REDEEMER LUTHERAN
VPK, ELEMENTARY & MIDDLE SCHOOL

Handbook

333 Commerce Street
Pensacola, FL 32507
850-455-0330

www.redeemerschoolpensacola.org

HOURS OF OPERATION
School Year: 8:00 A.M. - 3:30 P.M. Monday - Friday following the School Calendar.

Summer, Winter and Spring Breaks: 10:00 A.M. - 1:00 P.M. Please call before visiting.

VPK: Half-Day 8:00 A.M. - 11:30 A.M. Full-Day 8:00 A.M. - 3:00 P.M.

Extended School Care: 6:30 A.M. - 8:00 A.M. & 3:00 P.M. - 6:00 P.M.

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SPECIAL NOTICE: Enrollment of a child in the school indicates that parents will read this handbook and will agree to follow these policies. This guidebook is not intended to be all-inclusive for every situation and is subject to revision by the Redeemer Lutheran School Board

of Christian Education without notice.

Revisions adopted by the Redeemer Lutheran School Board of Christian Education, November, 2023.

This institution is an equal opportunity provider.

WHO WE ARE
Redeemer Lutheran School (RLS) is owned and operated by Redeemer Lutheran Church and was organized in 1955 to serve the spiritual and educational needs of the church and the Pensacola community. Redeemer maintains an outstanding educational program that serves students from VPK through 8th grade. RLS offers a strong curricular program and prepares its students to meet and exceed the educational standards set by the State of Florida.

RLS is accredited by the National Lutheran Schools Accreditation, which is a nationwide system of more than 2,600 early childhood centers, elementary, middle, and high schools, all operated by Lutheran Churches to provide quality programs of Christian education. If you would like to learn more about Lutheran beliefs, we invite you to speak to our Pastor or to attend the adult instruction class on Lutheran doctrine.

VISION
Our Vision is for every student to lead, learn and serve like Christ.

MISSION
Our Mission is to cultivate lifelong learners who follow Jesus as servant leaders.

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

OBJECTIVES
At Redeemer Lutheran School, we provide our students a solid academic foundation, while also giving them a solid foundation for a Christ-centered life. RLS students will:
1. Master the fundamental skills of reading, writing and effective oral communication.
2. Develop a sound understanding of mathematics and natural sciences.
3. Develop a thorough knowledge and appreciation of the social sciences and the arts.
4. Acquire an enjoyment of learning and physical activity that will continue throughout their lives.
5. Develop effective study habits, problem-solving skills and teamwork tactics.
6. Treat others with respect and love at all times.
7. Acquire a thorough knowledge of the Bible and basic Christian doctrine.
8. Develop a personal and real relationship with God that permeates all aspects of their lives.

CHAPEL SERVICES
Students and faculty meet Wednesdays at 8:25 A.M.(2nd-8th) and 9:00 A.M.(VPK-1st) for Chapel Service. Occasionally, RLS will host a whole school Chapel Service at 8:30 A.M. and special Chapel Services are held throughout the year for holidays. These services are especially geared for children with singing, prayer and readings from the Scriptures. Parents are encouraged to attend and to participate in Chapel Services. Offerings gathered at the services

are designated for mission projects in our community and abroad.

THE EDUCATIONAL TEAM

BOARD OF CHRISTIAN EDUCATION
The Board of Christian Education (BOCE) is composed of members of Redeemer Lutheran Church and advisors. It establishes policies and works with the principal to ensure the orderly operation of the school. The Board handles the hiring of teachers, the calling of principals, and approves the adoption of curriculum and textbooks. Final authority in the operation of the school rests with the Voter's Assembly of Redeemer Lutheran Church.

PRINCIPAL
The principal is the administrative leader of the school. With the help of faculty, the principal suggests changes and policies for the improvement and welfare of the school. The principal administers the policies and advice of the BOCE and the congregation.

PASTOR
As spiritual leader of our church and school, the pastor will offer spiritual support to students, parents, staff and members of the BOCE. The pastor teaches a religion course to 7th Grade and leads Chapel Services.

