



REDEEMER LUTHERAN

CHURCH & SCHOOL *Stuart, Florida*

“Preparing Christian Leaders”

PARENT/STUDENT HANDBOOK

2022-2023

This handbook is a living document that may be updated throughout the year as needed.

Revised 7/12/2022

Mission Statement of Redeemer: Redeemer Lutheran Church and School prepares, equips, and motivates adults and children to serve God while leading others to know and love Jesus Christ.

Vision Statement of Redeemer School: Redeemer Lutheran Church and School is dedicated to nurturing each student, providing academic excellence and developing lifelong Christian leaders who inspire and serve others in their walk with Jesus Christ.

Redeemer School Motto: "Preparing Christian Leaders"

Core Values:

Salvation—by grace through faith in Jesus as the one true Savior

Respect—for all people and their property

Responsibility—for personal behavior, academic performance, and the environment

Creativity—in fostering and nurturing new ideas

Service—by showing God’s love to others through words and actions

Redeemer Character Pillars: Kindness, Justice, Honesty, Responsibility, Forgiveness, Courage, Respect, Humility, Citizenship, Integrity

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Welcome to Redeemer Lutheran Church and School

From Redeemer Lutheran Congregation and Staff

Welcome to Redeemer Lutheran Church and 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 goal of ***Preparing Christian Leaders***.

STATEMENT OF PHILOSOPHY

Redeemer Lutheran Church and 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 with 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 1830-1840 when a number of Lutheran congregations were organized in the Midwestern states and established schools for their children.
- Redeemer is one of 1900 early childhood centers, elementary and middle schools in the Lutheran Church-Missouri Synod that minister to hundreds of thousands of students.
- Redeemer Lutheran Church and School is a mission of Redeemer Lutheran Church. The unique purpose of Redeemer Lutheran Church and School is to prepare *Christian leaders* by providing a Christ-centered education program where children can grow spiritually while they fully develop their God-given talents.

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.

NON-DISCRIMINATION POLICY NOTICE AS TO STUDENTS

Redeemer Lutheran Church and School admits students of any race, religion, 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.

ADMINISTRATION

Redeemer Lutheran Congregation sponsors and maintains its school, supplying the facilities for the educational operation. Administration 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.

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 two and three-year-olds, and K-Readiness for four-year-olds. While our preschool programs and K-Readiness 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 2 on or before September 1, and three-year-olds must be 3 on or before September 1. Children entering Redeemer's K-Readiness must be 4 years of age on or before September 1. Both 3-year-olds and 4-year-olds must be potty trained.

Inasmuch 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 through eighth grade for the first time must present a birth certificate, a DH3040 health physical completed by their physician, and a DH680 Immunization form before their first day of attendance. Students may not start without these on file. It is recommended that all new pupils also have their sight and hearing checked prior to attending school.

Parents of all new applications to Redeemer Lutheran Church and School shall do the following:

1. Complete the online application for each student
2. Pay the application fee for each student
3. Schedule testing for their child.

4. Schedule a meeting with the bookkeeper.
5. Present a copy of each child's previous/current year's report card
6. Present a copy of each child's previous/current achievement test results
7. Present a copy of each child's birth certificate
8. Present a copy of each child's immunization records
9. Present a copy of each child's health physical form
10. Present, if applicable, a copy of each child's IEP, 504 or other service plan(s).

Upon receiving the above information, an appointment will be scheduled for testing of each new K-8th grade student. For all K-8th applications, we do our best to get a Recommendation Form from the student's previous school official(s). Every middle school applicant must meet with the principal. The child's parent may be present during this interview.

Student acceptance will be contingent upon 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.

Upon acceptance, parents will have two (2) weeks to pay the non-refundable registration fee and other fees in order to guarantee the student's place in the assigned class:

Prior to attendance, the following items will be needed:

1. Registration and first month's tuition payment
2. Health physical and immunization records
3. Birth certificate

NEW STUDENT PROBATIONARY PERIOD

Each child who is enrolled in Redeemer Lutheran Church and School for the first time is accepted on a probationary basis for the period of five 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 do the following:

1. Work at or above the assigned grade level.
2. Show acceptable behavior on the campus and at school-related activities.
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 Church and 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.

FEES: PAYMENT POLICY

The Application Fee is assessed to new families as they enroll on-line. This fee is \$50 and is non-refundable. Students applying for kindergarten-grade 8 must take an entrance test. The non-refundable cost of this test is \$100.00 for grades 1-8. K-Readiness assessment, if available, will be accepted for Kindergarten acceptance. If, upon review by the Kindergarten teacher, further evaluation is needed, a \$50 testing fee for Kindergarten will be assessed. If no K-Readiness assessment is available, the student will be evaluated by the Kindergarten teacher. The fee for this is \$50.

The Registration Fee is assessed to all students for re-enrollment and to new students upon acceptance to Redeemer Lutheran Church and School. This fee is non-refundable.

The various tuition payment options are located on Redeemer's website. Go to www.redeemerstuart.com, click the School tab followed by the Tuition and Financial Aid section in the dropdown.

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 non-refundable.

For each K-8 student, there is a technology fee of \$150 per year.

-All fees, library fines, device repair or damage fees, and tuition are to be paid before the final report card is issued, and MAP testing scores, or transcripts are sent to another school.

-Fines may also be assessed for damage to school property, textbooks or digital devices returned in unacceptable condition.

LATE PAYMENT

Tuition payments are due on or before the first of each month. Accounts must be up-to-date for students to be eligible to play sports and go on the grades 4-8 class trips.

A late fee of \$35 or 10% of the balance (whichever is less) is assessed 10 days after the payment is due. Families who have not paid on their account by the 15th day of each month will be contacted and payment must be received within ten days of the phone call or email. 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 \$35.00 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.

ATTENDANCE

The State of Florida and Redeemer Lutheran Church and School recognize that regular school attendance is directly related to improved student performance. According to Florida Statutes 1003.21 (1)(a)1. and 1003.24, children are required to be in regular attendance during the school year.

If the student will be absent, the parent should call the school office or email the homeroom teacher by 9:00 a.m. on the day of the absence. To ensure the safety of the student, parents will receive a phone call by 10 a.m. from the school office if the child is absent and the school has not been notified.

