

Redeemer Lutheran School



2021-2022 Parent/Student Handbook

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TABLE OF CONTENTS

Mission Statement	1
About this Handbook	1
Statement of Belief	1
Objectives	2
Faculty/Support Staff	3
Admission Standards and Procedures	3
Admissions and Enrollment	3
Entrance Age	3
Re-enrollment	4
School Programs	4
Curriculum	4
Grading Scale	4
Promotion of Students	4
Conditional Promotion of Students	4
Grade Retention of Students	5
Homework	5
Make-up Work	5
Progress Reporting	5
Report Cards	5
Achievement Tests	5
Financial Procedures	6
Enrollment Fee	6
Tuition	6

Termination of Enrollment	6
Miscellaneous Fees	6
Late Fee	6
Dishonored Payments	7
Return Check Fee	7
Delinquent Accounts	7
Tuition Assistance Grant	8
Christian Love for Others	8
Stewardship of Property	9
Character Development	9
Personal Relationships	9
School-wide Consequences	10
Minor Infractions	10
Suspension of Students	10
Expulsion of Students	11
Miscellaneous	12
Attendance/Tardy	12
Chapel	12
Church Attendance	12
Telephone	12
Cold Weather Procedures	13
Crisis During the School Day	13
Donations	13
Dress Guidelines	13
Emergency Drills	14

Emergency School Closing/Inclement Weather	14
Field Trips	15
Fund Raising	15
Immunization Requirements	15
Illness	15
Prescription Medication	16
Accidents/Emergency	16
Insurance	16
Office Hours	16
Parent Involvement	16
Pet Policy	17
Safety and Learning	17
School Day	17
School Parent/Visitor/Volunteer Check-in and Check-out Procedures (Security)	18
School Visitation	18
Student Supplies	18
Traffic Patterns for Arrival and Departure of Students	18
Car Loading and Unloading	18
Walking or Bike Riding	18
Transcript Requests	19
Family Educational Rights and Privacy Act (FERPA)	19

Mission Statement

As a ministry of Redeemer Lutheran Church, our mission statement is as follows:

Redeemer Lutheran School will provide a Christ-centered environment of academic excellence that prepares students as faithful Christians to reach their God-given potential.

As a part of Church's mission, our goal is to provide quality Christian education for all ages. Redeemer Lutheran School is dedicated to this mission.

Jesus said, "Let the little children come to Me and do not hinder them, for to such belongs the kingdom of heaven." (Matthew 19:14). Redeemer Lutheran Church has established a Christian school to fulfill these words of our Lord and Savior Jesus Christ.

Our school does not exist to bear the full responsibility of Christian education. Parents rightfully perform this role. Redeemer Lutheran School exists to support and complete the parents' obligations to "train up a child in the way he should go..." (Proverbs 22:6).

The main objective of Redeemer Lutheran School is to train children in the faith and love of Jesus as Lord and Savior. A hand-in-hand relationship between teachers and parents best accomplishes this goal. Parents can be sure of staff reliance upon the inspired Word of God as the source "for teaching, for reproof, for correction, and for training in righteousness" (II Tim. 3:16). Further, Redeemer endeavors to enable students, in all stages of their life, to be the best possible stewards of the talents and skills that God has given them. Teachers and parents working together, combined with the power of God's Word and His Spirit, provide a mighty force for raising children to become mature Christians with character and purpose.

About this Handbook

This handbook is intended to be an aid to students and parents. We hope that you find this handbook helpful. During the course of the school year, we may make modifications to policies and rules. While we have tried to cover the most important areas of school life, this manual by definition is not all-inclusive.

Statement of Belief

The Bible tells us that God created us and all things. Although God's original plan was for all people to be His children and live with Him in eternal happiness, Adam and Eve chose instead to rebel against God, to determine their own ways, and solve their own problems. As a result, children today are born into a world of trouble, pain, and death. While all people bear the guilt of their fallen condition, God in His mercy provided a solution for us. That solution is found in the saving work of Jesus Christ who took the punishment of all people's sins upon Himself and died (the payment for sin is death). Then, He rose from His burial tomb, demonstrating victory over all sin and death. Today, He promises that same victory to all who put their trust in Him and His solution (the free gift of God is eternal life). God calls people into a trust or faith relationship with Him through His Holy Spirit. God's Spirit is responsible for keeping us in the faith as well as leading and enlightening us by means of His Holy Word.

Because of God's work in the world and in the lives of people, "We believe...."

- We believe that an educational program of solid academic excellence best challenges, trains, and prepares students to be life-long learners and responsible Christian citizens.
- We believe the Christian School best provides an educational atmosphere for teaching God's Word and nurturing faith in Christ.
- We believe that Christian education is effective in equipping young Christians to articulate their faith and live it by serving God in the church, community, and nation.
- We believe that Christian education develops Godly values and morals based on the Ten Commandments.
- We believe that Christian education, to be most effective, depends on the partnership of school and home working to educate children.
- We believe that each child is God's special and unique creation and is filled with great potential in the spiritual, emotional, intellectual, physical, and artistic realms.
- We believe we are created to honor God and serve others. Any sin-based behavior which causes another person to feel or believe that he/she is not valued as a precious child of God is unacceptable at Redeemer Lutheran School.
- We believe that just as God, through Jesus, restores our relationship with Him, so also through Jesus we can be restored to one another by acknowledging our sins and receiving forgiveness.