FACULTY & STAFF
The faculty and staff of RLS create classroom-learning environments that provide quality Christian education. Teachers and their aides deliver tailored instruction that addresses the unique needs of each student while pushing them towards high levels of achievement.

BEHAVIOR REVIEW BOARD (BRB)
The purpose of this board is to support classroom discipline and uphold the policies and expectations set in the RLS Handbook. This Board is composed of Faculty and Staff of RLS.

PARENT-TEACHER LEAGUE
Redeemer Lutheran School sponsors a parent organization called the Parent-Teacher League (PTL). The PTL serves the school by raising funds for programs and equipment that are not funded in the operating budget. We invite all parents to join this important school organization.

SCHOOL OFFICE - 850-455-0330
The school office serves as the communications link between parents/guardians and the school. Contact the school office when you have questions, need to communicate information to your student, need to drop off forgotten items, or would like to set up an appointment with the principal.

CHILD CUSTODY
Child custody is a serious concern of our School Office. Redeemer Lutheran School will need specific information and court documents about child custody in situations involving divorce and guardianship. Failure to provide custody documentation can inadvertently result in children being released to noncustodial parents. Written notice is required when parents are out of town about guardianship of a child for cases of an emergency. The office is not allowed to give out unlisted phone numbers of teachers or families without their permission. We will forward messages to them and they can contact you.

PARENT BULLETIN - CRUSADER NEWS
The school publishes a weekly newsletter, Crusader News, via email. This publication contains: upcoming events, fundraising opportunities, church events, and other important and fun school information. Updated newsletters are always available on our website: www.redeemerschoolpensacola.org

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

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Extended School Care: 6:30 A.M. - 8:00 A.M. & 3:00 P.M. - 6:00 P.M.

TELEPHONE USAGE
Students are permitted to use the telephone in the school office during school hours. Students must have permission from their teacher and the office to use the phone. Students are not permitted to use cell phones on campus, please see our Technology Policy.

ADMISSIONS

NON-DISCRIMINATION POLICY

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

ENROLLMENT PROCEDURES (K-8th Grade)

Enrollment priority is given on the following basis:

1. Children who are members of Redeemer Lutheran Church.
2. Sibling of current students enrolled at Redeemer Lutheran School.
3. Children from sister Lutheran Churches.

Registration begins in January for the fall semester. Acceptance of new students will be on a first come basis. Applications for new students will be processed as they are received. Once all the necessary enrollment forms, shot record, health record, birth certificate, social security number and most recent report card from the student's previous school have been received, academic testing and a school tour will be scheduled. Once accepted, the registration fee must be paid in full within 15 days. Registration fees are non-refundable.

Kindergarten (K5) students must be a minimum age of five years old by September 1st to enroll. Applicants are screened through a developmental inventory for readiness.

Redeemer Lutheran School welcomes students who are not members of a Lutheran Church to seek enrollment in Redeemer School. This includes members of other Christian denominations as well as those with no current church home. All students are required to participate in the religious instruction classes offered.

Re-enrollment for current students must be completed in January through our FACTS system. You must complete re-enrollment and pay the $300 Registration Fee by January 31st. The complete payment of enrollment fees for those currently enrolled must be made or the student's position in the class may be forfeited. Please communicate any special circumstances to the School Office.

504/IEP PLANS

While it is always our desire to give every child the benefits of our program, we are not always able to serve every need. Admission is made through an assessment of the child’s previous academic performance, academic testing and an interview with the teacher and the principal.

VPK ENROLLMENT

RLS participates in the Florida Voluntary Pre-Kindergarten (VPK) program. Parents can enroll their child in this free education program if their child is four years old by September 1st or postpone their enrollment if their child turns five after Feb. 1st thru Sept. 1st of the year they enroll.

PROBATION PERIOD

All students are accepted on a nine-week probationary basis. The school, through the BOCE, has the option to terminate the enrollment of a newly enrolled student if the student exhibits

behaviors that impede the educational progress of the class or that were unknown at the time of enrollment. The school also reserves the right to terminate enrollment if the student is unable to meet the academic standards of the class. The school will, during this period of time, make every effort to help the parents and student adjust to the new school environment and expectations.

