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WELCOME TO REDEEMER LUTHERAN SCHOOL

It is indeed a joy to welcome you into our school family. We believe that your child's attendance at our school is a privilege, not a right. The goals of Redeemer are not to reform but to train youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

The philosophy of education at Redeemer Lutheran School is that all children are born learners and that children learn by doing. Our responsibility is to provide a Christian education for children of the congregation and community, so they may through God's Spirit:

- know God and His seeking and forgiving love in Jesus Christ and respond to that love with lives of Christian faith, worship, service, love, and hope;
- identify themselves as children of God, members of Christ's body, and grow in self-understanding and self-acceptance;
- relate responsibly to God's creation by acquiring knowledge and understanding, and developing talents and skills for responsible living and serving.

MISSION STATEMENT

The mission of Redeemer Ministries is to lead people into a growing relationship with Jesus and the community of faith, offering them hope, help and healing in His name. Therefore, Redeemer congregation enthusiastically supports its school with a commitment of time, talents and resources.

REDEEMER'S FIVE GUIDING VALUES

1. **Connecting** in Community
1. **Celebrating** God's Love
1. **Cultivating** Faith
1. **Caring** for Others
1. **Communicating** Christ to Others

OUR SCHOOL'S MISSION

Redeemer Lutheran Elementary School (Grades K-8), focusing on the greater Redwood City community, is a place where teachers, parents and congregation members work together to share the Good News of salvation, nurturing children with God's love and grace.

GOAL AND OBJECTIVES

Our primary goal is to help children develop a positive view of the future and acquire the attitudes, knowledge and skills necessary to become successful, contributing Christians in a rapidly changing world. Therefore,

1. All students will hear, see, feel, and experience the love of Christ in their lives;
1. The teachers, parents and congregation members will interact so that students will be nurtured with God's love and grace;
1. Students' attitudes and views of the future will be positively enhanced by the demonstration of spiritual values in the school community;
1. All students will be actively and enthusiastically involved in the learning process;
1. Classroom instruction will include contemporary technology and tools that encourage productive, effective and successful learning;
1. The school community will provide a learning environment where children will be successful both as individuals and group members;
1. Classroom experiences will provide an awareness of social concerns which enable students to respond with Christ's love to those needs; and
1. Enrollment growth will be encouraged, planned, supported and implemented by the congregation and administration, so that the Good News will reach as many as possible.
1. We take great pride in maintaining our small class sizes of 20 students in kindergarten and 24 students in grades K-8.

STATEMENT OF FAITH

We, the staff, believe that the Bible is the inspired, infallible Word of God. We believe that there is one true God - Father, Son, and Holy Spirit - Triune God, eternally coexistent.

Man recognizes God's demand of perfection; however, because of man's sinful nature he is alienated from God and needs to be reconciled to Him. This has been accomplished through the death and resurrection of Jesus Christ, God's own Son. This free gift of salvation comes to man through the efforts of the Holy Spirit as He works through the Word and Sacraments.

Lutherans believe that a child becomes part of God's family through baptism, which is the means of reconciliation with God the Father. All Christians are nourished by the study of God's word and regular participation in the Sacrament of Holy Communion.

A true Christian, child or adult, will strive to make Christ the focal point of his/her life, recognizing the daily need for reconciliation and forgiveness, the Christian will want to share this "Good News" with others.

It is our desire that every student and adult who is involved with Redeemer Lutheran School support this Statement of Faith and make a daily resolve to submit to the power and leading of the Holy Spirit.

ELIGIBILITY

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

Students who have been removed from their previous school by school authorities may not be eligible for enrollment.

A child entering kindergarten should be 5 years old by December 1 of his/her fall enrollment. A child entering first grade should be 6 years old by December 1 of his/her fall enrollment.

ADMISSIONS

The enrollment procedure for new students consists of the following steps:

1. Parent(s) must meet with the principal.
1. Enrollment form and registration fee must be paid. The registration fee is non-refundable.
1. All new students will be tested prior to acceptance.
1. All entering kindergarten students will be screened for readiness maturity and must present a letter of recommendation from their last preschool attended.

Testing and kindergarten screening fees are part of the enrollment fee and are not refundable. All students are admitted each year on probationary status for the first four weeks of their enrollment.

REQUIREMENTS

To be eligible for admission, a transferring student is expected to have completed all the appropriate grade level requirements as prescribed by the State of California. Beginning students should meet the age level requirement mentioned above.

Students will not be admitted unless an immunization record is presented and immunizations are up-to-date as required by the state of California. Children are required to have a health check-up within 18 months of entrance to first grade.

CURRICULUM AND EVALUATION

Redeemer Lutheran School is accredited by the Western Association of Schools and Colleges and by the National Lutheran School Accreditation Association. Appropriate grade level curriculum requirements include courses in language arts (reading, spelling, grammar, writing), mathematics, science, social studies/history, music, art, and religious studies. More than 50% of the curriculum follows the Core Knowledge Sequence. Core Knowledge is an idea that for the sake of academic excellence, greater fairness, and higher literacy, elementary and middle schools need a solid, specific, shared core curriculum in order to help children establish strong foundations of knowledge, grade by grade. Additional information may be found at www.coreknowledge.org.

Core Knowledge is:

- Solid (basic)
- Sequenced (learn new knowledge by building on what is known)
- Specific (what every child should learn)
- Shared (needed to increase literacy)

Benefits of Core Knowledge are:

For Students

- Provides a broad base of knowledge and a rich vocabulary
- Motivates students to learn and creates a strong desire to learn more
- Provides the knowledge necessary for higher levels of learning and helps build confidence

For the School

- Provides an academic focus and encourages consistency in instruction
- Provides a plan for coherent, sequenced learning from grade to grade
- Promotes a community of learners - adults and children
- Becomes an effective tool for lesson planning and communication among teachers and with parents
- Guides thoughtful purchases of school resources

For the Lutheran School Consortium

- Provides a common focus to share knowledge and expertise
- Decreases learning gaps caused by mobility
- Encourages cooperation among schools to provide quality learning experiences for all students
- Provides a strong foundation of knowledge for success in high school and beyond

For Parents and the Community

- Provides a clear outline of what children are expected to learn in school
- Encourages parents to participate in their children's education both at home and in school
- Provides opportunities for community members to help obtain and provide instructional resources

Additional learning experiences occur through regularly planned field trips. Because of the smaller classes and parental support, our students generally test ahead of grade level on the Iowa Achievement Tests which are administered in the spring of each year (grades 1-8). The results of these tests are shared with the parents and are available to other interested parties by consultation with the school principal.

Report cards are issued at the conclusion of each quarter and parent consultations are required at the end of the first and second quarters. An optional conference at the request of the teacher or parent is available at the end of the third quarter.

GRADING STANDARDS

(Grades 3-8)

<u>Percentage</u>	<u>Letter Grade</u>	<u>GPA Points</u>
100%	A+	4
95-99%	A	4
90-94%	A-	4
87-89%	B+	3
84-86%	B	3
80-83%	B-	3
77-79%	C+	2
74-76%	C	2
70-73%	C-	2
67-69%	D+	1
64-66%	D	1
60-63%	D-	1
59% & below	NC	0

Honor Roll recognition is awarded at the conclusion of each quarter to students in grades 3-8. "Principal's Honor Roll" will be awarded to those students with a 4.0 GPA. "Honor Roll" will be awarded to students with a 3.5-3.99 GPA with no failing grades.

