

All other Fridays are denim days, in which students may wear jeans (not too tight or too short), but must wear regular SchoolWear tops with the exception of the guidelines stated above. Jeans are to be blue, black, or khaki.

SchoolWear is available to order online, through OC Stitch, www.OCStitch.com. SchoolWear will be available to try on and purchase on campus as communicated in the Bull Horn or schoolwide



emails. Pants, shorts, capris, skirts, skorts and jumpers may also be purchased at Old Navy, JC Penney, Sears or Target (generally in their “uniform” section) as long as they are comparable.

ELECTRONIC DEVICES

Students are not to bring electronic devices to school (i.e. iPod, Nintendo DS, iWatch, Smart Watches etc.) for their personal use. Abiding Savior Lutheran School strongly discourages the use of cell phones by all students. Parents must sign the release form provided on Gradelink in order for the student to bring a cell phone to school. If a student brings a cell phone to school, it will be locked away during the school day.

All cell phones must be turned off and given to the teacher at the beginning of the school day. The phones will be kept in a secure place and returned to the student at the end of the school day, when they may be used appropriately between 3:00 and 3:15 pm. iPads/Chromebooks/Smart Watches are not to be used as a cell phone or texting device during the school day. It is recommended that these devices not be paired with a cell phone. If a student stays for Extended Care, the device must be kept in his/her cubbie or backpack and not used without permission from a member of the Extended Care staff.

Any cell phone or electronic device that is used in violation of the rules will be kept by the teacher or principal until a parent picks it up. Repeated disregard for cell phone/electronic device rules will result in the student not being allowed to bring the phone/electronic device to campus at all. If a student brings a phone/electronic device after being told not to, the phone/electronic device may be kept by the principal until the end of the school year.

We strongly discourage the bringing of cell phones/Smart Watches to school. They are unnecessary (emergency calls can be made from the school office) and often prove to be a nuisance. **They are brought at the student’s own risk.** Abiding Savior assumes no responsibility for any electronic devices brought to school which are lost or stolen. Please be sure that all electronic devices have some form of identification so it can be returned if found on campus.

EXTENDED SCHOOL-AGE CARE (ESC)

Extended School-Age Care is provided from 7:00 – 8:00 a.m. and 11:30 a.m. – 3:00 p.m. (TK Plus only) and 3:00 – 6:00 p.m., Monday through Friday on the days when school is in session, including half days and early dismissal days. ESC is also provided for some school holidays for an additional fee. Extended care is not available for half-day Kindergarten students between 12:15 p.m. and 3:00 p.m.

TK Plus is only offered to students in Junior Kindergarten. TK Plus is from 11:30 a.m. – 3:00 p.m. Extended care is offered to Full Day Kindergarten students starting at 3:00 p.m.

The registration fee for Extended School-Age Care is a commitment from parents that their child(ren) will be using extended care for the coming year. Staff is hired on the basis of the number of registrations received.



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The registration money, monthly fees, occasional use fees, and half and full day fees are used to pay for the supplies and staffing necessary to run a quality Extended School-Age Care program.

Bus fees and trip fees are funded from the half and full day fees collected for those special days.

Monthly fees for students using extended care all year are based on the total number of school days Extended Care is offered. This total is divided into 10 equal monthly installments for your convenience to avoid variant monthly fees. Vacation days and holidays are not included in your total fees.

For the safety of your child, any student who is not registered in the ESC program, and is on the school grounds before 8:00 a.m. or after 3:15 p.m. unaccompanied by the parent or guardian, and not involved in a school sponsored activity, will be signed into Extended School-Age Care at the hourly rate. Each student must be signed out at the ESC room when picked up.

Students on sports teams **must** be signed into ESC by the driver or coach upon returning to campus or at the completion of the game or practice if their ride is not present. It is very important for your child's safety that we know where he or she is at all times.

A late fee of \$10 for every five minutes will be charged for all students after 6:00 p.m. or any half-day Kindergarten student not picked-up after 12:15 p.m. You will be given a copy of the late policy when you register for the ESC program.

HEALTH, SAFETY AND EMERGENCY PROCEDURES

FIRST AID

Our school office is equipped with first aid supplies for emergencies. If a child is sick or injured the school will take whatever steps necessary to obtain emergency medical care if warranted. The steps may include, but are not limited to:

- Attempt to contact a parent or guardian.
- Attempt to contact the child's physician.
- Attempt to contact a parent through any of the persons listed on the emergency information form.
- If we are unable to contact a child's parent, physician, or any person listed on the form, **or** if we feel the sickness or injury is serious, we may call paramedics. Any expenses incurred under this procedure will be the responsibility of the child's family.

The school administrative assistants are not registered nurses, but will do their best to deal with general minor injuries and illnesses. They, along with the rest of our staff, are trained in first aid and CPR on a regular basis. Injuries and illnesses brought into the school office are logged on a health form. In the event of a medical emergency, the school office will call 911 first, then the child's parents.



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Below are guidelines followed in the school office pertaining to injuries and illnesses:

- In the event of any injuries to the child's head, the school office will call the parents so that the student can be watched at home. In the event of a severe head injury or possible concussion we will ask the parent to pick up the child and seek medical help. An injury report will be prepared and sent home.
- In the event of any potential dislocated or broken bones (non-emergency), the school office will ask the parent to pick up the child and seek medical help. An injury report will be prepared and sent home.
- If there are occasional headaches or minor injuries that require pain relief, the school office will call the parents to receive permission to give Advil or Tylenol.
- If a child needs pain relief medication on a regular basis (i.e. braces, migraines) the school office will require a medication release form filled out and medication brought into the office for dispensing. If the medication is a prescription, the physician's office must fill out the back of the medication release form.
- The school office will not pull out baby teeth. But, if a tooth does come out during school hours, the student will be treated if there is any bleeding and will be given a special treasure box to keep the tooth in for safe keeping.
- Universal precautions will be observed for all first aid treatment.

In the event of any other health issues, such as; lice, pink eye, strep throat, etc. we will follow California Department of Public Health Guidelines.

