



# Parent and Student Handbook

## 2022-2023

Our Father's Ev. Lutheran School  
6023 S. 27th Street  
Greenfield, Wisconsin 53221

(414) 282-7500

[www.ofls.org](http://www.ofls.org)

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

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**Our Father's Lutheran is a member congregation of the Lutheran Church - Missouri Synod (LCMS). The beliefs and teachings of the church and school are in accordance with those of the LCMS ([www.lcms.org](http://www.lcms.org)). For further information, please contact the church office to speak with the pastor.**

**This Handbook does not contractually bind Our Father's Lutheran School and is subject to change without notice by decision of Our Father's governing body.**

**Our Father's Lutheran School is accredited by National Lutheran School Accreditation. Our Father's ChildCare holds a State of Wisconsin Child Care License. They are quality rated through the Youngstar program. These certificates ensure your child will participate in a school that is not only safe but provides an environment that enhances development.**

**Our phone system is designed to serve the needs of our school families and our staff. One of our highest priorities is to maintain classroom environments that are free from unnecessary interruptions. For this reason, we do not allow telephone calls directly to the classrooms during the school day. Messages for students will be taken by our school support staff. To reach the school office, please call 414-282-7500. Office hours are 7:30 AM to 3:30 PM. After hours, our voice mail system will allow you to leave messages for teachers and staff.**

#### **EMERGENCY INFORMATION**

**For snow days, or any other community emergency, please tune in to local media outlets, including CBS-58, WTMJ-4, and WISN-12 for information about school closings.**

**We encourage parents to use their own discretion when deciding to send their children to school on days when the weather is hazardous.**

**If an emergency occurs during the school day, we will make every effort to contact you. This is a cooperative effort to communicate important information as quickly as possible.**

# **Our Father's Ev. Lutheran School**

## **Mission Statement**

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

## **Welcome**

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

## **Philosophy of Education**

A philosophy of education requires the awareness that the source of all truth is Divine revelation (Ps. 25:5) and that God has revealed Himself to us only through Word and Sacrament (Jn. 14:6, I Cor. 2:10). In that Word, God has entrusted parents with the responsibility to teach their children (Deut. 11:19, Ps. 78:5, Prov. 22:6). It is the function of a school to assist parents with this responsibility by providing an organized learning environment, centered on Christ, that nourishes the mind, body, and spirit of those children in our care. Our Father's Lutheran is a member congregation of the Lutheran Church - Missouri Synod (LCMS). The beliefs and teachings of the church and school are in accordance with those of the LCMS ([www.lcms.org](http://www.lcms.org)).

## **Solid Academic Training**

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

## **All children are part of the Church**

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

This program helps prepare all of the children for their adult involvement in God's Kingdom. In Lutheran schools the Christian dimension permeates all subjects and activities. Religion is not limited to one hour or one class. Teachers seek opportunities to witness in every class and relate God's Word to all aspects of life.

### **Church and Worship**

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

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

### **Church Attendance**

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

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

### **Baptism**

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

### **Adult Catechesis**

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

## **Weekly Chapel Services**

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

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

## **Devotions**

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

## **Parent Responsibilities**

### **The Basics:**

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

### **1. Spiritual**

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

### **2. Academic**

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

### **3. Social**

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

### **4. Physical**

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

### **Faculty and Staff list**

Rev. Dr. Karl Fabrizio, Pastor	Laura Koch, Pre-School/Resource
Robert Cahill, 7-8 Homeroom	Nancy Wang, School Secretary
Susan Burgess, 5-6 Homeroom	Hannah Wieting, Music
Melvin Beversdorf, 3-4 Homeroom	Ken Wiele, Band
Elizabeth Gottschalk, 1-2 Homeroom	Jerry Winkelman, Trustee
Cheryl Cahill, Kindergarten	

### **Governing Board**

Our Father’s Ev. Lutheran School’s governing board is entitled, “The Board for Christian Education” (BCE). The 2022-2023 BCE consists of the following members:

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

### **Abuse**

School Personnel must report suspected child abuse immediately to Child Protective Services as mandated by law.