ATHLETIC ELIGIBILITY

To be eligible to participate in Redeemer Lutheran School athletics, a student must meet all of the following criteria:

- Minimum 2.0 GPA
- No "NC's" on report card
- Maximum of two misconduct detentions

If a student receives an "NC" on a progress report, he/she will be put on athletic probation until the grade is raised.

BLOCK 'R'

Redeemer Lutheran School awards a Block 'R' recognition letter to students in grades 5-8 who meet the following requirements for the school year:

1. At least 75% attendance at the church of their choice
1. Minimum 2.5 GPA with no NC's
1. Maximum of eight tardies for the school year
1. Maximum of two misconduct detentions for the school year
1. No suspensions

EXPECTED SCHOOL-WIDE LEARNING RESULTS

Redeemer Lutheran School Graduates will

Spiritually

1. Develop and share their faith in the community of believers, and in the world, and grow in their personal relationship with the Triune God and ability to reflect His love to others
1. Grow in their knowledge of the *Bible*, their understanding of theological concepts, and their ability to share God's word

Academically

1. Be able to read fluently, accurately, and with understanding
1. Understand mathematical and scientific concepts, apply them correctly, and compute with accuracy
1. Be able to organize and communicate information coherently in both written and oral forms using standard mechanics of English
1. Have learned a solid and specific core of concepts, knowledge, and skills in literature, history, geography, technology, music, and the visual arts, thus building a foundation for continued learning
1. Be able to analyze problems, collect and sort information, formulate solutions as individuals and in groups

Socially, emotionally, and physically

1. Learn to set goals and plan for the future
1. Develop a positive attitude and gain in confidence to cope with life's challenges
1. Demonstrate respect and love for themselves and others
1. Develop self-discipline and an ability to cooperate, learn social skills, build friendships, and settle conflicts in a peaceful and respectful manner
1. Be physically fit and active

Culturally

1. Recognize that all people are created by God and show love, respect, courtesy, and consideration to others
1. Have acquired knowledge of a wide variety of ethnic and cultural ideas, opinions, and contributions made to our society and world

ATTENDANCE POLICY

A signed, written excuse or a telephone call is required each time a student is absent. If the absence is foreseeable, a written excuse should be submitted in advance. Please schedule medical and dental appointments before or after school whenever possible. Vacations should be scheduled when school is not in session. If it is necessary to remove a student from campus during school hours due to illness or an appointment, a parent or guardian must sign the child out in the office and obtain a "Check-Out Slip."

School hours are 8:30 a.m.-3:00 p.m. A student is considered tardy if he/she is not in the classroom when the 8:30 bell rings. Students arriving after 8:30 must check into the school office to receive an "Admit Slip" before going to the classroom. Tardies for medical and dental appointments are excused. Detention will be assigned for unexcused tardies as outlined in the Detention Standards.

SCHOOL SUPPLIES

Redeemer School will provide many of the items needed by the students to do their daily activities. Each teacher, however, will also need certain items provided by the student. Supply lists will be sent prior to the beginning of the school year.

CLASSROOM PREPARATION

Redeemer School believes that every minute of the school day holds potential for engaging and challenging students in intellectual endeavors. To maximize opportunities for all students to learn, we expect students to be on time and prepared for each class. In addition to completing the homework, they should have the necessary books, pens, pencils, paper, binders and anything else the teacher deems important.

MAKING UP MISSED WORK

When students are absent due to illness, a daily packet of missed work will be compiled. This packet will be available for pickup at the end of the school day.

If students must miss school because of a family obligation/vacation, they are responsible for notifying their teachers and the School Office well in advance of the time away from school. The student must take the initiative to obtain assignments, and schedule make-up exams with his/her teacher(s). *Work must be presented on their first day back at school.*

PARENTAL SUPPORT

Each Redeemer family is **required** to donate a minimum of **35 volunteer hours** (20 hours for single parent families) toward the support of the school programs. Hour reporting year is May 1-April 30. Families are required to fulfill at least 50% of the required volunteer commitment. Unfulfilled hours will be billed at \$20/hour.

There are many opportunities for parental involvement during the year. In addition to teacher newsletters soliciting assistance, the monthly "Smoke Signals" newsletter often carries parent involvement suggestions and requests.

The Parent Services Committee (PSC), the parent support group for the school, sponsors various fundraisers, activities, and parent education classes throughout the year. Parents are encouraged to support and participate in these activities. The Hot Lunch Program is also under the auspices of the PSC and requires volunteer staffing.

LOST AND FOUND

Be sure to label all of your child's clothing, including PE uniforms. Remember to label lunchboxes and backpacks. Unlabeled uniform items are given to the Used Uniform Bank and resold. Unclaimed lost and found non-uniform items are routinely donated to an appropriate organization such as Goodwill.

SOCIAL ACTIVITIES

Please do not distribute party invitations on campus unless an entire class is invited.

Guests should only be present with the approval of the host parents and all parties should be properly chaperoned. Please avoid scheduling social events on school nights whenever possible. Entertainment at parties should always meet Christian standards.

STUDENT BIRTHDAY CELEBRATIONS

Classroom student birthday celebrations may consist of treats only (no classroom lunches, pizza, etc.) and should be provided during a scheduled break or lunch. Treats must be individual servings (e.g., cupcakes, donuts). Drinks must also be in individual serving containers (no soda). All necessary implements for serving (e.g., plates, napkins) must be provided by the parent. **Classroom celebrations must be cleared in advance with the classroom teacher.** No formal parties may be held on school grounds during school hours.

Students may wear appropriate "free dress" on their birthday. If a student's birthday falls on a weekend or school holiday, they may wear free dress on Friday or Monday. Students with a summer birthday may wear free dress on their half-birthday.

ECOLOGY

RLS students, faculty, staff, and administration share the responsibility of keeping our campus beautiful and litter-free.

To achieve this goal, all members of the RLS community are expected after eating (both at lunch and break times) to clear their tables and remove all litter from the outdoor picnic tables and ground areas.

All refuse is to be **properly** disposed of in the campus recycling bins and garbage cans.

Students are encouraged to actively participate in the School's recycling program by using paper, plastic, glass, and aluminum-recycling containers located throughout the campus. **Sunflower seeds, nuts in the shell, and gum are not permitted on campus.**

VISITORS

Any visitor on campus during the school day must first report to the School Office to sign-in and receive a visitor pass. Students may not invite classroom visitors (non-RLS students) to campus unless specific permission is obtained from the school office in advance of the visit.

HEALTH AND SAFETY

As soon as you become aware that your child has a communicable disease, that information must be reported to the school office. To be excused from Physical Education classes, a student must have a written excuse from a parent or medical doctor.

Each student must have an Emergency Card on file in the school office. Failure to comply with this requirement may result in the student being asked to stay home until the Emergency Card has been submitted.

School personnel are not allowed to give prescription medication of any kind without written authorization from the doctor and parent. All medications must be in their original container with written dosage instructions. Tylenol is kept in the school office and will be administered to students as needed if permission to do so has been granted on the student's emergency card.

All medications, prescription (including inhalers) and over-the-counter, must be kept in the school office. Students may not keep any medications in their desks or backpacks.