ILLNESS DURING SCHOOL

We are not equipped to accommodate sick children for any length of time. Therefore, if a child is too sick to return to class, the parent, or representative of the family, (as denoted on the Application and Permission Form) will be called to take the child home.

MEDICATION

No student is to carry any medication (prescription or non-prescription) on them while on campus. All medications need to be turned into the school office for dispensing. This policy includes cough drops and antacids. Inhalers may be kept in the child's backpack in their cubby if necessary for immediate use in a life-threatening situation. Please fill out a special permission form in the school office if you require this exception.

The purpose of allowing medication to be given to pupils by authorized school personnel is to help provide for their general welfare by following instructions of their physician. Administration of medication during school hours by school personnel will be permitted only when a Medication Form has been completed. These forms are on Gradelink, and are available in the school office. **No over-the-counter or prescription medication will be dispensed without a signed Medication Form.** In addition, a **doctor's signature** is also required on the form for prescription medication. **All medication, including over-the-counter medicines and cough drops, must be sent to school in the original container.** Prescription containers must include the student's name, prescription number, doctor's name, medication identification, dosage, and dosage frequency.



COMMUNICABLE DISEASES

The Health Department requires that instances of communicable diseases be reported to the school immediately. Parents of a class will be notified in writing when a child in that class contracts a particular communicable disease. Before a child may return to school following a communicable disease, a medical release form may be required from your physician. Abiding Savior Lutheran School follows the guidance and mandates provided to us by the Orange County Health Agency in regard to communicable diseases.

The following are considered communicable diseases: Chicken pox, German measles, Red measles, Mumps, Streptococcal Infection (strep throat, Scarlet fever), COVID-19 and Whooping Cough.

Lice Infestations must be reported to the school immediately. A proper hair treatment must be followed before returning to school. A child who has had lice must be free of viable lice and nits and must be cleared by the school office.

IMMUNIZATIONS AND PHYSICALS

Under a new law known as SB 277, beginning January 1, 2016 all students attending either private or public schools must be vaccinated. The school must be provided updated immunization records for each child before they are allowed to be in attendance. Under this new law exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines that are currently required for entry into child care or school in California. Personal beliefs exemptions on file for a child already attending child care or school will remain valid until the child reaches the next immunization checkpoint at kindergarten (including transitional kindergarten) or 7th grade. However, according the health and safety code a student may be exempted if a licensed physician authorizes the exemption for medical reasons. A letter written and signed by the physician must be on file in the school office.

Children entering first grade are required by law to have a complete health examination within 18 months of entering the first grade as described by the Children's Health and Disability Prevention Program. Forms for this examination are on Gradelink and available in the school office. (It is Abiding Savior's policy to require this form when entering Kindergarten as long as the examination is within 18 months of entering first grade).

Upper grade students need yearly physical examinations to participate in P.E., after- school sports or cheerleading.

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with California law, the school staff is **obligated** under penalty of fine and incarceration to report the **reasonable suspicion** of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school **will not** contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law is to mandate a report of **reasonable suspicion** of abuse. School staff will make such reports in the best interests of the affected child, and do not, once reasonable suspicion is



established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

POLICY REGARDING AIDS AND HIV

The practice of Abiding Savior Lutheran School complies with the requirements of the OSHA Standard on Blood-borne Pathogens 29 CFR 1910.1030. Universal precautions are observed when administering first aid and whenever there is a likelihood of contact with potentially infectious material.

We do not discriminate against students with AIDS/HIV, in accordance with case law which holds that students cannot be excluded from school or involuntarily be given a special placement solely on the basis of either having AIDS or being HIV infected. The student's physician may determine that school attendance is not appropriate due to patient's physical status or vulnerability to other infections.

Neither parents nor physicians are required by current law to inform school authorities of a student's AIDS/HIV infection or results of tests for HIV antibodies. Ideally, the parent will voluntarily inform school personnel of a student's AIDS/HIV infection so joint decisions can be made in the best interests of the student, children, teachers, and staff. However, any disclosure by the student or parent must be kept confidential unless the parent gives express written permission for disclosure. (Health and Safety Code, Chapters 1.11 and 1.12, Sections 199.21, 199.30, 199.31, and 199.37).

PEANUT ALLERGY POLICY

Abiding Savior TK-8th Grade is not a peanut free campus. We have the following procedures in place to accommodate any nut allergies.

Ingested – reaction due to eating peanuts or peanut products

- Students with allergies need to wash hands before and after eating.
- Wash all surfaces before and after contact with food.
- Students bring in separate treats for parties.
- Store (allergic) students' food(s) in separate bin.
- Encourage students to bring in peanut-free treats for parties.

Airborne – reaction due to inhaling or touching peanuts or peanut products

- Encourage students in that class/grade to refrain from bringing peanut products to school.
- Create a sealed area in the classroom for storage of such products if they are brought to school.
- Store allergic students' food in separate container(s).
- Prohibit the eating of peanut products indoors.
- Prohibit food containing peanuts or peanut products at parties or as treats.
- Require that "peanut-free" zones be thoroughly cleaned prior to each use.
- Institute protocol for storage and use of Epi-Pens (students carry on person or kept in office).
- Parents of students required to provide list of other possible allergens.
- Require that medication be taken on field trips.



In both cases:

- Inform students and parents of students in class/grade.
- Prohibit the sharing of food.
- Create a “peanut-free” zone for snack and lunch.
- Parents provide antidotal medication to be kept at school.
- Notify teaching staff, day school administrative assistants, extended care director and staff, and playground aides of those students with such allergies.
- Post individual children’s names and photos (with parent’s permission) in a designated area in the classroom, staff lounge, and/or wherever food is served.
- Train all staff members in the proper use of Epi-Pens.
- Notify the parents of any incident involving a peanut product reaction.
- Notify the parents of any suspected food allergy, even if a serious reaction does not occur.