### **Admission Policy**

Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children. Before applying for admission to our school, please read this Parent and Student Handbook. This Parent and Student Handbook will introduce you to many of the school’s policies, procedures, and expectations for both parents and students. This school unashamedly believes, teaches, and practices the lordship of Jesus Christ and acknowledges the authority of God’s Word, the Holy Scriptures, without reservation. Our staff is committed to teaching and answering questions from a biblical viewpoint consistent with the official teachings of the Lutheran Church - Missouri Synod. If your beliefs and lifestyle choices are not in agreement with our beliefs, our teachings may create conflict in your child’s heart and mind. Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God’s Word to every aspect of life. We look forward to partnering with you to educate your child in God’s truth.

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

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

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

- Families currently enrolled at Our Father's Ev. Lutheran School will be given the first priority to enroll for the next year if all fees have been paid and tuition is current.
  
- New families will be enrolled on the basis of the following priorities:
  1. Members of Our Father's Ev. Lutheran Church;
  2. Members of Mt. Zion Lutheran Church and circuit congregations;
  3. Our Father's Ev. Lutheran Child Care families;
  4. Non-members date of application.

**Additional Admissions Policies and Procedures can be found on the school website.**

### **Absence from/Tardy to School**

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

- **When a child is going to be absent, parents should complete and submit the Student Attendance Absence form on the school website.**
- **When a child must be absent due to illness, a call to the school office or submittal of the Student Attendance Absence form is REQUIRED to confirm the safety of our students, and this call should be made by 9:00 a.m.**
- A written excuse giving the specific reason for the absence is expected upon the child's return to classes. **Failure to report an absence with the appropriate notice will result in an unexcused absence. Please see the state statute below regarding unexcused absences.**
- Students will be marked tardy for arrival between 8:00-8:45 am.
- After the first 45 minutes of the school day absence will be marked as defined below.
  - 46-90 minutes: Quarter-day absent
  - 91-180 minutes: Half-day absent
  - 181-270 minutes: Three-quarter-day absent.
  - More than 270 minutes: Full-day absent
- For any arrival after 8:00 a.m., parents must sign students into the office.

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

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

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

The parents of students who are habitually tardy will be notified to discuss the reason for this behavior. Tardiness is very disruptive to the classroom teacher and to the integrity of teaching time for the class and tardy student. If a student is tardy for five mornings or more during a quarter it may result in a disciplinary measure in Sycamore.

### **Alternative Lifestyles**

The Lord teaches us in His Word that sexuality is a gift granted by God. Deviations from His perfect design, including homosexuality, gender dysphoria, etc., are contrary to God’s design. At Our Father’s Lutheran School, we hold to the Biblical teaching and acknowledge the sin of these behaviors, as well as all other sins. Students who struggle with the sin of homosexuality should feel safe and welcome at our school while simultaneously understanding that their lifestyle is contrary to our teachings and God's Word. The student is encouraged to seek guidance and counseling from our staff regarding these issues. Publicly demonstrating an alternative lifestyle is not allowed at Our Father’s Lutheran School.

### **Appeals Process**

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

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

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

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

119.23(3)(a) states that a school must, “Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason.” A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery. Under the School’s appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The evidence must include income and residency documentation from the original open enrollment period. The school president, Principal or executive director shall respond to the applicant’s appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

### **Background Checks**

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

### **Birthday Treats**

Due to a rising number and variety of food allergies in students, we ask that you speak with your child's teacher prior to bringing in a food treat. The classroom teachers know the allergies in their classroom and can address them with you. **Treats should not be sent for a classroom without the express consent of the teacher. Sugary beverages (juice, soda, etc.) are not to be brought into the classrooms.**

### **Computer Network and Chromebook Acceptable Use Policy**

Please refer to [www.ofls.org/school](http://www.ofls.org/school) to view the document. Agreement to this policy, which is completed during the enrollment process, is required in order to use the computer network or Chromebooks at Our Father’s.

### **Dealing with Problem Situations**

When two or more people are together for long periods of time, there are bound to be disagreements; this is human nature. When a parent feels uncomfortable with the classroom situation, the person to talk with is the classroom teacher. Please arrange a time outside of instruction time to meet and discuss concerns. **Parents are asked not to come in to meet with teachers to discuss a concern between 7:40 am-3:10 pm unless an appointment has been made.**

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

### **Discipline Policy**

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

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

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

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

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

### **Detentions:**

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

### **Suspensions outside of point accumulation:**

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

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

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

**Parent Behavior:** A student may be expelled from Our Father's Lutheran School if a parent or guardian consistently behaves in a manner that threatens the physical, mental, or emotional safety and security of the students and/or staff in the school. This policy includes behavior at extra-curricular activities and programs and on social media.