STUDENT LUNCHESES

Please send prepared, ready-to-eat lunches only. **There are no microwave or cooking facilities available for students.** Be sure to send any necessary utensils.

Lunches and snacks should focus on nutritional items. Please keep sweets and sodas to a minimum. **Glass bottles and containers are not allowed on campus due to breakage.** Please do not send pull-top cans with younger students as sharp edges can cut fingers.

EMERGENCY PREPAREDNESS

Role of the School

Students have been instructed in and have practiced responses to environmental emergencies that include fire and earthquake. The school practices the evacuation of the buildings for earthquake and fire on a regular basis.

Role of the Parents

In case of an emergency, parents should make the decision if the conditions are safe to transport students to the school. During certain situations the school will need to make a decision if the school day will be in session or cancelled for reasons of safety.

If the emergency occurs after the end of the school day, but prior to the start of the following school day, the decision to have school will be made by the administration and an announcement will be made.

Telephones may or may not be available in certain conditions. If available, the school office telephone line/answering machine on extension 10 will have a message available for the plans for the school day. Local TV and radio may also have information for schools in Redwood City.

Parents should utilize all available means to make an informed decision about the emergency scenario.

Note: Under no circumstances shall a student who has already arrived for the school day leave the campus without authorization from the School Office. No students will be released without parent/guardian authorization.

If the conditions are severe (i.e. major earthquake) students will be held in a general area (blacktop) until parents arrive.

Role of the Students

All students have a responsibility to follow the directions of designated faculty and staff members. For any emergency on campus, regardless of the time of day, students should immediately notify an Administrator or Faculty/Staff member when they think there is a dangerous situation or emergency on campus.

NOTE: At any time an emergency situation arises while a student is not attending class, they must report to the attendance office or the designated all school evacuation area. Under no circumstance may a student remain in any unoccupied spaces or unsupervised areas during an emergency.

DRESS CODE

Redeemer students are required to wear approved school uniforms. These must be purchased from Dennis Uniform Company. Note: Students out of dress code may be restricted from attending classes or special school events until proper school attire arrives. Additional dress code requirements include:

1. Boys' haircuts must be neat, no longer than collar length, not covering eyes. No fad cuts, tails, shaved heads, etc. No facial hair (e.g., mustache, beard) is allowed. Hair must be a natural color.
1. Girls' hairstyles should be modest rather than extreme, no fad cuts, not covering eyes. Hair must be a natural color.
1. Shoes must be non-marking rubber or leather-soled with no metal plates, arches, or toes. Close-toed shoes in white, navy, red, black, or brown are acceptable. No boots, sandals, backless or toeless shoes, or shoes with lights are allowed. Shoes must be worn laced and tied securely in a visible, traditional manner. Shoes must be worn properly and cover foot completely. Shoe heels/soles may not exceed one inch in height.
1. Socks must be worn with all shoes. Socks may be white, red, navy, or black, solid color only.
1. No nylons may be worn. Tights or leggings may be white, red, navy, or black, solid color only.
1. **NO MAKEUP** (including lip gloss) is allowed. Makeup articles and hairspray may not be brought to school and will be confiscated. Nail polish or French manicures are not allowed. Fingernails must be neatly trimmed. No perfume, cologne, or scented lotions may be worn or brought to school.
1. *Only girls are allowed to wear earrings.* Piercings are allowed in the ears only. Only one pair of earrings may be worn. No double piercings. Earring size may not be larger than a dime. No dangling earrings.
1. No visible permanent, henna, or temporary tattoos are allowed.
1. **POLO SHIRTS AND BLOUSES MUST BE NEATLY TUCKED IN AT ALL TIMES** and must be appropriate size. No rolling at hem or blousing. Shirts must be worn at all times.
1. Red Braves t-shirts may be worn to school on Fridays only.
1. Pants and shorts must be appropriate size and worn at the natural hipline (no sagging). Trouser legs may not be tucked, rolled, or rolled into socks. **Belts must be worn with all pants and shorts in grades 3-8.** (Exception: girls' pants/shorts/capris with no loops.)
1. **SKIRTS & JUMPERS MAY BE NO SHORTER THAN ONE INCH ABOVE THE KNEE.** School personnel will be the final judges on appropriate length. (Exception: stock, non-modified skirts, jumpers and skorts, of proper size, that are slightly shorter.) Skirts may not be rolled at the waistband and must be worn at the natural waistline.
1. Undergarments may not be visible at any time. Girls should wear shorts under skirts and jumpers.

1. Hats, caps and visors, plain or with appropriate logos, are allowed outdoors only. Knit beanie caps and bandanas are not allowed. Winter scarves may be worn outdoors only and must be white, navy, or red. Sweatshirt hoods may not be worn in the classroom.
1. Only official Redeemer School sweatshirts, fleeces, vests, and jackets may be worn. Winter coats of your choice are allowed November-February. Winter coats and rain gear may be worn outdoors only.
1. All students in grades 6-8 are required to dress for PE. Only Redeemer PE t-shirts or red Braves t-shirts and official PE shorts/sweatpants are allowed. Students must wear tennis shoes with socks. PE uniforms may not be modified (e.g., cut off sleeves).
1. No torn, tattered, or otherwise modified uniforms are allowed. Uniforms must be properly laundered and in good repair.
1. *Students should bathe or shower daily and use an appropriate body deodorant. Clean hair, teeth and fingernails are the responsibility of every student.*
1. **School personnel will make the final decision regarding uniform infractions. Additional requirements may be applied on a case-by-case basis when deemed necessary.**

VOLUNTEER DRIVER INSTRUCTIONS FOR SCHOOL-SPONSORED ACTIVITIES

Employees of Redeemer Lutheran School and volunteer drivers operating their own vehicles to transport students on officially authorized school business or related school activities including field trips should be aware of the following:

1. The individual's own automobile liability insurance will always be considered the primary coverage.
1. All travel by private car requires prior approval by the school's administrator or his designee in order to establish that the activity is part of the school's program.
1. The school does not provide collision, comprehensive, etc., insurance coverage to cover damage or loss to an employee's or volunteer's vehicle.

The following requirements must be met by the employee or volunteer:

1. A current "Volunteer Auto Usage Information" form must be on file in the school office.
1. Insurance coverage on the vehicle must include the following minimum coverage and proof of insurance showing liability limits must be supplied:
 - \$100,000/\$300,000 Bodily Injury Liability
 - \$25,000 Property Damage Liability
1. The vehicle must be equipped with working seat belts for all occupants (no double seat belting and no children under 85 pounds in front seat if there is a passenger-side airbag).
1. The vehicle must be maintained and kept in safe operating order.
1. A copy of driver's license must be provided
1. Driver must be 25 years of age or older (employees 18 or older).

For the safety of all students, it is essential that the following instructions be adhered to at all times:

1. All students must wear a seatbelt. Students may not share a seatbelt at any time.
1. Students under 6 years of age or those who weigh less than 60 lbs. must be properly secured in a child restraint (includes boosters). Students under 12 years old or less than 85 lbs. may not sit in the front passenger seat if there is a passenger-side front dash air bag. In all cases, place larger children in front and smaller children in back.
1. Driver must follow all traffic laws.
1. **Driver may NOT make any unscheduled stops not indicated on the field trip itinerary and permission slip. This includes stops for food or snacks, gas, or any errands.**
1. Please be sure all music played in the vehicle is appropriate and meets Christian standards. Videos and movies are not allowed.
1. Each driver should carry the Emergency Information Cards for his/her passengers. In case of an emergency, provide these forms to authorized emergency personnel.
1. In the event of an accident, regardless of severity, please call **911** first and then notify the school as soon as possible (**650-366-3466**) with the following information: nature of accident; names of riders in car; injuries, if any; location; action being taken (Are you continuing with field trip itinerary? Are students waiting for rides? Has anyone been transported to a hospital? etc.). Provide a contact phone number to the person answering the phone.
1. Students may NOT switch cars without the permission of the group leader.