SAFETY

Parking Lot Safety and Procedures

Drop off and pick up of students in our parking lot requires vigilant safety practices. Please observe the following guidelines as you drop off or pick up students:

- ◆ **Speed in the parking lot should not exceed five miles per hour.**
- ◆ Enter the driveway on Frontage Road (by the church office) and follow the cones to the drop-off area. Drive as far forward as possible before dropping students off. It is best if students exit the car from the left back seat door. They should be ready to hop out as soon as the car stops (shoes and socks on, backpack in hand). (See map at the back of this handbook).
- ◆ If you wish to park, stay to the right of the cones and pull into a marked parking space in the playground area or proceed to the parking area behind the gym. Walk with your child to the classrooms, being watchful of traffic.
- ◆ The parking lot opens for regular school drop off at 8:00 a.m. If you arrive earlier or are placing your child in Extended Care before school, park in a designated space and walk in.
- ◆ Do not drop your child off before you reach the designated drop-off area, where helpers are ready to assist you. Pull as far forward as possible before stopping.
- ◆ Leave the parking lot through the driveway onto Orange Ave. Be watchful of cross traffic. It is safest to turn right to Muirlands.
- ◆ When picking children up after school, you may park in designated parking spaces until your child comes to the car or while you go to the classroom to greet your child. At 3:15pm the central playground parking area is used for Extended Care. If you need to remain at school after 3:15pm, please park outside that area.
- ◆ **The parking lot on the corner of Frontage Road and Whisler is to be used for only for Kindergarten and Preschool pick-up. Kindergarteners are to use this lot at 3:00 for full day Kindergarten pick-up.**
- ◆ All children must be dropped off and picked up in a parking area. **DO NOT DROP OFF OR PICK UP YOUR CHILD ALONG THE CURB ON FRONTAGE ROAD, WHISLER, OR ORANGE.** These areas are not supervised and are not safe.
- ◆ If you are working or visiting school during regular hours, please do not leave your car parked in the playground area.
- ◆ Please do not park in handicapped spaces without proper authorization.
- ◆ **Parking in the Arbor Christian Fellowship (the church next door) church/school parking lot is not permitted. This includes dropping off or picking up students.**
- ◆ You may be ticketed if you park on the streets around the school (Frontage Road, Orange Avenue, or Whisler) on Wednesdays between 7:00 am and 5:00 pm, when the streets are posted for cleaning.

Remember to drive safely (5mph or less) and be watchful for students at all times when you are driving in the parking lot area.



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SECURITY GATES AND CAMERAS

Our campus is a closed campus during school hours. The gates will be closed after drop-off times and open for pick-up. We have one point of entry during school hours. Please enter through the church office or the South gate during school hours. Parents will be given the code for the South gate only. This code is for parent use only.

Cameras are located throughout our school campus, with visual monitors in the offices. All entrance points and offices are all under visual surveillance.

VISITORS ON CAMPUS

All non-students and adults must report immediately to the school or church office when they come onto the campus and sign in. Visitors must wear the identification tag given them at all times while on campus.

PICK-UP PROCEDURES

If someone other than a child's parent, legal guardian, or regular designated transportation provider is to pick the child up from school, please notify the school office in writing. The person should come to the school office and be prepared to show picture identification. The child should come to the school office to be released by school personnel. If the person is listed on the application and permission form on file, a phone call will suffice, but the person must be prepared to show identification.

Uber, Lyft or other transportation services are not to be used to pick-up students from school, school events or extended care.

If you want your child to be permitted to leave campus unaccompanied by an adult and return home after school on his/her own, please sign the release form provided in the registration packet or available in the school office. Also, remember that once your child has left campus (s)he can no longer return to extended care that day.

BICYCLES, SCOOTERS, ROLLER BLADES, AND SKATEBOARDS

Although bicycles, scooters, skateboards, and roller blades may serve as transportation to school, they are **not** to be ridden anyplace on the school or church campus. They must be dismounted and walked or carried to the designated storage area.

FEDERAL ASBESTOS MANAGEMENT COMPLIANCE

Asbestos regulations for school found in the Asbestos Hazard Emergency Response Act and as promulgated by the Environmental Protection Agency are followed by Abiding Savior Lutheran School. Following an initial inspection, non-friable asbestos is assumed to be present in certain portions of the school. An in-place management program has been followed since our first inspection. The management program will control fiber releases to ensure that the day-to-day management of the buildings is carried out in such a fashion as to prevent injury to students, staff, and others. Parents may view the management plan by contacting the principal.



EMERGENCY PROCEDURES

Abiding Savior has a thorough emergency plan which is reviewed annually and as needed by teachers and administrators. The plan deals with many different possible safety issues that could possibly arise.

In case of emergency, such as sudden illness or serious injury, every attempt will be made to immediately notify parents. It is understood that enrollment into Abiding Savior Lutheran School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision in the event parents cannot be reached.

NATURAL DISASTERS

In any kind of natural disaster (earthquake, flooding, fire, etc.), as long as our facilities are safely usable, all children will remain on the campus until picked up by parents or authorized persons. No child will be allowed to walk, ride a bike, or take public transportation home.

Abiding Savior is prepared for such disasters. We have food, water, and provisions for three days. We have space blankets for each student, and adequate first aid supplies, sanitation materials, and equipment for search and rescue. Our staff is trained in CPR and first aid, and every staff member has an assigned job in the event of a disaster.

After 72 hours or sooner if our facilities are damaged or unusable, the children and staff will be evacuated to the nearest Red Cross shelter. Students will be kept under the supervision of the Abiding Savior staff as long as necessary.

WHEN PICKING UP YOUR CHILD AFTER A DISASTER OR CRISIS INCIDENT, YOU MUST REPORT TO THE DESIGNATED CENTRAL CENTER(SOUTH GATE) SO YOUR CHILD'S WHEREABOUTS CAN BE DOCUMENTED. DO NOT TAKE YOUR CHILD WITHOUT NOTIFYING AND SIGNING YOUR CHILD OUT FROM THE CONTROL CENTER.

