



REDEEMER LUTHERAN

— VPK, ELEMENTARY & MIDDLE SCHOOL —

**K5-8<sup>TH</sup> Grade**

**STUDENT CONDUCT**

**HANDBOOK**

# **Redeemer Lutheran School**

**333 Commerce Street,  
Pensacola, Florida, 32507**

## **Office Hours:**

Monday - Friday 8:00 A.M. – 3:30 P.M.

## **School Hours:**

8:00 A.M. – 3:00 P.M.

## **Extended School Care Hours:**

6:15 A.M. – 8:00 A.M. & 3:00 P.M. – 6:00 P.M.

## **School Phone Numbers:**

**Office:** (850) 455-0330

**Extended School Care:** (850) 455-0330

**Fax:** (850) 455-3083

## **Email:**

[RedeemerSchoolPensacola@Gmail.com](mailto:RedeemerSchoolPensacola@Gmail.com)

## **Web Site Address:**

<http://www.redeemerschoolpensacola.org>

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## REDEEMER LUTHERAN SCHOOL MISSION

The mission of Redeemer Lutheran School 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.

## A MESSAGE FROM OUR PRINCIPAL

Parents and Families,

Redeemer Lutheran School provides a safe, Christ-centered environment where parents and teachers work together for the benefit of our students. I am thrilled to be part of such a dynamic and growing school. At Redeemer, we encourage and inspire each child to grow in knowledge, values, and life skills.

Our staff includes both religious and lay professionals, all highly qualified and dedicated to promoting academic excellence. We take great pride in providing a supportive and challenging educational environment to nurture our students. We hope that you will contact us to learn more about this outstanding educational opportunity for you and your children. Sincerely,

John Price

## TEACHERS & STAFF

The faculty and staff at Redeemer Lutheran work as a team to provide a positive environment and a high-quality educational experience for every student. We are happy to discuss any concerns you may have to address individual needs. Please contact any member of our team; we would love to get to know you better.

## ADMINISTRATION

### **Principal**

John Price

### **Admissions, Public Relations, Gala**

Dyana Davis

### **Office Secretary**

Stephanie Boyett

### **Financial Secretary**

Sherry Hulien

# STUDENT CODE OF CONDUCT

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 principals of love, cooperation, helpfulness, respect, and concern for others. The root of this behavior can be found in the home. Student's 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 the procedure of the classroom.

- Students will follow directions given by teachers and other school personnel, and will cooperate with the teacher and with other students.
- Students will show respect for others and for their property at all times.
- Students will avoid behavior that is disruptive or harmful.
- Students will come to class on time, prepared with their homework and any necessary materials.
- Students will bring to school only those items needed for learning. They will not bring items that will distract anyone from learning or be a nuisance or danger.
- Students will not write in textbooks or on desktops, furniture, bulletin boards or walls.
- Students will not bring gum to school.
- Students will avoid borrowing or lending personal money or personal property.
- Students will obey all school rules, including dress code.

**Student code of conduct & discipline plans are in place while on any school property. This includes Extended School Care, any extracurricular school sponsored events, and school-provided transportations/ carpooling.**

**R.L.S. also reserves the right to discipline any offsite or cyberspace behavior that is not consistent with our Christian values.**

# STUDENT DISCIPLINE PLAN

In order to provide each student with the positive Christian learning environment he or she needs for learning, the staff has developed this plan for each classroom and the entire school community. The staff believes that each student is able to behave appropriately at school and in the classroom. R.L.S. will not tolerate any student who interferes with the teacher's efforts to teach or any other student's opportunity to learn. The main goal of discipline at R.L.S. is to correct inappropriate conduct and to help our students learn self-discipline. When inappropriate conduct occurs, corrective measures will be taken to help the student correct their behavior and attitude.

**All violations of the following policy can be reviewed by the principal for any further disciplinary action if he/she sees fit.**

## CLASSROOM DISCIPLINE

Each teacher develops and maintains their own classroom discipline structure that is applied within the classroom. Teachers send a copy of the discipline structures home at the beginning of the school year.

Staff will document daily inappropriate conduct on Jupiter Ed. While an attempt will be made to correct the inappropriate conduct without documentation, the staff may take the following actions to help further the student's development:

- Warning by the teacher
- Time Out
- Loss of recess or other classroom privileges
- Appropriate punishment to fit the offense
- Parent teacher conference
- Removal from classroom

**Incidences of daily inappropriate conduct that are not corrected over time can lead up to a minor violation and the disciplinary actions that come with it.**

**There are three levels of conduct violations: Minor, Major, & Severe. Each level has its own disciplinary actions for each occurrence.**

## MINOR VIOLATIONS

Minor violations are often seen as a serious conduct violation and can be very disruptive to classroom or school operations. The below are a sample of minor violations:

- CHEATING/ LYING
- DRESS CODE VIOLATION
- DISRUPTIVE BEHAVIOR
- ELECTRONIC DEVICE USE
- EXCESSIVE TALKING
- HORSEPLAY
- INAPPROPRIATE LANGUAGE
- DISTRACTING ITEMS
- TOUCHING (HANDS ON)
- UNCOOPERATIVE/ DEFIANT
- ANY OTHER ACTION STAFF SEES FIT

### Minor Violations have the following disciplinary actions:

**\*Three or more of the same violation will result in detention/ suspension.**

**\*Five or more separate violations will result in detention/ suspension.**



## MAJOR VIOLATIONS

Major violations are seen as a very serious conduct violation and are not taken lightly. They often lead to immediate suspension and serious disciplinary action. The below are a sample of major violations:

- ABUSIVE LANGUAGE
- BULLYING/ HARRASSMENT
- FIGHTING/ AGGRESSION
- LEAVING SCHOOL GROUNDS
- PHYSICAL CONTACT
- TECHNOLOGY VIOLATION
- THEFT
- THREATS
- VANDALISM
- UNLAWFUL SUBSTANCE (POSSESSION)
- ANY OTHER ACTION STAFF SEES FIT

### Major Violations have the following disciplinary actions:

**\*One violation will result in detention/ suspension or possibly expulsion.**

**\*Three or more separate violations will result in suspension & possibly expulsion.**

### DAMAGE TO PROPERTY

If a student is found to have caused damage to school property either willfully or through negligence, the parents will be responsible for those damages. A conference will be set with the parents to discuss the repair of the damage.

