

REDEEMER LUTHERAN  
CHURCH and SCHOOL  
STUART, FLORIDA

*Preparing Christian Leaders*



PARENT/STUDENT  
HANDBOOK

2011 – 2012

NON-DISCRIMINATION POLICY NOTICE AS TO STUDENTS

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 students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, and loan programs, and athletic and other school-administered programs.

Revised August 11, 2011

## **WELCOME TO REDEEMER LUTHERAN SCHOOL!**

Welcome to Redeemer Lutheran School! We pray that our Lord and Savior may bless our efforts as we work together in the spiritual training of your child. We thank you for selecting our school and we pledge our support and our cooperation. We view the education of your child as a sacred trust. Thank you for joining us in our mission of *Preparing Christian Leaders*.

### **A MESSAGE FROM REDEEMER CONGREGATION**

Dear Parents:

Our congregation established Redeemer Lutheran School to assist parents in carrying out their God-given task of providing Christian education for their children. We do our best to provide a setting in which students are taught God's Word by committed Christian teachers in a Christian environment in response to Jesus' "Great Commission" (Matthew 28: 19-20).

We firmly believe that a Christian School is an effective vehicle for preparing children to be Christian leaders. It reaches its highest degree of effectiveness when the home, by both word and example, teaches the same truths and standards of living as the school.

You are invited to worship with us at Redeemer Lutheran Church and attend Bible class and Sunday School. We pray that wherever you are on your faith journey, that you find a place to grow in God's grace in the Christian faith. Thank you for entrusting your child to our school. May God bless our ministry and cooperative efforts to raise children in the nurture and admonition of the Lord!

In Christ,

The Congregational Members of Redeemer Lutheran Church

### **A MESSAGE FROM REDEEMER LUTHERAN SCHOOL STAFF**

Welcome to Redeemer Lutheran School! We are happy that you have chosen our school for your child and pray that your experience here will be a positive one. Our goal is to prepare Christian leaders, not just for the future, but for today. We work to follow Jesus' example of serving others in response to the free grace He's given to us through His death and resurrection.

Preparing Christian leaders is a major task, one that we cannot accomplish without your support! Therefore, it is essential that parent and school maintain excellent communication right from the beginning. We are looking toward the same goal – helping your child develop his/her God-given gifts. When we work together, we are confident that God will provide success.

We urge you to keep in touch! Help us to help your child become the Christian leader God would have him/her be. We cannot do it without you!

In Christ,

The Redeemer Staff

### **STATEMENT OF PHILOSOPHY**

Redeemer Lutheran School is a ministry of Redeemer Lutheran Church and exists to

- Share the love and salvation message as written in John 3:16, "*For God so loved the world that He gave His only Son that whoever believes in Him should not perish but have eternal life.*"
- Teach the Christian faith according to Scriptures.
- Emphasize the child's personal relationship with our Savior, Jesus Christ.
- Promote academic excellence, high standards, and responsible citizenship as written

- in 1 Corinthians 10:31, “*Whatever you do, do it for the glory of God.*”
- Provide students an environment that fosters parental and community involvement.
- Engage students actively in an educational process that fosters spiritual, academic, physical, social, and emotional growth as directed in Proverbs 22:6, “*Train a child in the way he should go and, when he is old, he will not depart from it.*”
- Prepare Christian leaders by providing opportunities for all students to experience success in a Christ-centered environment.

### **LUTHERAN SCHOOLS**

Lutheran Schools in the United States were established as early as the first colonies. Schools in the Lutheran Church-Missouri Synod (LC-MS) date back to the decade between 1830 and 1840 when a number of Lutheran congregations were organized in the Midwestern states and established schools for their children.

Redeemer is one of more than 2,400 Lutheran schools in the Lutheran Church-Missouri Synod that minister to hundreds of thousands of students. Approximately 18,000 teachers and administrators staff the schools.

Redeemer Lutheran School is a mission of Redeemer Lutheran Church. The unique purpose of Redeemer Lutheran School is to *prepare Christian leaders* by providing a Christ-centered educational program where children can grow spiritually while they fully develop their God-given talents.

### **LUTHERANS: WHAT WE BELIEVE**

We believe in the Triune God: Father, Son, and Holy Spirit.

- That God the Father has created the universe and everything in it and that He continues to preserve it according to His will.
- That Jesus Christ is both true God and true man; that He suffered and died for us on the cross; that He rose from the dead, ascended into heaven, and will return on the last day to judge both the living and the dead.
- That the Holy Spirit calls us to faith and leads us to a sanctified life here on earth.
- That the Bible is the divinely inspired Word of God in all its parts.
- That salvation is given to us when we believe that Jesus Christ is our personal Lord and Savior, accepting His death on the cross as atonement for our sins.
- That the primary responsibility for Christian instruction of children is given to parents as directed in Eph. 6:4: “*Parents, do not treat your children in such a way as to make them angry. Instead, raise them with Christian discipline and instruction.*”

### **OBJECTIVES OF REDEEMER LUTHERAN SCHOOL**

The school community will:

1. By the power of the Holy Spirit, help students grow in faith as redeemed children of God and reflect their discipleship in relationships with others.
2. Recognize that each individual’s body is a temple of the Holy Spirit and will strive to develop physical fitness, good health habits, and promote a positive self-image.
3. Work with students to develop an understanding of God’s creation, the laws that govern it, and the relationship between living and non-living things.
4. Develop an appreciation for God’s gifts of music and art.
5. Promote and instill democratic values and an understanding of the political and economic systems of our nation and of the world.
6. Develop skills in communication and quantitative thinking.
7. Provide a trained and professional staff that serves as a model of the Christian life.

8. Regularly reevaluate and update curriculum in order to better prepare students for life.
9. Endeavor to minister to the particular needs of families.
10. Provide experiences and training which will help individuals to regard time, talents, and treasures as gifts from God to be used in His service.

### **REDEEMER'S PHILOSOPHY OF CHRISTIAN EDUCATION**

In order to fulfill the mission of God's Church (Matthew 28:19-20), Redeemer Lutheran Church and School offers a program of quality Christian education. The curricular and co-curricular programs strive to express Christ's love. The intent is to have all teachers and staff trained as Lutheran Christians, who witness God's love to children and set an example, living out their faith. Each pupil should have opportunities to witness his/her faith to others and to participate in worship through classroom devotions, classroom discussion, and school chapel services. Daily instruction in the Word of God provides an opportunity for each child to grow in the knowledge of his Savior, and to respond to God's love with acts of service. Because each child is precious and loved by Christ, he/she is deserving of love and respect.

Through a challenging curriculum and excellent classroom materials and equipment, Redeemer Lutheran Church and School strives to aid each child to meet the ever-increasing demands of living a Christian life in a sinful world. Each child should have opportunities to realize his/her God-given potential to the greatest degree possible.

Through the Christian basis in all aspects of education and life, Redeemer Lutheran Church and School offers parents a strong support network to aid them in bringing up their children in the nurture and admonition of the Lord.

### **PURPOSE AND GOALS**

Redeemer Lutheran Church and School assists parents in fulfilling their responsibilities for God's children in preparing Christian leaders. Redeemer's curricular and extra-curricular programs strive to express Christ's love at all times. Instruction in the Word of God provides an opportunity for children to grow in the knowledge of the Savior, and through the Spirit's work to respond to God's love. Each child is encouraged to realize his/her God-given potential.

- I. RELATIONSHIP WITH GOD -Through the power of the Holy Spirit the child will
  - A. Develop a thorough understanding of the Triune God:
    1. God as creator and owner of all things.
    2. Jesus Christ as Redeemer of the world.
    3. Holy Spirit as Sanctifier.
  - B. Develop the habit of self-examination and daily repentance of sin, and experience the joy of forgiveness of sins through faith in Christ Jesus.
  - C. Develop the discipline of using God's Word and Sacraments as the daily source and guide of Christian faith and life.
  - D. Develop a sound Christian personality through faith in Christ Jesus.
  - E. Respond to Christ's love through lives of service (Christian leadership).
- II. RELATIONSHIP TO SELF -The child may
  - A. Develop the necessary knowledge, attitude, and conduct to function effectively as a child of God. (Spiritual)
  - B. Understand that the human body is the temple of the Holy Spirit and accept responsibility for its health, safety, and recreation. (Physical)
  - C. Develop logical, scientific, and creative thinking habits; gain knowledge and the tools for communication, and develop an awareness of his/her self. (Mental)
  - D. Develop interpersonal skills necessary to witness competently and creatively. (Social)

- E. Understand and control emotions, find security through trust in God, and practice Christian love and service to others. (Emotional)
- III. RELATIONSHIPS WITH OTHERS -The child may
- A. Develop an attitude of Christian responsibility and cooperation with his/her family, schoolmates, church, and fellow workers.
  - B. View society, despite its imperfect and degraded condition through sin, as part of God's creation into which the child has been placed as a redeemed child of God.
  - C. Regard his/her community as an area for Christian participation and leadership.
- IV. RELATIONSHIP TO HIS ENVIRONMENT-The child may
- A. Develop an ever-increasing appreciation of God's wonderful creation.
  - B. Thank and praise God for His gifts.
  - C. Willingly determine to use all God's gifts to His glory and in service to others.
- V. PARENTAL COMMITMENT

Redeemer's goal is to prepare Christian leaders. This is only possible through the help of the Holy Spirit and the cooperation of families. If caretakers, by their words and actions, prove to be uncooperative, unsupportive of Redeemer's mission, and/or belligerent, Redeemer Lutheran Church and School may consider expulsion of the student.

