



REDEEMER LUTHERAN  
— VPK, ELEMENTARY & MIDDLE SCHOOL —

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# PARENT/STUDENT HANDBOOK

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## OUR HISTORY

### AN INTRODUCTION TO REDEEMER LUTHREN SCHOOL

Redeemer Lutheran School was organized in 1955 as a Christian school to serve the spiritual and educational needs of Redeemer Lutheran Church and our Pensacola community, and is owned and operated by Redeemer Lutheran Church.

It began with its first kindergarten class that September under the direction of Mrs. Mira Strohl, long time music educator in Escambia County schools. Today, Redeemer maintains an outstanding educational program that serves students from VPK through 8th grade. It also has an Extended School Care program, which serves our students from 6:30A.M. to 6:00P.M.

Redeemer Lutheran School is part of a nationwide system of more than 2600 early childhood centers, elementary and middle schools operated by Lutheran Churches providing quality programs of Christian education. Our school offers a strong curricular program and prepares its students to meet and exceed the educational standards set by the State of Florida.



# OUR MISSION. BELIEFS. & OBJECTIVES

## OUR MISSION

Our mission is to prepare each child for a responsible role in society by developing thinking, learning, and communication skills; by recognizing achievement; and by encouraging a caring and serving attitude as modeled by Jesus Christ.

## OUR BELIEFS

We believe in Jesus Christ as our Lord and Savior and place our trust in Him. We accept the Bible as the divinely inspired word of God and use its teachings as the foundation for leading a Christian life. We believe that all people are sinful and can be justified only by faith through God's free gift of grace, not by any personal works of goodness.

Lutheranism takes its name from Martin Luther, the 16th century protestant reformer who called for major reforms in the Christian church of his age. If you would like to learn more about Lutheran beliefs, we invite you to speak to our Pastor or to attend the adult instruction class on Lutheran doctrine.

## OUR OBJECTIVES

At Redeemer Lutheran School, we want to give our students a solid academic foundation for their future studies and work, while also giving them a solid foundation for leading a Christ-centered life. We encourage our students to:

1. Master the fundamental skills of reading, writing and effective oral communication.
2. Develop a sound understanding of mathematics and natural sciences.
3. Develop a thorough knowledge and appreciation of the social sciences and the arts.
4. Acquire an enjoyment of learning that will continue throughout their lives, and an enjoyment of physical activity and team sports.
5. Develop effective study and work habits, problem-solving skills and the ability to interact and work well with others.
6. Treat others with respect and love at all times, and be fruitful servants in their churches and communities.
7. Acquire a thorough knowledge of the Bible and basic Christian doctrine.
8. Develop a personal and real relationship with God that permeates into all aspects of their lives.

We cannot achieve these objectives through the work of the classroom teachers alone — it requires a team effort on the part of the students, the parents, the teachers, the principal, the school support staff and the members of Redeemer Lutheran Church, in particular those members who serve on the Board of Christian Education. Each part of this team has a vital role to play in the education and nurturing of our students.

# OUR TEAM

## THE EDUCATIONAL TEAM

We believe that teaching is a team effort. The faculty and the Board of Christian Education will do their utmost to provide a strong academic program and a Christ-centered environment. We will nurture the Christian philosophy of living, which you have begun in your home. However, without a strong foundation and ongoing parental support, our school would be helpless.

To help facilitate communication between the various members of our education team the school publishes a weekly newsletter, the Parent Bulletin. The bulletin will be sent home each Monday with the children, and is used to keep parents informed about all current school activities and other items of interest. Please ask your child for it each Monday, and please read it carefully. You may also access it by looking on the website: [www.redeemerschoolpensacola.org](http://www.redeemerschoolpensacola.org)

## THE BOARD OF CHRISTIAN EDUCATION

The Board of Christian Education is comprised of members of Redeemer Lutheran Church. It establishes policies and works with the Principal to ensure the orderly operation of the school. The Board handles the hiring of teachers and the calling of Principals, and approves the adoption of the course of study and textbooks. However, final authority in the operation of the school rests with the Voter's Assembly of Redeemer Lutheran Church.

## THE PRINCIPAL

The principal is the administrative leader of the school. With the help of the faculty and the Board of Christian Education, he proposes procedures for the operation of the school and the welfare of the students. The principal is the primary contact person for faculty, parents, and the general public in all areas of school operation.

## THE PASTOR(S)

As spiritual leader(s) of our church and school, the pastor(s) will offer spiritual support to the children of the school, the parents of the children, the staff and the Board of Christian Education. The pastor(s) will also be religious instructor(s) in the school and participate in the chapel program

## THE STAFF

The teaching staff manages the classroom-learning environment to provide a quality, Christ Centered instructional program. Our teachers seek to provide instruction which meets the individual needs of the

## THE PARENTS

The parents are the first educators of their children, and they need to be actively involved in the educational and social activities at Redeemer School. Parents who see to it that their children arrive at school on time, properly attired, with lessons prepared and all the necessary supplies for the day's activities, allow our teachers to use class time more effectively. Parents who teach their children to treat others with respect, to obey authorities and to show Christian love in all they do, allow our teachers and our principal to focus on academics instead of discipline issues. Parents who volunteer to help in the classroom, library, and computer lab and with class trips allow us to provide a richer educational experience than we would otherwise be able to afford our students, as do parents who help with fundraising and social events. We encourage all parents to complete a volunteer form, or contact your child's teacher about your interest in helping. Our teachers welcome parental support and participation, and we invite you to contact the teachers with any concerns or questions you may have about your child's education. You may schedule a conference with the teacher by calling the School Office or by sending a note to the teacher via your child. The teacher will respond to your request within two working days and arrange a time agreeable for you to meet, before or after school, (we do not schedule conferences during school hours). These conferences will be conducted in private, out of the hearing of any other adults or children. The meeting will be conducted with the highest level of respect and dignity on the part of both teacher and parent. In the presence of children, we ask that you address adults using "Mrs., Ms., or Mr." as appropriate, since this is how we expect the children to address adults.

\* (Please see page 20 about Mandatory volunteer hours.)