1. A first-aid kit is recommended for each vehicle.
1. All discipline problems should be referred to the group leader. Parents should not discipline students other than their own (other than by mild verbal commands).
1. Drivers should be aware that their own insurance becomes the primary coverage in the event of a claim.
1. Driver's car must be in safe working order. A safety check prior to outing is recommended.
1. Smoking is prohibited in the presence of students on any school-sponsored activity. Alcohol is forbidden before or during any portion of a field trip.

WHEN CONTACTING A TEACHER

Because you have chosen Redeemer Lutheran School in part for its family atmosphere, please consider each contact with a staff member a contact with a family member. Before contacting a teacher either by phone or e-mail, please remember the following guidelines:

How to approach a problem regarding your student:

1. Contact the teacher as soon as possible. If the problem is not resolved...
1. Contact the school administrator, Mr. Mancini
1. If the problem is still not resolved, contact the School Board Chairperson.
1. If at any point the proper order is not followed, the parent will be referred back to the teacher.

Parent Conduct in reference to teachers:

- 1) Always follow Biblical principles.
 -) Remember to treat others as you would like to be treated. (The Golden Rule, Matthew 7:12)
 -) Go directly to the person with whom you have a problem. Please do not discuss the problem with another parent. If you feel the administrator is needed, be certain to have talked with the teacher first. (Matthew 18)
 -) Be quick to listen, slow to speak, and slow to anger, for man's anger does not bring about the righteous life that God requires. (James 1:19)
- 1) God is to be first, the parents second, and the teacher third as an authority in a student's life. RLS recognizes that it is **vital** for teachers to build student confidence in their homes, therefore, please remember that it is also important for parents to build student confidence in their teachers. The parent needs to pass on trust in the teacher to the student.
- 1) Recognize that you as a parent will be kept informed regarding your student. This would include any of the following situations: slipping grades, behavior problems, concerns regarding your student's dress, talk or behavior in or out of the classroom, excessive absences, tardies, etc. Please trust that every effort is being made to contact you within 24 hours following a specific situation. Please be open to granting grace if this is not possible. If you, as a parent, have a concern, please be proactive in contacting the teacher.
- 1) Please strive to maintain a cooperative relationship between the home and school, and try to remember that there are always two sides to a story. Please make every attempt to hear both sides of a story before reacting.
- 1) Please try to establish positive contact with your student's teacher before a problem arises.
- 1) Please make every effort to contact the teacher via voice mail or e-mail to set up an appointment regarding a problem, rather than merely stopping by the teacher's classroom. Please consider time restraints when talking to a teacher during school hours. If it is necessary to contact a teacher at home, please do so before 8:00 p.m. In these ways, both parties can be well prepared and accurate information can be exchanged.
- 1) Since our teachers are instructed never to discuss one student with another student's parents or with another student, please do not discuss another student's situation with your child. Please do not discuss a staff member with another parent. Always refer that parent to the staff member.
- 1) Please recognize and trust that you as a parent and we as teachers are seeking the very best in every situation for your child. Please approach all conversations with the teachers in this manner.

GENERAL INFORMATION

1. Student telephone calls made from the school office will be limited to essential calls. No calls will be allowed home for social calendaring.
1. Students not enrolled in Extended Care **may not be dropped off prior to 8:15 a.m.** All students not in Extended Care or after school sports must be picked up no later than 3:15 p.m. Students still on campus at 3:30 will be checked into Extended Care and parents will be billed the drop-in fee of \$10/hour (one hour minimum charge) beginning at 3:00.
1. The automobile ENTRANCE to the parking lot/playground at Redeemer is on HARRISON STREET, the EXIT is on HUDSON STREET. Always drive defensively! The parking lot is closed to cars 9:00 a.m. - 3:00 p.m. and 3:30 p.m. - 5:00 p.m.
1. No morning drop-off or afternoon pick-up of students on Grand Street. Please use the Redeemer parking lot only. Park on Harrison Street whenever possible during times when the parking lot is closed. The staff lot located north of campus on Hudson Street is for staff parking only.
1. No smoking is allowed on any part of the Redeemer campus or during any school-sponsored activity. No dogs are allowed on campus.
1. Bikes are not to be ridden on the playground before or after school. Bikes must be locked in the bike area during the school day. Helmets are required. Violating the bike rules will result in the suspension or loss of use of bikes on school property. Skateboards, scooters, and roller blades/skates are not to be used on campus and will be confiscated if used on school property.
1. Portable electronic entertainment systems (e.g., radios, CD players, Game Boys, iPods, MP3 players) are *not allowed at school or on any school activity* without permission from the classroom teacher.
1. Students may only leave the campus by themselves during the day with written parental permission.
1. All clothing should be properly labeled with student's name - including PE uniforms and outer garments. Lost & Found will be emptied on a regular basis and unclaimed items will be donated to "experienced uniforms" or a charitable organization.
1. **Students are responsible to keep all hardbound textbooks covered with approved book covers** and must refrain from marking in textbooks (with pencil, pen, or highlighter).
1. Parents need to call the school office the day a child will be absent from school and each day thereafter.
1. Chewing gum and seeds in the shell are not allowed on the campus.
1. Playground activity that is unsupervised before or after school is not allowed.
1. Chapel is held every Friday morning at 8:40 AM (Thursday when there is a Friday holiday.) Parents are always welcome and encouraged to attend.
1. RLS students shall not post pictures of themselves or any other student wearing clothing that identifies RLS or any other references to RLS on "My Space" or any other public web site. Failure to adhere to this policy may result in suspension and/or expulsion.

CELL PHONES

Redeemer Lutheran School policy allows students to have cell phones, but they are not to be turned on or visible during regular school hours 8:30 AM – 3:00 PM (including lunch and recess). Phones must be kept in backpack or locker. Students may only use their phones on campus before and after school hours. Students breaking the rules will have their phone confiscated and parents will be asked to come and retrieve the phone from the principal.

DISCIPLINE

Discipline is defined as the training that develops self-control and character. Discipline Policies and Procedures are established to protect the good of all by curtailing the abuses of a few. Rules and regulations exist in order to create an orderly atmosphere in which many widely differing personalities can come together in community while working individually and as a larger group to live out the Christian values and expectations of Redeemer Lutheran School.

The relationship among the members of the Redeemer community is based on mutual respect, support and trust. Because parents/guardians are the primary educators of their children, the responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior on the part of the student shall belong to them with the cooperation of the student, the school and its staff. Therefore, it is a condition of enrollment that a student behaves in a manner, both on and off campus, which is consistent with the Christian values and expectations of Redeemer and the rules and regulations in this Student/Parent Handbook.