An absence is excused if it results from student illness, a medical appointment (with a note from the medical office), or a death in the family. Up to five student illness days will be excused without a note from a medical doctor's office; six or more consecutive illnesses will require a note from a medical doctor's office with each absence. If continuous absences are related to a chronic illness, the parent should provide a note from the student's medical doctor.

The responsibility for obtaining missed assignments or other work lies with the student and the parent. A student is permitted one day for every day of absence to complete missing work. The teacher will be available during that time and during the teacher's scheduled work hours to assist with work from excused absences.

If the student is absent for any reason other than those stated above, it will be considered an unexcused absence. The student will be allowed to complete missed work under the parent's guidance. The teacher is not required to assist with missed work from an unexcused absence. The student may be permitted one day for every day of absence to complete missing work.

Any work from excused or unexcused absences that is not handed in by the required due date may receive a grade of zero percent.

Every K-8 student is expected to participate in the Advent (Christmas) service for his/her age level as well as the K-8 spring musical. Teachers may choose to count participation in each of these events as a grade.

A student who is absent for more than half a day is not allowed to participate in any school function such as a sport, an evening performance, or the middle school dance. The exception to this would be an appointment accompanied by a note from the service provider.

Excessive absences are defined as:

- 5 or more absences in one quarter (excused or unexcused)
 - 10 or more absences in one semester (excused or unexcused)
 - 20 or more absences in one school year (excused or unexcused).
1. When the student has attained 5 or more absences (excused or unexcused) in one quarter, the principal will notify the parent via email.
 2. When the student has attained 10 or more absences (excused or unexcused) the principal will again notify the parent via email and an in-person conference between the principal and the parent(s) will be set up.
 3. When the student has attained 15 or more absences, the principal will write a letter informing the parent that the student is 5 absences away from possible truancy and student retention. The parent will be required to sign the notification.
 4. When the student has attained 20 or more absences during the school year the principal will send a truancy report and the student's promotion to the next grade may be at risk and will depend on the decision of the teacher and administration (principal).

If the attendance issue cannot be resolved, it will be brought before the School Board. If the Board is unable to resolve the attendance issue, (In accordance with Florida Statute 1003.26) the excessive absences will be referred to other agencies for family services or a truancy petition may be filed, pursuant to s. 984.151.

TARDINESS AND EARLY DISMISSALS

If a student is tardy to school for any reason, the parent/guardian must walk the student to the school office to receive a pass for entrance into class.

Students entering the classroom late cause a disruption in the instructional process. 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 instances of tardiness per semester.

1. When a student has accumulated 5 instances of tardiness in the same semester, the 6th tardy incident and each subsequent tardy incident through the tenth one will result in a \$5 fine being charged to the student's bill.
2. When the student is tardy for a sixth time, the parent must meet with the principal.
3. With the seventh and each subsequent time that the student is tardy, the student will serve a half-hour detention, which will keep the student out of a sport that day if there is a game or practice for his/her team.
4. If the student is tardy for an eighth time, the parent must meet with the principal and a School Board member. The student will be allowed to attend class in the meantime.

5. When the student is tardy ten times in the same semester, the 11th time he/she is tardy and each subsequent instance through the 15th one will result in a \$10 fine being charged to the student's bill.
6. When the student is tardy 15 times in the same semester, the 16th tardy instance and each subsequent tardy instance through #20 will result in a \$15 fine being charged to the student's bill.
7. With each subsequent 5 instances of tardiness, an additional \$5 per instance will be added to the previous fine.

Tardiness or early dismissal caused by medical and dental appointments may be excused if the student brings a medical or dental excuse from their doctor or dentist. Excused tardiness is not counted toward the 5 tardy instance-per-semester limit.

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

Missing more than a half of a school day will prevent a student from receiving a Perfect Attendance Award. The exception to this would be an appointment accompanied by a note from the service provider. If a kindergarten-grade 8 student arrives after 9:00 A.M., that is considered one-half day absent. If a kindergarten-grade 8 student leaves prior to 2:30 P.M., that is considered one-half day absent.

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 of geography, history, and current events of the local community, Florida, the United States and the world.

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

Physical and Health Education gives opportunities for organized physical activity such as exercise and small and large group games. Age-appropriate sex education is also taught in grades 6-8.

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.

Technology & Computer Education include the use and understanding of both desktop and digital devices. Students will use school provided devices that are managed & monitored. Students may not use their private devices at school. Digital Citizenship is discussed and all students are expected to use all forms of technology, texting, and social media appropriately. Software and apps are available on school devices as they correlate with the various curricula for enrichment and remedial purposes for each grade level. The Makerspace, housed in the computer lab, is a collaborative workspace for creating, exploring, and sharing. It provides hands-on learning, helps to develop critical thinking skills, and even boosts student's self-confidence. Coding and a general understanding of the pre-engineering processes are also explored in the Makerspace.

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

GRADING SCALE

For grades 3-8, the following grading scale is used:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

Incomplete = I

For grades 1-2, the following grading scale is used:

90-100 = (E) Exceptional

80-89 = (S) Satisfactory

70-79 = (N) Needs Improvement

60-69 = (U) Unsatisfactory

Also the "E", "S", "N", "U" system is used for the following subjects: art, Spanish, physical education, computers, and music in grades K-2. For reporting grades on midterms and report cards, percentages are used in grades 3-8.

KINDERGARTEN GRADING SYSTEM

M = Meeting Expectations

P = Progressing Towards Expectations

N = Not Meeting Expectations

NT = Not Tested

HOMWORK

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

Students are expected to complete and turn in homework on time. Families play an important role in this process. Parents who have questions about homework levels should contact the child's teacher.

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

FIELD TRIPS AND OTHER ON OR OFF-CAMPUS ACTIVITIES

Only students in the class that are 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 and insurance card. Application forms are available in the school office. Field trip drivers must bring students directly back to school with no extra stops for snacks or treats.

Chaperoning for overnight field trips may be restricted. Non-staff members wanting to chaperone overnight field trips must be willing to submit to a background check at the chaperone's expense and will be chosen by the supervising instructor, subject to administrative approval. **The past 10 years of driving record will be examined. The only exception to the last 10 years will be any offense involving a child, in that case, any offense will be examined regardless of when it occurred.**

Fourth Grade- St. Augustine

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

Fifth Grade- NASA

Students tour the space center and learn about the United States' space program.