### **PURPOSE OF HANDBOOK**

The purpose of this handbook is to familiarize families with our purposes, objectives, and school policies and regulations. This handbook is not a binding legal document, but rather a set of policies and procedures to ensure smooth operation of our Christian school.

In addition to this handbook, we will issue newsletters and bulletins. Parents should read all of this information carefully to help achieve a unity of purpose and successful cooperation in preparing Christian leaders.

### **FORWARD**

"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6

"Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

"Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:19-20

We faithfully proclaim the Word of God as stated in the canonical books of the Bible, and as confessed in the confessional writings of the Evangelical Lutheran Church and incorporated in the Book of Concord. These are summarized in Dr. Martin Luther's Small Catechism, which includes the "Ten Commandments", "Lord's Prayer", "Apostles' Creed", "Sacrament of Holy Baptism", "Sacrament of the Altar", and "Office of the Keys and Confession".

In response to these divine instructions and Lutheran Confessions, Redeemer Lutheran School has been established and exists today.

## **GENERAL INFORMATION**

\*\*\*Handbook Topics Listed Alphabetically\*\*\*

### **ACCIDENT INSURANCE**

Every child attending Redeemer Lutheran Church and School participates in the school time insurance program. The fee is included in the Registration Fee and provides limited coverage for pupils while traveling to and from school as well as while they are at school. An optional 24-hour coverage may also be purchased. Parents may contact the school office for more information about this program.

### **ACCREDITATION**

Redeemer Lutheran Church and School is accredited by the FL-GA District of the Lutheran Church-Missouri Synod and the National Lutheran School Accreditation. In accrediting a school, the District uses an instrument which is recognized and accepted by Florida's Department of Education and the Lutheran Church-Missouri Synod.

### **ADDRESS CHANGE**

Please inform the school office immediately (772-286-0932) of address, phone number, and/or e-mail address changes.

### **ADMINISTRATION**

Redeemer Lutheran Congregation sponsors and maintains its school, supplying the facilities for the educational operation. Administrative control and the formation of school policy rest with the governing body of the parish. The School Board is elected within the parish for the development and execution of school policies and regulations. The school is directly administered by the principal, working in a team ministry with the pastors.

### **ATHLETICS**

RLCS is a member of the Treasure Coast Athletic Conference, which includes schools from Hobe Sound to Vero Beach. Teams participate in interscholastic basketball, cross country, and soccer. Girls can also participate in volleyball and lacrosse. Boys can also participate in flag football. Generally, children in grades 5-6 may be eligible to try out for the junior varsity teams, while children in grades 6-8 may be eligible to try out for the varsity teams. If there are not enough students to complete a team 5<sup>th</sup> graders **may** be allowed to tryout for varsity teams and 4<sup>th</sup> graders for junior varsity. 4<sup>th</sup> grade students may participate in non-contact sports such as cross country as determined by the athletic conference. A \$75.00 fee is assessed in each sport in which the child participates.

"Varsity" teams (grades 6-8) are competitive, and equal playing time in team sports is not guaranteed for athletes (although coaches will try to make sure everyone can participate). On "Junior Varsity" teams (grades 5-6), the goal is for all team members to participate. Special consideration is given during tournaments of team sports, and students at the 5-6 level may not receive equal playing time at tournaments.

### **ATHLETIC ELIGIBILITY**

In order to be eligible to play a sport at Redeemer, a student must maintain satisfactory grades. If a student has at least one "F" or at least two "D's" in any subjects, including special area subjects, these grades prohibit the student from participating in sports at Redeemer until the grades are brought into the "acceptable" range. Eligibility grades are calculated before each Friday by the teachers, so a student might be eligible for just part of a season.

In order to be eligible for participation in school sports, the student is required to

1. Have a physical. The physical exam forms are available in the school office.
2. Meet eligibility requirements as stated above.

Should a student not fulfill each of the above requirements, he/she may be released from team participation. Any student ineligible due to an incomplete grade will become eligible upon completion of the incomplete grade if all other eligibility requirements have been met. Redeemer athletics' aim is to provide extra-curricular activities to students as opportunities for growth as leaders and for Christian witness during athletic competition.

Detentions will result in consequences as determined by the coach. A school suspension may result in a student being removed from the team, as determined by the principal, the athletic director, and the coach.

### **Athlete Parent Code of Conduct**

- 📌 I will encourage good sportsmanship by demonstrating **positive** support for all players, coaches, and officials at every game, practice or other sports event.
- 📌 I will **support** coaches and officials working with my child(ren) in order to encourage a **positive** and enjoyable experience for all.
- 📌 I will insist that my child(ren) play in a safe and healthy environment.
- 📌 I will do my very best to make youth sports **fun** for the children.
- 📌 I will teach my child(ren) that doing one's best is more important than winning the game and strive to maintain their self-confidence.
- 📌 I will inform the coach or assistants of any physical disability or illness that may prevent my child(ren) from participating in the sport.
- 📌 I will abide by the Parent / Student Handbook as it pertains to academic performance and required behavior of students who participate in sports.
- 📌 I will use electronic communications to request information and to provide positive feedback only.
- 📌 I will respect the decisions of the Athletic Director, coaches, assistants and/or authorities of the sport and will not confront them or question their decisions in front of others, especially the student athletes.
- 📌 I will not force my child(ren) to participate in any sports activities.
- 📌 I will not embarrass or ridicule any student athlete, including my own, for any errors in their play.
- 📌 I will not influence or seek to attempt to influence any member of the Redeemer Lutheran Church & School administration, coaches, assistants, volunteers or any member of the Treasure Coast Athletic Conference or the Treasure Coast Officials Association to gain advantage for myself, my child(ren) or a Redeemer team.
- 📌 I understand that should I choose not to abide by this Code of Conduct I shall be subject to the consequences set forth below.

### **CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS**

**1<sup>st</sup> Offense:** Athletic Director/Coach will issue a verbal and written warning with copies provided to the school administration and school board.

**2<sup>nd</sup> Offense:** The parent(s) will be suspended from all practices and / or games for one week. The Athletic Director will report the suspension to the school administration and school board. During a parental suspension, the parent may pick up or drop off their child, but the parent will not be allowed to attend any practices or games.

**3<sup>rd</sup> Offense:** The parent will be banned from all games, tournaments, practices or other activities pertaining to that sport until the end of the season.

**If the Parent does not abide by the consequence, the child may be asked to leave the team.**

### **ATTENDANCE**

Parents are asked to call the school by 9:00 AM to report absences. Any requests for homework may be done at this time.

Illness or other emergency absences and tardies are to be excused by a parent with a written note, even if a parent has previously phoned in the absence. If a student is absent more than 10 days in a semester, a doctor's note is required for each subsequent absence. If a student is absent more than 20 days during the school year, his/her promotion to the next grade may be at risk and will depend upon the decision of the teacher and principal. Excessive absences are reported to the authorities according the State of Florida Truancy Statute.

Unexcused absences (those not related to an illness or other emergency) will be assigned to any student who returns to school without a valid note explaining the absence. Unexcused absences (i.e. skipping school) result in a grade of zero (0) for all assignments given on the day of the absence.

Unexcused absences cannot be counted as excused absences unless cleared by the principal. Vacations taken on school days are discouraged. Parents of students missing school for vacations should notify the teacher in advance. Assignments missed while on vacation may be presented to the student/parent upon the student's return to school.

The responsibility for getting assignments and making up work missed during absences lies with the student and the parent. A student is permitted one day for every day of absence to make up missing work.

### **TARDIES AND EARLY DISMISSALS**

Students entering the classroom late cause a disruption in the instructional process. If instruction is consistently delayed by five minutes per day, that translates to 15 hours of lost instruction over the course of a school year! As we prepare children to become Christian leaders, we emphasize that punctuality is a virtue that benefits the entire class. Kindergarten-grade 8 students who are late to school will check in at the school office to receive a pass for entrance into class. Students are allowed up to 5 tardies per **semester**.

1. When the student has accumulated 5 tardies in the same semester, the 6<sup>th</sup> tardy and each subsequent tardy through tardy #10 will result in a \$5 fine being charged to the student's bill.
2. When the student has accumulated 10 tardies in the same semester, the 11<sup>th</sup> tardy and each subsequent tardy through tardy #15 will result in a \$10 fine being charged to the student's bill.
3. When the student has accumulated 15 tardies in the same semester, the 16<sup>th</sup> tardy and each subsequent tardy through tardy #20 will result in a \$15 fine being charged to the student's bill.
4. With each subsequent 5 tardies, an additional \$5 per tardy will be added to the previous fine.