## PARENT-TEACHER LEAGUE (PTL)

Redeemer Lutheran School sponsors a parent organization called the Parent-Teacher League. Its chief purpose is to provide closer relationships and communications between home and the school. The PTL serves the school by raising funds for programs and equipment that are not funded in the operating budget. It also provides parents with the opportunity to develop parenting skills and supportive relationships in facing parenting responsibilities. We invite all parents to join this important school organization.

## THE STUDENTS

The students are expected to always do their best to learn the subjects being taught, and to behave in a way that shows Christian love and respect for others. They are expected to follow directions and cooperate with the teachers and with other students, and to avoid any behavior that is disruptive or harmful. They are expected to come to class prepared to learn, with homework done and all the necessary materials needed for their class work, but without any items which would cause distraction or nuisance in the classroom. They are expected to treat the church and school property, and the property of others, with care and respect, and to avoid borrowing or lending money or property.



# **ENROLLMENT & REGISTRATION INFORMATION**

## **ENROLLMENT PROCEDURES**

Redeemer Lutheran School abides by the age-entrance requirements of the State of Florida.

A new law extends Voluntary PreK (VPK) eligibility for 4-year-olds with birthdays from Feb. 2 through Sept. 1st in a calendar year. Parents can enroll their child in the state's free, VPK education program if their child is four years old by September 1st or postpone their enrollment if their child turns five after Feb. 1st thru Sept. 1st of the year they enroll for this program. Students in the Kindergarten program must be a minimum age of five years old by September 1st to enroll in kindergarten. Kindergarten applicants are screened with a developmental inventory for readiness before they are accepted into this program.

Redeemer Lutheran Church has a strong commitment to provide a Christian school experience for the children of its own membership and those of sister Lutheran Churches. We welcome parents and students who are not members of a Lutheran Church to seek enrollment in Redeemer School. This includes members of other Christian denominations as well as those with no current church home. We are able to do this as long as space in our classroom permits. However, all students are expected to participate in the religious instruction classes offered by our school curriculum.

Priority in enrollment for classrooms will be allocated on the following basis:

1. Children who are members of Redeemer Lutheran Church and those currently enrolled in our school.
2. Sibling of those enrolled at Redeemer Lutheran School.
3. Children from sister Lutheran Churches.
4. Children of others seeking enrollment on a first come / first served basis.

While it is always our desire to give every child the benefits of our program, we are not always able to serve every learning and behavioral need which falls beyond the range of our regular school program. The decision to admit a child into our school program will be made through an assessment of the child's previous academic performance, additional testing, and an interview with the teacher and principal before admission.

Redeemer Lutheran School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

## **REGISTRATION PROCEDURES**

Registration for the new school year begins in January. Re-enrollment for those currently attending Redeemer is completed by the submission of a re-enrollment form and a non-refundable \$300 registration fee. Applications for new students will be accepted in January and will be processed after the reenrollment deadline in February. Acceptance of new students will be on a first come - first serve basis. Waiting lists will be formulated once enrollment has reached a capacity of:

Voluntary PreK- 20, Kindergarten- 22, 1st thru 4th grades- 22 and 5th thru 8th grades - 24.

The complete payment of enrollment fees for those currently enrolled must be received by June 1st. The student's position in the class may be forfeited and his or her enrollment status changed to the

waiting list if this deadline is not met. The financial secretary will work with families in special circumstances.

Applications for new students will be processed as they are received. Once all the necessary enrollment forms have been received and academic testing and report card information secured, the principal will meet with the family for an interview. Upon acceptance, the registration fee must be paid in full within 15 days. Registration fees are non-refundable. A \$100.00 Capital Improvement Fee, which is due by June 1st and is also non-refundable.

### TRANSFER PROCEDURES

Any student transferring into Redeemer Lutheran School from another school is required to present a shot record, health record, birth certificate, social security number and most recent report card from the student's previous school. Test/screening of new students will be done before grade placement of the student. Redeemer Lutheran School reserves the right to refuse new admission or re-admission to any student on the basis of specific learning or behavioral needs. When withdrawing from the school, three days' notice is requested. The School Office needs this time for a proper accounting of grades, textbooks, fees and other materials. No records will be transferred until all outstanding accounts have been satisfied.

### NON-DISCRIMINATION POLICY

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

### SCHOOL OFFICE

Our school secretary ably staffs our school office. The school secretary is responsible for a multitude of tasks throughout the day. However, she has three primary responsibilities:

1. The secretary serves our school as a communications link between you and the school. She is available to answer your questions about school activities, assemble information for our weekly newsletter and set up appointments with our teachers and principal. Our school or church secretary will receive and forward messages about child care during the school day.
2. Our Financial Secretary, Mrs. Hulihan, can assist you with your payments of fees, tuition and extended school care made to Smart Tuition. Smart Tuition keeps accurate records of your assessments and payments to our school and can generate a monthly statement about your account. Please feel free to contact Smart Tuition and the school office for any questions about such financial matters.
3. Our secretaries are also our record-keeper. As such, they must maintain up-to-date information about addresses and phone numbers for parents at both home and work in order to reach you in emergencies. Please keep us informed of changes. They also keep track of students who are tardy or absent each day receiving phone reports from parents with sick or absent children. An adult must check in students who are late to school (arriving after 8:15 A.M.) Do not just drop your child off at the school entrance.

Child custody is a serious concern of our School Office. Redeemer Lutheran School will need specific information and court documents about child custody in situations involving divorce and guardianship.

Failure to provide custody documentation can inadvertently result in children being released to noncustodial parents. Written notice is required when parents are out of town about guardianship of a child for cases of an emergency.

The office is not allowed to give out unlisted phone numbers of teachers or families without the ir permission. We will forward messages to them and they can contact you.

The School Office will not automatically distribute brochures or materials about non-school sponsored activities to children or families. Parents should not solicit other parents, students, or teachers on behalf of any businesses, groups or organizations by use of our telephone directory or other lists. Requests from organizations or businesses to solicit membership or participation should be directed to the principal and/or school board chairperson.

### **OFFICE HOURS**

When school is in session, the office will be open from 8:00A.M Until 3:30 P.M. It is closed on Saturdays & Sundays as well as school or national holidays. The office is open during the summer and extended school holidays between the hours of 8:00A.M. & 1:00P.M. However, please call before visiting to be sure that the necessary personnel and/or information will be available at the time of your visit.