## **Dress Code**

The manner in which children dress should reflect Christian standards. Attire should not promote

anything contrary to our faith in either text or graphics. Clothing should not portray any products which are inappropriate or illegal for school age children and should not be sexually suggestive. Clothing should be clean, in good repair, and appropriate for weather conditions. Gross or repeated violations will result in a child being removed from the classroom until the violation is corrected. A detailed Dress Code is available on our website: [www.ofls.org](http://www.ofls.org).

### **Due Process**

When a concern is identified, please speak directly with the person involved - first by you and then, if necessary, with someone in authority, following due process. If there is still a need, meet with the Principal. Should that not resolve the concern, please meet with the Pastor and the Principal and finally request a meeting with the Chairman of the Board for Christian Education who will arrange a hearing for the grievance. Please remember that mutual agreement is desired but not always possible.

### **Early Dismissal**

**When a child needs to leave earlier than the normal dismissal time (3:10 p.m.), parents are asked to provide at least 24 hours notice so that the learning environment is disrupted as little as possible.** Parents are required to come into the school office, sign in, and wait in the office for the secretary to call for the child. No students will be sent out of the building to the parking lot. Early dismissal on a regular basis is not permitted. Please try to schedule recurring appointments at different times to avoid repeated absences in the same classes.

### **Emergency School Closings**

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

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

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

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

Since it is possible that weather and road conditions can change during the day, the cancelling of after school events, practices, and sports events will be determined on an individual basis with

the consultation of the Principal and those staff who have direct responsibility for the events.

### **Enrollment Limitations**

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

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

### **Examination of Student Records**

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

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

### **Extracurricular Activities**

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

### **Fire Drills**

The school is required by law to conduct fire drills. Students must be quiet and pay attention to the teachers in charge during the drills. Students are expected to know the exit routes for each of their classrooms. These routes are posted near each classroom door. The teachers each have an emergency packet, which they take with them when the class leaves the building.

### **Fighting**

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

## Fees

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

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

## Fees and Tuition

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

1. **Tuition Fees and Tuition**: Please visit the "Admissions" page on our school website, [www.ofls.org](http://www.ofls.org), for the most up-to-date costs. Information on payment plans as well as when enrollment fees are due can also be found there.
2. **Milk Fee**: Our Father's Ev. Lutheran School participates in the WDPI Milk program, which provides a partial reimbursement to the school for interested students to have milk each day. The remaining costs are covered by the Milk Fee, which is due before the first day of school.
3. **Band Fees**: Participation in the Lutheran High School Association Elementary Band Program will be FREE for all interested students in grades 5 through 8.

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

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

## Fees and Tuition for School Choice Students

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

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

## **Field Trips**

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

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

Children in the family of the chaperone will not be attending unless the children are in the classroom of the field trip.

## **Homework Expectations**

Daily work is an important part of a child's academic development. Homework helps each child internalize the material covered and develop initiative to complete assignments. This begins in the lower grades and continues through grade 8. We expect assignments to be completed consistently. If there is a concern regarding homework, a discussion should first take place with the classroom teacher. If further discussion is needed, the Principal will meet with the parents and teacher.

## **Homework from Student Absence**

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

1. Homework will be available for pick-up in the morning before the school day begins, or after school at 3:30 pm. Homework will not be available for pick-up during the school day.
2. Students will have the same number of days to complete missing work that they were absent if they were not provided the work ahead of their absence. Work that is given before a planned absence should be completed and turned in immediately upon return to the school.
3. Teachers will always work to ensure that what is best for the student is done. If a special accommodation needs to be made regarding missing work, please speak in person with your child's teacher.

## **IEP/ISP (Individual Service Plan) Team Evaluation**

An evaluation is available through the Greenfield School District to provide a professional evaluation from a team of specialists for suspected learning or behavioral difficulties for our students. Contact your student's teacher or the Principal for more information about this process. We may develop our own Student Growth Plan as we collaborate with parents how to best help each child maximize their growth.