Tardies or early dismissal caused by medical and dental appointments may be excused if the student brings a medical or dental excuse from their doctor/dentist. Excused tardies will not be counted towards the 5 tardy-per-semester limit.

Early dismissal requires that the parent come to the school office and sign out the student.

Missing more than ½ of a school day (4 hours) will prevent a student from receiving a Perfect Attendance Award.

### **BIKERS AND WALKERS**

Parents of students who will be riding a bike or walking to school must complete a form indicating their intent. These forms are available in the school office. Students may not leave campus unless accompanied by a guardian or school official.

Florida law requires children riding bicycles to wear safety helmets. Students riding their bikes to school are responsible for complying with the state law. Bicycles are to be placed into the designated bicycle racks and locked securely.

The school is not responsible for bicycle damage or theft. No bicycles are to be ridden during school hours. Students who ride to school are to arrive after 8:00 A.M. and leave by 3:15 P.M.

Walkers are not to arrive at school before 8:00 A.M. and will be walked to the edge of the school property after the major car line traffic has subsided. Parents who are electing to pick up their students in locations other than school grounds must complete a form indicating their intent.

### **BIRTHDAY PARTIES**

Please discuss birthday celebrations and/or treats in advance with your child's teacher. Invitations to family parties, which do not include the child's entire class, may not be distributed at school.

### **CAR LINE**

Redeemer Lutheran School provides a car line for all parents of Pre-K – 8<sup>th</sup> grade students for pick up and drop off of their children. Teachers and administration assist students. Car line starting times are as follow: 8:00 for 3 year olds-8<sup>th</sup> grade, 11:30 for preschoolers, and 3:00 for all other students.

1. Parents of 12 month olds and 2 year olds have a designated parking area.
2. Parents dropping off 3 year old and VPK students in car line are to enter the parking lot from East Ocean Boulevard, come into the main parking lot, and curve to the left to let the children out of the car in front of the school office walkway. Staff members will be present to help the children from the cars and to supervise them during car line.
3. Parents dropping off K-8<sup>th</sup> students should also enter from East Ocean Boulevard, the drive through the main parking lot, and around the gym to let the children out on the east sidewalk. Staff members will be there to supervise the students.
4. Parents needing to come into the office in the morning may use the car line to drop off their children first. Parents may then park in the front east church parking lot to walk in. In order to ensure parking lot safety, parents are encouraged to drop students off in car line.
5. Parents who wish to drop off students before 8 AM may use the Extended Care program.
6. Students not picked up by 3:15 P.M. will be escorted to Extended Care.
7. Parents wishing to have students ride home with another driver must coordinate rides with the office in writing in advance.

8. For safety's sake, drivers must refrain from using cell phones during car line.
9. Unfortunately, car line conversations with teachers congest traffic. Parents are strongly encouraged to meet with teachers after car line for extended conversations.
10. No food, drinks, or snacks are allowed for students waiting in car line.
11. Students entering or exiting cars on the passenger side must walk in front of the car.
12. Students are to watch for their ride. Students on the balcony are expected to come downstairs as soon as their ride has been seen.

### **COMPUTER LAB**

Each class (Pre-K through 8<sup>th</sup> grade) visits the computer lab weekly. The programs used are coordinated with the reading, math, social studies, and science lessons taught in the classroom. Older students also work with word processing, publishing, spreadsheets, presentation database programs, and the Internet.

Each student is responsible for his/her computer during that class time and is expected to treat all equipment with care. Parents will be charged for any damage done by their children.

Computer classes for 1<sup>st</sup> through 3<sup>rd</sup> grade are graded "S", "N", and "U". (See section on grading scale.) Students in grades 4-8 receive a percentage grade in computer class. If a student's conduct or progress in the lab is not satisfactory, the media coordinator will call the parent to discuss the problem.

The Redeemer computer network is filtered for student safety. All Internet use on campus is supervised and educationally focused. Only students with an Acceptable Use Policy (AUP) agreement signed by a parent and on file in the lab will be allowed Internet access during school hours.

### **CURRICULUM**

The curriculum of Redeemer Lutheran Church and School seeks to provide excellence in all academic areas in response to the Gospel. While emphasis is placed on the basics of education, the curriculum provides opportunities to prepare Christian leaders for lives of service. Our curriculum areas are the following:

**Religion** is taught at every grade level. It includes learning of God's grace through Jesus Christ, memory work, Bible history, and the catechism. Church history and a study of other faiths may also be a part of this subject matter area.

**Language Arts** consists of reading, literature, writing, spelling, and English. Oral and written use of the English language is a priority for our students.

**Mathematics** includes the understanding of number concepts, arithmetic, algebra, and geometry. Computation of numbers and problem solving are stressed.

**Social Studies** is a study in the areas of communities, geography, history, and current events of the state, country, and world.

**Science** classes cover the study of earth, life, physical sciences, and general science.

**Health and Physical Education** give opportunities for organized physical activity such as exercise and small and large group games, as well as the study of nutrition and healthy habits. Age-appropriate sex education is also taught.

**Art** education consists of an elementary understanding and appreciation of art, together with the opportunity to work with various art mediums.

**Music** education incorporates formal instruction in music and music appreciation in grades K-5. Sacred music receives much attention but not at the exclusion of other types of music. Vocal and handbell choirs are available as electives for middle school students.

**Computer Education** includes the understanding of the role and function of the basic parts of a computer. Students will use software as it correlates with the various curricula for enrichment and remedial purposes.

**Spanish** provides the students with an introductory course in basic Spanish language and culture.

### **DISCIPLINE**

In response to the Gospel, our school's **discipline** is based on these principles:

1. Respect God
2. Respect and obey people in authority
3. Respect yourself and others
4. Respect learning
5. Respect property

All students are expected to conduct themselves at all times in a manner that will contribute to the best interests of all. The goal of Christian discipline is to help students learn self-discipline. Consequences for misbehavior are not rooted in a spirit of vengeance or thoughts of retribution but rather given with the purpose of guiding children toward the achievement of making God-pleasing choices, which help him/her serve as better witnesses for Christ.

On "Parent Orientation Night," and during the first week of school, Redeemer's teachers will orient parents and students regarding the classroom rules and procedures and, for middle school, the departmental discipline program. In most situations, the teacher will deal with discipline within the classroom setting and will be in contact with the home when situations of concern arise. Parents are asked to be supportive of the teachers, staff, and administration when children give information about any discipline or situation that takes place at school. Parents also sign a commitment form stating that they will support the policies and staff at Redeemer Lutheran School.

### **Suspension/Expulsion/Exclusion may result from the following:**

#### **SUSPENSION:**

- Physical altercations on school grounds or at school activities.
- Language or behavior which is not consistent with the Biblical teachings of Redeemer Lutheran Church and School.
- Blatant disobedience, insubordination, or disrespect for authority.
- Failure of the parent or guardian to cooperate with school administration.
- Conduct at school or on a school-authorized event which is contrary to the mission of Redeemer Lutheran School.
- Theft or knowingly receiving or possessing stolen property.
- Harassment and/or bullying, including online.

To assure that students stay current with class work, all assignments missed during any suspension must be completed during the suspension or immediately following the student's return to school.

A student who has been suspended from school shall **NOT** be eligible to participate in any school functions until cleared by administration.

## **EXPULSION/EXCLUSION:**

- Injury or harm to persons or serious threat of same.
- Malicious destruction of school property.
- Illegal substance possession or use on campus or at any school-related activity.
- Violation of school policies while on probation.
- Weapon possession (i.e. knives, guns, matches/lighters, fireworks, or other dangerous items).

As the Word of God clearly indicates, God holds Redeemer Lutheran accountable for each child's spiritual well-being at school. Everyone is sinful. Everyone makes mistakes. RLS administers discipline with a firm but gentle and forgiving hand. God forgives all who repent of their sins. Nonetheless, RLS sees discipline as a positive and Christian way of ministering to children.

## **HARASSMENT**

All students, staff, and guests of Redeemer Lutheran Church and School are to be treated with respect and dignity. The school strives to be an environment that is free from harassment and violence. It is a violation of Redeemer Lutheran School's rules for a student to harass a person through conduct or communication that is demeaning or physically harmful.

Harassment is considered to be **words and/or actions** directed toward an individual or group of individuals which intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is not limited to references made to a person or groups based upon a person's age, sex, race, appearance, religion, or ethnic origin. Bullying is also a form of harassment. Verbal comments, sexual name-calling, gestures, profanity, slurs, and the spreading of malicious rumors directed toward an individual or group are also considered harassment. Harassment, on or off campus (including online), may be considered for disciplinary action by Redeemer Lutheran School.