### **TELEPHONE USAGE**

Students are not permitted to use the office telephone except in emergencies or in the event of the cancellation of a scheduled activity. Only the telephone in the school office may be used by students during school hours. Students must have permission from the teacher and the office personnel to use the phone.

Students cannot use cell phones during the day (please see page 15).

### **CONTACTING CHILD DURING SCHOOL DAY**

Parents wishing to deliver a message, books and assignments, or lunches to a child should take them to the school office, not the classroom. Classes, when in session, should not be interrupted. Office personnel will make sure that your child receives your message or item. Please make sure all items left in the office are labeled with the students name and grade.

### **FINANCIAL POLICY**

The Board of Christian Education reviews Redeemer Lutheran School's fee schedule each year. Every effort is made to set fees that are reasonable for the family, while permitting the school to maintain a quality instructional program. It is of utmost importance that tuition payments be made on time! This will allow our bills to remain current and our staff to be paid regularly.

In order to provide the highest-quality service within our financial practices, we have partnered with Smart Tuition to handle our tuition and fee processing. All payments must be made through Smart Tuition, which provides monthly statement and 24/7 access to your account. Automatic draft and other payment methods are available

Tuition payments are due on the 10th of the month. Any payment that is late will be subject to a late fee of \$40 charged by Smart Tuition. Students may be excluded from school if payments are over sixty days past due. Promotions, report cards and transfer of records will be withheld until all bills are paid in full. All bills MUST be paid by the Friday before the last week of school. Extended school care fees or the final week must also be pre-paid at that time. If any fees are outstanding after that Friday, report cards, diplomas and promotions will be automatically held.

Please note: Please allow sufficient time for the payment to reach SMART.

\*Tuition and fees for the current school year must remain up to date and should be paid directly to Smart Tuition. If any payments are uncollected by the end of the school year, the student(s) will not be eligible for re-enrollment and their permanent records will be withheld until the account is paid in full.

### DELINQUENT ACCOUNTS

We understand that circumstances sometimes make it difficult to keep current with payments. Should this happen to you, please arrange a conference with the principal to discuss your specific situation and what options are available to help you. Such exceptions will need to be approved by the Board of Christian Education, but be assured that all account collection problems and proposed actions regarding these accounts will be treated with the utmost confidentiality.

## ATTENDANCE POLICY

### DAILY ATTENDANCE

Punctuality and regular school attendance are very important to good school performance. State law also requires regular and punctual school attendance. Daily attendance and punctuality are recorded and recognized at the close of the school year with a special award certificate.

Students at Redeemer Lutheran School are required by our Board of Christian Education to be in attendance a minimum of 157 days out of the 177-day school year. Absences in excess of 20 days may jeopardize promotion to the next grade and/or require make up work over the summer. Each day missed makes the learning of new skills more difficult and may adversely affect your child's learning and grades.

School	Hours
VPK part-time	8:00AM-11:30 AM
VPK full-time	8:00AM- 3:00 PM
Grades 1 <sup>st</sup> -8 <sup>th</sup>	8:00AM -3:00 PM

The classroom doors will open at 8:00AM. No student will be allowed in the classrooms before 8:00A.M. or after 3:00P.M. without the supervision of a teacher. Students, who are not in their classrooms by 8: 15AM., will be counted tardy.

Students who arrive at school before 8:00A.M., or who remain at school after 3: 15P.M., will be signed into Extended School Care. unless the student is participating in supervised after-school sports or other activities. Please remember that an adult must sign out students in Extended School Care before they leave the school premises.

### **REPORTING ABSENCES AND EARLY RELEASES**

When a child is absent from school, it is the responsibility of the parent or guardian to notify the school office by 10:00A.M. In consideration of the safety of our students, you will be contacted at home or work about the absence when we have not received written notification prior to the absence or a phone call notifying us of the absence.

Children must present a written excuse following any absence. Parents are requested to use the sample format of the "excuse slip" provided on the RLS Registration Day. In the case of long-term illness, physical injury, or a diagnosis of a contagious communicable disease is diagnosed, a statement from the physician is required for re-admission.

Students who need to leave school during regular school hours should bring a note from their parents stating the time the student is to be picked up and the reason for leaving. Parents and others picking up a student during the school day are required to sign the student out from the log in the school office. For the safety of our children, our office personnel will then call the student from the classroom. If your child is sick and you keep them home they may not return to school until they are fever and/or vomit free for 24 hours. If a child is sent home due to illness, they may not return until they are fever and/or vomit free for 24 hours.

Excused absences are absences due to a student's illness, doctor appointment, because of a death in the student's immediate family or because of inclement weather. Absences for other reasons are not excused.

Students who are absent from school are expected to make up those assignments missed during the absence. A rule of thumb is that one day is given for assignment make-up for each day of absence. Students with an excused absence will receive full credit for their work when completed in a timely manner. Students with un-excused absences are also required to make up missed assignments. A grade reduction may be given at the discretion of the teacher.

The practice of taking children out of school for family activities or vacations is not generally a good practice and should be considered carefully. Students can fall behind their classmates when they miss school. Parents must give at least 5-day notice before any planned trip, but it is up to the classroom teacher, based on the schedule, to determine whether homework assignments can be gathered before the student's departure.

### **SCHOOL CALENDAR**

School calendars listing class days, holidays, special events and activities of interest to students and families will be distributed in the summer mailing and on "RLS Registration Day." Some changes or additions in the calendar may be required during the school year. Revisions in the calendar will be noted on the monthly online school calendars and in the weekly Crusader News.

## TARDINESS

Tardiness has become a serious problem in many American schools. Whether for a good reason or not, late arrival can be a major disruption to the whole classroom environment at the beginning of the school day. It affects all of the children as well as the teacher. A student will be considered tardy if arriving after 8:15AM. The adult who brings him/her to school must sign him or her in at the front office. Middle School students will receive a tardy slip to present to the teacher upon coming to class.

A student who is tardy four times in one quarter will receive a letter of concern addressed to the parents. An additional three times can result in an after-school detention for the student. For school attendance award purposes, three tardies will be counted as a day of absence.

## EARLY STUDENT RELEASE

VPK students are dismissed at 11:30A.M. Full time VPK students dismiss at 3:00 P.M. K5 dismissal is at 3:00 P.M. All other students are dismissed at 3:00P.M. No child may leave the school grounds individually or with anyone other than parents or those designated on the emergency form unless the parents give written notification. Parents must report to the office to pick up a child when leaving before the official close of the school day.