EARTHQUAKE, FIRE, AND SHELTER IN PLACE DRILLS

Earthquake drills will be held every trimester and Fire drills will be held monthly. Shelter in Place drills will also be conducted periodically. Specific guidelines for these drills are clearly explained to all students.



PARENT-SCHOOL PARTNERSHIP

SCHOOL - HOME COMMUNICATION

We consider ourselves partners with you in ministering to your child(ren). Therefore, we feel a need to stay in close communication with you about your child(ren) and about the happenings in school in general. We will be using the following regular vehicles to communicate with you. In addition, we will also attempt to maintain communication on an informal basis.

- ◆ **Open House**

In the summer teachers will invite each student and the parents, to an “open house” at the school.

- ◆ **Bull Horn**

This newsletter will be available electronically the last day of each week of school. It will highlight the week’s activities and serve to communicate necessary school information. Occasionally there will also be articles on parenting and other useful topics. This is our primary communication with parents, and should be read each week. This newsletter is posted on Gradelink and ASLS mobile app each week.

- ◆ **Email**

Schoolwide emails will be sent containing pertinent information and notification of upcoming events.

- **ASLS Mobile App**

The school provides an app that can be downloaded onto your smart phones. Push notifications will be sent to you through this app.

- ◆ **Back to School Night and Open House**

Back to school night and an open house are held each year. These evenings give parents and students an opportunity to visit the classrooms and meet the teachers.

- ◆ **Parent - Teacher Conferences**

Conferences scheduled for October are required for all students. Conferences scheduled for January are optional, unless requested by a parent or teacher. Parents or teachers may request additional conferences throughout the year as needed.

- ◆ **Midterm Progress Reports**

Midterm progress reports are available for students through Gradelink in Grades 3-8.

- ◆ **Report Cards**

Report Cards are issued three times a year, at the conclusion of each trimester. Grades can be checked via Gradelink at any time during the school year.

- ◆ **Other Teacher Communication**

The teachers will report to you in a variety of ways in addition to the scheduled conferences.



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Access to information and student academic progress is available on an on-going basis via Gradelink. Each teacher will provide details regarding access. It is the parents' responsibility to check progress regularly.

We earnestly desire to maintain good communication with you. We want you to feel free to share any concerns or questions regarding your child.

CLASSROOM VISITATION

Parents are welcome to visit classrooms. However, we ask that you make arrangements with the teacher before a visit and register with the school office when the visit is made.

COMMUNICATION AND FUNDRAISING POLICIES

All notes of communication to be distributed in the school and all fund-raising projects must be approved by the principal in accordance with Abiding Savior policy.

PARENT TEACHER LEAGUE (PTL)

This organization of parents and teachers supports the school in its programs of student and family Christian education. All parents and teachers are considered members of the league. Activities include fellowship events, service projects, and fundraisers. Parents are encouraged to be involved in the programs and activities of this worthwhile organization.

All parents are invited to participate in planning meetings.

NEW PARENT ORIENTATION

An orientation for parents that are new to the school will be scheduled at the beginning of each school year. This orientation allows parents to hear more about our school program and to hear about the Christian instruction their children will be receiving in the classrooms.

WORSHIP AND SUNDAY SCHOOL

We encourage students and their families to worship regularly and be involved in Sunday school programs. To encourage such involvement our teachers will keep worship and Sunday school attendance records.

GRIEVANCE PROCEDURE

In the event a parent has a question or concern about his/her child, **it is the parent's responsibility to raise this concern with the child's teacher.** If the matter is not settled satisfactorily, then the principal will become involved. If the matter is still not resolved, it may be taken to the Minister of Parish Education. This process is an application of Jesus' guidelines for resolving issues as found in Matthew Chapter 18.

It is imperative that parents, teachers, and staff work together in mutual support and respect. **Physical or verbal harassment, threats, or abuse of any student, teacher, or staff member by a parent or guardian is cause for that parent's child to be withdrawn from enrollment.**



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Any tuition paid in advance will be refunded effective the school day following the date of withdrawal. Registration fees are non-refundable.

RECORDS AND CUMULATIVE FILES

A cumulative file for each student is kept in the school office. The school maintains the integrity and privacy of these records. This record is passed on from school to school as the student progresses through the grades.

Parents of students legally have a right to see, add to, and control access to student records. Items in student files include:

- health history.
- copies of report cards.
- achievement and ability test results.
- information from doctors, psychologists, and tutors that the parents have copies of and/or give permission to be included in the file.
- a record of serious disciplinary actions.

Copying of the information in the cumulative file will be done upon the request of parents. Records will be forwarded directly to your child's next school when they have been officially requested and when **all financial obligations to Abiding Savior have been fulfilled**. We cannot allow parents to "carry" the records to new schools. If additional record requests are made after the records have been sent to your child's next school, a \$20.00 fee will be charged for each additional request.

Parents may view their child's records by making an appointment with the principal. Parents may challenge the content of the record as they pertain to correction of data, not with substantive decisions on academic grades. Challenges should be made in writing to the principal.

Please make an appointment with your child's teacher to discuss issues. Do not attempt to involve the teacher right before school when his/her attention must be focused on preparing the children for the day. Also we ask that you respect our staff's worship time by not confronting them at church. Please conduct school business on school days.



STUDENT ACTIVITIES AND SERVICES

ANNUAL EVENTS

Abiding Savior has a variety of annual events in which students may participate. You will receive information about each of these events as they approach on the school calendar. Please refer to the School Activities Calendar for dates of many of these events. This calendar is published at the beginning of the school year.

BAND

Band instruction may be offered to students in grades 4-8 for an additional fee, depending on the number of students who are interested.

CHOIR

The Cherub Choir consists of students who are in grades 1 and 2. They meet during the school day. The Kids of the Kingdom Choir is open to students in grades 2 through 6. This is a volunteer choir that meets after school in combination with other children from Abiding Savior Lutheran Church. Bells for Jesus, our children's hand bell choir, is offered for grades 4-8 and meets after school.

All groups are expected to perform at Abiding Savior Lutheran Church during the school year. Kids of the Kingdom has a \$15.00 choir fee.