## **GENERAL SCHOOL RULES**

### Students are to

1. Respect God, themselves, others, and others' property, including church and school property.
2. Support the staff and school policies of Redeemer Lutheran School.
3. Enter and exit the building in an orderly and quiet manner.
4. Keep hands, feet, and objects, to themselves.
5. Refrain from spitting.
6. Bring healthy lunches and snacks. Gum, candy, and soda are not allowed in class, except for rare occasions of classroom parties.
7. Leave electronic devices that may cause a disruption off campus, unless approved by a teacher or administrator. Cell phones must be kept in the "Off" position and remain in the students' backpacks throughout the school day. Middle school students and parents are required to sign and adhere to Redeemer's Cell Phone Contract.
8. Wear hats, caps, and sunglasses before or after school and only outdoors.
9. Be responsible for their own belongings brought to school. While Redeemer tries to maintain a safe and orderly environment, it is not advisable for students to bring valuables to school.
10. Stay off school grounds after 3:15 P.M. unless he/she is eligible for Extended Care or is participating in an after school activity under a teacher's supervision.

11. Arrive at school prepared for the school day. Students are not be permitted to use the school phone except for emergencies.
12. Avoid romantic displays of affection.

### **UNIFORMS ARE REQUIRED FOR ALL STUDENTS GRADES K-8**

Redeemer Lutheran School has a school dress code. Students are to respect themselves and display Christian modesty. Uniform dress also provides students with increased opportunities for social and academic development.

#### **DRESS CODE GUIDELINES: K-8**

1. Students may not wear pants, slacks, or shorts that droop below the waist.
2. Hair should be neat and clean. Hair may not hang down below the eyebrows. Long hair should be held off the face by barrettes, ponytail holders, etc. Boys' hair may not touch their collars. Hair must be a natural color. No facial hair is allowed.
3. Closed-toed shoes are to be worn. Sandals, flip-flops, boots, etc. are not allowed. Tennis/gym shoes are required for PE classes. All shoes must be fastened properly.
4. Shirts must be tucked in at all times.
5. Hats, bandanas, scarves, and sunglasses are allowed before and after school and only outside.
6. No dangling or large earrings are allowed. Boys are not permitted to wear any type of piercing.
7. Redeemer sweatshirts (only) may be worn over uniforms, but shirt collars must be visible.
8. Modest use of natural color make-up is allowed for girls in grades 6, 7, and 8 only.
9. Students who play school sports may wear their uniform shirts on game days only with the coach's permission. A tee shirt may be required under a uniform shirt.
10. All school dress should be neat and clean for school.
11. On cool or cold days students are to be dressed in School Uniforms. Long sleeve polo shirts and sweatshirts are available through Land's End. Long pants may be purchased in the uniform section of Sears, JC Penney, or another store that stocks uniforms. Jackets and coats may be worn to and from school, in car line, and at recess, but not in the classroom. Please plan ahead.
12. Students in grades K-8 are required to wear the uniform oxford shirt to chapel.
13. After a verbal warning to the student, parents will receive written notification of the second violation of the dress code. Dress code violations may require a student to stay in the office until parents bring appropriate clothing. If a student consistently violates the dress code, the administration reserves the right to take further disciplinary action.
14. Any undershirt that a student wears must be white.
15. A student may be asked to remove any accessory that is a distraction.

16. All students in grades 2-8 need to wear a belt if the clothing has belt loops.
17. All students are to wear navy blue, black, or white socks.
18. For Girls: Solid navy or white tights may be worn, but no leggings are allowed.

**DRESS CODE GUIDELINES: PRESCHOOL AND PRE-KINDERGARTEN**

1. All school dress should be neat, clean, and appropriate for school.
2. All children are required to wear sneakers for all physical education classes. Students may not participate in PE without tennis shoes. Failure to wear proper shoes will affect their grade.

**UNIFORM GUIDELINES**

Redeemer's main uniform provider is Lands' End. Uniforms and catalogs can be ordered by calling their customer service number at (800) 469-2222 or by using their website, [www.landsend.com/school](http://www.landsend.com/school) Preferred School Number: **900103144** Logo Description: School Name With Cross Logo Number: 0538091K  
The Redeemer School Board has approved a second option with regard to the uniform shirts. If parents want to purchase uniform shirts in the prescribed colors from other uniform providers such as Target, Penney's, and Sears, For a modest cost, Stimmell's Sport Shop at 2170 S.E. Ocean Boulevard is willing to embroider our Redeemer logo onto the shirts.

**All Uniform Tops must have the approved school logo embroidered on the upper left side.**

**Lands' End Boys**

**Tops, Shirts & Sweaters**

- Hooded Pullover Sweatshirt: Classic Navy
- Long Sleeve Performance Interlock Polo: Classic Navy, Evergreen or White
- Short Sleeve Performance Interlock Polo Shirt: Classic Navy, Evergreen or White
- Short Sleeve Solid Mesh Polo Shirt: Classic Navy, Evergreen or White
- Uniform Long Sleeve Oxford Shirt: Light Blue or White
- Uniform Long Sleeve Solid Mesh Polo Shirt: Classic Navy, Evergreen or White
- Uniform Short Sleeve Oxford Shirt: Light Blue or White
- Zip-front Sweatshirt: Classic Navy

**Pants & Shorts**

- Blended Elastic Waist Chino Pants: Khaki or Navy
- Plain Front Stain & Wrinkle Resist Chinos: Khaki or Navy
- Uniform Boys' Plain Front Blend Chino Shorts: Khaki or Navy
- Uniform Boys' Plain Front Blended Chino Pants: Khaki or Navy
- Uniform Stain & Wrinkle Resistant Cargo Shorts: Khaki or Navy
- Uniform Stain & Wrinkle Resistant Chino Shorts: Khaki or Navy

## **Lands' End Girls**

### **Tops, Shirts & Sweaters**

Cardigan: Classic Navy

Hooded Pullover Sweatshirt: Classic Navy

Long Sleeve Oxford Shirt: Light Blue or White

Long Sleeve Performance Interlock Polo: Classic Navy, Evergreen or

White

Short Sleeve Oxford Shirt: Light Blue or White

Short Sleeve Performance Interlock Polo Shirt: Classic Navy, Evergreen

or White

Short Sleeve Solid Mesh Polo Shirt: Classic Navy, Evergreen or White

Uniform Fine Gauge Cotton Cardigan

Uniform Long Sleeve Feminine Fit Interlock Polo: Classic Navy,

Evergreen or White

Uniform Long Sleeve Feminine Fit Mesh Polo Shirt: Classic Navy,

Evergreen or White

Uniform Long Sleeve Solid Mesh Polo Shirt: Classic Navy, Evergreen or

White

Uniform Short Sleeve Feminine Fit Interlock Polo: Classic Navy,

Evergreen or White

Uniform Short Sleeve Feminine Fit Mesh Polo: Classic Navy, Evergreen

or White

Zip-front Sweatshirt: Classic Navy

### **Pants & Shorts**

Plain Front Feminine Fit Pants: Khaki or Navy

Uniform Blend Elastic Waist Chino Pants: Khaki or Navy

Uniform Plain Front Blended Chino Pants: Khaki or Navy

Uniform Plain Front Blended Shorts: Khaki or Navy

Uniform Plain Front Stain Resistant Chino Pants: Khaki or Navy

Uniform Stretch Crop Pants: Khaki or Navy

### **Dresses & Skirts**

Jumper: Khaki or Navy

Pleated Twill Skort: Khaki or Navy

School Uniform Short Chino Skort: Khaki or Navy

Uniform 2-button Stretch Skort: Khaki or Navy

Uniform Long Chino Skort: Khaki or Navy

Uniform Stretch Stain Resistant Cargo Skort: Khaki or Navy

Plain Front Stain & Wrinkle Resistant Chino Shorts: Khaki or Navy

Polo dress in Evergreen or Navy, short-sleeve or long-sleeve

## **DRESS CODE: ATHLETIC UNIFORMS**

All students in grades K-8 are required to wear gym shoes on physical education days. Students in grade 5-8 are required to purchase Redeemer PE uniforms, available in the school office. PE uniforms will also be available on Parent Orientation Night.

## **EMERGENCY EVACUATION**

In case there is a severe storm or a tornado in our immediate area and there is destruction to Redeemer property, students will be escorted by the teachers to the nearest secure location.

## **EMERGENCY SCHOOL CLOSINGS**

School will not be in session when weather makes it unsafe and/or unreasonable to hold classes. Listen for school closing information regarding our school on local radio and TV stations. PLEASE NOTE - When Martin County Schools declare emergency closing for their schools, Redeemer Lutheran School will also be closed.

## **ENROLLMENT: "TRAIN UP A CHILD"**

While Redeemer Lutheran Church and School has a non-discriminatory enrollment policy, it does follow a certain protocol in admitting students to the school family. For children entering all grade levels, Redeemer Lutheran Church members are given priority after re-enrollments have been established.

If a family has another child of school age already enrolled in the school, they receive consideration next.

After preference is given for church members and families with current Redeemer students, Redeemer accepts applications on a first-come, first-served basis.