WITHDRAWAL PROCEDURE

When withdrawing a student from RLS, Families are required to give **14 days' written notice** to the school office before withdrawing a student. If notice is not provided, the student's account will remain **responsible for all tuition fees** for that period. An accounting of grades, textbooks, fees and other materials will be assessed prior to records being transferred to the new school. Any outstanding balances must be paid and materials returned before records will be released.

PERMANENT RECORDS

A permanent record is kept for every enrolled student at RLS. Records are confidential and not for public viewing. Permanent Records will be requested by the School Office for all students who have transferred into RLS. If your student transfers from RLS, your new school can request a copy of the permanent record from our school office by emailing bduncan@redeemerschoolpensacola.org

ACADEMIC POLICIES

CONFIRMATION TRAINING

The Pastor of Redeemer Lutheran Church teaches the seventh grade religion course. This program includes the confirmation instruction for those students attending our school who are also members of Redeemer. All other students are invited to give prayerful thought to being confirmed and becoming communicant members of Redeemer Lutheran Church.

GRADING CRITERIA

Students in VPK and K5 do not receive letter grades. Their parents receive an evaluation, which includes a checklist of developmental skills worked on during the quarter. First grade is a transitional year and their report card will reflect the grading scale and a checklist of developmental skills.

The following grading scale is used in 1st-8th grades:
A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59-0%

REPORT CARDS

RLS issues report cards quarterly, 4 times per school year. Parent-Teacher Conferences are scheduled in the Fall after the first Report Card distribution, for all students. Progress reports are issued every 9 weeks. Permanent grades are taken from report cards only. A parent may request a teacher conference at any time by contacting the teacher via email.

STANDARDIZED TESTING

RLS utilizes the MAP® Growth™ assessment for measuring achievement and growth in K–8

math, reading, language usage, and science (6-8). MAP Growth creates a personalized assessment experience that accurately measures achievement. This assessment is given three times throughout the school year to measure individual student academic growth. Teachers discuss individual student's MAP results during Fall Parent-Teacher Conferences. If you wish to further discuss the results with your child's teacher or the principal please call the School Office for an appointment.

HONOR ROLL

Gold Honors (A Honor Roll) - Achieved when all graded courses average an A 100-90%.

Green Honors (A-B Honor Roll) - Achieved when all graded courses average an A 100-90% or a B 89-80%

PLAGIARISM - ACADEMIC INTEGRITY

RLS strives to create an environment of academic integrity where all students can produce original works with appropriate identification of the sources of information. Academic dishonesty is a very serious offense and it shall not be tolerated. Plagiarism is presenting the ideas or statements of another without crediting the original source. Even if it is unintentional, plagiarism is theft. Plagiarized sources include but are not limited to the written word, pictures, photographs, music, internet sources, works of art and spoken word.

PROMOTION POLICY

It is the philosophy of Redeemer Lutheran School that each child is born with God given talents and abilities. The overall goal of our educational program is to challenge each student to achieve to the best of his or her abilities. High expectations for a student's performance are important to that student's achieving his or her maximum potential. To this end, the following guidelines for promotion to the next grade level are set:

• VPK and Kindergarten Students must be determined to be developmentally ready: academically, socially, physically and emotionally for success on the next grade level.

• 1st and 2nd Grades Students are required to pass both math and reading to be promoted to the next grade level.

• 3rd and 4th Grades Students are required to pass math, reading, and English Language Arts (ELA) to be promoted to the next grade level.

• 5th thru 8th Grade Students are required to pass math, reading, English Language Arts (ELA), science and social studies to be promoted to the next grade level.

• In addition to academics, there are many other factors that are included in any decision to recommend or withhold promotion: effort, attitude, attendance, social and/or emotional maturity and other developmental considerations. More detailed factors will be shared regarding these considerations in conference with parents.

ARRIVAL AND DISMISSAL

ARRIVAL

Students are to be dropped off at 8:00 A.M. every school day. VPK and K5 parents may drop off students at their classroom doors, entering through the black gate between our two buildings. Parents are not permitted to walk 1st-8th grade students to their classrooms. Parents may drop off 1st-5th grade students at the front door by the school office. Parents may drop 6th-8th grade students off at the double doors into the Fellowship Hall. Any student that arrives at school before 8:00 A.M. must go to Extended School Care (ESC)(for a fee) in the Fellowship Hall/Lunchroom. Children ARE NOT to be in the hallways/classrooms before 8:00 A.M. Students who arrive after 8:15 A.M. are TARDY and need to report to the School Office to receive a Tardy Slip.