Changes in transportation plans should reach the school no later than 1:30P.M. Parents should strive to send a note with the child on the day such a change is desired. The school cannot be responsible for any confusion caused by a late notification or failure to properly inform us of such a change.

## ATTENDANCE AWARDS

Redeemer School offers special recognition to students who demonstrate exemplary school attendance at the close of the school year. The types of attendance awards are:

1. Perfect School Attendance (no absences)
2. Good School Attendance (up to 3 days of absence)
3. Perfect Church and/or Sunday School Attendance (no absences)
4. Good Church and/or Sunday School Attendance (up to 3 absences) Church and Sunday School Attendance

Consistent with the philosophy and objectives of Christian education at Redeemer School, Church and Sunday School attendance are highly desirable and important. We believe that a regular pattern of public worship is essential if our children are to develop spiritually. A record of Church and Sunday School attendance is noted on the child's report card as a reminder of this importance parental function. If you do not have a church, you are welcome to attend services with us at the following times:

Divine Worship: Sunday Morning 8:00A.M. & 10:30A.M.

Sunday school and Bible Class: 9:15A.M.

# **ACADEMIC POLICIES**

## **CURRICULUM**

The Redeemer Lutheran School curriculum is similar to that of the other public and private schools of our community with the notable exception that our school focuses on Christian living and values. This focus includes formal religion classes each day in all grades. A weekly Chapel service is held, which takes the place of the religion lesson for that day. The Seventh Grade religion class serves as confirmation training for the children of Redeemer Lutheran Church and is taught by our Pastor. The kindergarten and primary grades focus on Bible stories, while the intermediate grades use a thematic approach to study Christian values. All children in third through eighth grade are expected to purchase an English Standard Version Bible from our school. Daily devotions and a regular memory work program are incorporated into the religion lessons at all grades.

The academic curriculum provides instruction in reading, language arts, spelling, mathematics, social studies, US history, civics, science, computer applications, art, music and physical education. The curriculum is modeled from the required course of study for the State of Florida. Our reading instruction involves the use of a phonetic approach to decoding words. Our science classes incorporate a Christian perspective as well as current scientific theory.

## **TEXTBOOKS & SUPPLIES**

Registration fees are assessed to each child prior to the beginning of the school year. These fees help to cover the ever-rising cost of textbooks, instructional materials and most supplies used in school. All paper bound workbooks become the property of the child upon completion. Hard and softbound textbooks remain the property of the school and require special care. Lost or damaged books are the responsibility of the student and the cost must be reimbursed to the school at the current replacement value.

## **CONFIRMATION TRAINING**

The Pastor of Redeemer Lutheran Church teaches the religion classes in seventh grade. This program includes the confirmation instruction for those students attending our school who are also members of Redeemer. All other students are invited to give prayerful thought to being confirmed and becoming communicant members of Redeemer Lutheran Church. The Pastor of Redeemer Lutheran Church also teaches adult confirmation classes, which are offered twice a year and are open to any adult who is interested in becoming a member of Redeemer Lutheran Church or simply wants to learn more about the beliefs of the Lutheran Church.

# STUDENT PROGRESS REPORTING & TESTING

## GRADING CRITERIA

The school year is divided into two semesters, which are subdivided into two grading periods, or quarters. The report cards for the first three quarters are sent home to be examined by the parents, signed and returned to the teachers. The final report cards are mailed approximately two weeks after school is out.

Four mid-quarter reports are also sent home, so parents can better monitor the student's progress. These do not count as grades on the student's permanent record. Rather they indicate a student's performance through the mid-point in the quarter.

Students in VPK and K5 do not receive letter grades. Their parents receive an evaluation, which includes a checklist of developmental skills worked on during the quarter. 1ST grade is a transitional year. Their report card will reflect both grades and check list of developmental skills. Students in grades 2 - 8 receive letter grades for the core subjects. The standards are as follows:

- A (100—94%): A student earns a superior grade by giving evidence of superior achievement in meeting the requirements of a course, by improving study habits, and maintaining satisfactory classroom relationships with classmates or teachers.
- B (93—85%): A student earns this grade by an above average performance in meeting the requirements of a course, improving study habits and maintaining satisfactory classroom relationships.
- C (84-72%) A student who is average in all three elements receives this satisfactory grade.
- D. (74—65%): A student who has below average performance, does not satisfactorily complete work, or shows little evidence of study receives this grade. He or she may not behave appropriately or cooperation with his/her teacher. This grade is considered passing, but indicates a serious risk of failure in the near future.
- F (64—0%): A student who is not meeting any of our expectations in achievement, study habits and cooperation with the teacher will receive this grade. Two "F's" during a year in a subject will result in having to make up work during the summer via tutoring. Two failed subjects will result in the child being retained.

The degree of student effort is also assessed with a letter grade. Student effort is given an "E" for exceptional, "S" for Satisfactory and "U" for unsatisfactory.



A student may be retained due to immaturity, behavioral problems, excessive absences and academic deficiencies.

### REPORT CARDS

Redeemer Lutheran School uses a quarterly (approximately 9 weeks) grading period. Report cards will be issued to the student at the end of each quarter. Progress reports are sent home with the child in grades 1 through 8, at the mid-quarter to alert parents as to the student's progress. Such grades are advisory only, not official and are given to allow the student time to improve before the permanent grade is assigned.

### STANDARDIZED TESTING

A standardized program of testing in the area of academic achievement is administered annually. These tests assist by providing academic information about the child to both parents and teachers. Test scores also provide us with a measure of the effectiveness of our school's academic program. Achievement tests are given every year for students in 1st through 8th grade. Results are mailed to the parents with the fourth quarter report card. If you wish to discuss the results with your child's teacher or the principal please call the office for an appointment.

### HONOR ROLL

At the end of each quarter, the school will publish a list of students who earned a place on the Honor Roll. This program honors students in first through eighth grade.

The Straight A and A-B Honors will be based on the student's grade average in the core subjects. This excludes art, music, and handwriting, but includes conduct grades and physical education for middle school.