SPORTS

The athletic programs at Abiding Savior Lutheran School provide opportunities for physical development, as well as spiritual, mental and social growth. Our boys and girls learn Christian sportsmanship in competitive participation, and become thankful to God for the physical abilities they have been given.

Our school belongs to the Lutheran Orange County Athletic League (LOCAL), and participates in flag football, basketball, volleyball, track, and cheerleading. A physician's Certificate of Health is required for participation in athletics. This form is in the Registration materials. A fee will be charged for each season. The fee covers referees for the games.

Any student who is absent from school will not be allowed to participate in any sports activities on that day, or on a weekend day if absent on Friday, unless special permission is given by the principal.

STUDENT COUNCIL

Student council provides an opportunity for students to gain experience in leadership and student government. Students in grades 5-8 are eligible to run for office. Potential officers must display responsibility and the proper attitude in all areas of school life. Academic eligibility also applies to members of Student Council.

ELIGIBILITY

In order for a student to remain eligible for after-school sports, cheerleading, Student Council, or other designated activities he/she must maintain at least a "C" (2.0) grade point average with no



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“F’s”. This average will be figured on a bi-weekly basis or at the discretion of the coach or homeroom teacher.

OTHER OPPORTUNITIES

Additional after school programs may include such activities as dance class, Amazing Athletes (TK and Kindergarten), Creative Kids Playhouse, Boy Scouts and Girl Scouts.

LIBRARY

TK students may check out one book for a one week period. Kindergarten students may check out one book for a two week period. First through eighth grade students may check out 2 books for a two week period, at which time they may renew it once for a two week period. Late fines begin accruing after a one week grace period at a rate of .05¢ per day. Students may not check out books when they have overdue books and/or outstanding late fines.

LUNCH

Students generally bring their lunches to school. Hot lunches may be provided on a fee basis. Milk may be purchased through the lunch program provider on a daily basis. A supervised period is set aside for lunch. Lunches brought from home should be ready to eat; students do not have access to a refrigerator, stove, or microwave. **No glass containers are allowed.** Please do not send high caffeine beverages to school with your children. Soft drinks are discouraged.

HOT LUNCHES

Hot lunches are provided through the lunch program provider, Monday through Thursday on a month-to-month basis. On Fridays, hot lunches are prepared and served by parents raising funds for field trips or the 8th grade banquet. Friday lunches are ordered separately each week.

SCHOOL YEARBOOK

A school yearbook is published annually. The cost of the yearbook is included in the registration fee. Additional yearbooks may be purchased at an additional cost.

SCHOOL PICTURES

School pictures will be taken in the fall. You will receive information about purchasing pictures, but are under no obligation to do so.

CAR POOLS

Abiding Savior does not provide any bus service to and from school. However, we encourage parents to form car pools whenever possible. The school office has a sign-up sheet for those families interested.

INSURANCE

All students are covered by a limited accident insurance policy. This plan is secondary to any plan you may have on your child. Information regarding payment for any accident is available through the church office.



ATHLETIC, PARENT AND FAN GUIDELINES

Each student is responsible for purchasing gym clothes for class including athletic shoes, white athletic socks, and Abiding Savior P.E. shirts and shorts. Shorts and shirts purchased in the past from Abiding Savior Lutheran School are acceptable for P.E. If a larger size is needed or you are new to Abiding Savior, shirts and shorts can be purchased in the school office.

Locks and lockers will be assigned to all PE students for the year. A charge will be required for anyone changing locks anytime during the year. The locker is to be used to store P.E. clothes during the class period and school clothes in during P.E. class. Purchase of P.E. clothes should be taken care of the first week of school. All students in the upper grades should be prepared to dress for P.E. and have an assigned locker and lock by the end of the first week of school.

Students in 4th-8th Grade will need to dress for P.E. If a student is injured or ill, a note from home will excuse him/her from active participation for that day. Failure to dress out in appropriate P.E. clothes will result in a reduction of a student's grade. **Shorts and shirts must be permanently and clearly marked with the student's first and last name.**

Abiding Savior Lutheran School offers after-school sports for boys and girls in grades 5 through 8. The sports include flag football, basketball, volleyball, track and field and may include cheerleading.

Students must maintain a "C" (2.0% grade point average) with no "F" in any subjects to remain eligible for after school sports.

Direct any questions or concerns to the Athletic Director.

PARENT GUIDELINES

- Be supportive of the coach(es) through prayer.
- Pick up child(ren) at designated times after practices and games.
- If your child(ren) are not picked up by the designed time, the coach will sign your child(ren) into Extended Care. You will be billed for this time according to Extended Care fees. There is NO grace period.
- If your child(ren) are not picked up by 6:00 p.m., the fee is \$10.00 for every five (5) minutes you are late.
- If you are driving for a game, and you have a child(ren) in Extended Care, arrangements will need to be made to have them picked up by 6:00 p.m.
- Parents will be expected to drive, provide an after game drink and/or be a team parent.
- All students need to have a Sports/Cheerleading Permission Form and a P.E. After- School Sports Medical Examination form on file in the school office.
- All drivers need to complete a Volunteer Drivers Form. The school office must also have on file a copy of the Vehicle Insurance Coverage Card, current car registration and driver's license.



FAN GUIDELINES

It is the duty of all concerned with elementary athletics...

- To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To respect the integrity and judgment of sport officials.
- To achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility, encourage leadership, use of initiative, and good judgment by the players on the team.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
- To remember that an athletic contest is only a game...not a matter of life and death for players, coaches, schools, officials, fans or communities.

Message for all Parents: All children involved in after-school sports must have all forms authorizing permission completed in order to participate. The proof of insurance form, car registration and driver's license are needed in order to drive to games or any school function.



STUDENT BEHAVIOR

DISCIPLINE AND GUIDELINES

Children are a gift from God; therefore, it is a privilege and responsibility as parents and teachers to train them in the ways of their heavenly Father. Meeting this responsibility requires an adequate and consistent measure of Christian love and discipline.