The responsibility for maintaining order and discipline is assigned to the Administrator. The Administrator and the staff of are empowered to impose penalties for violations of school policies, to forward students for Discipline Review and to suspend students from school who are guilty of major offenses or a series of repeated minor offenses against school policy.

School's Jurisdiction

1. At all times when the student is on school grounds.
1. At all times during the school day, both off and on school grounds.
1. At all officially sanctioned school sponsored events, both off and on school grounds.
1. Outside of the school day when the student's behavior reflects upon the school.

Parents/guardians are expected to work courteously and cooperatively with the faculty and staff of Redeemer Lutheran School to assist the student in meeting the academic, moral Christian values and behavioral expectations of the school. Parents/guardians should pursue concerns about a student's progress or behavior in a school-sponsored activity by first contacting the student's teacher. If matters are not resolved with school personnel at that level, they should then contact the school administrator. Redeemer Lutheran and its administration reserve the right to determine, in its discretion, which actions fall short of meeting the Christian values and expectations as well as Rules and Regulations of the school. Failure to follow these principles will normally result in a verbal/written warning to the student and/or parent/guardian and, for students, the appropriate disciplinary action as articulated in this Student/Parent Handbook. Redeemer Lutheran reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action to require parents/guardians to withdraw their student with or without a previous warning regardless of the location or time of the misconduct.

STUDENT BEHAVIOR

Classroom Expectations

The classroom setting is the very core of the Redeemer experience where students are encouraged to think critically while learning to tolerate and respect a wide range of opinions. Students are expected to approach their work with a seriousness of purpose and to work toward their highest potential. To ensure that all students are afforded these opportunities, Redeemer will not tolerate any disruption of the learning process. The following rules and expectations are campus standards that are designed to promote respect and learning in the classroom environment.

All Redeemer students:

- are expected to show respect at all times towards themselves, the classroom environment, classmates and the teacher
- are expected to be on time and prepared for class
- are expected to be attentive in class and to complete all assigned work
- may not distract other students in any way
- may not work on materials unrelated to the current class' content
- must be in accordance with the RLS Dress Code at all times
- may not eat in class unless given specific approval by the teacher
- may not use unauthorized electronic devices in class
- are expected to uphold the Redeemer Lutheran **Honor Code** at all times

While Redeemer encourages intellectual debate, the School will not tolerate arguments or disagreements with a teacher on issues unrelated to the class curriculum, or involving a student's individual grades or disciplinary concerns during class time. Students violating classroom rules are subject to the consequences outlined in the Disciplinary Procedures section of this handbook.

NOTE: Teachers may wish to enforce classroom standards and rules in addition to those identified above. These rules can be found in individual class instructional policies.

When a student fails to meet these expectations and a classroom expectation is not met, teachers may;

- issue a warning
- ask to meet with the student privately
- assign a detention
- refer the student directly to the administrator's office. (Note: A student's failure to report to the Administrator's Office after direction from a teacher, is considered a major disciplinary violation.)

ACADEMIC HONESTY (Honor Code)

The Redeemer Lutheran School honor code has been established to better address issues regarding academic honesty. The honor code will be reviewed annually by a committee of students and faculty to renew and revise the code as necessary.

The honor code guides the school community towards a mindset of educating oneself for a greater purpose. The honor code is not only a guide for student/teacher behavior, but also supports intellectual expression as a Godly act. Based on the academic, Christian, social and personal goals of Redeemer Lutheran School, the RLS Honor Code reflects the intention to promote and preserve academic honesty and integrity. Our school community, with direct reference to John 13:34, commits to a deep respect for intellectual value. We also as a school community strive to have policies and practices that promote self-discipline, responsibility, and decision making.

Role of the Teacher:

- Create and maintain an environment that is conducive to honesty and diminishes the temptation to cheat.
- Clarify what is and what is not cheating in a given course by defining academic dishonesty in the instructional policies and by giving continual reminders of these standards
- Inform students of the educational purpose of coursework so that students realize the value of each assignment
- Be realistic in setting deadlines and assigning workload
- Engage in and conduct dialogue that deals with students when he/she is not able to complete an assignment
- Discuss, determine and if necessary, document incidents and refer to the Principal when academic dishonesty has occurred
- In all cases of academic dishonesty or the appearance of academic dishonesty, the teacher will first discuss the situation with the student. If an incident of dishonesty has occurred, this information will be shared with parents/guardians via the course instructor.
- Respect students, colleagues and oneself in light of John 13:34

Role of the Student:

- Honor and maintain the relationship of trust between oneself and the teacher
- Follow the guidelines that are laid out by the teacher and in the instructional policies
- Respect the educational purpose of each assignment
- Do not plagiarize*, copy work or cheat in any way in coursework that includes papers, tests, homework and projects

***Plagiarism is defined as the act of stealing the ideas or words of another and passing them off as one's own. Direct quotes or paraphrased material, which is not common knowledge, must be cited by the use of end-, foot-, or any parenthetical notes. When a student uses anyone else's words or ideas, the student must acknowledge the source. This applies to ANY borrowings, including but not limited to, borrowings from a published work, from a lecture, or from a friend's old term paper, another student's homework, the Internet, or a tutor. Failure to acknowledge borrowings is PLAGIARISM—intellectual dishonesty—and a violation of the RLS Honor Code. See consequences that follow.**

- Be willing not to finish an assignment if one does not understand the work, rather than cheat or copy work to complete the assignment at all costs
- Seek out the teacher first for aid and clarification in all coursework
- Respect teachers, classmates and oneself in light of John 13:34

The issue of academic honesty is academic in nature, yet honesty is paramount in all we do as a community. Redeemer Lutheran, in light of our Christian values and expectations functions best when all members of the school community treat each other with fairness, trust and respect.

A teacher who witnesses cheating or views a situation where there is the appearance of cheating will first address the issue with the student(s) in question. The classroom teacher will in the process of inquiry establish whether or not cheating has occurred.

The following are examples of academic dishonesty;

- Using materials without proper documentation, both printed and electronic (i.e. plagiarism)
- Using any materials during quizzes/exams which has not been approved by the course instructor (i.e. unauthorized notes cards, study aides)
- Talking to another student during a quiz/exam
- Looking at another students work during an quiz/exam
- Allowing a student to copy any portion of an assignment

- Copying an assignment and submitting work of another as your own
- Seeking out or sharing information about exams that have been taken previously by a different section
- Inappropriate/unauthorized material stored in any electronic device
- Any other action defined by individual course instructional policies that can be defined and documented as academic dishonesty
-

Reporting Procedures for Violation of the Honor Code

When cheating in any form is observed, proven and determined, it directly impacts the student's status in the relevant class.

- The teacher will talk with the student(s) involved and then notify parents/guardians
- The teacher will report relevant information regarding the specific circumstances to the Administrator.
- This information will be entered into the students discipline file
- Parent/guardians will be contacted by the Administrator and notified of consequences of any further occurrences of academic dishonesty to include counseling on how this impacts his/her status as a Redeemer student ***

Consequences for Violation of the Honor Code

Any instance of academic dishonesty has some form of consequence. This is determined by the classroom instructor, in consultation with the Administrator in accordance with the published course instructional policies.