Redeemer Lutheran Church and School offers a preschool program for 12-month-olds, two and three year olds, and a pre-kindergarten for four year olds. While our preschool programs and pre-kindergarten are not requirements for our kindergarten, the programs help to prepare a child for the more formal education process beginning in that class. Two year olds must be two on or before September 1. Children entering our preschool program must be 3 years of age on or before September 1 and be fully potty trained. Children entering Redeemer's pre-kindergarten must be four years of age on or before September 1 and must be fully potty trained..

In as much as kindergarten is a year of preparation for first grade, all children entering kindergarten must be 5 years of age on or before September 1.

All children entering preschool, pre-kindergarten, kindergarten, or first grade for the first time must present a birth certificate, a health form completed by their physician, and Immunization Certificate. The eight preventable diseases for which immunizations are required are poliomyelitis, diphtheria, tetanus, whooping cough, measles, mumps, hepatitis, and rubella. Those entering other grades or entering from out of state must submit a health form from their physician. It is recommended that all new pupils also have their sight and hearing checked prior to attending school.

Parents of all new applicants to Redeemer Lutheran School shall do the following:

1. Complete the online application form for each student
2. Pay the application fee for each student
3. Present a copy of each child's previous/current year's report card
4. Present a copy of each child's previous/current achievement test results
5. Present a copy of each child's birth certificate

Upon receiving the above information, an appointment will be scheduled for testing of each new K-8<sup>th</sup> grade student. For all K-8<sup>th</sup> applicants, we also require the completion of our Recommendation Form by the student's previous school official(s). Every middle school applicant must meet with the principal. The child's parent can be present during this interview.

Student acceptance will be contingent on the successful completion of the above. Parent(s) will be notified on enrollment decisions. As a general rule, students must test at or above grade level in the subjects of reading and math on the school placement test. Students below grade level

may be required to undergo tutoring in a subject (at the family's expense), or enrollment may be denied. The School Board makes final decisions regarding enrollment.

Upon acceptance, parents will have two (2) weeks to complete the following in order to guarantee the student's place in the assigned class:

1. Sign the commitment statement
2. Pay the non-refundable registration fee and other fees

Prior to attendance, the following items will be needed

1. First month's tuition payment
2. Health and immunization records (from doctor)

### **NEW STUDENT PROBATIONARY PERIOD**

Each child who is enrolled in Redeemer Lutheran School for the first time is accepted on a probationary basis for the period of nine weeks. At the end of this period, the probationary status will be removed if the child demonstrates satisfactory performance. Students may also be placed on a behavioral contract.

ALL students are expected to:

1. Work at or above the assigned grade level.
2. Show acceptable behavior in the classroom and on the playground.
3. Show respect for fellow students, teachers, and others.

If any child has not demonstrated satisfactory progress in one of the above areas, the following steps will be taken:

1. Parents will be notified of any difficulty before the end of the probationary period.
2. The teacher may give a written report to the principal explaining the difficulty.
3. The principal and teacher will have a conference with the parents and others involved.

With this information at hand the principal may do one of the following:

1. Recommend the child be removed as a student at Redeemer Lutheran School.
2. Extend the probationary period and request another evaluation at the end of that time.
3. Write a behavioral contract.
4. Remove the probation.

**Final enrollment decisions are made by the School Board.**

### **EXTENDED CARE**

Extended Care is available for all Redeemer students, preschool through eighth grade. Extended Care hours are 7:00 AM-8:00 AM and 3:00-5:30 PM. A late fee of \$5.00 is charged for anyone arriving after 5:30 PM, with \$1/minute charged after 5:45 PM.

Extended Care is offered for preschool 12 months olds-3 year olds as part of full-time tuition on regularly scheduled school days. Extended Care for VPK students is offered for a weekly fee.

Students must pre-register for Extended Care on days when classes are not in session.

Students may be required to do homework or study quietly for a period of time after they have been served a snack. If they have no homework, students may be asked to bring books to read.

Students must be signed in and out by a parent or other authorized adult.

School behavioral policies and consequences will apply to students in Extended Care.

## **FEES: PAYMENT POLICY**

The Application and Testing Fee is assessed to new families considering enrolling in Redeemer Lutheran School. This fee is nonrefundable.

The Registration Fee is assessed to all students for re-enrollment and to new students upon acceptance to Redeemer Lutheran School. Upon acceptance, this fee is nonrefundable.

The various tuition payment options are located on Redeemer's web site. For preschool, options, go to "School" and "Preschool and VPK" page. For K-8<sup>th</sup>, go to "School," "Admissions," and "K-8<sup>th</sup> Fee Schedule."

The Athletic Fee is due at the beginning of each sport the student participates in during the school year. This fee is set per sport. If the student drops off the team or becomes ineligible during the sport season, the fee is not refundable.

## **LATE PAYMENT**

Tuition payments are due on or before the first of each month.

**A late fee of \$25.00 (or 10%, whichever is less) is assessed 10 days after the payment is due.** Families who have not paid on their account by the 15<sup>th</sup> day of each month will receive a warning letter that the payment must be received in 10 days of the dated letter. If the account remains past due FOR 30 DAYS with no payment plan, the student(s) may not be admitted to class until the account is current.

## **RETURNED CHECKS**

1. A \$25.00 service fee will be charged for any returned check.
2. After one non-sufficient funds check has been received, the parents may be requested to make their payments by cash or money order.
  - All fees and tuition are to be paid before the final report card will be issued or transcripts are sent to another school.
  - Fines may also be assessed for damage to school property, restitution, or textbooks returned in unacceptable condition.

## **FIELD TRIPS AND OTHER OFF-CAMPUS ACTIVITIES**

Only students in the class that is scheduled to participate in the field trip or other off-campus activity may attend that activity. A parent wanting to drive for field trips must submit a photocopy of her/his driver's license. Application forms are available in the school office. Parents of students who must bring younger siblings are permitted to drive to field trips, but not chaperone.

Chaperoning for overnight field trips is restricted. Non-staff members wanting to chaperone overnight field trips must be willing to submit to a background check and will be chosen by the supervising instructor, subject to administrative approval.

### **FOURTH GRADE—ST. AUGUSTINE**

As part of the study of Florida history the fourth grade class spends one day exploring the oldest city in Florida. Students will visit historic sites while gaining an appreciation for our history.

### **FIFTH GRADE—KENNEDY SPACE CENTER**

As part of the study of science in fifth grade, students will attend a one-day trip to the Kennedy Space Center.

### SIXTH GRADE—SEA CAMP

As part of the sixth grade science curriculum, students learn first hand about the wonders that God has created in our seas. The students spend three days in the Florida Keys exploring and learning about sea life.

### SEVENTH GRADE—OUTDOOR EDUCATION

The seventh grade curriculum offers a four-day outdoor experience at Luther Springs. Outdoor Education seeks to extend the experiences of the student from the classroom into the outdoors. The student will witness first hand God’s wonderful creation and the importance of our preserving these blessings given to us.

### EIGHTH GRADE—TALLAHASSEE AND PANHANDLE AREA SITES

Since the eighth graders study U.S. History, it is very appropriate for this class to visit our state capital and see where our state legislators meet to enact state laws. Besides viewing the Old Capitol and the New Capitol, the Tallahassee Museum and beautiful Wakulla Springs are two of the other sites that students will enjoy visiting.

These trips are not vacations, but are carefully planned opportunities for growth. Participation is mandatory. If a student misses a trip, appropriate make-up work will be assigned and may be required to be completed in an alternate classroom. Fees for these trips are not included in school tuition. Fees will be reduced through full participation in planned fundraisers. So that parents, staff members, Redeemer Church members, and students’ loved ones are not besieged with fund-raisers, each class is allowed to sponsor only one fund-raiser per year. Chaperoning the above field trips is restricted. Please see trip requirements.

### GRADING SCALE

When percentages are applicable, the following grading scale is used:

90-100	=	A (Excellent)
80-89	=	B (Good)
70-79	=	C (Average)
60-69	=	D (Poor)
0-59	=	F (Failing)
Incomplete	=	I
80-100	=	S (Satisfactory)
60-79	=	N (Needs improvement)
0-59	=	U (Unsatisfactory)

An “S”, “N”, “U” system is used for the following subjects: art, Spanish, PE, computers, and music in grades K-2. For reporting grades on interims and report cards, percentage grades are used in grades 3-8.

### HEALTH NOTES

The school office must receive an up-to-date DH3040 form for each student. Parents can obtain this form from their pediatrician’s office and have it completed there.

The school office is capable of handling minor injuries and ailments. If a child is ill, has a fever, or is seriously injured, the child’s parents are notified.

If a child is to take any medication that is sent from home, the medicine and written instructions are to be kept in the school office.

If lice or nits are found on a child, his/her parents will be notified to remove the child from school. Before the child may return to class, it will be necessary that the child be under treatment, and have no visible signs of lice.

Students with contagious conditions (i.e. pink eye, etc.) are not allowed in school and must present a doctor's note allowing them to return to class.

Parents are expected to use good judgment in keeping a child at home when (s)he is ill. A child is not to attend school if (s)he has had a fever within the past 24 hours, has been vomiting or has had diarrhea within the last 24 hours, or has any illness that is contagious.