The objectives of Redeemer Lutheran School are:

- To provide the best academic training possible so that students are prepared for further education and life after leaving our school.
- To instill in each student a desire to learn and a desire for excellence.
- To assist each child in growing in his or her faith, trust, and love for Jesus as Savior and Lord in a Christ-centered learning environment.
- To assist the student in acquiring a sound knowledge of the Bible for use in developing a God-pleasing character, proclaiming the faith, and building up the body of Christ.
- To develop the student's knowledge, strength, and boldness to make choices and decisions that reflect Christian principles.
- To utilize professionally trained Christian teachers, who by their words and examples apply Holy Scripture to the total learning environment.

Faculty/Support Staff

The teachers at Redeemer Lutheran School hold Bachelor's degrees in education and, in most cases, are licensed by the State of Colorado. Some of our teachers have earned Master's degrees in education. We have a highly dedicated and loving teaching staff that cares for students as individuals and is equipped to meet their needs. Our staff provides a high-quality education in a Christian environment.

Admission Standards and Procedures

Admissions and Enrollment

Admission to Redeemer Lutheran School is a privilege. A student is accepted to our school, space permitting, according to normal application criteria. Redeemer Lutheran School reserves the right to refuse admission of an applicant or readmission of a student. We expect families to respect and support our mission and ministry, and we encourage them to participate in school activities.

Upon submission of a completed Application for Enrollment, the family will be notified of a child's acceptance or denial of admission. Upon acceptance, a non-refundable registration fee is required. All new families are also required to provide a birth certificate and immunization record for the child. For first through fifth grade students, we require further documentation of all previous academic records (i.e., report cards and standardized tests). An entry assessment test may be administered for grades Kindergarten through fifth grade.

After all requirements are met, the child's place in the appropriate grade level will be held. Students are accepted for enrollment at Redeemer for one school year.

Students may be admitted any time during the school year if space is available and all requirements as stated herein are met.

Redeemer Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. Redeemer Lutheran School does not discriminate on the basis of race, color, national origin and ethnic origin in administration of educational policies, admissions policies and other school-administered programs.

Redeemer Lutheran School has limited facility and personnel resources to serve children with special needs. Students with special needs that cannot be served through existing Redeemer programs may be denied enrollment, or enrollment may be discontinued in order to encourage them to enroll at a school that can provide an appropriate program.

Entrance Age

To enter Kindergarten, a child must be five years of age on or before August 1st and be shown to be developmentally ready. For 1st grade, a child must be six on or before August 1st.

Acceptance to Grades 1 through 5 is dependent upon successful completion of the prior grade level.

The Principal is responsible for the grade level assignment of each student within Redeemer Lutheran School for Kindergarten through fifth grade.

Re-enrollment

Re-enrollment procedures must be completed annually for placement to be continued for the following year. During the second semester of each current year, a re-enrollment form, which requires the non-refundable re-enrollment fee payment, will be provided to each school family. The re-enrollment form must be completed and returned to reserve a place for the student. This helps to determine the number of students who will attend the next school year. No student is allowed to re-enroll unless all tuition and/or fees are current. Open enrollment for new students begins approximately two weeks after the start of re-enrollment to ensure classroom capacity.

School Programs

Curriculum

Subjects in the curriculum of Redeemer Lutheran School are presented in the context of a Christian perspective and are supplemented by regular instruction in Biblical teachings and Lutheran doctrine. Subject areas include religion, reading, language arts, spelling, mathematics, social studies, science, physical education, computer, art and music.

Grading Scale

The grading scale in use at Redeemer for first through fifth grades is set forth below.

<u>Grade</u>	<u>%</u>	<u>GPA</u>
A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0
F	59-0	

The grading scale for Kindergarten is as follows:

E	Exceeds grade level
O	On grade level
P	Making progress
I	Needs improvement

Promotion of Students

A child will be promoted to the next grade level if he/she has clearly demonstrated comprehension and completion of the work at the current grade level.

When the work for a grade level has not been completed satisfactorily, each case of promotion will be considered individually and all evidence is carefully weighed in an attempt to do what is best for the child. The child's mental, physical, chronological, social, spiritual and emotional development will be considered by the Principal, classroom teacher(s), and parents before a decision is made by the Principal.

Conditional Promotion of Students

A teacher may place conditional requirements for grade promotion upon a student. Such conditional requirements must be satisfactorily completed prior to acceptance and placement in the next grade level.

Conditional requirements (i.e., summer school, tutorial assistance) must have the approval of the

Principal and will be stated in writing to the parent(s).

The burden of verification that the requirements have been fulfilled rests upon the parent of the child. The parent must produce written proof to the Principal of satisfactory completion of any stated requirements to gain readmission for the subsequent school term.

Non-compliance or unsatisfactory completion of stated requirements will be deemed as a withdrawal from Redeemer Lutheran School. However, placement in a repeat grade level may be conditional upon space availability and staff recommendation.