First Offense

- receive no credit for the assignment in question
- not be allowed to turn in make-up work to restore credit
- have his or her parents/guardians contacted by the classroom instructor to review the course instructional policies and academic consequences

Second Offense in the remainder of the academic year at RLS

- Same consequences as first offense (listed above)
- Parent/guardians will be contacted by the Administrator and notified of consequences of any further occurrences of academic dishonesty to include counseling on how this impacts his/her status as a Redeemer Student.

Third Offense in the remainder of the academic year at RLS

- Same consequences as first offense (listed above)
- Parent/guardians will be contacted by the Administrator, **AND** student will face possible dismissal from Redeemer Lutheran School ***

PARENTS / GUARDIANS

Code of Christian Conduct Covering Students and Parents/Guardians

The students' interest in receiving a quality, Christian based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that **students, and the parents/guardians of a student**, behave in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in this parent/student handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).
4. The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action. If this does not remedy the situation, the school may ask the family to withdraw from the school
5. The school reserves the right to determine, at its discretion, when conduct is of such as severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Custodial Parents/Guardians

Parents/guardians who plan to be away from home while school is in session should notify the school in writing as to who will be legally responsible for their son/daughter during this time. This notification should include the dates that they are away from home, any changes in emergency contact information, and the name, phone number and address of the student's designated guardian during their absence.

If an RLS student leaves the home of a custodial parent during the school year, the Principal will confer with the parents/guardians to determine the continued conditions of enrollment.

Divorced or separated parents must submit to the school a court-certified copy of the custody section of the divorce or separation decree with the office of the school Principal. The school will not be held responsible for failing to honor arrangements that have not been made known.

Redeemer Lutheran School abides by the provisions of the Family Educational Rights and Privacy Act of 1974 (F.E.R.P.A) with respect to the rights of non-custodial parents. *"An educational agency or institution may presume that either parent has the authority to inspect and review the educational records of a student unless that agency or institution has been provided with evidence that there is a legally binding instrument or a state law or court order granting such matters as divorce, separation, or custody, which provides to the contrary. "*

In the absence of a court order to the contrary, Redeemer Lutheran School works with families who can be designated as "second households." Information such as standard mailings and other school related communication can be provided upon request to a separate household/address.

The school asks the cooperation of families that designation in writing be updated when necessary, anytime enrolled students have changes in demographic information or custodial provisions. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the most current court order.

Confidentiality Policy

The core of the Redeemer Lutheran educational experience remains the close relationship between students and teachers. However, the confidentiality between a student and a teacher or staff member is not always protected, and the teacher or staff member is legally bound to inform a parent and/or the authorities about information given during a confidential conversation or counseling session by mandated reporting criteria. Redeemer Lutheran School follows state laws with respect to *mandated reporting*. Mandated reporting requires certain individuals to report suspected child neglect, child abuse or maltreatment to the governmental agency responsible for child protection in the particular jurisdiction. In some jurisdictions or instances the reporter may also be legally required to report suspected abuse to law enforcement agencies.

Redeemer Lutheran School employees must report to the proper authority when:

1. a student indicates that he or she is going to physically harm himself or herself or jeopardize his or her life;
1. a student indicates he or she is going to physically harm or jeopardize the life of another or has knowledge that another's well being is threatened;
1. a student indicates he or she is being sexually, physically, or emotionally abused or subjected to neglect or dangerous situations;
1. a student indicates he or she has committed a felony offense (i.e. selling drugs, stealing, etc.).

Section 11166 of the California Penal Code requires that all teachers, instructional aides, teacher's aides or assistants, administrative officers or supervisors of child welfare and attendance, certificated pupil personnel employees, and others who have knowledge of or observes, a child whom the individual knows or reasonably suspects has been a victim of child abuse make a report to a law enforcement agency or child welfare agency immediately by phone, with a written report to follow within 36 hours. In compliance with this law, any suspected incident should be reported to the Principal, who will facilitate making the report to the appropriate authorities

DISCIPLINARY STANDARDS

Redeemer Lutheran School expects all students/parents to conduct themselves in a manner that honors the great commandment of our Lord, "Love one another as I have loved you" John 13:34. Students should be honest, respectful and concerned for the RLS community in all their actions both on and off campus.

Faculty/Staff/Administration, Parents and Students all should familiarize themselves with the specific behavioral expectations of the school at the beginning of each academic year. Many difficulties can be resolved at the lowest level possible through open and clear discussion regarding standards and expectations.

At times however, serious problems may arise. Redeemer Lutheran School seeks to provide the "atmosphere of wise freedom" with a clear understanding that there are consequences for transgressions and violations of school standards of conduct.

Disciplinary Action at Redeemer Lutheran School takes the following forms;

Teacher/Staff Member – Student Counseling

Any student who has failed to meet the expectations for student conduct may be asked to report to discuss a situation that occurs during the school day or at a school sponsored event. This conversation should include specific behavior that has failed to meet the standards of student conduct.

Teacher-Assigned Detention

Any student who is disruptive, disrespectful or has violated a classroom policy may be detained after school by a teacher. This serves as a consequence which allows the student and teacher to address consequences in a specific classroom setting. These teacher assigned detentions are not recorded in the students permanent discipline file.

Administrative Assigned Detention

Detentions may be assigned for disciplinary code violations, which include but are not limited to; lack of cooperation with faculty and staff, attendance, tardiness to class, dress code violations, behavior and other misconduct.

- These assigned detentions are recorded in the students permanent discipline file. A single detention requires the student to serve directed activity for a designated amount of time based on the offense.
- Detentions are assigned and are punitive in nature.
- Detentions may only be served outside of class time.
- The work assigned is intended to be punitive and will be constructive/appropriate whenever possible.

Disciplinary Consequences for Attendance related issues

All attendance related issues that have a disciplinary consequence will be classified as an after school (PM) detention. Detentions assigned for unexcused tardiness to class will be served from (3:30PM to 4:30PM).

Detention Policy

- PM Detention is held five days per week. (Monday-Friday).
- The day that a detention is received is considered "Day 1." Detentions will be served within two days from the time they are received.
- All students who receive notification of an assigned detention should report to the assigned classroom the day of their detention.
- It is the student's responsibility to come to the Principal's Office to receive their assigned detention date within the first 10 minutes of the end of the school day.
- Detentions take precedence over extracurricular activity, sports and personal commitments.
- Failure to serve a detention within the 2-day period (within 2 working days of when it is assigned) will result in a doubling of the time of service on the next available detention. **(Saturday detention will be assigned by the principal at his discretion).**

DISCIPLINARY DESIGNATIONS

Disciplinary Referral Notice (Warning Notices)

This is written notification to parents/guardians that a student has been involved in a violation of school rules and regulations, as well as the consequences of the violation. Violations are considered more serious in nature compared to minor infractions. These referrals are recorded in the students permanent discipline file.

Conference with the Principal

A conference with the Principal is reserved for serious disciplinary violations or chronic infractions of the School's rules. Parents/Guardians and faculty members may be present at a Principal's conference and the student may or may not be invited to attend. A written record of this meeting may be placed in the student's disciplinary file

Conduct Probation

Conduct probation normally is a consequence as a result of serious single incidents or due to significant patterns of conduct offenses. Students placed on conduct probation receive written notification from the Principal following a conference with the student's parents or guardians. While on conduct probation, a student may be required to receive professional, medical or psychological counseling as a condition of probation. At the conclusion of the designated probationary period, the student's status will be reviewed. A student may be dismissed from RLS if he/she subsequently commits a major violation of the school conduct code, accumulates a series of minor conduct code violations, or is placed on academic probation, while on disciplinary probation status.