SIXTH GRADE

To be announced

SEVENTH GRADE

To be announced

EIGHTH GRADE

To be announced

These trips are not vacations but are carefully planned opportunities for spiritual and academic growth. Participation is mandatory unless approved by the Redeemer Lutheran Church and School Board. Fees for these trips are not included in school tuition. Fees may 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 may be restricted. Please see trip requirements.

PROMOTION /GRADUATION REQUIREMENTS

Before any student in Kindergarten-eighth grade is promoted to the next grade level or graduates from the eighth grade, he/she must have satisfactorily completed all assigned school work and have demonstrated an acceptable level of accomplishment. Students who have a final grade average below 60% or "Fs" in two (2) or more major subjects (religion, reading, science, social studies, English and math) will not be promoted or graduate. It is the parents'/guardians' responsibility to monitor their students' progress in FACTS, which is updated at least weekly by the third-eighth grade teachers. In order for an eighth grader to participate in any graduation services or activities, the family's account must be paid in full by the Friday prior to the Sunday morning service that involves the eighth graders.

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

GENERAL SCHOOL RULES

Students are to do the following:

1. Respect God, themselves, others and others' property, including church and school property.
2. Support the staff and school policies of Redeemer Lutheran Church and 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. Students' lunches and snacks should not contain gum, candy, soda and energy drinks.
7. Gum is forbidden at all times.
8. Cell phones are the only personal digital devices allowed on campus. Cell phones must be kept in the "off" position and remain in the students' backpacks throughout the school day. 5th - 8th Grade students' cell phones will remain in the cell phone locker to be kept in the homeroom classroom. Students and parents are required to adhere to Redeemer's Device Policy.
9. Wear hats, caps, and sunglasses before or after school and only outdoors.
10. 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.
11. Refrain from bringing distracting gadgets and other toys to school.
12. Stay off school grounds after 3:30 P.M unless he/she is in Extended Care or is participating in an after school activity under a teacher's or coach's supervision.
13. Arrive at school prepared for the school day. Students are not permitted to use the school phone except for emergencies.
14. Avoid romantic displays of affection.

DISCIPLINE

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

- Respect God
- Respect and obey people in authority
- Respect yourself and others
- Respect learning
- 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 a better witness for Christ.

During the first week of the school year, Redeemer's teachers may offer various events to orient parents and students regarding the classroom rules and procedures and the departmental discipline program. Parents will sign a commitment form stating that they will support the policies and staff at Redeemer Lutheran Church and School.

Kindergarten - 5th Grade Discipline Procedures (updated 05/22)

In our classrooms we work to encourage students to use self control and make choices that are respectful to classmates and teachers. In an effort to correct inappropriate behavior your child will receive the following consequences for disrespectful behavior:

1. For the first offense the student will receive a recorded warning.
2. For the second offense the student will lose a privilege.
3. For a third offense a student will serve a lunch detention.
4. If a fourth offense occurs in a day the student will be given an after school detention. A notice will be sent home for parents in advance.
5. On the fifth offense the administrator and parents will meet to determine the next appropriate step.
6. For any further issues the student will spend time at the office.

Redeemer Lutheran Church and School 6th-8th Discipline Procedures (Updated 05/22)

In accordance with the policies detailed in the Redeemer Lutheran Church and School Parent/Student Handbook, the Redeemer Lutheran Church and School 6th-8th discipline procedures begin with these expectations:

1. **Be in place with all necessary materials when class begins.**
2. **Be respectful of those in authority, fellow students, yourself, and property through your words and actions.**
3. **Listen, participate, and follow directions at all times.**
4. **Speak only according to the direction of the teacher.**
5. **Abide by all rules in the school handbook as well as state laws.**

Violations to these expectations will be dealt with in the following manner:

- 1st Violation (in one day)

- A student will earn a demerit in the recording system. This is to serve as a warning/reminder to the student to adjust his/her behavior.

- 2nd Violation (in one day)

- A student earns a **second** demerit in the recording system. The consequence for 2 marks is a lunch detention. After two lunch detentions (in one quarter) the student will earn an after school detention. The consequence for three 2-mark-days in a quarter is an **after school detention**. Parents will be notified of their child's progression after the second 2-mark-day.

- 3rd Violation (in one day)

- A student earns a **third** demerit in the recording system. The consequence for three marks in one day is an **after school detention**. Detention forms are sent home to parents to sign and return, and students must serve their detention on the next available detention day (as described on the detention form). **Detentions last from 3:00 to 3:45 and carry a \$5 fee per detention. Earning 3 detentions will result in an in-school suspension.**

- 4th Violation (in one day)

- A student earns a **fourth** demerit in the recording system. In addition to his/her detention, the consequence for four marks in one day is an **office referral**. A student reports to the principal's office. The principal determines the consequence based on the misbehavior. The student's parents are contacted and a parent conference will result.

Extreme behavioral issues may supersede these steps. An office referral is made, and the issue is dealt with in consultation with parents, teacher(s), and administration. Suspension/expulsion may result from extreme issues. Extreme behavioral issues include: a fourth or more violation in a day, an established pattern of repeated misbehaviors, gum, fighting, possession of any illegal/inappropriate substances, materials, or weapons, etc.

SUSPENSION

Suspensions (in school or out of school) may result from the following:

1. Physical altercations on school grounds or at school activities.

2. Language or behavior which is not consistent with the Biblical teachings of Redeemer Lutheran Church and School.
3. Inability to follow basic school procedures and/or instructions from staff members.
4. Blatant disobedience, insubordination, or disrespect for authority.
5. Failure of the parent or guardian to cooperate with school administration.
6. Conduct at school or at a school-authorized event which is contrary to the mission of Redeemer Lutheran Church and School.
7. Theft or knowingly receiving or possessing stolen property.
8. Harassment and/or bullying, including online bullying.

To assure that students stay current with class work, all assignments missed during a suspension must be completed during the suspension or immediately following the student's return to school. Students will be allowed to make up tests for full credit. A project will also receive the full credit earned, but the project must be brought to school on the day it is due even if the student is suspended out of school that day. If the project is turned in after the due date, the student will receive half of the credit earned. The student will receive half credit on all quizzes and daily work once these are completed upon the student's return to school. All assigned work is due on the day that the student returns to school after a suspension.

A student who is suspended from school shall NOT be eligible to participate in any school functions during the time of the suspension.