Grade Retention of Students

Teachers are to inform parents as soon as possible when the child is a candidate for retention. Decisions of this magnitude need to be shared and thought through carefully. Information of possible grade retention shall be shared with the parent and Principal by the end of the third quarter of the academic year.

A child who is being considered for possible retention will be evaluated according to the following developmental criteria: 1. social, 2. emotional, 3. intellectual, 4. academic (less than 2.0 on a 4.0 scale), 5. Spiritual, and 6. physical.

Final determination will be made by the teacher(s), parents, and Principal by the last day of school.

Homework

Homework is used to extend the educational experiences. It is assigned to some extent at all grade levels. Students will be given the opportunity to complete many of their assignments in school. Assignments should be completed and available at the time the teacher has set forth in his/her classroom.

Make-up Work

Parents are strongly discouraged from planning family trips and activities which will cause a child to miss classes. However, if parents must make such plans, the parent is responsible to contact the child's teacher to arrange for assignments to be completed.

Progress Reporting

Report Cards

Report cards are issued at the end of each quarter. At the end of the first and second quarters, Parent/Teacher conferences will be held. This sharing session is a 15-minute conference scheduled between each child's teacher and respective parent(s) to discuss the child's progress. Notices will be sent from the school office at least a week prior to the conference. Parents will be informed whenever serious problems develop. With good communication, parents and teachers together can decide how best to deal with a given problem.

Achievement Tests

In addition to the tests and means of evaluation employed by the individual teachers throughout the year, national standardized tests may be given to show strengths and weaknesses of the school program and the individual student. The results help the school to modify programs where necessary and to give the child guidance and assistance as indicated. Results of the tests will be

shared with parents by the teacher.

Financial Procedures

Redeemer Lutheran School operates through the generous support of Redeemer Lutheran Church members and through tuition fees. Parents may apply for short-term or long-term financial assistance and are encouraged to request financial assistance, as needed, from other sources including their home congregations.

Enrollment Fee

Enrollment fees are due at the time of re-enrollment and are non-refundable. No student is allowed to re-enroll unless all tuition and/or outstanding fees are at a zero balance. All outstanding year-end fees must also be paid by the designated date for re-enrollment to be complete. These fees may include but are not limited to the following: technology fees, book fines, damaged property fines, iPad fees, library fines or replacement costs of such materials. Subsequent delinquent fees in between the time of re-enrollment and the first day of the next school year will be taken from any paid re-enrollment fee.

In the case of new applicants, non-refundable registration fees are due at the time of acceptance.

Tuition

The school family is asked to commit to regular timely payments of all tuition. The school cannot operate without this financial support. Payment plans are as follows:

- **ACH** – (Automatic Deduction from Bank) processed on the 1st day of each month.
- **Credit Card (Visa, MasterCard, Discover)** – This is an option for payments, but includes a 2% processing fee of the amount charged.
- **Check, Money Order, or Cash** – Must be brought to the school office on or before the 1st day of the month. If not paid on the 1st, late fees will be added to the account.

Payments are due on or before the 1st day of the month and are considered late if not received by the school office by the 1st of the month.

If balances are not paid in full by the end of a given school year, Redeemer will continue to pull funds via ACH until a \$0 balance is achieved.

New applicants or re-enrolled students will be charged for the full month's tuition regardless of the date of enrollment. For example, a student who starts on October 10th will be charged for the entire month of October.

Termination of Enrollment

Students whose enrollment is terminated during the school year, whether voluntary or involuntary, will be charged for the entire month's tuition for the month of the last day attended.

Miscellaneous Fees

Late Fee

A late fee of \$20.00 will be assessed for each account when the monthly payment is not received in the school office by the 1st day of the month.

Dishonored Payments

A fee of \$25.00 will be assessed for all dishonored payments that are returned by the bank for any reason. Non-sufficient funds payments will not be re-submitted. All dishonored payments must be redeemed in the school office by cash or money order.

Return Check Fee

Any check made payable to Redeemer Lutheran School is assessed a \$50.00 return check fee. Check redemption must be made in cash or money order.

Delinquent Accounts

We at Redeemer Lutheran School are grateful and accountable to the congregation for its generous and continued financial support. In order for the school ministry to keep tuition and all related fees at a minimum and allow staff and volunteers to focus on teaching our children, parents and/or guardians are expected to pay tuition and all fees in a timely manner. Families who are unable to pay on time are responsible for proactive communication with the school office in working out a payment plan to get current. Failure to pay on time and/or communicate and follow through on an effective payment plan will result in the following actions:

- **Late fees will be assessed after the 1st of every month that the account is delinquent.**
- **10 Days Past Due – Tuition Reminder:** All accounts that are late more than 10 calendar days will receive a phone call or email from the school to discuss a payment within seven days.
- **20 Days Past Due – School Office Notification:** All accounts that are late more than 20 days will receive a second notice by phone or email.
- **30 Days Past Due – Contact from the Principal:** All accounts that are past due more than 30 days will receive a call from the Principal to receive payment or make the necessary arrangements for disenrollment. The Parish School Board will be informed.
- **Stipulation on Payment Plan:** Families signing a Payment Plan must abide by all terms and provisions outlined in the plan. Failure to keep the terms will lead to a late fee of \$20 being assessed to the account per payment plan date. Failure to comply with the payment plan will require a credit card authorization for continued enrollment until the account is current. The family will contact the school office to discuss payment. Ten days after a missed payment, if no contact has been made by the family, the Principal will begin disenrollment procedures.
- **Termination of Enrollment:** On the 50th day, the Principal will contact parents to make the necessary arrangements for the termination of their child(ren)'s enrollment at Redeemer Lutheran School.