A Honors - all A's

A-B Honors - only A's & B's

### PRESIDENTIAL EDUCATION AWARD

The President's Education Award Program is an effort by the President and the Department of Education to recognize students for outstanding educational achievement and effort. This award is given to fifth and eighth grade students who have maintained a 3.5 grade point average and an 85th percentile composite score on our Iowa Test of Basic Skills Standardized Achievement Test.

### THE PRESIDENT'S CHALLENGE PROGRAM FOR PHYSICAL FITNESS

Redeemer Lutheran School participates in the President's Challenge Program for Physical Fitness. This program recognizes students for their level of physical fitness in 5 fitness events: Curl-ups, a shuttle run, endurance run, pull ups and sit & reach. As a result of their performance, students can receive either the Presidential Fitness Award or the National Fitness Award. Students meeting the award criteria will receive a special certificate of achievement and a presidential emblem patch for a shirt or jacket.

## CUMULATIVE RECORDS

Redeemer Lutheran School keeps a permanent record on file for each student. This information is confidential and not for public viewing. Only the student's parents and teachers may have access to this information. If your child is a transfer student to Redeemer Lutheran School from another school, we will help you request that the last school attended by your child send his/her permanent records to our school. We do provide forms for this purpose. If your child transfers from Redeemer Lutheran School, make a request to the principal for the records to be sent to your new school. Our procedures follow the Family Rights and Privacy Act of 1975.

## EXTRACURRICULAR ACTIVITIES

### INSTRUMENT INSTRUCTION

For more information you may inquire in the school office. Services are available for piano and instrument instruction after school. Any other opportunities for instruction will be announced at the beginning of the school year.

### INTERSCHOLASTIC SPORTS & ELIGIBILITY

Redeemer Lutheran School competes in various team sports within the West Florida Christian Conference and the Catholic Youth League. The following sports are available for student participation:

Basketball	Boys or Girls	Grades 2-8
Cheerleading	Girls	Grades 6-8
Football (Tackle)	Boys	Grades 6-8
Football (Flag)	Coed	Grades 1-6
Soccer	Coed	Grades K-5, 6-8
Track	Coed	Grades 3-8
Volleyball	Girls	Grades 6-8

To participate in athletics, a student must maintain a "C" average in academics and conduct. Athletes should display good sportsmanship at athletic contests. Athletes must remain academically eligible throughout the season.

At the beginning of the year, please inquire about a season athletic event pass from the Catholic Youth League; purchasing a pass may save you money.

## **EMERGENCIES DUE TO NATURAL CAUSES**

### **SAFETY**

Should emergencies arise, such as severe weather threats, the school will abide by the decisions of the Escambia County School District regarding "NO SCHOOL" announcements. Parents are asked to listen for radio and television announcements regarding such emergency days.

### **FIRE & DISASTER DRILLS**

All students and teachers are given instructions for emergency situations. Special drills are held throughout the year. Our school is inspected annually by the Warrington Fire Department, Health and Rehabilitative Services and the Escambia County Health Department.

### **SAFETY PRECAUTIONS**

Parents should constantly remind their children of the need to practice safety at all times. Students should be conscious of the need for a safe and secure environment in school buildings and on school grounds where a faculty member is always on supervisory duty. Students and parents should inform the faculty or staff of health or safety concerns.

### **SEARCHING PROPERTY**

The school takes the responsibility for your child's safety very seriously. The school reserves the right to search, at any time and for any reason. This right includes but is not limited to backpacks, purses, wallets, school bags, pockets, lockers, and desks on school property. The school may search whether or not the child or parent is physically present. All searches will be directed solely by the school principal.

## **PERSONAL HEALTH**

### **GENERAL ILLNESS**

If a student becomes sick during the day, the teacher will excuse the student and send him/her to the office. Office personnel will make arrangements with the parent for early pick-up.

### **ACCIDENT & ILLNESS**

At the beginning of the school year each parent/guardian must complete an Emergency Care Form which asks for current information in case we need to reach you in an emergency due to accident or illness.

Office personnel will provide First Aid for minor cuts and bruises. If there are further concerns, we will contact you about your desire for further treatment. If the event of a serious injury, we will contact

emergency services and the hospital that you indicated on your Emergency Care Form. One of our staff will accompany your child. The parent or child custodian will be notified.

### DISEASES

All communicable diseases are to be reported to the School Office immediately. This allows us to protect other families and notify health officials, as required by law. A student who has a communicable disease is not allowed to return to school until his/her parent furnishes written documentation from a private physician, hospital, or Escambia County Public Health Unit, stating that he/she no longer presents a health hazard to others.

### HEAD LICE

Head lice affect more school age children than all other childhood communicable diseases except the common cold. Head lice are easily spread when children come in close contact with each other. Shared hats, clothing, brushes, pillows and other personal articles are the perfect vehicles to transfer lice.

Head lice should be suspected when there is intense itching of the scalp and back of the neck. When lice or their nits (eggs) are found, immediately treat all family members with special shampoo treatment from the pharmacy. Contact the School Office so other members of the class can have their hair checked. ALL nits must be removed from the child's hair before he or she may return to school. This is a frustrating task, but is essential to prevent the spread of the lice to others. Please check your child's hair before returning to school after periods of school holidays.

### HEALTH SERVICES

The Escambia County Health Department provides limited health services for our school including professional training, checks by a school nurse and regular inspection of our facilities. We will have a volunteer nurse once a year to conduct screenings and to provide health education to classes throughout the year. Please cooperate promptly in returning various requested materials in connection with the health program.

### MEDICATION

The administration of medication is a parental responsibility. At times, however, it is essential to the wellbeing of a child that he or she receives the medication during the school day. Our school accepts this responsibility only under the direction of the child's physician and with the approval and cooperation of the parent. The following regulations will be observed when medication, either prescription or nonprescription, is to be administered at school:

- An Authorization for the Administration of Medication form must be on file in the School Office for each medication that must be given.
- Prescribed medication. A special form for the administration of prescription medication must be completed in its entirety and signed by the physician and parent or guardian for an RLS staff member to administer medication. Medication authorization forms are available from your physician and are valid for one school year. Any change in medications will require a new authorization form and properly labeled prescription container.
- Non-prescription medications special form is also required for administration by RLS staff members. These forms are available in the School Office. The form requests information about the

medication name, amount of medication in container, time of administration, dose to be given, side effects and authorizing signature.