Discipline recognizes that students need a consistent plan to assist them in developing and practicing positive behavior. The ultimate goal is that each student develops self-discipline and responsibility guided by the Holy Spirit and God's Word.

Christian discipline, as practiced at Abiding Savior, recognizes that:

- 1) Students function best when they are positively motivated and when their positive behavior is reinforced.
- 2) Students need to clearly know the guidelines and rules.
- 3) Students need to know the consequences of breaking guidelines and rules.
- 4) Each classroom will use a discipline plan that includes:
 - a) Clear identification of the class and school guidelines and rules.
 - b) Clear identification of positive and negative consequences will be used in conjunction with these rules.
- 5) Discipline addresses the behavior and choices students make in accordance with developmentally appropriate expectations.
- 6) In the midst of inappropriate behavior or choices, the student is still loved, but the act has consequences. Students live under God's love and forgiveness, but must also accept the consequences of their behavior.
- 7) The discipline plan is another way the school is in partnership with parents for the benefit of the student. We encourage parents to set a good example, and to talk about discipline issues with their child.

DISCIPLINARY SYSTEM

When dealing with students who disrupt the classroom or campus, or consistently break rules despite the application of appropriate classroom behavioral modification techniques, the following steps will be followed:

- 1) The teacher will conduct a conference with the child.
- 2) The teacher refers the student to the principal for a private conference.
- 3) The teacher meets with the parents to discuss the situation.
- 4) The principal conducts a conference with the parents and teacher.

DETENTION

Students who habitually do not turn in homework assignments or who do not follow disciplinary guidelines may be assigned to serve a detention. Detentions are typically served the day after the infraction occurs. A note is sent home informing parents of the detention, when it is to be served, how long it is to be served, and in which room it is to be served. For a Homework Detention,



students are allowed to work on assignments with the help of the teacher supervising the detention. For a Disciplinary Detention, students may not work on any assignments. They must sit quietly for the entire length of the detention. They may be assigned an essay to reflect on their behavior.

SUSPENSION

The principal will suspend any student when, in his/her opinion, the best interests of the school and/or student would be served by such action. Suspension will be used when other corrective measures have failed, or a serious offense is committed. A suspension may be on-campus or off-campus, and may be from one to five days. In all cases, the parents or guardian will be notified as to the conditions of the suspension. A conference between student, parents, teacher, and principal will be held before the student is allowed to return to class. The following actions may result in suspension and/or expulsion. These actions are unacceptable on-campus or at any off-campus event. The student has the right to make up all work missed from a suspension.

Students may be suspended for the following reasons:

- a) Continued willful disobedience of school/church authorities.
- b) Open and persistent defiance, either in language or action, of school/church authorities.
- c) The use of profanity or vulgarities.
- d) Smoking or having tobacco on school premises or at school sponsored events.
- e) Willfully defacing in any way property, real or personal, belonging to the school/church or anyone else.
- f) Carrying or using on the school premises or at school sponsored events weapons, bullet casings, or instruments designed to cause bodily harm.
- g) Possession, use, or being under the influence of narcotics or alcoholic beverages on the school grounds or at school sponsored events.
- h) Stealing.
- i) Gambling.
- j) Forging or using forged notes.
- k) Truancy.
- l) Fighting.
- m) Harassment.
- n) Immorality.
- o) Leaving campus without proper permission.

EXPULSION

Expulsion is used as a last resort when other discipline measures have failed or the seriousness of the offense is such that it is called for.

All guidelines used in the suspension procedures will be used also in expulsions.

The final decision to expel a student rests with the principal with the knowledge and consent of the Minister of Parish Education. Full credit shall be given for all work accomplished by the student prior to the time of expulsion.



OFF-CAMPUS CONDUCT

Disciplinary action (including suspension and expulsion) normally connected to the violation of school rules on campus may also apply to conduct taking place off-campus involving Abiding Savior students. This policy is not limited to school sponsored or school related events.

SCHOOL RULES

In addition to the following general school rules, and those set down in the Suspension section above, more specific rules for the classroom, playground, lunch area, gym, and during fire drills will be distributed and explained to each child in the school at the beginning of the school year.

- 1) Students may not leave the school grounds at any time during school day without permission and clearance from the office.
- 2) Students are to be in their assigned eating and play areas during recess and lunch period.
- 3) Students are not allowed to be in the classroom at any time unless the teacher or aide is present.
- 4) Laser pointers and electronic devices for personal use are not permitted. See page 18 regarding use of cell phones.
- 5) Students are not to bring toys to school unless approved by the teacher.
- 6) Students are not to run, play, or make noise in any outside areas except designated play areas.
- 7) Gum chewing is forbidden at any time while on campus or at a school event.
- 8) No student shall be in possession of drugs, tobacco, alcohol, weapons, or other controlled substances. Any substances that can be perceived as harmful such as white-out or other inhalants are prohibited.

HARASSMENT POLICY

Abiding Savior Lutheran School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student or staff is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. It includes, but is not limited to, any of the following: verbal harassment, physical harassment, visual harassment and sexual harassment.

Abiding Savior Lutheran Church and School has policies and guidelines for administering this Harassment Policy. Each child in the school will be clearly instructed on the policy and how the guidelines affect him/her. Parents will receive a sheet summarizing the instruction their child has received in this area. A copy of the complete policy and guidelines is available in the school office.

DAMAGE RESPONSIBILITY

Parents are required to reimburse the school for careless or willful loss or damage to schoolbooks by their child. Parents will also be held responsible for school property, equipment, furniture, and the property of other students which is carelessly or deliberately damaged, defaced, or marred by their child.



TUITION AND FEES

REGISTRATION FEE

The registration fee is a per child per year fee and is payable at time of enrollment. This fee covers registration costs, student accident insurance premium, field day, Art Masters, and the school yearbook. A student is not considered fully enrolled, and a space cannot be held until this fee is paid.