EXPULSION

Expulsion may result from the following:

1. Injury or harm to persons (including the student himself/herself) or serious threat of the same.
2. Malicious destruction of school property.
3. Illegal substance possession or use on campus or at any school-related activity.
4. Violation of school policies while on probation.
5. Weapon possession (i.e. knives, guns, matches/lighters, fireworks, or other dangerous items).
6. Persistent unacceptable behavior or harassment in any form.

As the Word of God clearly indicates, God holds Redeemer Lutheran Church and School staff members accountable for each child's spiritual well-being at school. Everyone is sinful. Everyone makes mistakes. Redeemer Lutheran Church and School administers discipline in a firm but gentle and forgiving way. God forgives all who repent of their sins. Nonetheless, Redeemer Lutheran Church and School 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 Church and 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 intimidate, degrade, and/or fail to respect another person's dignity. Harassment includes but is not limited to references made to a person or group of persons based upon 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), will be considered for disciplinary action by Redeemer Lutheran Church School.

CAR LINE

Redeemer Lutheran Church and School provides a car line for all parents of Pre-K-8th grade students for pick up and drop off. Teachers and administration assist students. Car line starting times are as follows: 8:00 A.M. for 3 year olds- 8th grade, 12:00 P.M. for half-day preschoolers, and 3:00 P.M. for full day students.

1. Parents of 2-year-olds have a designated parking area in front of Bussert Hall.
2. Parents dropping off 3-year-olds, and K-Readiness students in carline 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 3-year-old and K-Readiness children from the cars and to supervise and escort them into the main building.
3. Parents dropping off K-8th students should also enter from East Ocean Boulevard, then drive through the main parking lot, and around the gym to let the children out on the east sidewalk. Please put the car in park. 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 the car line.
5. Parents who wish to drop off students before 8 AM may use the Morning 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 and homeroom teacher in writing or email 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. Student use of all electronic devices and toys are also prohibited during this time.
12. Students entering or exiting cars on the passenger side must walk in front of the car.
13. Students are to watch for their ride. Students on the balcony are expected to come downstairs as soon as their ride has been seen.
14. If there is a suspicion that a driver is under the influence of alcohol or drugs, we reserve the right to call the police.

EXTENDED CARE

Morning and Extended Care is available for all Redeemer students, kindergarten-eighth grade. Morning Care hours are 7:00 A.M.- 8:00 A.M. and Extended Care hours are 3:15 P.M.- 5:30 P.M. A late fee of \$15.00 is charged for anyone arriving after 5:30 P.M., with a \$1/minute charged after 5:45 P.M.

Extended Care is offered for 2-year-olds, 3-year-olds, and K-Readiness as part of full-time tuition on regularly scheduled school days.

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

School behavioral policies, playground rules, and consequences will apply to students in Morning and Extended Care.

Most students leave campus during the 12:00 P.M. and 3:00 P.M. car lines. For those students not picked up in the car line, any student not participating in a sport or a teacher-supervised activity will be escorted to Extended Care at 3:15 P.M.

UNIFORMS ARE REQUIRED FOR ALL STUDENTS GRADES K-8

Redeemer Lutheran Church and School is a uniformed school in order to promote an atmosphere conducive to learning, encourage good behavior and school spirit, prepare students for workforce expectations, and foster positive self-esteem. Students must be mindful that they are representatives of Redeemer Lutheran Church and School while attending activities both on and off campus. It is the responsibility of the student and his/her parents/guardians to see that the student comes to school dressed according to school requirements. Administration desires to work with the families and encourages parents and students to ask questions regarding uniform policy ahead of time. The administration reserves the right to final recourse in determining any fad, immodest dress, appearance, or cultural style that is in conflict with uniform guidelines or inappropriate for school. Students may be asked to change or be kept out of class until a correction is made.

UNIFORM GUIDELINES

Parents may purchase uniforms at www.landsend.com using our school code, which is 900103144. Parents may also purchase from the Redeemer section at the Day Dreams Store in Stuart.

Day Dreams Uniforms

772-283-4352

2780 SE Federal Hwy. Stuart, FL 34994

Girls Uniform List

- Skort #2669- navy or khaki
- Plaid Skirt #3951 (55)
- Solid Skirt #2660- navy or khaki
- Knit Dress #7737- dark green or navy K-5
- Knit Dress Toddler #2775- dark green or navy
- Stretch Short #52224- navy or khaki (Classroom)
- Stretch Short #2444- navy or khaki (K-12)
- Girls Fitted Polo #58582- All Colors
- Unisex & Jr. Performance Polo #5728 & 7728- green, red, or navy
- Girls Stretch Pant #51281A- navy or khaki
- Girls Crew Neck Sweater #6605

Boys Uniform List

- Unisex Polo #6338- All Colors
- Performance Knit Polo #5728- green, red and navy

- Cargo Short #6460- navy or khaki
- Stretch Short #52481A- navy or khaki
- K12 Pant #6543- navy or khaki

Toddler Uniform List

- Unisex Knit Polo #6338- 2t, 3t, 4t- All colors
- Unisex Pull on Short #6449 & #1251- navy or khaki
- Unisex Pull on Pant #6549- navy or khaki
- Girls Pull on Skort #2672- navy or khaki
- Girls Knit Dress #2775 and #7737- navy and green
- Full Zip Hoodies #G200 with logo- navy

1. Students may not wear pants, slacks, or shorts that droop below the waist.
2. Shirts must be tucked in at all times (grades 3-8).
3. All students in grades 3-8 need to wear a belt if the clothing has belt loops.
4. All school dress should be neat, clean and fit modestly for school.
5. Hair should be neat and clean. Hair may not hang down below the eyebrows. GiRedeemer Lutheran Church and School with long hair should keep hair 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.
6. Redeemer sweatshirts may be worn over uniforms, but shirt collars must be visible.
7. On cool or cold days students are to be dressed in school uniforms. Long sleeve polo shirts and sweatshirts are available through Day Dreams. Non-uniform jackets and coats may be worn to and from school, in car line and at recess, but not in the classroom. Please plan ahead.
8. 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.
9. Hats, bandanas, scarves, and sunglasses are allowed before and after school and only outside.
10. No dangling or large earrings are allowed.
11. Students are not permitted to have permanent tattoos.
12. Modest use of natural color make-up is allowed for girls in grades 6, 7, and 8 only.
13. Students who play 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.
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. Those students having special medical issues that require wearing clothing outside the uniform must obtain an exception from the administration prior to wearing non-uniform clothing.
17. All students must wear dark blue, black, gray or white socks.
18. For girls, solid navy or white tights may be worn. Leggings may be worn under skirts or shorts. All skirts/skorts must be of a modest length.