- For the safety of students, it is recommended that a responsible parent or guardian bring the medication to the School Office. A thirty-day supply of medication may be kept at school.
- Due to the limitations in training of our staff, only the following types of medication can be administered: oral and topical medication; eye, ear, or nose drops; inhalers; and Epi-pens.
- Medication shall be supplied in an original container labeled by the pharmacist. The label should contain the name of the child, name of the prescribing physician, name of the medication, dosage, and directions for administration. The prescription label must be consistent with the Authorization for the Administration of Medication form.
- Documentation of the medication administration will be kept as each dose is administered. Notice by phone or written note will be given when medication is expended, when a reaction is noted, or when the medication is refused or not administered to your child.
- Medication will be stored under lock and key when not in use. In cases where a student is able to medicate himself (according to the physician's statement) the school personnel will store the medication and supervise the student's self-medication. No student will be allowed to have medication in his/her possession at any time throughout the school day, except students authorized to carry inhalant medication or Epi-pens.
- A sealed refrigerator container will be designated for medication storage at school. When refrigeration is not available on field trips, etc. the parent/guardian must provide a Styrofoam or similar cooler for medication storage and a measuring device for any liquid medication. This will assist our staff to medicate your child in special circumstances and prevent the spread of illnesses.
- Medication will be destroyed if not picked up within one week beyond the close of school. • No Medication (prescription or non-prescription) should be in the possession of a student during the school day. All medication at school should be given to the office personnel for administration.

### STUDENT ACCIDENT INSURANCE

Each student at Redeemer Lutheran School is required to have health insurance coverage in case of accidents on campus, going to and from school, or while engaged in a school activity. Redeemer School's liability coverage does not include accident insurance for students.

### SCHOOL UNIFORMS & DRESS CODE

Redeemer Lutheran School believes that the way a child dresses directly influences a child's attitude about school. Since school can be thought of as the child's workplace, the way he or she dresses should reflect this philosophy. Redeemer School's Board of Christian Education at the request of many school parents and the faculty has adopted an official school uniform. Our school uniform offers students choices in the form of colors and styles of clothing while providing consistency, neatness, safety and a sense of modesty. We want to dress our best out of respect for our Lord.

Elements of the school uniform code:

1. A polo shirt in white, burgundy, navy blue or forest green with the school emblem embroidered on it is to be worn by both boys and girls. All shirttails for 5<sup>th</sup>- 8<sup>th</sup> graders MUST BE TUCKED IN.
2. Docker style pants or walking shorts in khaki or navy are options for the boys. Girls may wear skorts, capris, jumpers, pants or walking shorts in Khaki or Navy. All uniform items may be purchased in the uniform departments of Target, WalMart, Beal's, Sears, JCPenneys or Lands End. Pants and walking shorts should not have cargo style pockets. Walking shorts, capris, skorts and jumpers should have a hemline between knee length and 3" above the knee. No cargo, lowrider (hip hugger) pants or pants with rivets will be permitted. All shorts, capris, skorts and jumpers should fit properly, being neither sagging nor excessively form fitting.  
**LEGGINGS/JEGGINGS MAY NOT BE WORN AS PANTS.**
3. Socks or tights must be worn. Knee socks and tights must be blue, black, white or cream (solids only).
4. Only athletic style sneakers/tennis shoes to be worn at school with laces or velcro fasteners which must be tied or closed
5. Belts should be worn with appropriate apparel in grades 5 through 8. Students failing to wear a belt will be provided one at a cost of \$5.00. This purchase will be added to your Smart Tuition account.
6. All non-uniform outerwear must be removed inside the buildings. Jackets, sweatshirts, and sweaters in solid school colors (burgundy, navy blue, green, or white) may be worn in the classroom if needed. These items may not have hoods.
7. Make-up may be worn by girls in sixth through eighth grade only, but only in moderation.
- 8.. Only girls may wear earrings. For safety reasons, no long dangle earrings may be worn.
9. Hairstyles should be clean, well-groomed and out of the eyes. Hair length should not interfere with physical activities or be a distraction in the classroom (as to be determined by the principal). Boy's hair should be cut above the collar and bottom of the ears.

Uniform Compliance Measures/Enforcement:

- 1st Violation: Student will be sent to the office.
- 2nd Violation: Parent phoned to bring uniform. A detention warning is issued.
- 3rd Violation: Parent phoned to bring uniform to remedy the problem. A detention is issued.
- 4th Violation: An administrator will phone parent(s) and arrange a conference between administrator, parent, and student.

Violations of the dress code may result in reduction of the student 's conduct grade. Any time missed from class due to dress code violation will be considered un-excused and zeros may be issued for missed work.

## DRESS-UP DAYS

To provide our students with a break from the normal routine of uniforms and to strengthen school spirit throughout the year, a number of days have been designated as special dress days. Every Friday at Redeemer is "Casual Friday." Students may wear their school T-Shirts, Witness Wear or school uniform shirts. Jeans or jean shorts are **not to be worn excessively tight**. Faculty will determine appropriateness of the jeans. Jean short hemlines should be between knee length to 3" above the knee. They may also wear their school uniform.

Other special days may include: "Hat Day", "Book Character Day," "Mad Scientist Day," "Spirit Day," "Tacky Dress Day," and other such days. These special days help us to grow together as a school family. Modesty should always be our guide on such occasions. Consult your Crusader News for these special days.

**The decision about whether or not clothing is appropriate at any time is at the sole discretion of the Principal**

## CLASSROOM MANAGEMENT & STUDENT BEHAVIOR

### (GRADES VPK-8TH & ESC)

#### BEHAVIOR & DISCIPLINE

Redeemer Lutheran School expects all of its students, teachers and parents to live according to the guidance of Scripture and to base their behavior on the Christian principles of love, cooperation, helpfulness, respect, and concern for others. The root of this behavior can be found in the home. Student behavior is an outgrowth of the behavior patterns taught in the home when they are young. Biblical principles about discipline are important to follow when children are young. Be consistent in your expectations. Within the parameters of the previously described student expectations, the teacher establishes and communicates to the class the expected behavior and procedures of the classroom.

**Please refer to the Student Conduct Hand Book for more information on conduct and unappropriated behavior disciplinary steps.**

### ANTI-BULLYING POLICY

The policy of the Redeemer Lutheran School is that all students and employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Redeemer will not tolerate bullying and harassment of any type.