If balances are not paid in full by the end of a given school year, Redeemer will continue to pull funds via ACH until a \$0 balance is achieved. Past due accounts are subject to referral to a collection agency,

Redeemer will not transfer transcripts or other school records until all delinquent tuition and fees are paid in cash or certified funds.

Tuition Assistance Grant

Redeemer Lutheran Church has available a tuition assistance program designed for known future tuition assistance needs. It is administered by the Parish School Board. Tuition assistance is based on the family needs and the available funds donated by Redeemer congregation. Information may be obtained from the school office.

Christian Love for Others

Students at Redeemer Lutheran School are expected to act in an orderly, respectful manner, maintaining the highest Christian standards of courtesy, kindness, morality, and honesty. No one has the right to interfere with another person's (child or adult) right to learn, think, create, play, and worship.

"Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us..." Ephesians 5:1-2

"But everything should be done in a fitting and orderly way." 1 Cor. 14:40

We recognize and expect Christian behavior. We find occasions to thank each other for helpful actions on an individual and class basis. We thank God for blessing us with His Spirit, so that we can truly love and care for one another.

To this end, Redeemer has adopted five Christian Character Traits as a guide for our lives:

1. **Reverence**: a deep spiritual respect for God and all that belongs to Him
"Serve the Lord with gladness!...Know that the Lord is God!" Psalm 100: 2 & 3
2. **Compassion**: acts of kindness, sharing, caring, empathy, service, and love
"Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you." Ephesians 4:32
3. **Respect**: showing honor toward and acceptance of authority, people, ideas, and property
"Honor everyone. Love the brotherhood. Fear God. Honor the emperor." 1 Peter 2:17
4. **Integrity**: honest, loyal, just, fair, and humble actions and responses
"Teacher [referring to Jesus], we know you are true and do not care about anyone's opinion..." Mark 12:14a

"Have this mind among yourselves, which is yours in Christ Jesus... but made Himself nothing, taking the form of a servant..." Philipians 2: 5, 7
5. **Responsibility**: accountability for actions, stewardship of God's gifts, self-reliance, and good citizenship
"Rejoice always; pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you." 1 Thessalonians 5:16-18

All students, parents, staff, and guests at Redeemer Lutheran School are to be treated with respect and dignity. Redeemer Lutheran must be an environment that is free from harassment and violence. It is a violation of Redeemer's policy for students, parents, staff and volunteers to harass or bully a person through conduct or communication that is demeaning or physically harmful. Teachers will actively teach positive behavior, and discourage aggressive or harassing behavior, using Jesus as the model of behavior.

Stewardship of Property

As Christian stewards, the student takes proper care of God's gifts. Some ways to show this are:

- keeping church and school premises neat and free from trash and debris;
- keeping desk, desk areas, and the classroom in good order; and
- keeping books and other school equipment in good condition.

Children who choose to destroy or damage property will make restitution. Restitution for accidental breakage will be considered on a case-by-case basis. Fines are assessed at the end of the school year to those students who have chosen not to be good stewards.

Character Development

Redeemer Lutheran School supports a safe school environment, conducive to teaching and learning in an environment free from excessive teasing, taunting, harassment, and any type of bullying behavior. Appropriate discipline will be taken with the goal of all consequences leading a child to be self-disciplined.

Fulfilling the mission of the school is a process of teaching individuals about respect and learning to live our lives with the ultimate respect for God and His commandments. All discipline action at Redeemer Lutheran School is done with the purpose of teaching young people to grow and mature in their attitudes toward God, others, and themselves. It is the belief of Redeemer Lutheran School's Principal, teachers, and the Parish School Board that if you are unable to trust school personnel to discipline your children, then we cannot properly educate your child.

Personal Relationships

The staff, students, parents, and volunteers of Redeemer Lutheran School are expected to be a positive Christian influence to each other. Our whole lives reflect an attitude of Christ-like concern for the development and strengthening of each other as members of the family of Christ. As Christians:

1. Students show love, concern, and respect for students of all grade levels.
2. Students show love, concern, and respect for God's representatives, the staff of our school.
3. All communication—oral or written—reflects the presence of the Holy Spirit in the life of the student and gives evidence that the student is a child of God. Parents are a child's best teacher and, therefore, are encouraged to take care not to suggest through their own speech habits that unacceptable communication is condoned.
4. All volunteers and guests will show love, concern, and respect for students, staff, and other volunteers.

God has ordained the basic institutions of the home and the church.

Parents have the primary responsibility for their child to:

- Direct, train, and encourage their child's progress in all areas in a God-pleasing way.
- Encourage respect towards fellow students, parents, teachers, staff, and property.
- Model Godly communication.