### **HOME VISITS**

In order to have a good working relationship between home and school, teachers conduct home visits. This gives the teacher an opportunity to meet the whole family. Teachers will make arrangements with families to set up a convenient time for a visit. Parents have the option of declining a home visit.

### **HOMEWORK**

Homework is given by teachers to enhance academic training. Teachers assign homework in proportion to the grade level in accordance with the National Parent Teacher Association's "10 minute rule" (e.g. 1<sup>st</sup> grade = 10 minutes, 4<sup>th</sup> grade = 40 minutes, 8<sup>th</sup> grade = 80 minutes). Parents whose children regularly exceed the homework time guidelines should contact their children's teachers.

Students are expected to complete homework on time, and families play an important role in helping to give students time to complete assignments. Parents who have questions about homework levels should contact the child's teacher.

Wednesdays are considered family/church nights, and homework will be reduced to encourage family and spiritual growth, and no school activities are scheduled.

### **IMMUNIZATION REQUIREMENTS FOR STUDENTS**

Every student is to receive the state-required immunizations. The school office must receive an up-to-date DH680 form for each student. Parents can obtain this form from their pediatrician's office and have it completed there.

### **LIBRARY**

Redeemer Lutheran Church and School has a central library and media center. Occasionally, a class may visit the county library. Classroom teachers will advise families if a library card will be required.

All books are checked out for a 3 week period and may be renewed without a fine before the due date. Overdue books receive a 5 cent per day fine. Lost books must be replaced with the same title and form (paperback or hardcover). Students may also pay for the cost of the lost book if it is more expedient for the family. All students should practice proper book care while library books are in their possession. Books that are returned damaged may require replacement by the last user. All fines must be paid and all books must be returned 10 days before the last day of school.

### **LOST AND FOUND**

Any articles of value that are found should be brought to the school office. Items unclaimed at the end of the school year may be donated to a charitable organization.

## **LUNCH**

Children attending Redeemer Lutheran Church and School have the opportunity to purchase a hot lunch each day. Parent volunteers assist in the serving of the lunches. Pupils and teachers eat lunch in the Christian Fellowship Center (CFC) lobby. Hot lunches are ordered in advance online at [www.hot-meals.com](http://www.hot-meals.com). Students may bring a lunch from home; however, no refrigeration or microwave is available.

Lunches are to be eaten in the CFC lobby unless teachers elect to supervise classes elsewhere. Candy and soda are not allowed to be included in school lunches. Parents should check with the classroom teacher before sending candy to the classroom as a treat.

No student is allowed to leave the school grounds at any time during the day unless it is for a medical appointment, a funeral, or an actual emergency. Students are not to be taken out to lunch. Restaurant lunches are not to be dropped off for students during the school day. A student is welcome to bring restaurant leftovers as part of his/her lunch.

## **PARENT REQUIRED INVOLVEMENT IN CHRISTIAN EDUCATION (Volunteer Hours)**

P.R.I.C.E. is the required volunteer program of Redeemer Lutheran School. Each school family (Preschool 2's through 8<sup>th</sup> grade) is required to serve 25 hours during the school year. A fee of \$15 per hour will be assessed for each hour not served. This assessment will appear on the May tuition bill. It is each parent volunteer's responsibility to record service time. This can be done in the school office.

## **PHYSICAL EDUCATION**

As part of the total educational process of the child, Redeemer provides a physical education program. Through movement exercises, games, and planned activities, children learn what they need to know about body skills and how to use them now and into adulthood. Physical education is an integral part of education at Redeemer.

All children in K-grade 4 are required to wear gym shoes on physical education days. Students in grade 5-8 are required to purchase Redeemer physical education uniforms available through the school office.

If a student needs to be excused from physical education class, a note dated and signed by the physician, parents, or guardian must be submitted. If physically able, the student will still dress out for gym but will be excused from participation.

## **PLAYGROUND PROCEDURES AND POLICIES**

In general the rules to be observed by pupils on the playground follow the general rules of respect on page 11. Students will use the gates to enter and exit the playground.

Rowdiness, rolling on the ground, name calling, taking personal belongings of others, and other horseplay will not be tolerated.

All students are expected to use the playground during assigned recess. Students will remain in the classroom or use the gym when available during inclement weather.

## **PROMOTION/GRADUATION REQUIREMENTS**

Before any student in third-eighth grade is promoted to the next grade level or graduates from the eighth grade, he/she must have satisfactorily completed all assigned schoolwork and have demonstrated an acceptable level of accomplishment. Students who have a grade average below 60% or "F's" in two (2) or more major subjects (reading, science, social studies, English, and math) will not be promoted or graduate. It is the parents'/guardians' responsibility to monitor their students' progress through mid-quarter progress reports and quarterly report cards. Parents of third-eighth graders should also check their children's progress on RenWeb, which is updated at least weekly by the third-eighth grade teachers..

The administration, in consultation with the teacher and parents, will decide on promotion or retention in preschool-second grade.

## **PROTECTION FROM ABUSE**

Florida law states that whenever any person knows or suspects such abuse has occurred, it MUST be reported.

FLORIDA STATUTE 415.504

415.504 Mandatory reports of child abuse or neglect; mandatory reports of death; central abuse registry tracking system:

- 1) Any person including, but not limited to, any:
  - a) School teacher or other school official or personnel;
  - b) Social worker, day care center worker, or other professional child care, foster care, residential, or institutional worker; or who knows, or has reasonable cause to suspect, that a child is an abused or neglected child shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2).
- 2) Each report of known or suspected child abuse or neglect pursuant to this section shall be made immediately to the department's central abuse registry and tracking system on the single statewide toll-free telephone number.

School staff members are considered "mandated reporters" by the state of Florida. As such, ANY report or suspicion of abuse or neglect MUST be reported by law.

## **REPORTING TO PARENTS**

Redeemer Lutheran School employs several methods of reporting to parents:

### **REPORT CARDS**

Report cards are issued online every quarter. The school office will produce a hard copy of the final report card in June.

### **PROGRESS REPORTS**

Approximately at the mid-quarter time an online progress report is sent to the parents of students in grades 2-8.

### **PARENT-TEACHER CONFERENCES**

Scheduled parent-teacher conferences are a valuable means of reporting to parents. At these sessions, each child's progress and needs are discussed along with ways of helping the child. The conferences are scheduled at the end of the first quarter and midway through third quarter. Attendance is mandatory. Additional conferences may be scheduled at the request of the teacher or parents.

All parent-teacher conferences should be made by appointment only. Dropping in just before or during hours can interfere with the teacher's time with students or preparations that the teacher needs to make before the school day begins. Please make phone appointments in advance to set up a private consultation regarding serious issues. Conferences may not be arranged Wednesdays after school since teachers are involved with staff meetings.

#### RENWEB

Redeemer Lutheran School subscribes to an online grading system called RenWeb. Teachers in grades 3-8 post grades online and parents can access their children's grades. Teachers update their grade books at least weekly.

#### E-MAIL

Each staff member is given an e-mail address with his/her first initial followed by his/her last name @redeemerstuart.com. Parents are encouraged to use this form of communication, and staff members will try to reply in a timely manner.

#### NEWSLETTERS

Redeemer Lutheran School produces a newsletter called the *Ram News*, providing parents with current information about the events taking place during a week, month, or year. Updated continuously, *Ram News* is available online at the Redeemer Lutheran Church and School web site. It is the parents' responsibility to read all correspondence from the school. In addition to the school newsletter, teachers will e-mail or send home a weekly letter.

#### NOTICES TO PARENTS

Quite often during the year it is necessary for the faculty or school office to send notices or forms to parents with the student. Redeemer expects children to regard this as a serious responsibility and that the parents be prompt in returning such forms when required. It is the student's responsibility to inform you when these notices are sent. Notices for students in preschool through first grade will be placed in the child's backpack by the teachers. Parents should check their children's backpacks **daily**.

#### WEB SITES

Each Redeemer Lutheran teacher has a web page. This can be a useful tool to learn about class news or to contact a teacher.

#### YEARLY CALENDAR

The school produces a yearly calendar, which is on the Redeemer website. It identifies when school is in session. It also lists half-days, days off, report card days, etc. Parents are encouraged to post this in a prominent place in their home. Changes to the calendar may be made throughout the year for emergencies, inclement weather, or scheduling changes. Notification of calendar changes will be made through the school newsletter and/or on the school website.

#### SCHOOL SCHEDULES

School Hours: Preschool and VPK: 8:30 AM -11:30 AM (Half Day Program)  
Afternoon VPK (if offered) 12 noon – 3:00 PM  
Kindergarten – 8<sup>th</sup> Grade 8:30 AM – 3:00 PM

School doors open at 8:15 AM and close at 3:45 PM. Parents who must bring their children to school before 8:00 A.M. may take them to the designated Extended Care facility. Students who

must remain at school after 3:15 PM will be escorted to the designated Extended Care facility. A student is never allowed to leave the school grounds during school hours unless accompanied by a parent/guardian, or other authorized adult.