DRESS CODE:

1. All school dress must be neat, clean and appropriate for school.
2. All preschool students are required to wear sneakers.
3. All preschool students wear the same school uniforms as the K-8 students but the logo is not required on the shirts.

Guidelines for Approved Non-Uniform Days

Throughout the year, we schedule UFO (Uniform Free Opportunity) Days, Spirit Days, school picture days, and special non-uniform days for National Lutheran Schools Week and all school sponsored events. Here are guidelines for those non-uniform days.

1. Shorts, dresses or skirts must be uniform length.
2. Clothing must not be excessively tight.
3. Clothing must cover the shoulders and midriff.
4. Clothing must be in good condition with no fraying or holes.
5. Clothing with inappropriate language or pictures will not be permitted.
6. Jeans are permitted as long as they comply with the above-mentioned guidelines.

If you have concerns about your clothing choices for special dress days, speak with your teacher the day before wearing it to class.

Uniform Violation Parent Notification

___1st Offense*- The student is verbally warned and written notification is emailed to parents.

___2nd Offense*- Parents will be contacted and expected to bring a change of clothes so the child is in compliance with Redeemer's dress code policy.

___3rd Offense*- Parents will meet with the principal. Students will remain in the office for the remainder of the day or until the parents meet with the principal.

___4th Offense*- The student will serve a one day suspension.

If you have concerns about your clothing choices for special days, speak with your teacher the day before wearing it to class.

DRESS CODE: ATHLETIC UNIFORMS

All students in grades K-8 are required to wear gym shoes on physical education days. Students in grades 5-8 are required to purchase Redeemer PE uniforms. PE uniforms may be purchased in the school office and on Parent Orientation Night. A limited supply may be available in the school office during the year.

MEDIA CENTER, COMPUTER LAB and MAKERSPACE

Each class (Pre-K through 8th grade) has the opportunity to visit the computer lab weekly. Students are responsible for his/her computer during that class time and are expected to treat all equipment with care. Parents will be charged for any damage done by their children.

Computer classes for Kindergarten through 2nd grade are graded "E", "S", "N", and "U". (See section on grading scale). Students in grades 3-8 receive a percentage grade in computer class.

The Redeemer computer network is filtered for student safety. All Internet use on campus is supervised and educationally focused.

Educational Technology Guidelines

Preparing Christian Leaders through academic excellence in a faith-based environment is our mission at Redeemer Lutheran Church and School. It is our belief that academic excellence is enhanced through educational technology. Students are responsible for appropriate behavior on the school's computer network.

Although our network is filtered and every action is provided to protect against such, families should be aware that some material accessible might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While it is intended that students use resources for constructive educational goals, we understand that they may find ways to access other materials. We believe that the benefits to students in the form of information, resources, and opportunities for collaboration, exceed the disadvantages.

The guidelines to follow to prevent the loss of network privileges at Redeemer Lutheran Church and School are defined in our Device Policy which can be found on our website at www.redeemerstuart.com (School, Academics & Student Life, Media & Technology, Device Policy). The Device Policy is distributed to each K-8 grade family upon enrollment and should be read by both parents and students, then signed and returned to the school office by the designated dates. Students will not be issued a device without a signed Device Policy. All students also agree to abide by the policies of Redeemer Lutheran Church and School, including discipline for both on and off campus online harassment. Any infractions of the rules or policies may result in the revocation of his/her computer/device privileges and may also result in appropriate administrative consequences.

Publication of Student Work/Pictures

The school will publish examples of student projects, photographs of students, and other work on Redeemer Lutheran Church and School's social media sites. Please be advised that your child's photo may be included in group shots as it is often difficult to ask a child to step away during group photo opportunities. At no time will children's first and last names and photos be published together. If you do not want your child's photo displayed as delineated above, please obtain and sign the "opt out" form that is available in the school office.

Personal Digital Device & Cell Phone Policy

Since all K-8th grade students are issued a device for school use, students are no longer allowed to bring and use their own personal technology devices onto Redeemer Lutheran Church and School's campus. Any use of a student cell phone on campus at any time and for any purpose is strictly prohibited unless specifically directed by a staff member. With each violation, Redeemer's faculty and principal reserve the right to check the phone.

Grades 5-8 homerooms have cell phone lockers where students will place their phones during the school day. This cell phone policy helps to decrease any temptation to use the phone during the school day and also decreases disruptions and distractions in class.

Student cell phones are simply not necessary during the school day for the following (but not exclusive) reasons:

- Every room/area on campus has a phone available.
- On field trips, all teachers, drivers, and other chaperones have cell phones should a true emergency arise.
- Any place we would take students would have phones available should a true emergency arise.

Students will place their cell phones in the locker when they arrive in the homeroom classroom in the morning and will receive the phone back when they are dismissed for the day. Should an emergency arise that would necessitate an evacuation from campus, teachers will make every effort to take the cell phone locker with them.

Should these expectations not be met or should the student choose to keep the phone available to him or herself, the following consequences will ensue:

- The first incident: Student's phone will be kept in the school office for parents to pick up at the end of the day, and the student will serve a lunch detention.
- The second incident: Student's phone will be kept in the school office for parents to pick up at the end of the day, and the student will serve a lunch detention and an after-school detention.
- The third incident: Student will lose the privilege to bring a cell phone.
- The fourth incident: Student will serve an in school suspension.

*Incidences are recorded by semester.

Apple or Smart Watch Use While at School

- The student's cell phone must be completely off and in the cell phone locker so no cellular connection is available on their Apple or smart watch.
- The student's Apple or smart watch must be on silent. All forms of distraction, including vibration, must be turned off.
- Students with unlimited cellular data are still expected to have no cellular data accessible on their Apple or smart watch while at school. If this is not possible then they should not wear the watch to school.
- Teachers and administrators reserve the right to check a student's Apple or smart watch settings at any time.
- Students may be asked to remove Apple or smart watches and leave them with the teacher while testing or when going to the restroom.
- Students who choose to alter the settings on their Apple or smart watch while at school in order to contact anyone, including parents, will be subject to appropriate administrative consequences.