## **Liability Disclosure**

Every activity sponsored by Our Father's Lutheran Church and/or the Our Father's Lutheran School (hereinafter "Church"), is carefully planned and adequately supervised by mature adults. However, even with the best planning and precaution, unforeseen events can occur. This disclosure is made to all participants, whether through his/her parent or guardian or as an adult on his/her own behalf, to inform them they assume all risk of damage, loss, or injury to the person or property for which the Church and its employees and volunteers are not negligent.

## **Lice Policy**

Our Father's Lutheran School follows the same practice as the Greenfield Schools District. When nits or live lice are found, the school contacts the parents that day and informs them of our findings. Parents may pick their student up from school to treat them, however if the parent is at work or unavailable to pick up their child, they do not need to pick them up early.

- Classroom checks and letters home regarding individual lice cases will be discontinued unless three or more students of the class are affected.

## **Limited Services**

We are limited in the services that we can provide. Our Father's Lutheran School reserves the right to withhold admission of a student should special needs exist that cannot be provided for within the school environment. The school will make reasonable accommodations that do not significantly impact the work of teachers or staff for students. **We do work closely together with the local public districts in this area as well as Lutheran Special School of Milwaukee in providing assistance and direction if there is a student need.**

## **Lunch Room**

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

## **Medication Policy and Procedure**

1. Notify the Principal/school secretary by filling out a "Parent/Guardian Medication Consent Form."
2. If the student is to take a prescription drug, it is required that, in addition to the parental consent required in point 1 above, written instructions from the physician or dentist who prescribes the drug must be provided.
3. All medications, except those needing refrigeration, asthma medicine, and EpiPens, will be stored in the school office. They must be in properly labeled bottles, which include the name

of the student, the name of the physician, the name of the medication, and the dosage to be given.

4. The school secretary or the Principal will normally administer medication.
5. No one is required to administer drugs.
6. State law states that persons authorized by the Principal to administer drugs are immune from civil liability for their acts or omissions unless there is a high degree of negligence.
7. The above procedures are annually reviewed by the Principal.

### **Milk**

Our Father's will accommodate milk substitutions for any student with a disability that restricts the child's diet and has a medical statement on file with the school. The medical statement can be found by clicking this link or visiting this page:

<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/medical-statement.pdf>

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. This institution is an equal opportunity provider.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
fax: (202) 690-7442; or  
email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

### **Newsletter**

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

## **Non-Discrimination Policy**

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

## **Non-Harassment Policy**

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

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

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

Bullying/harassment of any type must be reported immediately.

- **Teachers have legal reporting requirements and must abide by those.**
- Students must immediately report incidents to the staff member who is present or nearest to the scene. If the staff member is committing the harassment, the student must report to another staff member.
- A clear account of the incident will be recorded and given to the Principal.
- The Principal will interview all individuals concerned and record the incident.
- Parents/Guardians will be informed through a phone call or letter.
- Consequences will be used as appropriate and in consultation with teachers and parents/guardians but not limited to:
  - Official warning in writing
  - Detention out of classroom
  - Exclusion from certain activities, such as recess, a field trip, or the 8th grade class trip
  - Short term in-school suspension
  - Expulsion

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

## Nuisances

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

## Online Grades

For families of children in grades 1-8, grades are available online through Sycamore Education. Grades are updated weekly by Sunday evening. Please contact the teacher directly for specific questions and concerns.

## Open Board Meetings

The Board for Christian Education holds two open meetings a year notifying parents of the dates at least 30 days prior to the meetings.

## Opt Out of Religious Activities

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

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

## Parental Access to the Classroom

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

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

## **Parental Service**

We believe every school family should share in the effort to maintain a high-quality education program. Personal service helps keep the per-pupil cost down and children benefit from seeing their parents use their talents in service to the school.

The Parent Service Program encourages each family to give 20 hours (K-8) or 12 hours (4K) of service per year. Many parents already provide more hours of service than is encouraged. The Parent Service Program is intended to promote family participation in your child's Lutheran education. This enhances the quality of your child's education. Service to the church is also encouraged. Hours are not recorded, as participation in this program is not recorded. Instead, this program highlights the need for parental involvement in a successful educational community. Please see the Volunteer Handbook or contact the School Office to inquire about service opportunities.

## **Parental Support**

Our Father's thanks parents for their continual support and encouragement. In order for Our Father's to be successful in its educational process, support from the home must be present. If parental behavior shows a clear lack of support for the mission of the school, a meeting will take place with the Principal (and teachers if they are involved) in an attempt to rectify the situation. If the meeting does not alleviate the concerns, the Pastor will be asked to be present at another meeting. If a mutual agreement regarding appropriate support and behavior cannot be reached, withdrawal of the child(ren) will be requested (or expected if strong disapproval is still present).