Students who are checked into Extended Care will not be released until a parent or other authorized person comes for their child(ren), or the parent sends written permission for the child to leave with a certain authorized adult.

### **TELEPHONE**

We greatly appreciate it when parents make pick-up plans and after-school plans in advance and clearly communicate them to their children and the school staff. However, if a child must be contacted during the school day, parents can call 286-0932 and leave a message with the administrative assistant. Redeemer office personnel will try to relay important messages. Children may use the office telephone for emergencies as determined by school staff.

### **TESTING**

Standardized achievement tests are administered to all children in kindergarten through eighth grade in the spring of each year. The teacher may request special testing during the year which will be administered by a doctor or through the Martin County School District.

### **TEXTBOOKS AND OTHER SCHOOL PROPERTY**

Students are expected to be respectful of school textbooks while they are using them for the year. **Students in grades 4-8 must have book covers on all of their textbooks.** While some wear and tear is normal, students who write in books, tear pages, or cause other damage to a textbook may be fined. This fine will be a minimum of \$5 and may be as much as the cost of replacing the book if it is deemed unusable.

If a student vandalizes or otherwise abuses school property, the student's parents will be held financially responsible for resolving the problem to Redeemer's satisfaction.

### **VISITS TO THE SCHOOL**

While parents are an integral part of their children's education at Redeemer Lutheran Church and School, they should recognize that the first two-week period of the school year is a time of adjustment for students. If parents wish to observe or help with a class, they are asked to call the school office at least one day in advance and check in at the school office upon their arrival.

While communicating with teachers is very important to the school, parents are not to stand outside the classroom before or after school to conference with a teacher. We also ask parents to not visit with one another in the school hallway while school is in session since this can be disruptive to the educational process.

During your visit, please refrain from using your cell phone while in the hallways since this is a disruption to the classes in progress. Please do not bring a pet on campus unless the teacher you are visiting has requested or given permission for the pet to visit.

All visitors are expected to check in at the office and wear a visitor's pass. After the visit is complete, guests will need to sign out at the office.

### **WORSHIP: A WAY OF LIFE**

We cordially invite all school families who have no home church to attend services at Redeemer Lutheran Church. Church services begin at 8:30 AM and 11:00 AM each Sunday morning.

Sunday School and Bible classes begin at 9:45 AM each Sunday. Church and Sunday School attendance at any Christian church is noted on each child's report card.

Every school day begins and ends with a devotion, song, and/or prayer because worship is a way of life at Redeemer. Prayers are spoken before and after meals and occasionally at other times throughout the day.

Since parents have the opportunity to share Christ with their children, we hope that each child will attend church and Sunday School weekly. Parents can also grow closer to Christ through Word and Sacrament and attend worship services and Bible study.

On Wednesday mornings, chapel services are held for all students. These services provide an opportunity for children and families to come to God's House to listen to His Word and worship Him. **Parents are invited to attend these services.** Chapel services also afford children the opportunity to bring offerings to their Lord. Chapel offerings are designated for various mission projects.

### **SCHOOL CHOIRS**

Redeemer Lutheran School offers volunteer choirs for students. Students joining choir will need their parent's signature on a permission slip allowing them to participate as well as a commitment to attend performances. Students in choirs will miss some class time; however, teachers will work to coordinate schedules.

In addition, students in music classes may be required to attend performances outside of school hours. Choir students who miss performances due to unexcused absences will have their grades reduced accordingly.

## **ADDENDUMS**

### **SCHOOL AWARDS CRITERIA**

Redeemer Lutheran School encourages students to do their very best in all aspects of their Christian education. The school awards program is designed to encourage students to do their best, set goals, and be recognized for their achievement. God has blessed each student with special gifts and talents. It is Redeemer's aim that this guide will help students work toward maximizing those gifts and talents for His glory.

### **PERFECT CHURCH/SUNDAY SCHOOL ATTENDANCE**

A student in kindergarten-8<sup>th</sup> grade may be recognized for perfect church and/or Sunday School attendance. Each quarter of the school year, the number of Sundays possible in that quarter determine the number of Sundays possible for perfect church and/or Sunday School attendance. Every Monday (or the first day students return to school after a Sunday) students are asked about their church and Sunday School attendance. If a student has perfect attendance for a quarter, he/she will receive a certificate indicating his/her perfect attendance in church and/or Sunday School.

### **PERFECT SCHOOL ATTENDANCE**

A student in Redeemer Lutheran School may be recognized for having perfect school attendance during a quarter. In order to receive perfect attendance the student must be in school every day during that quarter without missing more than half a school day. The student cannot receive a perfect attendance award if the student has been tardy to school more than 5 times during a quarter. An absence is an absence even if it is considered "excused." The student will receive a certificate indicating his/her perfect school attendance for that quarter at the end of the semester.

### **PRINCIPAL'S LIST**

Students in grades 3-8 who have grades of A's or percentages of 90% or higher in all subjects, have an "S" in all special area subjects and have satisfactory marks in the area of Christian conduct and social conduct are recognized as making the Principal's List. This recognition shall be made each quarter at an assembly (chapel service).

### **HONOR ROLL**

Students in grades 3 through 8 must have a grade average of 80% or higher with no grade of 79% or below and must have an "S" in special area subjects to earn inclusion in the Honor Roll. These percentages apply to all subjects. The student must have satisfactory marks in the area of Christian conduct and social conduct in order to qualify. This recognition shall be made at an assembly.

### **GOOD CITIZENSHIP AWARD**

Students in grades 3-8 must demonstrate exemplary behavior throughout the quarter of a school year. Exemplary behavior is defined in the context of each grade 3-8 teacher's class rules and discipline procedure. This recognition shall be made at an assembly.

### **VALEDICTORIAN AND SALUTATORIAN**

Eighth grade students shall be selected as valedictorian and salutarian for eighth grade graduation. This award and honor goes to the two students who have the highest grade point average through the seventh grade and eighth grade year. The student's conduct must also show outstanding achievement as well. Should a tie take place between two students for this honor, a review of the student's grade point average from their sixth grade year shall be used to determine the honor. If a tie still remains, a review of the 5<sup>th</sup> grade year and lower shall be used. The student with the highest grade point average is the valedictorian, and the student with the second highest grade point average is the salutarian. The valedictorian and salutarian will give speeches at the eighth grade graduation service.

### **SCHOLAR ATHLETE**

To qualify as a scholar athlete a student must be an eighth grader with a grade point average of 3.5 or higher with no grades of 79% or below through the 3<sup>rd</sup> quarter of their eighth grade year and the midterm of the fourth quarter. They must have completed participation on two athletic teams during their eighth grade year.

## **VOLUNTEER HANDBOOK**

**Redeemer Lutheran School, Stuart, Florida  
(772) 286-0932**

*Romans 15:5; "May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus."*

At Redeemer Lutheran School, we are blessed to have many talented and dedicated volunteers who serve our teachers, administrators, and students in so many wonderful and astounding ways. Redeemer Lutheran School is filled with parents and families who truly are devoted to their children's education, enrichment, safety, and quality of life. Over the years, students have had parents and grandparents, aunts and uncles, brothers and sisters, seniors from our church, and students from our alumni who have taken part in our children's education. So many have offered their skills, talents, and themselves to make our school such a rewarding place.

The goals and objectives of our Volunteer Program are to enrich the experiences of students beyond what is usually available in school, to increase our children's motivation for learning, to

bring human resources of the community into the school, and to assist our professional staff with non-teaching duties.

Our Volunteer Program is organized by the Parent-Teacher Organization (PTO) and its Volunteer Coordinator to ensure the needs of our school are met and assist in the scheduling and mentoring of our volunteer efforts. To carry out specific goals and one-time events such as fundraisers, sports events, and academic events, committees are formed with a chairperson assigned to set up meeting times and coordinate the program or event needs. The PTO will communicate this information to you in our weekly newsletter, the *Ram News* and to our Room Parents and teachers. You will be informed of any upcoming events and programs in addition to any classroom activities where your help is needed.

In this volunteer guide, we have listed many of the different programs and activities that will be available for your volunteer efforts for this coming year. Think about how you would like to allocate your time and talents most effectively. We have a great deal to accomplish and worthy goals to reach so the more you can participate, the better! To volunteer, simply select your areas of interest and inform the Volunteer Coordinator, Committee Chairperson(s), Room Parent, or School Office.

The rewards are great, the friendships are wonderful, and the payback is that your child is attending one of the most active, quality-driven educational programs in Martin County. We look forward to a most successful year of dedicated service to our school community, and in advance we extend a big heartfelt thanks for all you do.