EMERGENCY EVACUATIONS

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 closings for their schools, Redeemer Lutheran Church and School will also be closed. At the discretion of the school administration, Redeemer might close school even when Martin County does not declare that their schools will be closed. In such a case, the school will communicate this via the local TV stations, a blanket email message or text through Parent Alert and, when feasible, by teachers calling their students' homes and posts on our social media sites.

HEALTH NOTES

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 and are expected to pick up the child promptly.

If a child needs medicine during school hours, a parent must come to school to administer it. This includes Tylenol, Advil, any over-the-counter and prescription medications. Exceptions to the medication policy may be granted to children with potentially life-threatening conditions (such as asthma, or severe allergic reactions). In this case, the medicine and written instructions are to be kept in the school office. Example: Those who require an EpiPen. Parents of such children should address their situation with the principal or preschool director to develop a plan of action. We do have a 24 hour fever free without the aid of medication policy along with 24 hour diarrhea and vomit free policy.

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. The child must be inspected by a school staff member before returning to the classroom.

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 had diarrhea within the last 24 hours, or has any illness that is contagious.

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. In lieu of the DH680 form, parents may present the state-issued religious exemption form immunization.

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.

ADDRESS CHANGE

Please inform the school office immediately (772) 286-0932 of address, phone number, and/or email address changes. You may also update this in FACTS.

ATHLETICS

Redeemer Lutheran Church and School is a member of the Treasure Coast Athletic Conference, which includes schools from Hobe Sound to Vero Beach. Teams participate in interscholastic volleyball (girls only), soccer (co-ed), basketball (boys' and girls' teams), cross country (boys' and girls' teams), and flag football (boys' and girls' teams). Generally children in grades 5-6 are eligible to try out for the varsity teams. If there are not enough students to complete a team, fifth graders may be allowed to try out for varsity teams and fourth graders for junior varsity teams. Fourth grade students may participate in the non-contact sport of cross country and on junior varsity teams if those teams need additional players. A \$95 fee is assessed in each sport in which the child participates. The cross country fee is \$75. **In order for a child to participate in a sport, the family's financial account must be kept current.**

“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 4-6), the goal is for all team members to participate. Special consideration is given during tournaments of team sports, and students at the 4-6 level may not receive equal playing time in 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 “Ds” in any courses, including special area subjects, these grades prohibit the student from participating in sports at Redeemer until the grades are brought into the “acceptable” range. Ineligibility extends for a full week. By Thursday afternoon, the teachers inform the athletic director of any students who have one or more Ds and Fs in their courses. The athletic director then notifies the students and their parents of the child's ineligibility from Friday through the following Thursday when grades will be reviewed again.

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

1. Have a sports physical. Sports physical exam forms are available in the school office and online.
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 aims 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.

Athletic 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 will 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 consequences set forth below.

CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS

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

2nd 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.

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

If a parent does not abide by the consequences, the child may be asked to leave the team.

Students may not leave campus at all during school hours or during school-sponsored events unless accompanied by a parent, guardian or school official.

BIRTHDAY PARTIES

Please discuss birthday celebrations and/or treats in advance with your child's homeroom teacher. Invitations to family parties may be passed out at school if all the students in the class are invited. Teachers will not forward email invitations to the class for parents due to time constraints and potential technical difficulties.

LIBRARY

Redeemer Lutheran Church and School has a central media center which houses our computer lab, makerspace, and library. 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. 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 placement by the last user. All fees 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 each quarter may be donated to a charitable organization.

LUNCH

Pupils and teachers eat lunch in the Christian Fellowship Center (CFC) lobby. Students should bring 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, soda, milkshakes, and smoothies are not to be included in school lunches or snacks. Sharing of food is prohibited. Parents should check with the classroom teacher before sending candy to the classroom as a treat.

No student is allowed to leave the school for lunch unless it is cleared through the office. If a student arrives at school without a lunch for whatever reason, the child's parent is responsible for getting lunch to the child. Administration will guide the delivery of lunches to students who have forgotten them. **Parents may not have food delivery services deliver food to the school for the student; the parent must bring the food to the 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 athletic shoes appropriate for running, jumping, and other physical activity on physical education days. Students in grades 5-8 are required to purchase Redeemer physical education uniforms that are available in 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 as stated in this handbook. Students will use the gates to enter and exit the playground.

Rowdiness, 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.

PROTECTION FROM ABUSE

FLORIDA STATUTE 415.504 Florida law states that whenever any person knows or suspects such abuse has occurred, it must be reported.

FLORIDA STATUTE 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 the following:
 - School teacher or other school official or personnel
 - 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 Church and School employs several methods of reporting to parents:

REPORT CARDS

Report cards are issued online every quarter. The school office will produce a copy of the final report card in June. The school will provide a hard copy of the report card upon parent/guardian request.

PROGRESS REPORTS

Approximately at the mid-quarter time an online progress report is sent to the parents of students in grades 1-8.

PROGRESS MONITORING TESTS

Progress monitoring tests are given periodically throughout the school year. A copy of the test results will be provided to parents/guardians at the end of the school year.

PARENT-TEACHER CONFERENCE

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 the ways of helping the child. The conferences are scheduled at the end of the second 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 school 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 are not to be scheduled for Wednesdays after school since teachers are in staff meetings.

FACTS (formerly Renweb)

Redeemer Lutheran School subscribes to an online grading system called FACTS. Teachers in grades 1-8 post grades online and parents can access their children's grades. Teachers update their gradebooks at least weekly.

EMAIL

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

SOCIAL MEDIA

Redeemer Lutheran Church and School has a Facebook and an Instagram page. Parents can check Facebook or Instagram any time.

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 or binder by the teachers. Parents should check their children's backpacks and binders daily.

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 via email from the office and/or on the school website.

SCHOOL SCHEDULES

School Hours: Preschool and K-Readiness: See Preschool Handbook
 Kindergarten- 5th Grade: 8:30 A.M. - 3:00 P.M.
 Grades 6-8: 8:15 A.M. - 3:00 P.M.

School doors open at 8:07 A.M. for grades 6-8 and 8:15 A.M. for pre-kindergarten-grade 5. Parents who must bring their children to school before 8:00 A.M. may take them to the designated Morning Care rooms. Students who must remain at school after 3:15 P.M. will be escorted to the designated Extended Care area. A student is never allowed to leave the school grounds during school hours unless accompanied by a parent/guardian or other authorized adult. Students are not permitted in classrooms prior to 8:15 (8:07 for grades 6-8) unless an appointment has been made. We ask that parents refrain from coming to the K-8th classrooms and trying to speak to the teacher from 8:00-8:30. The teachers are focusing on the students and preparations for the day during this time before school starts. If a parent wants to go to a classroom during school hours, the parent must check in at the school office.