Note: Conduct Probation is recorded in the students permanent discipline file and is a high school reportable designation. See policy for *High School Reporting of Disciplinary Violations*.

Activity Restriction

Students may be designated as ineligible to participate in school activities other than attending class as a consequence of their actions/misconduct. Activity restriction may be designated for a specific number of school days. A meeting or contact involving the parents/guardians, the student, and the Principal will be convened or made to determine the conditions of the activity restriction.

Suspension

Suspension is a temporary punitive measure that removes a student from the school population. It is reserved for serious violations and all suspensions are written up and placed in the student's disciplinary file. Suspension removes a student from the student body for a prescribed period. Students are readmitted to school when they show a willingness to cooperate with the school and its policies, and after they and their parent/guardian have met with school administration.

Note: Suspension from school is recorded in the students permanent discipline file and is a high school reportable designation. See policy for *High School Reporting of Disciplinary Violations*.

Dismissal from School (Expulsion)

When a student's conduct reaches a point where it imperils the good name and moral well-being of the school or threatens the safety and order of the school community the school may dismiss a student from Redeemer Lutheran School. Dismissal from Redeemer Lutheran School is determined only after all other disciplinary measures have proven ineffective or the violation is serious enough to warrant immediate dismissal. In this instance the student will be required to withdraw from enrollment at Redeemer Lutheran School. In exceptional cases, immediate expulsion may be necessary for students involved in a single major offense. Possession or being under the influence of alcoholic beverages, illegal drugs or controlled substances on campus or while attending school sponsored functions, serious vandalism, harassment, extortion or coercion, theft, the possession of weapons, or gross disrespect are examples of grounds for immediate dismissal. The Principal reserves the right to dismiss any student without convening the Discipline Advisory Board if a situation or general behavior warrants this type of action.

Note: Expulsion from school is recorded in the students permanent discipline file and is a high school reportable designation. See policy for *High School Reporting of Disciplinary Violations*.

Discipline Advisory Board for Redeemer Lutheran School

The Discipline Advisory Board (DAB) meets at the initiative of the Principal. The Board is charged with considering verified and factual information regarding situations that involve serious student misconduct. The DAB is convened by the Principal. The members of the advisory board are provided with all the facts of the situation which can include information gained from interviews/statements and the collection of evidence in a disciplinary investigation. The DAB's ultimate concern is to consider what course of action is in the best interest of the student(s) involved, and those actions that are in the best interest of the school community.

Once all information has been considered the DAB makes a recommendation on consequences for misconduct to the Principal. The Principal then weighs the recommendation of the DAB and makes a decision that is in the best interest of the student and the school. The DAB is a recommending body to the Principal, who makes the final decision regarding the student's status and/or consequences for specific misconduct.

High School Reporting of Disciplinary Violations

High School admissions offices at some schools will often ask administrative and staff personnel to report disciplinary violations that have involved the student applying for admission. They are especially interested in those violations that resulted in probation, suspension, or dismissal.

If requested by a high school, Redeemer Lutheran will report incidents in grades 6 through 8 that resulted in;

- Probation
- Suspension
- Dismissal

Redeemer Lutheran School will provide supporting information to accompany the student's explanation of the circumstances leading to the probation, suspension, or dismissal. High School admission offices will generally seek additional information from the student and the school to determine whether the violation was an isolated incident or part of a patterned behavior. High Schools who request this type of information, will receive notification from Redeemer Lutheran School to report any changes in status, even when such changes have occurred after the initial report which may occur after the student has been accepted for admission. Redeemer Lutheran School reserves the right to inform a student's prospective high school of any significant change in behavior that required disciplinary action or resulted in the student's departure from school regardless of when the incident or incidents took place.

Note: *It is to the student's advantage to deal with questions relating to disciplinary incidents in an honest and straightforward way. The student is advised to write directly to the high school admissions office to explain the incident. The School will do its best to make sure that the high schools have a clear and balanced perspective of the gravity of the incident.*

Illegal Substances

The possession, use or distribution of illegal substances by any student is a serious offense and is in direct conflict with the mission of Redeemer Lutheran Schools. Therefore, any possession, use, sale distribution or intent to distribute of any quantity of drugs, alcohol or controlled substances is addressed with great seriousness and concern. In determining what is best for the student and the school, the Administration will consider all relevant facts and circumstances surrounding any incident brought to its attention. Redeemer Lutheran School reserves the right to contact local law enforcement when a student is found to have used, been in possession of, sold or distributed any illegal substance. The school reserves the right to conduct searches and or seizures for the purpose of enforcing this rule. Such seizures shall include, but are not limited to searches of any student, student belongings or items in the possession of a student, any locker or vehicle located on school property or at any school-sponsored event.

Substance Abuse

The possession, use, or sale of alcohol or drugs on campus or at any school related activity is strictly prohibited. Students may not attend school, school-sponsored functions or be on the Redeemer Lutheran School campus while in possession and/or under the influence of drugs or alcohol.

Any student in violation of the School's Substance Abuse Policy immediately jeopardizes his or her position in the school community. The student is subject to a Discipline Advisory Board hearing and dismissal from Redeemer Lutheran School.

Redeemer Lutheran School recognizes the seriousness and complexity of adolescent drug and alcohol use, the health and safety risks involved, as well as the larger legal consequences and liabilities. The School educates to a lifelong sense of responsibility for health and wellness and is committed to on-going substance abuse education for its students, families, and staff.

Tobacco/Smoking

Redeemer Lutheran, is a SMOKE FREE campus. Smoking, chewing and/or the possession of any tobacco related products or paraphernalia by students on campus or at school related activities are strictly forbidden. A student found smoking/chewing tobacco or in the possession of tobacco-related products or paraphernalia are subject to serious disciplinary sanctions that may include the immediate dismissal from Redeemer Lutheran School.

Weapons

Students are not allowed to possess or transmit any dangerous object that could reasonably be considered a weapon while on the school grounds or while at any school-sponsored event. Students in violation of this policy are subject to serious disciplinary sanctions that may include the notification of local law enforcement agencies and immediate dismissal from Redeemer Lutheran School.

Theft

Respect for ourselves and others grows on a campus where honesty underlies all of our actions. Theft on campus can be a problem when people do not take care of securing personal belongings. All students should secure all personal items. Any student who witnesses suspicious activity should report this information immediately to staff personnel.

Theft includes;

- Stealing from or tampering with another student's or faculty member's personal property
- Failing to return lost property

Students found to have stolen property are subject to serious disciplinary sanctions that may include a Disciplinary Advisory Board hearing, dismissal from Redeemer Lutheran School, and the notification of local law authorities.

Respect for School Property

Damaging, defacing, destroying or altering of school property is strictly forbidden and considered a major infraction against the Redeemer Lutheran School community. Students who violate this policy face serious disciplinary consequences that may include suspension from school, or dismissal from Redeemer Lutheran School.