The church and school have an important supportive role for the home:

- Provide opportunities for the students' and their family's faith to be encouraged and strengthened by example, study, and experience.
- Provide a curriculum with high standards, challenging each child to do his/her very best.
- Provide spiritual counsel and intervention when needs arise.

School-wide Consequences

Redeemer Lutheran School uses school-wide consequences for behavior that interferes with the teaching/learning process in any way. The goal of all consequences is to lead a child to be self-disciplined.

General disciplinary action involving such things as lack of courtesy, abuse of permission, general disturbance in the classroom, etc., is usually handled by the teacher. Any teacher or staff person will administer disciplinary measures at their discretion when inappropriate behavior occurs. The discipline process may include a behavior contract.

Minor Infractions

The goal of any disciplinary action is to bring about self-discipline. *"Train up a child in the way he should go; even when he is old he will not depart from it."* Proverbs 22:6

Redeemer Lutheran School will partner with parents to correct behaviors that are contrary to the *Christian Character Traits*. This partnership will help students recognize behaviors that are detrimental to the learning process. Recognition of negative behaviors, attention-seeking behaviors, and distracting behaviors is a process. The ultimate goal is to enable students to have positive learning attitudes and to take responsibility for themselves in all aspects of their daily life.

Please note: There are some situations, circumstances, or behaviors that may occur in Kindergarten through fifth grade where the student would be sent to the Principal immediately. These would be handled at the discretion of the Principal and teacher. Due to the severity or extenuating circumstances, an automatic suspension or expulsion may apply. Please see Suspensions and Expulsion information.

The Parish School Board will be informed of any students that are put on a behavior modification plan within two days of the completed document.

Suspension

A suspension means that a student is not permitted to be in the classroom or to rely on a teacher for help in learning. The student is not permitted to be at the school. These opportunities are forfeited as a consequence of the student's misbehavior and lack of cooperation in the school environment. This consequence helps the student see the value of better cooperation and appreciate more fully the privilege of learning with the class and teacher. Our intention and prayer is to always assist and encourage a child to be more Christ-like. A suspension is intended to serve this goal.

The Principal has the authority to issue a suspension period for one (1) or two (2) days. During this time, and for the calendar week following the student's return to school, the student is excluded from any extra-curricular activities, including field trips and other activities.

The Principal determines the date that the student is allowed to return to school. The student is welcomed back to Redeemer provided that:

- There has been a parent conference with the Principal and teacher regarding the suspension;
- The student has completed a behavior modification plan;
- The student is able to demonstrate a more willing and cooperative spirit toward school;
- Work/assignments during the suspension are completed and returned at the conference.

Automatic Suspension

The Principal or principal designee issues an immediate one (1) or two (2) day suspension upon the occurrence of any of the following:

- Severe, overt disrespect for school rules;
- Severe, overt disrespect or harassment of any person;
- Serious and willful destruction of property;
- Retaliation for reported misconduct or bullying behavior;
- Correspondence or communication between students with violent or threatening language.

Expulsion of Students

Attending Redeemer Lutheran School is a privilege. The Parish School Board may deny that privilege to a student who continues to resist correction and whose attitude and behavior are detrimental to the spiritual and academic progress of other students. Redeemer Lutheran School reserves the right to remove or expel students from the school. There are times when an offense is serious enough in nature wherein the Principal believes the safety of other students and/or staff is in jeopardy and immediate expulsion is warranted. In such a case the Principal will contact the Parish School Board to schedule an expulsion hearing at the earliest possible time. The student is suspended until the hearing, and the Parish School Board will determine if expulsion is warranted.

Automatic Expulsion

The Principal may issue an immediate expulsion upon the occurrence of any of the following:

- Illegal drugs or controlled substances are in possession, used, bought, or sold on school property or at any school-sanctioned or sponsored event.
- Possession or use of any form of tobacco, alcohol, pornography, or controlled substance.
- Weapons or any dangerous materials are brought to or used on school property or at a school-sanctioned or sponsored event.
- Two (2) suspensions in one school year.

An expulsion may be appealed. The Parish School Board shall make the final decision when the expulsion of a student is appealed.

Following review of these materials, one or more members of the Parish School Board will meet with the Principal, teacher(s), parent(s), and student. With prayer and careful consideration, and in order to help the student set a God-pleasing profitable direction in life, the Parish School Board will make a final determination. This may be either a permanent expulsion or a conditional retention. Under a conditional retention, a permanent expulsion becomes automatically effective if the conditions of the retention are not met.

We recognize and expect Christian behavior. We find occasions to thank each other for helpful actions on an individual and group basis. We thank God for blessing us with His Spirit, so that we can truly love and care for one another.

Miscellaneous

Attendance/Tardy

We feel attendance is very important and we encourage all parents to establish prompt and regular habits of attendance for their child when health permits. If a student is going to be absent, please notify the school. We discourage parents from taking their child(ren) out of school except when absolutely necessary. If parents know of an absence in advance, their child's teacher should be informed so make-up work can be arranged. Excessive absenteeism interferes with proper instruction and learning; therefore, any student with multiple absences, and his or her family will need to meet with the School Principal.