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 772-286-0932 and leave a message with the office manager. Redeemer office personnel will try to relay important messages. Children may use the office or classroom telephone for emergencies as determined by school staff.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Students are expected to be respectful of school textbooks and devices while they are using them for the year. While some wear and tear is normal, students who write in books, tear pages, or cause other damage to a textbook may be fined. Any damage to a school provided device is also the parents financial responsibility. This fine may be a minimum of \$5 and may be as much as the cost of replacing the book or device if it is deemed unusable (as stated in the device policy).

The device policy may be reviewed by visiting www.redeemerstuart.com under the Academics and Student Life tab, then by selecting Device Policy under the Media and Technology tab.

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

Parents are an integral part of their children's education at Redeemer Lutheran Church and School. All parents and 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. Communicating with teachers is very important, so if parents wish to conference with the teacher(s), parents should email the teacher to set up an appointment time.

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.

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 A.M. and 11:00 A.M. each Sunday morning. Sunday School and Bible classes begin at 9:45 A.M. each Sunday. Church and Sunday School attendance at any Christian church is noted on each child's (Grades 3-8) 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 Church and School offers handbell choir for middle school. 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 choir will miss some class time; however, teachers will work to coordinate schedules.

In addition, students in Kindergarten-grade 5 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.

SCHOOL AWARDS CRITERIA

Redeemer Lutheran Church and 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.

OUTSTANDING CHURCH/SUNDAY SCHOOL ATTENDANCE

A student in 3rd-8th grade may be recognized for excellent church and/or Sunday School attendance. Each quarter of the school year, the number of Sundays possible in that quarter determines the number of Sundays possible for excellent 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 excellent attendance for a quarter, he/she will receive a certificate indicating his/her excellent attendance in church and/or Sunday School.

PERFECT SCHOOL ATTENDANCE

A student in Redeemer Lutheran Church and 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 quarter. A student who achieves perfect attendance for all four quarters will receive special recognition.

PRINCIPAL'S LIST

Students in grades 3-8 who have grades of A's or percentages of 90% or higher in all subjects are recognized as making the Principal's List. This recognition will occur at an assembly after a chapel service for each of the first three quarters.

HONOR ROLL

Students in grades 3-8 must have a grade average of 80% or higher with no grade of 79% or below to earn inclusion in the Honor Roll. These percentages apply to all subjects. This recognition will occur at an assembly after a chapel service for each of the first three quarters.

CHRISTIAN LEADERSHIP AWARD

The student regularly demonstrates strong Christian leadership in his/her love and service to Jesus Christ, to the Church, and to his/her neighbors, including but not limited to the following areas:

The student strives to LOVE others as Christ loved us.

The student seeks JOY in his/her own life and seeks to bring JOY into the lives of others.

The student strives for PEACE in his/her relationships.

The student exhibits PATIENCE in all circumstances.

The student shows KINDNESS and GENTLENESS to others.

The student acts out of GOODNESS and fairness.

The student demonstrates FAITHFULNESS to God, his/her family, teachers and friends.

The student regularly demonstrates SELF-CONTROL.

We also recognize students who demonstrate excellence in the character pillars of kindness, responsibility, honesty, citizenship, integrity, justice, humility, courage, forgiveness, and respect.

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 throughout the sixth grade, seventh grade and the first three and a half quarters of the eighth grade year at Redeemer. 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 students' grade point average from their fifth grade year shall be used to determine the honor. If a tie still remains, a review of the fourth 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 midterm report of the fourth quarter. They must have completed participation on at least two athletic teams during the eighth grade year.

VOLUNTEER HANDBOOK

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 Church and 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.

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 through our PTO leaders, emails from the school office, and teacher newsletters. You will be informed of any upcoming events and programs in addition to 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), PTO Board member, or the School Office.

The rewards are great, the friendships are wonderful, and the benefit 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, which you may get at the school office. 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, PTO Board members, or the school office.
- 8) All volunteers are expected to dress appropriately, so please dress modestly.

PARENT REQUIRED INVOLVEMENT IN CHRISTIAN EDUCATION (Volunteer Hours)

P.R.I.C.E. is the required volunteer program of Redeemer Lutheran Church and School. Parents are encouraged to participate in the PTO Hours served in the PTO (e.g. meetings, events, etc.) will be counted towards volunteer hours. Each school family (Kindergarten through 8th grade only) is required to serve 15 hours during the school year. A fee of \$20 per hour will be assessed for each hour not served. This assessment will appear on the last tuition bill of the school year. It is each parent volunteer's responsibility to record service time. Printable volunteer forms are available on our website and also in the school office. Parents may turn completed volunteer forms in at the school office.

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 who serve as co-presidents (two), treasurer, and a secretary, and 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 the 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 parents 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). These monthly meetings are held to allow parents an opportunity to share new ideas, attend informational sessions, and coordinate school events.

COMMITTEES, EVENTS, AND PROGRAMS

(Please refer to the annual school calendar updated on our website at www.redeemerstuart.com for the specific dates of each event.)

Grandparents' Day

A celebration for students with their grandparents will be held during the school year. Invitations are sent to all students' grandparents. Activities include chapel, fellowship, and an activity with the grandchildren in the gym. This day always proves to be a delightful experience for all ages.

Christmas Parade Float

Each year Redeemer Lutheran Church and School takes part in the annual Stuart Christmas Parade. This is a good opportunity for our school and church to reach out to our 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 during National Lutheran Schools Week to showcase the many talents of our Redeemer students. Encourage your child to participate in this fun event, either individually or as part of a group with other students.

Track and Field

This event includes a variety of sports activities that 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, contact the school office or athletic director to express your interest. It's a lot of fun and exciting for the whole school.

Ram Jam Basketball Tournament

Every year, Redeemer hosts the Ram Jam Middle School Basketball Tournament on MLK weekend (Friday and Saturday). We host all of the public school teams in our area and we get private schools from all over Florida to participate. It is a great event!

This is the only sports fundraiser of the year. The proceeds for this fundraiser helps us to purchase sports uniforms, balls, and other sports equipment for PE and our sports teams. We need volunteers to help make this a success. This is a great way for the Redeemer School parents or high school students to get volunteer hours.