TUITION

Tuition is set yearly and announced prior to re-enrollment. Tuition is offered through several payment plan options through FACTS Tuition Management Service for the convenience of our parents. The various payment options are outlined on the Tuition and Fees section on the Gradelink Enroll Me process. Tuition covers the cost of most operating expenses, technology, lab fees, locker fees, and Spanish instruction for designated grades.

Tuition is an annual charge and is broken into payments for the convenience of our parents. The number of days each month, or the presence of a lengthy vacation during any one month does not alter the tuition payment for that month.

Active members of Abiding Savior Lutheran Church are eligible to receive an active member grant. The definition of an “active member” is a communicant member who attends church at least 40% of the time. We are able to offer this grant because active members contribute regularly to the church through their time, tithes and offerings and the congregation provides financial support to the school.

TUITION PAYMENT POLICY

Please refer to the billing department for information regarding late payment fees, returned check, rejected credit card or automatic withdrawal charges fees.

Accounts delinquent 45 days, with no prior financial arrangements for payment, may result in suspension of the child(ren) from classes or extracurricular activities.

Re-enrollment may be delayed or denied for the next school year until all delinquent tuition and other fees are paid. This means priority consideration as a continuing student may be forfeited.

Report cards may be held for any delinquent fees, such as tuition, registration, technology, library fines, or damage assessments.

WITHDRAWAL POLICY

To terminate enrollment, parents must notify the school office in writing. In the event of student withdrawal after registration, all accounts must be paid up to and including the month in which the student is withdrawn. There are no refunds on the previously paid tuition installments; this includes payments made in June and August. If the full year was paid in advance, only the equivalent remaining installments are refundable; and if the withdrawal is made prior to the first day of school, June and August payments are non-refundable. There are not refunds of any kind after March 1st of the current school year.



CHURCH AND SCHOOL VOLUNTEER WORK APPLICATION

We would love to have all our parents volunteer at least 10 hours for the school during the school year. It is a known fact that when parents volunteer in their child's school it only makes the school better. We also know that one of the things our parents value about Abiding Savior is its commitment to safety. Part of that commitment is to ensure that all adults that come into contact with your children have some level of background check done depending on the type of contact they may have with your children. To ensure that this happens with our volunteers we have adopted this application to be filled out by all volunteers that help in the school.

We are asking that the parents fill out the application and then as you volunteer in the school we will do a quick background check. We especially need to do these checks for our coaches, library workers, parents who may drive on field trips or chaperone, or help in the classroom or school at any time during the year. If you have any concerns with this process please speak to the Principal privately. All information will be kept in confidence.

Name: _____

Home Phone: _____ Cell Phone: _____

Address: _____
(City) (State) (Zip)

Circle Your Age Range: 18 or younger 19-25 26-older

In what area do you want to volunteer? _____

What skills do you bring to the program? _____

What other experience working with children and youth do you have? (Please list)

<u>Organization</u>	<u>Program</u>	<u>Dates</u>	<u>Contact Reference</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you at any time ever:

- | | |
|---|--------|
| 1. Been arrested for any reason? | Yes/No |
| 2. Been convicted of, pleaded guilty or no contest to, any crime? (other than a traffic violation)? | Yes/No |
| 3. Engaged in, or been accused of, any child molestation, exploitation, or abuse? | Yes/No |

Are you aware of:

- | | |
|--|--------|
| 1. Having any traits or tendencies that could pose any threat to children, youth, or others? | Yes/No |
|--|--------|



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2. Any reason why you should not work with children, youth, or others?

Yes/No

If the answer to any of these questions is "yes", please explain in detail:

Church Activity

What church or churches have you attended in the past 5 years?

Church Name

Pastor's Name

Year Attended

References (Other than relatives). Please provide at least two.

Name/Relationship

Address

Phone

Children's/Youth Work Verification and Release

I recognize that Abiding Savior Lutheran Church and School is relying on the accuracy of the information that I provide on this church and school volunteer form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I authorize the organization to contact any person or entity listed on this form, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release the organization and any such person or entity listed on this form from liability involving the communication of information relating to my background or qualifications.

I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary.