Doors are open for students at **8:00 am**. Students are to be in their classrooms by **8:15 am** to begin the school day.

The school day ends at **3:15 pm** and pickup is expected by **3:30 pm**.

Tardiness is very disruptive and inconsiderate to the teacher and the rest of the class. If a student is tardy because of a medical or dental appointment, the tardy must be supported with a note. Parents are encouraged to schedule healthcare appointments after school hours or during vacations.

Chapel

Redeemer Lutheran School chapel services are held each Wednesday at 8:30 am and serve as a source of spiritual growth. Chapel may be led by a Pastor, the Principal, a classroom teacher, or the classes. Parents and others are welcome to attend.

Church Attendance

Worship is important in the life of a Christian. Each family is encouraged to attend worship services at a Christian church on a regular basis. While our mission is not to make "Lutherans" of people, we invite you to worship with us. Through God's holy Word (the Bible) and the Sacraments (Baptism and the Lord's Supper), God gives His gifts of forgiveness and eternal life. Our response is to love God and others, and to share this life-changing message at home, at school, and in the world.

The Word of God says, "Remember the Sabbath Day to keep it holy." God desires that His children develop and maintain the desire to gather weekly with other Christians for fellowship and the praise of His name.

Telephone

The school telephone is reserved for normal school business and is to be used by students in **EMERGENCY SITUATIONS ONLY** or as directed by the teacher. A child may use the telephone only with the teacher's permission.

Students are not to have cell phones turned on during the school day. Parents who need to contact a student during the regular school day are asked to use the school line at 970-874-3052.

Cold Weather Procedures

It is our goal that all children have opportunity for recess outside during the school day. Fresh air and unstructured exercise are useful to refresh a student's body and mind. It is important that you send your child with proper outdoor wear. Proper wear includes boots, hats, mittens and a winter coat.

In the case of extremely cold weather (extreme wind chill factors, temperatures below twenty, frost bite warning, etc.), normal recess times and/or procedures may be changed. Possible adjustments for the weather include but are not limited to: shortened time outside; recess held inside (if possible); or recess in the classroom.

Crisis During the School Day

Our first goal is to prevent a crisis. The majority of rules and procedures at Redeemer Lutheran School are designed to ensure safety for students and adults on site. Yet, a crisis situation during a normal school day can happen, including natural disasters, environmental and building emergencies, and endangerment of human life. A crisis management plan adopted by the Parish School Board addresses each of these disasters and lays out a course of action to be followed in order to maintain the safety of the Redeemer Lutheran School family. The Management Plan does not cover every conceivable disaster but will serve as a guide to the professional staff as they address a crisis. If a crisis occurs, teachers and staff will use the procedures from the plan to address the initial crisis and facilitate healing after the crisis.

Donations

Gifts of money and items may be made to Redeemer Lutheran School. Gifts are accepted through the school office. All donated material becomes the permanent property of Redeemer Lutheran School. Redeemer Lutheran School reserves the right to decline a gift. A letter noting receipt or declining of a gift will be sent to the donor and a copy is kept by the school.

Dress Guidelines

Parents have the responsibility of bringing their child up "in the nurture and admonition of the Lord." Proper dress for school is a basic responsibility of the parents. The parents should regulate the dress of their children, who might on their own succumb to peer pressure.

The Parish School Board, Principal, and teachers believe that children should learn and use good Christian judgment when selecting school attire. The personal appearance of all students should be in keeping with the nature of Christian education. The Parish School Board, Principal, and teachers ask that parents supervise the clothing that students wear to school. We believe that the way students dress can affect their attitude and behavior. Students' dress also affects their attention to academic learning in the school setting.

Current fashion trends need strict attention and evaluation based on Christian principles. Students of Redeemer give public witness to their faith even through their clothing styles. Good judgment includes consideration of weather conditions, modesty, safety, and good taste.

Cooperation between home and school will prevent most problems. However, the school maintains the right to make the final approval of a student's appearance and to request modification. Your child will not be allowed in the classroom with any mode of dress or hair style

which is extreme and not acceptable.

Redeemer dress standards to achieve modesty are as follows:

1. All clothing must be clean and neat.
2. Chapel is a special time in the school week and deserves special clothing consideration.
3. All shirts and tops must have sleeves. Therefore, tank tops, muscle shirts, and clothing with spaghetti straps are not to be worn at school. Printed messages on clothing may not have any wording with profanity (inherent or implied), messages, or pictures that may be interpreted as disrespectful to self, others, or God. The school reserves the right to make the final decision regarding printed messages.
4. Clothing with Redeemer Lutheran School logos/messages, Christian messages, college, university, or professional team logos, city, state, or country logos, and acceptable clothing manufacturers, labels and logos may be worn if the garment does not violate any of the other guidelines.
5. Clothing must conceal all undergarments and the midriff area while seated, standing, or moving. Low necklines are not acceptable.
6. Shorts/skirts should fall at least to mid-thigh in length. Excessively short or tight shorts/skirts may not be worn including spandex shorts as outerwear.
7. Clothing needs to fit being neither too small, too tight, nor too large. Pants worn to school should fit the student's waist in order not to sag. Sweatpants and pajama pants may not be worn except on designated "spirit days."
8. No hats or bandanas are to be worn in the building.
9. Appropriate footwear is to be worn at all times for the school day activities. Flip-flops and backless shoes are not allowed for safety reasons. Slippers are not acceptable footwear and should not be worn except for designated "spirit days."
10. Dress code is in effect for all school activities.
11. Leggings must be covered by a shirt, shorts, skirt, or dress of sufficient length as required within other sections of this policy.
12. Students shall ensure that hair and/or hairstyle is kept in an orderly manner while in attendance in school and at school sanctioned functions.