## SEVERE VIOLATIONS

Severe violations are seen as an illegal action of conduct violation and have not only school consequences but law enforcement involvement. They often lead to immediate suspension, loss of school privileges (School Trips, Athletics, etc.), expulsion and possible legal repercussions. The below are a sample of severe violations:

- PULLING FIRE ALARM
- BRINGING WEAPONS TO SCHOOL
- BOMB THREATS
- ARSON
- UNLAWFUL SUBSTANCE (DISTRIBUTE/SHARE)
- INDECENT EXPOSURE
- BATTERY ON STAFF
- BREAKING & ENTERING
- ANY OTHER ACTION STAFF SEES FIT

### Severe Violations have the following disciplinary actions:

**\*One violation can result in minimal five-day suspension or expulsion, possible law enforcement involvement & legal repercussions. Immediate year loss of school trips, extracurricular activities (sports, clubs, etc.) & student privileges.**

**Severe Violations can also have additional consequences at the discretion of the principal and will include but are not limited to:**

**\* Community Service**

**\* Essay**

## ATTENDANCE POLICY

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 special award certificates.

Students at R.L.S. are required by our Board of Christian Education to be in attendance a minimum of 160 days out of the 180 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.

## 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. He or she must be signed in at the front office by the adult who brings him/her to school. 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.

## DETENTIONS

Detentions (Academic or Behavioral) are held after school from 3:00PM until 4:00PM on a selected day of the week, appropriated by the principal. An additional detention will be assigned if the first detention is not served. Detention takes precedence over appointments, practices, lessons, ballgames, etc. Notification of an assigned detention will be sent home for a parent's signature. **Students WILL NOT be allowed to return to school without a parent signed notification.**

- NOTE-

**Parents will be required to pay the cost of an Adult Supervisor (at the cost of \$15 an hour).**

## ACADEMIC DETENTION

Academic detention may result for every three missed assignments during a one-week period.

## BEHAVIORAL DETENTION

Each detention shall drop conduct grades by one grade level for the quarter in which it was issued. The Principal can only give Behavioral Detention or his/her substitute.

Students receiving three Behavioral Detentions shall receive an In-School Suspension and will suffer the loss of all student privileges. (I.E. assemblies, committees, athletic teams, dances, etc.) for the duration of the quarter.

## SUSPENSION & EXPULSION

The Board of Christian Education, through the principal, reserves the right to suspend or expel students whose conduct and attitude are clearly contrary to the aims of our school. Any child who, in the opinion of the principal, represents a threat to the safety of any person, possesses illegal items or substances, or seriously disrupts the classroom learning environment may be immediately suspended for five days pending meeting of The Board to discuss the matter.

**\*FIVE DAYS OF SUSPENSION IN A YEAR WILL RESULT IN LOSS OF SCHOOL TRIP, ALL EXTRACURRICULAR ACTIVITIES AND POSSIBLY EXPULSION\***

## IN-SCHOOL SUSPENSION

Any student receiving an in-school suspension is still required to complete all daily work on time. The student will only receive 50% credit for those assignments.

**-NOTE-**

**Parents will be required to pay the cost of an Adult Supervisor (at the cost of \$75 a day) for the duration of the child's suspension.**

## OUT OF SCHOOL SUSPENSION

Any student receiving an out of school suspension will still be required to complete all daily work on time. The student will receive zeros for all assignments. **Students WILL NOT be allowed to return to school until all missed daily work assignments are turned in completed.**

## EXTENDED SCHOOL CARE (E.S.C.)

R.L.S. wrap around care is an affordable and convenient option for child care and should be considered a privilege.

**E.S.C. ADMINISTRATOR: ASHLEY BAILEY**

## EXTENDED SCHOOL CARE DISCIPLINE PLAN

E.S.C. follows the same student conduct guidelines as the school with the following disciplinary plan

**NOTE: Any documentation in E.S.C. can be used in conjunction with or to further support discipline in school.**

While an attempt will be made to correct the inappropriate conduct without documentation, the staff may take the following actions to help further the student's behavior:

- Warning (standing by the fence)
- Time Out
- Loss of outside time or other E.S.C. privileges
- Appropriate punishment to fit the offense

# E.S.C. CONDUCT VIOLATIONS

## MINOR VIOLATIONS

**Minor violations have the following disciplinary actions:**

**\*Each violation will result in a phone call to the parents/guardians and require immediate pickup.**

**\*Three violations or more will result in a two week suspension of E.S.C. programs & privileges.**

## MAJOR VIOLATIONS

**Major violations have the following disciplinary actions:**

**\*One violation will result in one-month suspension of E.S.C. programs & privileges or possibly removal from E.S.C. programs and privileges for the year.**

**\*Two separate violations will result in immediate removal from the E.S.C. programs and privileges for a year.**

## SEVERE VIOLATIONS

**\*Immediate removal from E.S.C. programs and privileges for the year.**