National Lutheran Schools Week

This national week-long event is to promote Lutheran school education within our community. 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 apparel emphasis. Money is collected during NLSW to benefit a worthy charity.

Teacher/Staff Appreciation

Parent volunteers organize this week and advise parents where their help/support is needed. The PTO hosts 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 a special lunch time.

End-of-the-Year Fun Day

This event is held near the end of the school year to celebrate the year with friends.

Auction Fundraising Event

This event is expected to be the largest fundraising event of the year. 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 for this event will be announced so stay tuned. Please note that monies raised from this event are allocated to the school by the Auxiliary Committee.

Book Fair

A Book Fair is held to raise funds for all the classrooms. Help is needed with the set-up, sales, and the event.

Adopt-a-Class Program

This program provides additional classroom funding for non-budgeted items. All classrooms from 2-years through 8th grade, including library, music, art, science lab, computer lab, spirit shirts, physical education, Spanish, sports, safety patrol, and Book Fair are available to be adopted on a yearly basis by families or businesses. The yearly adoption donation will be announced at the beginning of the 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 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.

Other Ways of Giving

There are also other ways of giving to Redeemer through programs offered through Amazon Smile. Families also participate in giving events that are held at area restaurants.

Special Accommodations Requests & Expectations

Redeemer Lutheran Church & School

2022-2023

Redeemer Lutheran defines *special accommodations* as any request or service that would provide additional alteration(s) or assistance for the student as it pertains to the environment, instructional format, materials or equipment. For any accommodation to be made, there must be a defined and specific need. The school must have a document outlining the need(s) for the accommodation(s).

Special accommodations, when implemented the correct way, should allow the student to pursue the regular course of study and campus experience. Because accommodations are not meant to alter the content being taught, school policy, or the overall mission, students are still expected to align with the same school-wide expectations including but not limited to; assessments/testing, student evaluations, grading systems, discipline, and school purpose/mission.

Communication Expectations

- The student's parents/guardians are required to send copies of all required documentation ahead of the student's start date.
- Accommodation requests must be made ahead of the start date and must be updated as needed throughout the school year.
- All accommodations additions/updates will require discussion and approval ahead of implementation. This includes but is not limited to teachers' communication expectations (ex. daily reports) and in-class observations.
- The student's teacher(s) and administration team will be present for meetings as they pertain to accommodations adjustments and/or approvals. All meetings must be made at least 24-hours in advance.

Required Documentation (as available).

- Evaluation data
- IEP
- 504
- An updated outline and summary of all accommodations for our consideration.

Classroom Accommodations

- Teachers are not available and/or permitted to give excessive one-on-one instruction beyond the means of what our daily curriculum allows for.
- Teachers are not permitted to give rewards of any kind for expected behaviors.
- Rewards cannot be food items, extra outdoor play, extra/no rest time. The student must receive the same rewards and allowances as other students.
- Consequences will be consistent with every student in the classroom. All student discipline must align with our school-wide discipline policy.

Pull-Out Therapy

- Permitted by schedule/appointment only in the preschool office.
- Therapists must be fully background checked and their credentials on-file.
- Therapists use a green pass and must be checked in each day.
- Please note, the therapy room is shared between all age groups. The therapy schedule must be approved in advance by the directors. If the session times and dates change, the availability status may change.

In-Class Therapy

- Is not permitted for any age group on campus.

Parent Code of Conduct

If I have a question or a concern regarding a staff member, the first step I take will be to speak with or email that person to get clarification. This is according to Matthew chapter 18. If the issue is not resolved, then I might choose to speak with the appropriate administrator (principal or early childhood director).

I will speak the truth in love as I communicate with the staff members and other school parents and grandparents.

I will speak the truth in love as I communicate with staff members and other school parents and grandparents.

I will refrain from confronting someone else's child since I realize that the staff needs to resolve situations between students.

I will refrain from speaking, writing, and electronically posting negative comments about Redeemer and any of the staff members, students, parents, grandparents, and anyone else associated with Redeemer Lutheran Church and School.

I will communicate positively and constructively with staff members and other parents, and I will refrain from sending harassing or abusive emails. If any such negative email message is sent to a staff member he/she will forward the message to his/her administrator for examination and possible response.

I will refrain from communicating unsubstantiated information about anyone and anything regarding Redeemer Lutheran Church and School.

Failure to abide by this Code of Conduct may result in the family being removed from Redeemer Lutheran Church and School.

Please read the handbook, sign, and return this signature page to your child's homeroom teacher.

I _____ acknowledge that I have read the parent Code of Conduct.

Parent Name (printed)

Parent Signature

Date

Redeemer Lutheran Church and School
Preparing Christian Leaders
Commitment Form

To Christian Education...

We ask our parents to do the following:

1. Support the Christ-centered mission of Redeemer Lutheran Church and School, Preparing Christian Leaders.
2. Support the teachers and staff of Redeemer Lutheran Church and School.
3. Abide by the school's policies.
4. Encourage my child(ren) to do the very best they can in all areas of their education.
5. Attend parent-teacher conferences as scheduled by the school.
6. Promote the behavioral standards of Redeemer Lutheran Church and School as outlined in the Parent/Student Handbook.
7. Allow my child(ren)'s image or work to be used for promotional materials and the yearbook.

To Promote Participation...

We require our parents to give 15 hours of their time and talents through volunteerism.

1. I realize that it is my/our responsibility to ask or offer to serve where I can.
2. I know that the hours I serve will be recorded by Redeemer Lutheran Church and School's volunteer hour coordinator.
3. I am aware that Redeemer Lutheran Church and School will assess a \$20 per hour fee for hours not served by April 15, and that this fee will be assessed on my May tuition statement.

To Meet Financial Responsibilities...

The family promises to pay all fees and tuition, as well as understands the following:

1. I am aware the new student application fee and registration fee are nonrefundable.
2. I realize that tuition is to be paid on or before the 1st of each month.
3. I am aware that any payment not received by the 10th of each month will result in a late fee.
4. I acknowledge that I am responsible for the entire yearly amount of tuition.
5. I understand that all fees and tuition must be paid in full in order for student records to be transferred to any school.

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

Parent/Student Handbook for 2022-2023, and I agree to abide by all the rules, policies, and procedures contained in this handbook, including the Parent Code of Conduct and the forms that are included in the handbook.

Parent Signature

Date