This dress code is in effect at school as well as at all school-sponsored activities.

Emergency Drills

Fire drills are practices to prepare our children for safe and rapid evacuation of our buildings should there ever be a real emergency. Exits and traffic patterns have been mapped out for each area of the school, and regulations are followed as required by the Fire Department.

Emergency School Closing/Inclement Weather

If it is necessary to close school because of bad weather, parents will be informed via email or other means of communication. As a rule, we will abide by the Delta County School District's decision regarding school closings. When possible, the decision to close school will be made the evening before, so that families may make appropriate arrangements.

Field Trips

Field trips are designed to be valuable learning experiences that enhance the classroom curriculum of that grade level. Parents will be notified in advance of field trips. Written consent is needed

for a child to attend a field trip. When parental consent is given, it is with the understanding that there are inherent risks involved. Parent helpers are often asked to accompany the class and teacher. Parents who drive on a field trip will have a completed Qualified Driver form and have a Volunteer Packet on file in the school office.

- Field trips will be no further than 60 miles from school. If a field trip is more than 60 miles from the school, Parish School Board approval must be given.
- Teachers will provide alternate assignments if a parent chooses not to allow the student to go on the field trip.

Fund Raising

Redeemer Lutheran School may conduct fundraising sales projects during the year. All students are encouraged to participate in these sales, but no student is required to participate. Parents who do not want their child to participate are asked to send a note to the school office.

The profits are used to benefit the students of Redeemer Lutheran School. In this way the families have an opportunity to support the school. The use of these funds is determined each year by administration and/or the Parish School Board.

A special fundraiser may be conducted by the school to raise funds for designated projects.

Immunization Requirements

State Law requires that Redeemer Lutheran School have an immunization record on file for every student attending. Records must be presented at the time of registration for a new or transferring student. Records will be checked to ensure that a student is current on immunizations. Persons requiring exemption from immunizations shall provide appropriate paperwork. Exempted students will be subjected to exclusion from school and quarantined in the event of an outbreak. In the event of long exclusions from school, Redeemer will not be liable or responsible for providing home tutoring for excluded students.

Illness

If a child is running a temperature or is too ill to participate in all school activities, including physical education and recess, then he/she is too ill to be at school. A child must be "fever-free" (**without fever reducing medicines**) for a period of 24 hours before being re-admitted to class.

Sick Child

Colds, flu, strep, and other germs are out there waiting for our children. We would like to minimize the effects of whatever germs might be headed our way. We ask all parents to use the following guidelines to determine when to keep a child home:

1. **Fever:** Your child must be fever-free for 24 hours, (**without fever reducing medicines**), before returning to school.
2. **Flu:** Your child should be free of symptoms of upset stomach, fever and lethargy before returning to school.
3. **Sniffles:** It is especially important that young children stay home when they have a runny nose or cough. Germs spread easily through coughing and mucus.
4. **Contagious diseases:** We ask that you let the school office know when your child has been diagnosed with something that is highly contagious. This information will alert other parents to the symptoms of the specific germ that is in the classroom. Contagious diseases are those such as strep, measles, whooping cough, chicken pox, conjunctivitis, pink eye, and others.

Authorization and Release for School Personnel to Administer Prescription Medication

All medication for Kindergarten through fifth grade students will be kept in the office. Only authorized personnel will administer medication to students. Medication will only be given to students with a doctor's authorization and parental permission, and includes Tylenol and all over-the-counter medication. All medicine given to students is recorded on student medical sheets in the office.

If a child has a medical condition that requires carrying an inhaler or other medication at all times, a special permission form shall be signed by the doctor and parent and submitted to the school office. In the case of self-administered inhalers or other drugs, students must report the time and amount of medication they self-administered. Teachers will only administer medication if they are on a field trip or if the office personnel are not immediately available and the student is in crisis.

It is the responsibility of the child's parent/guardian to see that non-expired prescription or non-prescription medication is available for the child to use as outlined on the Medication Agreement Form.

In the event of a medical episode in which there is no Health Care Plan or Medication Agreement Form that or in which it is not properly completed, 911 will be called.

Accidents/Emergency

The school office will keep on file an emergency form for each child. The form, completed by the parent, lists emergency contact people including doctors or dentists who may be called in the event of a sudden illness or accident when the parent cannot be reached. If the doctors cannot be reached in time, the school may call 911 or a licensed physician who is available. It is understood that the parent will pay the ambulance/physician's fee.

Insurance

Redeemer Lutheran School carries appropriate insurance as an organization. Redeemer does not individually cover each child at school.