Local Law Enforcement

Redeemer Lutheran School cooperates with all police investigations. Students who violate local and federal law while at Redeemer Lutheran School, whether during the school day or during a school-related activity, may fall under the jurisdiction of local police departments. As a member of the civic community, RLS will respond to police investigations in an appropriate way. If local law enforcement arrives on campus to question a student concerning a matter not related to a school incident, the agency will be asked to arrange an interview with the student after school hours and

off school premises. If presented with a warrant for search/arrest of exigent circumstances in a criminal investigation, the school will allow the student to be interviewed by such agency on school grounds. Parents will be notified of such an interview request. The school reserves the right to contact local law enforcement in an investigation of illegal activity involving a school-related incident. The school reserves the right to conduct a school investigation with any student that is involved in a police investigation for unlawful activity. Students who deceive or lie to faculty/staff/administration, especially during a disciplinary investigation, are liable for disciplinary actions that can include suspension and/or expulsion.

Falsification of notes/misrepresentation by phone call or lying to a staff member

Altering a school document, parent note, forging a parent signature, or misrepresenting parent phone calls to the school is dishonest and considered a serious offense and will result in disciplinary action.

Gambling

Gambling in any form is expressly prohibited. Students who take part in gambling activity while on campus are subject to disciplinary action.

Public Performance Policy

Redeemer Lutheran School has a defined purpose to represent our school and the larger Redeemer Lutheran community in the most positive manner at all times. Occasionally, students may be participants or spectators at events and activities where their actions reflect upon the larger school community. Whenever a Redeemer Lutheran School student speaks, performs, or otherwise publicly represents Redeemer Lutheran Schools or any of its officially endorsed activities, the following guidelines must be observed;

1. All performances should follow both the letter and spirit of the Mission Statement and the Mission and Philosophy of the School.
2. Every student should conduct himself or herself in a manner that is worthy of Redeemer Lutheran Schools.

Note: This includes behavior in all school activities, sanctioned events and athletic contests as both participants and spectators. All school photos/portraits/yearbook/sports photos are considered part of this policy.

Students must not;

1. Consciously employ or use offensive or tasteless language
2. Emphasize sexually explicit language, gestures, or behavior
3. Exploit unnecessary references to sex or drugs
4. Make racial, ethnic, religious, sexual, stereotypical, cultural slanders, or perpetuate stereotypes.

Whenever a student is unclear or has questions regarding the appropriateness of their behavior, they should consult with their coaches, chaperones or supervisors for approval before publicly representing themselves in order to ensure that all "performances" are successful and appropriate.

Public Displays of Affection

Students are expected to recognize that displays of affection are considered inappropriate on the school grounds and during school sponsored activities.

Appropriate Language

All members of the RLS community are expected to use proper forms of language in their communication with others at school and while on campus and at all school functions. Those who use profanity and other forms of inappropriate language will be subject to disciplinary action.

Harassment Policy

Harassment in General

Redeemer Lutheran School affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school, which is hostile, offensive or intimidating because of an individual's race, creed, color, national origin, physical ability or gender. Harassment of any student by another student is prohibited and will not be tolerated. It is policy of Redeemer Lutheran Schools to provide an educational environment in which all students are treated with respect and dignity.

Definitions

Harassment: Harassment consists of verbal or physical conduct, including conduct based upon a student's race, color, national origin, sex, sexual orientation, religion (or creed), or disability, that is so severe, pervasive, or objectively offensive that it adversely affects a student's ability to participate in or benefit from the school's educational programs or activities, or otherwise creates an intimidating, threatening, or abusive educational environment. Harassment may include: racial or ethnic name calling or slurs; intimidating actions or threats; offensive or threatening phone calls, notes, or e-mails; harmful pranks; or undue pressure to engage in behavior with which the other person does not feel comfortable.

Sexual Harassment: Sexual harassment consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature that is so severe, pervasive, or objectively offensive that it adversely affects a student's ability to participate in or benefit from the school's educational programs or activities, or otherwise creates an intimidating, threatening, or abusive educational environment.

Bullying: Bullying includes inappropriate conduct that adversely affects a student's ability to participate in or benefit from the school's educational programs or activities based on efforts to intimidate, coerce, engender fear, or control a student.

Retaliation: It is a separate and distinct violation of the school's policy for any student to retaliate against any person who reports alleged wrongful conduct, including harassment or bullying, or against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment and may be redressed by the procedures described below.

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs. Jokes, anecdotes or epithets

Written Harassment: Suggestive or obscene letter, notes or invitations;

Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement;

Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters.

Student-to-Student Sexual Harassment

1. This policy prohibits student-to-student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

- a) on school grounds
- b) while going to or coming from school
- c) during, or while going to or coming from, a school sponsored activity

2. Any student who engages in the sexual harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension and expulsion.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline as students at Redeemer Lutheran School are expected to conform their lives to Christian principles at all times.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

Student's Responsibility

It is every Redeemer Lutheran student's responsibility to conduct themselves in a manner, which contributes to a positive school environment. Students will not commit acts, which tend to injure, degrade, disgrace or threaten the safety, privacy and respect of other students, teachers and staff members.

To promote an environment free of harassment, the Administration shall take appropriate actions such as removing vulgar and offending graffiti, establishing site rules and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and, in accordance with school policies, review and investigate such allegations of harassment in a prompt, professional and thorough manner.

DETENTION STANDARDS

Attendance Issues:

Tardy to Class

After three unexcused morning tardies in a single quarter and for every unexcused morning tardy thereafter, the student will serve one hour detention

Class to class tardy..... 1st time: Lunch Duty
2nd time: 1 hour detention

Student Misconduct:

1st Offense..... Detention assigned. Discipline record entry

2nd Offense..... Detention assigned. Discipline record entry
Parent notification of a required Principal's Conference (student/parent required to attend prior to student's return to class.

Dress Code and Personal Appearance

1st Offense..... Student may be issued a warning and counseled on appropriate dress code standards.

2nd Offense..... Detention assigned for infractions.
• Student may be sent home or be prevented from attending classes/meetings/assemblies until appropriate attire arrives or until they remedy the situation.

3rd Offense Detention assigned for infractions.
• Discipline record entry.
• Student may be sent home or be prevented from attending classes/meetings/assemblies until appropriate attire arrives or until they remedy the situation.
• Discipline record entry.
• Required Principal's Conference (student/parent) prior to students return to class).

Consequences for Leaving Campus without Permission

1st Offense..... Discipline record entry.
• Parents/Guardians will be notified and the student will serve detention.

2nd Offense Discipline record entry.
• Parents/Guardians will be notified and the student will serve detention.
• Required conference between the Principal and the student's parents/guardians.

3rd Offense Discipline record entry.
• The student will be subject to a disciplinary board review and face possible dismissal from Redeemer Lutheran School.

Consequences for use/audible electronic device

- 1st Offense..... Discipline record entry.
- Electronic device will be confiscated and turned into Principal. Item must be picked up by parent.
 - Student will be issued a warning and counseled re: school policy.
- 2nd Offense..... Discipline record entry.
- Electronic device will be confiscated and turned into Principal. Item must be picked up by parent.
 - Detention will be issued.

Falsification of notes/misrepresentation by phone call or lying to a staff member

- 1st Offense..... Discipline record entry.
- Parents/Guardians will be notified and the student will serve detention.
- 2nd Offense..... Discipline record entry.
- Conference between the Principal and the student's parents/guardians.
- 3rd Offense Discipline record entry.
- The student will be subject to a disciplinary board review and face possible dismissal from Redeemer Lutheran School

Please refer to "Disciplinary Standards" beginning on page 21 for all other disciplinary actions.