## EXTENDED SCHOOL CARE (ESC)

Redeemer Lutheran School offers extended care services for students of the school from 6:30 - 8:00A.M. & 3:00- 6:00P.M. Additional information about the Redeemer Lutheran School Extended Care Program can be obtained in the school office. Please check with the office for the current rate of ESC per hour, per child.

## REGISTRATION

Every child must have an emergency form on file with ESC. A note should be sent with the child or a parent should call the School Office if the child is to go home with someone other than a parent. Children will not be allowed to use the telephone except for emergency purposes.

ESC closes PROMPTLY at 6:00P.M. Any child remaining after 6:00P.M. will be charged \$5.00 for ANY part of each quarter hour after 6:00P.M.

## PAYMENT POLICY

Twice a month the amount due for prior use of Extended School care use will be entered into the Smart Tuition program. Failure to make payment on Extended School care charges to keep your account current may result in denial of services until your account is brought up to date. If your account balance continues to be delinquent, your child will be unable to stay in Extend School care.

Please note: ESC payments are due on the 10<sup>TH</sup> of the month. Please allow sufficient time for the payment to reach SMART. Overdue payments are subject to a late fee by SMART.

## SIGNING IN & OUT

All children must be signed IN and OUT of E.S.C.. A parent or authorized adult must sign a child in or out of E.S.C.. Any child dropped off before 8:00A.M. must report to the Fellowship Hall for E.S.C. supervision. Children ARE NOT to be in the hallways/classrooms before 8:00A.M. All children not picked up by 3:15P.M. will automatically be assigned to extended care supervision. To ensure your child's safety, we ask that a parent or guardian sign out all students. After a child has been signed out, he or she must leave the E.S.C. area.

If arrangements for your child to go home with another have been made among parents, a written note must be given to E.S.C. Snacks — Study Hall — Activities. Occasionally, E.S.C. will have parties for special times of the year.

## DISCIPLINE

The discipline policy for E.S.C. is outlined in the Student Conduct Handbook. If a child has continued behavior problems and/or chooses not to follow the rules of E.S.C. on a regular basis, then he or she may be asked not to return to E.S.C. for a specified period of time or permanently. Documentation in E.S.C. can be used to further support discipline in the school.

# OTHER IMPORTANT INFORMATION

## CHAPEL SERVICES

Our entire student body and faculty meet once each week for the Chapel worship service. On these days the chapel service replaces the religion lesson for the day. These services are especially geared for the children with singing, prayer and readings from the Scriptures. Parents are encouraged to attend and to participate in the Chapel services. The school calendar calls attention to both the regular Wednesday services and any special services that are held. Offerings gathered at the services are designated for mission projects in our community and abroad.



## LUNCH PROGRAM

Redeemer Lutheran School will not offer, at this time, a Hot Lunch Program to its students. Students must bring their lunch to school in an appropriate container. Refrigerators, ovens and microwaves are not currently available for student use. Should a student forget his lunch, parents will be called to bring a lunch from home. Lunches will be eaten in the Fellowship Hall under teacher supervision.

We do offer special Wednesday and/or Friday lunches selectively through the school year. These lunches consist of a variety of entrees, dessert, and a drink. Menus are published in advance and lunches will range in price from \$5.00 to \$7.00. Participation is always optional. Lunches must be ordered and paid for in advance.

## LIBRARY

Our school has a constantly expanding centralized library staffed by volunteer workers. It supports our Accelerated Reading Program which involves students in grades 1- 8. Students are given the opportunity for regular classroom visits and individual use of the library. Our library book acquisitions depend upon the profits of the book fair that are conducted by the Parent Teacher League and upon monetary donations. Memorials or honorariums to this fund are encouraged and will be gratefully acknowledged. Parents are required to pay for lost books, but please understand that it is sometimes very difficult to replace certain volumes. For the good of all the students, please, teach your child to make a serious effort to keep track of his/her library books.

## LOST & FOUND

Many items lost by children are never returned because they cannot be identified by the child's name. Please mark all personal articles of clothing, books or supplies for positive identification with a permanent marker or label. "Found" articles will be kept in the Fellowship Hall in the "Lost and Found" area. The secretary in the School Office keeps the valuables. Items that are not claimed by the close of the school year, will be given to Warrington Emergency Aid Center.

## SCHOOL YEARBOOK

The Redeemer Lutheran Yearbook consists of a pictorial summary of the year's events and includes a picture of each student. This book will be distributed in late May.

## SCHOOL PICTURES

Redeemer Lutheran School offers its families a variety of opportunities for pictorial memories of the school year. During the Fall and Spring of the year, individual pictures are offered to our families. Athletic team pictures and class pictures are also taken during the course of the year. Written notice will be sent home with the Redeemer Lutheran School Parent Newsletter giving the dates and prices. Photographs may be ordered as desired.

## DISMISSAL PROCEDURES

When dropping off your child, PLEASE park your car and come to the sidewalk with your child. VPK and K-5 parents please walk your child to their classroom door. When picking up your child, please follow carline procedures. Always display your school issued car tag. When conducting business in the office or participating in an after school parent-teacher conference, we ask that you park in areas which will not interfere with practice time for our sports teams, which begins at 3:00P.M.

## FIELD TRIPS

Field Trips are part of the student's academic experience; students are expected to participate unless unable due to extenuating circumstances. Except for unusual circumstances, refunds will only be given if excused no-less than one week prior to departure and only if funds have not already been used for admission/registration travel fees or tickets. If unable to attend, students will be given an assignment that is relative to the missed field trip. Unless otherwise excused by the teacher, students not attending the field trip are expected to be in school during normal times.

## MANDATORY SERVICE HOUR PROGRAM

Each family will be required to fulfill a minimum of 15 service hours (of course, you can always do more) per school year. The record books will be kept in the School Office for you to record your volunteer hours. Each family's service hour accounts will be reviewed after April 15<sup>th</sup>. All remaining unfulfilled hours will be converted to a monetary figure equaling \$ 15.00 per uncompleted hour. This amount will be added directly to your tuition bill on May 1 and must be paid before the end of the year. If you are having difficulty finding opportunities to fulfill your hours, please contact the school office.