Office Hours

Regular school office hours are from 8:00 am – 4:00 pm Monday through Friday during normal school days. The office will be closed on school holidays.

Parent Involvement

Parent participation in school activities is an essential ingredient in the development of our community as well as your child's academic achievement and well-being. One of the most valuable gifts you can give to your child is to recognize the gifts you have and be willing to share them.

"As each has received a gift, use it to serve one another, as good stewards of God's varied grace."
1 Peter 4:10

Redeemer Lutheran School strongly encourages parental involvement throughout the school year. All adults participating in this program will be asked to complete a Volunteer Packet.

Pet Policy

The following policy has been established to provide for the health and safety of Redeemer Lutheran School students, faculty, staff, and visitors; for the protection, efficient use, and enjoyment of the schools property; and for the responsible management and operation of the school.

Beyond the obvious concerns for personal welfare and property maintenance, it is hoped that this policy will foster an atmosphere where all can enjoy the campus in a comfortable and relaxed setting.

- Pets/animals are only allowed on the campus for school authorized purposes such as classroom sharing or a teacher planned learning experience.
- In all cases authorization by the school administration will be obtained by the teacher in advance.
- While on school property the pet/animal must be on a leash, in a cage and/or under the owner's control at all times.
- The owner must also have a means to clean up after the pet, specifically; the owner shall possess the means of removal of any fecal matter left by the pet. Cleanup should be thorough enough so as to generate no additional work for the maintenance staff or inconvenience for members of the school's community or visitors.
- Pets/animals are not permitted at pick-up and drop off area.
- Pets/animals are not permitted on the playground.

This policy does not apply to registered service animals.

Safety and Learning

Redeemer Lutheran School is an educational institution. Items brought to school must meet the needs of education. Items that could hinder or interfere with the learning atmosphere should be left at home.

Cell phones, if brought to school, will be turned off and kept in the student's backpack. Cell phones may be used when the school day has ended. The school will not be responsible for lost or stolen cell phones.

The school has the right to search items brought from home in desks, backpacks or in the possession of the student. Items that interfere with learning will be confiscated. Parents will be asked to come to school to retrieve such items from the Principal.

School Day

School hours are from 8:15 am to 3:15 pm. Please note the following schedule:

Drop off	8:00 am – 8:10 am
School Day	8:15 am – 3:15 pm
Pick up	3:15 pm – 3:45 pm
 Extended Care Hours (extra charge applies)	 3:45 pm – 5:00 pm

School doors open at 8:00 am and are locked again at 8:15 am. When on campus, children should

be with their parents or under the supervision of our staff. Please do not leave your child unattended. **We ask that students not arrive prior to 8:00 am or remain on school grounds past 3:45 pm unless prior arrangements have been made with the school for extended care for the child. The charge for extended care is \$15 per day per family and will be billed on a monthly basis.**

School Parent/Visitor/Volunteer Check-in and Check-out Procedures (Security)

For the security of our students and staff, all parents, visitors and volunteers are required to check in/out if they remain on the school grounds during the school day. Please follow the following procedures:

- School or office personnel will grant access through the secure school doors.
- Please sign in/out at the Office.
- Please wear an identification badge while on the premises.

Thank you for your attention to these procedures as we create a safe environment for our students and staff.

School Visitation

Parents are encouraged to visit classrooms or other instructional areas. Please schedule an appointment with the school office at least one day ahead of a planned visit. Teachers appreciate this courtesy.

Student Supplies

A student supply list will be provided to assist your preparations for school. This list is reviewed yearly and may be modified or changed from year to year.

Traffic Patterns for Arrival and Departure of Students

Our goal is to provide a safe and efficient traffic pattern for student arrival and departure. We ask for your cooperation.

Car Loading and Unloading

Car loading and unloading for the elementary students will take place in the east parking lot. Students in Grades K-5 will enter through the east double doors. Enter the parking lot from Pioneer Road. Keep to the right and follow the drive around the south end of the building to the east side. You may park and walk your children into the school building or unload them at the east door where they may enter by themselves. Exit the school grounds by continuing north to Cherry Street.

Please drive slowly through the parking lot and be aware of children and adults as you drive. Please do not be on your cell phone as you drive through the parking lot. Speed limit is five (5) mph through the parking lot.

Walking or Bike Riding

Parents are required to send a written note if your child will be walking or riding a bike to or from school.

Transcript Requests

Parents must request in writing a transcript of a student's educational record. Educational records include immunization and health data, scholastic and progress data, attendance, standardized test data, special education data, and other information as determined by the school and parents. Transcripts will not be transferred to another school if there are any outstanding debts.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records. The law gives parents certain rights with respect to their children's education records.

- Parents have the right to inspect and review the student's education records maintained by the school.
- Parents have the right to request that a school correct records which they believe to be inaccurate or misleading.
- Generally, schools must have written permission from a parent in order to release any information from a student's educational record. Exceptions are noted in the law.
- Schools may disclose directory information. However, schools must tell parents about directory information and allow parents a reasonable time to request that schools not disclose such information.
- Schools must notify parents annually of their rights under FERPA.