#### **GUIDELINES FOR VOLUNTEERS**

- 1) Volunteers should remember that they serve as assistants to the teacher and not as replacements for the teacher. The classroom teacher is responsible for the educational programs of his/her classroom, and it is important for volunteers to take their direction from the teacher or staff person in charge of the activity.
- 2) Even though volunteers serve in a volunteer capacity, when they have committed themselves to a task, people are depending on them. If, for some reason, they cannot meet their commitment, they should inform the teacher, staff person, or committee chairperson so that the day's schedule may be adjusted accordingly.
- 3) Volunteers are sometimes party to privileged information or have the opportunity to observe individual children and interaction between students or between students and teachers. Information of this sort must be kept confidential. Volunteers do not have the authority to contact parents to inform them of behavior problems or academic needs. Concerns of this kind should be discussed with the teacher or principal. Contacts with the home should come from the professional staff. It is also a breach of ethics to discuss school situations with other parents.
- 4) Volunteers should not administer any punishments if such disciplinary measures are needed. This should be handled by the professional staff.
- 5) Volunteers should make sure to fill in their volunteer hours on the volunteer voucher forms provided to teachers, room parents, and committee chairpersons. These hours will be recorded on a monthly basis for each individual family.
- 6) Volunteers must check in at the main school office before going to classrooms.
- 7) When you are available, don't hesitate to contact the volunteer coordinator, room parents or the school office.

8) All volunteers are expected to dress appropriately, so please dress modestly.

### **PARENT-TEACHER ORGANIZATION (PTO)**

All parents of students enrolled in our school are members of the PTO, our Parent-Teacher Organization. The PTO's mission is to coordinate the needs of our school through our Volunteer Program and communicate to our parents, staff, and School Board. The PTO has an elected board of parents and teachers who serve as co-presidents (two), treasurer, a corresponding secretary, a recording secretary, and several vice-presidents, who help oversee many of the programs and events offered at Redeemer, while fostering communication among the staff, parents, and School Board.

The PTO operates with a limited budget of dues as paid by each family through their registration fee. These dues allow the PTO to organize school community events, help support volunteer programs, and cover any associated expenses. Several events are conducted during the year for social fellowship.

Redeemer's School Board encourages all parents to be actively involved in some aspect of the PTO and encourages you to attend these PTO family-fun events. Volunteer hours can be credited for attendance at PTO meetings.

The PTO Board meets monthly (*open to all parents who would like to attend*) while a General Member Meeting is held quarterly, usually coordinated with a school event. These Quarterly General Meetings are held to allow parents an opportunity to share new ideas, attend information sessions, and coordinate school events. Our first meeting of the year is the Volunteer Kick-Off breakfast with a secondary meeting held in the early evening for those who are unable to attend in the morning.

### **COMMITTEES, EVENTS, AND PROGRAMS**

(Please refer to the annual school calendar updated on our website at [www.redeemerstuart.com](http://www.redeemerstuart.com) or the *Ram News* for the specific dates of each event.)

#### **Room Parent Program**

Room parents are the main communications source for our staff, families, and administration at Redeemer. This job can keep you busy and right in the center of all the school's activities. This is one of the most rewarding positions and is perfect for anyone who is a jack-of-all-trades from party planning to field trip coordination, from phone-calling for baked goods to asking volunteers to assist in some of our major school functions and events. Monthly and sometimes weekly meetings are required with the volunteer coordinator and other selected chairpersons throughout the school year. (Please see a more detailed list of responsibilities for this position, as each grade level requires a little different skill and talent).

#### **Hot Lunch Program**

Our hot lunch program is a wonderful service for our students and is dependent upon parent volunteers. This is a fantastic opportunity to really get to see all the children and enjoy a fun-filled team responsibility by being a lunch server. You can sign up for one or more days a week, or even as a substitute volunteer. Hours are 10:30am-12:30pm.

#### **Accelerated Reader Program**

Accelerated Reader is a reading incentive program that rewards children who read and test, thereby achieving their monthly point goal. As soon as they achieve this goal, the children are rewarded with the opportunity to wear an AR T-shirt on specified days.

Watch your *Ram News* for details. AR T-shirts can be purchased at the school office. Volunteers are needed to assist K and 1<sup>st</sup> grade students in taking their AR tests.

### **Pastor Appreciation Brunch**

Pastors from students' church homes are invited to enjoy a brunch hosted by Redeemer Lutheran Church and School. This event is held at the beginning of the school year to welcome fellow pastors and build a stronger relationship with Redeemer Lutheran Church and School and our students.

### **Grandparents' Day**

A celebration for students with their grandparents is generally held in late fall. Invitations are mailed to all students' grandparents. Activities include chapel and attendance/participation in grandchild(ren)'s classroom (with specifics determined by the teacher). This day always proves to be a delightful experience for all ages!

### **Christmas Parade Float**

Each year Redeemer Lutheran School takes part in the annual Stuart Christmas Parade. This is a good opportunity for our school and church to outreach in our own community. A float will be built by volunteers, and those who help in the construction have the chance to participate in the parade. Any volunteers are welcome and needed. If you have any special talents that could benefit the design and building of this float, please come forward. Preparation for this float will begin in October.

### **Talent Show**

This is a fun event for Redeemer and scheduled to be held in February to showcase the many talents of our Redeemer students. Encourage your child to participate in this fun evening either individually or as part of a group with other students. Many volunteers will be needed to pull this event off, so please sign up.

### **Track and Field Day**

This event is held each spring and is a culmination of various sports activities, which test endurance, strength, speed, team spirit, and cooperation. Recognition and awards are distributed at the end of this day-long event. Parents assist as timekeepers, line judges, and general helpers. To participate in this event, just contact your room parent or the school office to express your interest. It's a lot of fun and excitement for the whole school.

### **National Lutheran Schools Week**

This national week-long event is to promote Lutheran School Education within our community. It is traditionally held the first week of March. The program's activities are coordinated by the Redeemer staff following the guidelines set forth by the national organization and include various activities throughout the week. Each day has a theme and a special chapel emphasis. The week-long event is topped off with the school-wide Track and Field Day described above. Room parents will be notified of volunteer opportunities.

### **Teacher/Staff Appreciation**

The Room Parents help organize this week and will advise parents where their help/support is needed. The PTO will host a Teacher Appreciation Luncheon during the week and will ask for volunteers to help set-up and serve in the lunchroom and playground so our teachers/staff enjoy an extended lunch time.

**Spring Picnic**

This event is held in May near the end of the school year to celebrate the year with friends and family and enjoy a picnic.

**Yearbook**

Each year our students' class and group activities are highlighted in a yearbook format. This book is coordinated through the school office. Lots of assistance is needed for photography and layout throughout the school year.

**Auction Fundraising Event**

This event is expected to be the largest fund-raising event of the year, although this event can change yearly depending upon the chairpersons who will organize it. Many volunteers are needed to ensure this program's success. Help is needed for decorating, invitations, publicity, acquisitions, gift donations, collections, and much, much more. Details will be announced so stay tuned.

*Please note that monies raised from this event are allocated to the school by the Auxiliary Committee, a 7-person committee consisting of auction chairpersons, school parents, church congregation, pastor, principal, and teachers.*

**Book Fair**

A Book Fair is held to raise funds for our library and media center. Help is needed with set-up, sales, and the event. The Media Specialist is the organizer of this event and we'll keep you posted as to the dates. Room parents will call upon volunteers to assist.

**Adopt- a-Class Program**

This program provides additional classroom funding for non-budgeted items. All classrooms from 15 month olds through 8<sup>th</sup> including library, music, art, science lab, computer lab, spirit shirts, physical education, Spanish, sports, safety patrol, and Book Fair BBQ are available to be adopted on a yearly basis by families or businesses. The yearly adoption fee will be announced at beginning of school year.

**SCRIP Gift Card Program**

SCRIP is a highly successful, continual funding source for our school. The program is administered on a weekly basis and requires detail-oriented and dependable people of all ages to work together on an order processing team and to help distribute gift certificates. Scrip selling times are on Tuesday mornings and whenever the business manager is available.. The more volunteers we have to sell Scrip, the better the program results are for our school. Even if you cannot volunteer, your support for this program is greatly appreciated. Plus it can help as your tuition assistance.

**Box Tops for Education/Campbell Soup Labels**

These can be a tremendous funding program for our school. You can help by cutting out and sending in your box tops and soup labels with your child. Volunteer help is needed to count and submit box tops and labels collected by each class. This can be done at home for working parents who need to fill their volunteer hours after school.

**Sports Booster Club**

The purpose of this club is to build pride in our school sports program and to assist in the purchasing of uniforms and equipment as needed to enable our students to compete successfully within our league. Various fundraising activities and special events will be worked on throughout the school year, including concessions at home games. All sports enthusiasts are welcome.

**Painless Ways of Giving**

There are also other ways of giving to Redeemer through programs offered at Target, Office Depot and others.

Please return this slip to the homeroom teacher of your oldest child enrolled at Redeemer. You can give this acknowledgement to the teacher on or before the first day of school. Thank you.

I \_\_\_\_\_ acknowledge that I have read the entire  
(Parent's name printed)

*Parent/Student Handbook* for 2011-2012, and I agree to abide by all the rules, policies, and procedures contained in this handbook.

\_\_\_\_\_  
Parent's signature