This program is meant to encourage families to take an active role in their child's education and is not so large as to be a burden to anyone. You can quickly take care of your necessary hours by assisting in so many ways — helping with the Gala, assisting in the computer room, library or classroom are a few ideas. The Fall Festival, the Fall Run, and the Thanksgiving Feast or special lunches are more options. Do not forget you can certainly help with coaching in basketball or volleyball.

There are many opportunities to share your talents and support your school! Let's work together for a better school environment! If you have any questions, please contact Mr. Price.

\*THIS POLICY MAY BE SUSPENDED BASED ON CDC GUIDELINES\*

# INTERNET & ELECTRONIC DEVICE POLICY

## INTERNET POLICY

Although the internet clearly provides a wide variety of educationally sound resources, some material may not be of educational value within the context of the school setting. Redeemer educators will make every effort to direct students to educationally relevant material. The school provides internet filters, to reduce the possibility of students accessing inappropriate information via the internet. Every effort will be made to ensure student safety.

Use of proxy avoidance sites (sites that allows the user to bypass the school internet filter) and accessing those sites that the school has deemed inappropriate and has blocked violates this policy and could result in loss of internet access and/or other disciplinary actions

According to school policy, Redeemer views information retrieval from the internet in the same capacity as information retrieval from reference materials identified by schools. Network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission and policies set forth by the Board. Failure to adhere to these guidelines may result in suspension or revocation of the offender's privilege of access. General guidelines include but are not limited to the following:

1. Accessing inappropriate materials including any section labeled adult restricted to 18, or older.
2. Using the Internet for illegal, obscene, or non-educational purposes.  
Sending, displaying, downloading, and using obscene language or pictures.
4. Violating laws - this includes the RLS name and logos on any apparel. The use, reproduction, or portrayal of RLS is strictly forbidden. (This includes pictures of children in uniform posted on websites.) Damaging systems, or networks.
6. Intermittently wasting network or computing resources.
7. Employing the network for commercial purposes.
8. Downloading any programs without teacher permission
9. Harassing, insulting, threatening, or attacking others.
10. Using another person's password or accessing another person's documents.
11. Using the Internet for unmoderated chat or e-mail.
12. The students have no expectation of privacy at any time while using school or district resources, either at school or at home.

Students who participate in online interactions must remember that their posts reflect the entire Redeemer Lutheran community and as such, are subject to the behavioral standards set forth in the Student Code of Conduct.

- To protect the privacy of RLS students and faculty, students may not under any circumstances, create digital video recordings of RLS community members either on campus or at off-campus RLS events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about RLS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

## CELL PHONES & OTHER ELECTRONIC DEVICES

### **Personally Owned Wireless Communications Devices**

Students are permitted to possess personally owned wireless communications devices such as cellular telephones (including personal digital assistance [PDA] with wireless telephone capabilities) and pagers while on school property or in attendance at school functions; however, the use of such devices from a student's arrival on school property until the final dismissal is prohibited. Such devices must be turned off for the duration of the school day (6:30A.M. - 6:00P.M.). While school property, students may not use personally owned wireless communications devices. Students are prohibited from the use of any other telecommunication services (including, but not limited to, email, internet access, photographing, videoing, text messaging, and instant messaging) while on school property or at a functions at any time. During overnight field trips, this policy may be amended by the teacher, under the direction of the principal. Students possessing personally owned wireless communications devices on school property must keep such devices stored in a vehicle, locker, backpack, or other non-visible secure location throughout the day.

Violation of this policy is considered a serious breach of conduct, and will result in disciplinary and/or legal action commensurate with other equally serious conduct violations.

School principal may suspend this rule in the event of emergency or other exceptional circumstance.

Students shall be advised that the use of a wireless communications device is in violation of policy and may result in disciplinary action by the school in a criminal penalty if the device is used in a criminal act.

## OTHER ELECTRONIC DEVICES

Other personally owned, wirelessly electronic devices are subject to the restricted possession and usage described above include but are not limited to handheld computers, sub-laptop computers, and laptop computers for under the Amendment for Disability Act (1974). Any personally owned electronic device capable of audio and/or video play back may also be subject to restricted student possession and use at the discretion of the principal. Any unauthorized use of personal owned electronic and/or wireless communication devices shall result in the confiscation of that device as follows:

- First Infraction: The school administrator or designee will notify student's parent/guardian that the contraband electronic device has been confiscated and that the confiscated item will held by the until the end of the school year unless:
  - The parent/guardian attends a meeting with the school administrator or designee to discuss Board policy on contraband electronic devices;
- Second Infraction: The item (regardless of whether or not it is the same item as that involved in the first infraction) shall confiscated as contraband and held by the school until the end of the year unless:
  - The parent/guardian signs a written release stating that he/she acknowledges that should his/her student violated the rule a second time and if a subsequent infraction occurs the confiscated item will remain in the principal's possession until the end of the school year.
- Subsequent Infractions: For each subsequent violation of this rule, the contraband item (regardless of whether or not it is the same item as that involved in the first infraction) shall be confiscated by the administration and held by the school until the end of the year without exception.

The School Board, The School and, any school employee shall not be liable for the loss, theft, or destruction of any item(s) confiscated pursuant to this rule.

# STUDENT/ PARENT ACKNOWLEDGEMENT SHEET

## PARENTS

I have/will read the following documents & discuss with my children :( please initial)

Student Conduct Handbook \_\_\_\_\_

Parent/Student Handbook \_\_\_\_\_

I agree to support and cooperate in good faith with the provided policies, procedures & guidelines. In addition, I understand that failure to cooperate and abide within the set forth policies, procedures & guidelines could result in me being required to withdraw my child from the school.

PARENTS NAME PRINTED	SIGNATURE	DATE

## STUDENTS

I have/will read the following documents or it has been explained to me by my parents. I understand what is expected of me at school. (Please initial) STUDENT 1    STUDENT 2    STUDENT 3

Student Conduct Handbook \_\_\_\_\_

Parent/Student Handbook \_\_\_\_\_

I promise to obey the policies, procedures & guidelines set forth in the above listed documents. In addition, I understand that if I choose to violate any school policies, procedures & guidelines, I will be choosing to accept the consequences. I will accept responsibility for my actions.

STUDENTS NAME PRINTED	SIGNATURE	DATE	GRADE