## **Parties**

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

## **Promotion Standards**

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

## **Academic Standards**

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

## **Standardized Testing**

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

### **Attendance**

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

### **Developmental Readiness**

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

### **Policy For Student Records**

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

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

### **Room Parents**

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

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

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

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

## **School Times for Students**

The Junior Kindergarten (4K) meets from 8:00 a.m. until 12:00 p.m. on Monday through Friday. Kindergarten through Grade 8 children are in class from 8:00 a.m. until 3:10 p.m. each school day.

**Students should not arrive at school before 7:40 a.m.** Upon arrival, they may proceed to their classroom. Class begins at 8:00 a.m. and doors are closed. **Students arriving after 8:00 a.m. must sign in at the School Office.**

Students should be picked up after school promptly. After the closing announcements and prayers, students will be led to the parking lot. **Please do not park in the center area during pick up or pass other cars waiting to pick up children.** Parents should line their vehicles along the red line and wait for their child to enter the car. Please use extreme caution when driving through the parking lot.

Our Father's Ev. Lutheran Childcare Center is set up for before and after school care for families who must arrive before 7:40 a.m. and/or may not be able to pick up their child by 3:30 p.m. If a child is not picked up by 3:30 p.m., the child will be escorted to the Childcare Center to ensure continuous supervision. Please consult the Childcare Center for possible charges incurred.

## **Sexual Harassment**

All individuals and guests at Our Father's Lutheran School are to be treated with respect and dignity. Our schools must be an environment that is free from harassment and violence. It is a violation of our standards for students to harass a person through conduct or communication that is demeaning or physically harmful.

Harassment is considered to be words or actions directed toward an individual or group of individuals, which intimidates, degrades, or fails to respect another person's dignity. Harassment includes, but is not limited to references made to a person or group based upon a person's age, sex, race, religion, size, or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs, and spreading sexual rumors directed toward an individual or groups are also considered to be harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or digital conduct of a sexual nature. Harassment must be reported to the teacher and administration immediately and will not be tolerated.

## **Student Illness**

### **Communicable Diseases**

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

will be given at the time the disease is reported.

### **Infectious Diseases/Conditions**

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

- Vomiting in the previous 24 hours
- Fever in the previous 24 hours
- Diarrhea
- Rash accompanied by fever
- Pink eye (Conjunctivitis) until 24 hours after treatment has been initiated
- Rash on the face, usually around the nose or mouth; red sores may develop and form honey colored crusts (Impetigo) until 24 hours after the treatment has initiated.
- Chickenpox (Varicella) until the sixth day after onset of the rash or sooner if all lesions have dried and crusted (Re-entrance to school prior to the sixth day will be left up to the discretion of the administration).
- German measles (Rubella)
- Measles (Rubeola)
- Mumps until 9 days after onset of neck swelling (parotid gland swelling)
- Sore throat, scarlet fever, or strep throat (Streptococcal Pharyngitis) until 24 hours after treatment has been initiated and until the child has been without an elevated temperature for 24 hours
- Whooping cough (Pertussis) until 5 days of appropriate antibiotic therapy has been completed (total course of treatment is 14 days)

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

### **Student Search**

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

### **Transfer Policy**

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

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

Our Father’s will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Our Father’s academic

standards as adopted under 118.30(1g)(a)3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's Principal.

### **Visitors**

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

### **Volunteer Opportunities**

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

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

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



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

DETERMINATION LETTER  
MIL-10-64-135

IN REPLY REFER TO  
Form 2954  
As R:P:ELM

August 25, 1964

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

Gentlemen:

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

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

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

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

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

This is a determination letter.

Very truly yours,

*H. S. Stumpf*  
H. S. Stumpf  
District Director

**Acknowledgement of Guidelines**  
**2022-2023**

**Please read the following statements carefully and sign below to indicate your agreement.**

I hereby affirm that I have read this Parent and Student Handbook and discussed its policies with my student(s).

I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in this Parent and Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time.

I understand that this Handbook does not contractually bind Our Father's Lutheran School and is subject to change without notice by decision of Our Father's governing body.

Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

**For Office Use Only**

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

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