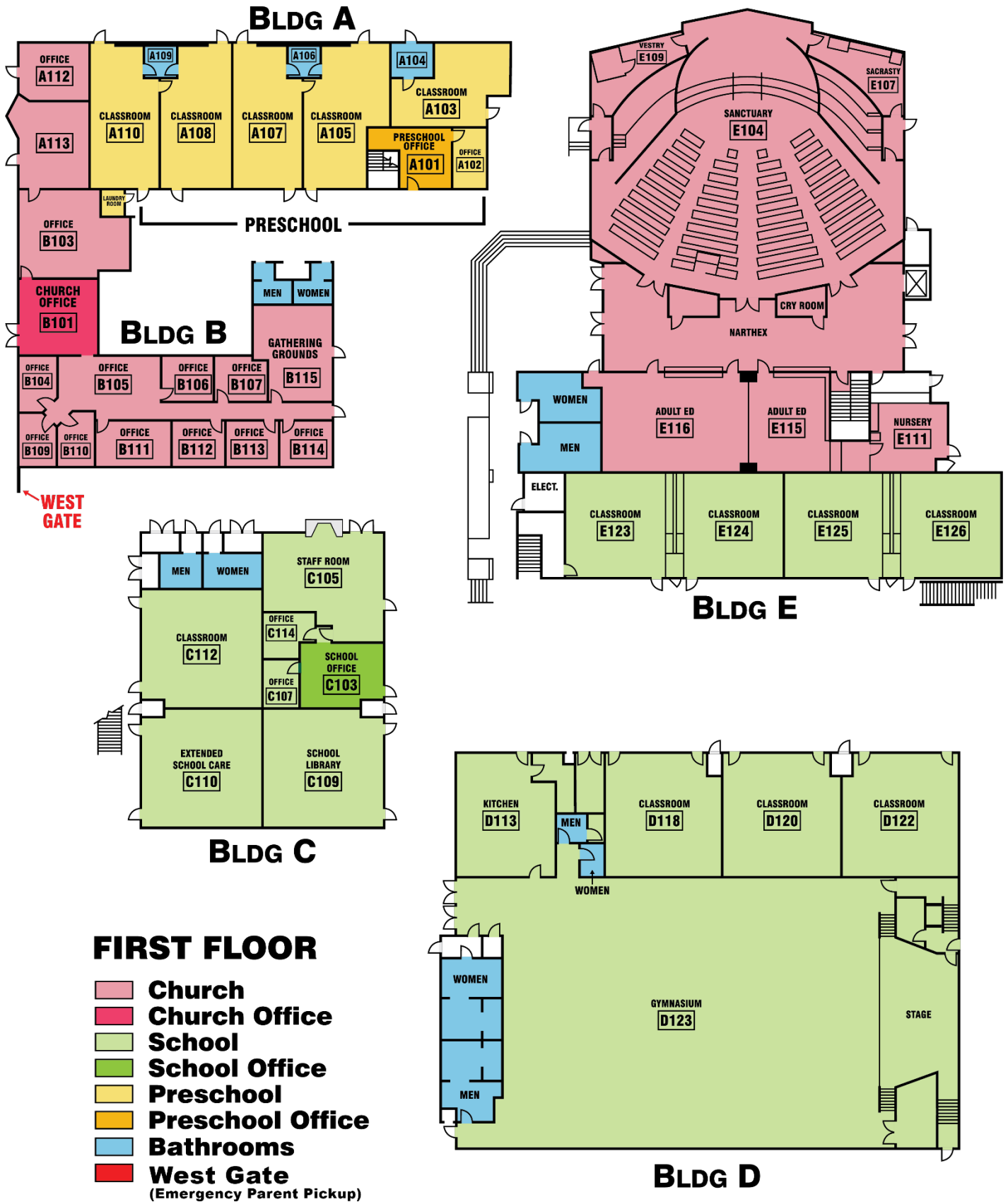
I agree to abide by all instructions given by the lead teacher; follow all guidelines established by Abiding Savior Lutheran Church and School; and to protect the health and safety of the children or youth assigned to my care or supervision at all times.

Printed Name: _____

Signature: _____

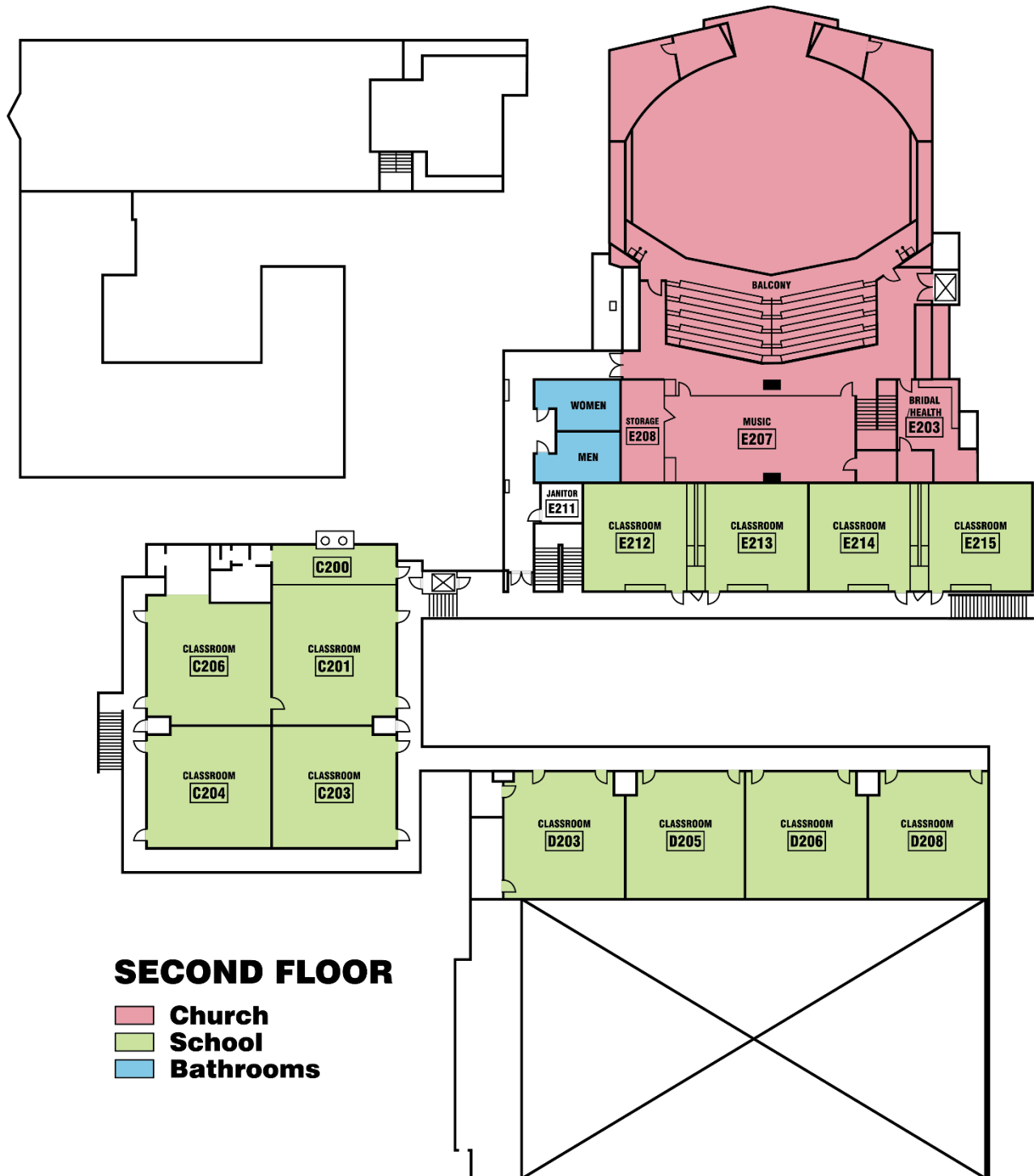


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Traffic Flow