DISMISSAL

Car line begins at 2:50 P.M. each day (11:00 A.M. on Early Release Days). Parents can line up starting in the school parking lot in front of the church building and continuing down Commerce Street and around the corner of S Third Street. Parents display their individual “Car Tag” from their rearview mirrors throughout their transition through the car line. Parents will stay in their cars while students are brought to them and loaded into the vehicle. Students will only be dismissed to a car with a visible “Car Tag” and a known parent or an approved designated driver that is listed in the student’s file. Parents must notify the school in writing that someone else will pick up their child. Identification will be requested. In emergency cases, a parent may call the office and authorize a child's release to someone else.

All children not picked up by 3:15 P.M. will automatically be checked in to ESC for a fee.

Parents and/or students are not allowed back into the classroom building after 3:15 (end of dismissal) unless they have a meeting with a teacher. Students are expected to be responsible for listening to directions during “pack-up” time and to pack their school bags with any items or books they are instructed to take home.

ATTENDANCE POLICY

ABSENCES

If a student accumulates six (6) absences over nine weeks, they will be placed on attendance probation for thirty (30) days. While on attendance probation, the student may not have more than two (2) absences. Students who fail to maintain satisfactory attendance while on probation will be forwarded to the Board of Christian Education for a decision regarding administrative withdrawal.

TARDY

Tardy students will be signed in to school by their parent or legal guardian and receive a tardy slip from the school office. Students will accumulate one (1) absence for every three (3) tardies, whether they are consecutive or not. If a student accumulates nine (9) tardies in nine weeks, they will be placed on attendance probation for thirty (30) days. While on attendance probation, the student may not have more than four (4) tardies. Students who fail to maintain satisfactory attendance while on probation will be forwarded to the Board of Christian Education for a

decision regarding administrative withdrawal.

CHURCH ATTENDANCE

Consistent with accreditation and our Christian Education Philosophy, Church attendance will be tracked and noted on the student's report card, throughout the school year. For more information contact the School Office.

REPORTING ABSENCES

When a child is absent from school, it is the responsibility of the parent or guardian to notify the teacher. A written excuse, from a doctor/dentist etc. or home, **must be turned into the School Office within three (3) days** following any absence.

MAKE-UP WORK

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

EARLY CHECKOUT

Early Check-out must be preplanned with a written note sent to the classroom teacher. Written notes give the teacher time to gather homework assignments that may be missed due to leaving school early. Notification by phone will be accepted in emergency situations. Please make routine appointments outside of school hours. No child may leave the school grounds with anyone other than parents or those designated in the student's file, unless the parents give written notification with the full name of the adult. Identification will be required.

Students must be signed out at the School Office where the student will be called from class to exit with the adult.

PARENTS WILL NOT BE ABLE TO CHECK-OUT A STUDENT AFTER 2:30 P.M.

ATTENDANCE AWARDS

RLS celebrates students who demonstrate exemplary school attendance at the close of the school year. There are two categories of Attendance Awards with two levels each:

GOLD: Perfect School Attendance (no absences)
GREEN: Good School Attendance (up to 3 days of absence)

BEHAVIOR

Redeemer Lutheran School expects all of its students to base their behavior on the Christian principles of love, cooperation, helpfulness, respect and concern for others.

ANTI-BULLYING POLICY

The policy of the Redeemer Lutheran School is that all students and employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind.

Redeemer will not tolerate bullying and harassment of any type.

RLS defines Bullying as “The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.”

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

Code of conduct & discipline plans are in place while on school property including Extended School Care, any school extracurricular activity and school-provided transportations/carpooling.

RLS reserves the right to discipline any offsite and/or cyberspace behavior that is not consistent with our Christian values.

GUM CHEWING

1. **First Offense:** Student receives a strike, and principal will contact parents.
2. **Second Offense:** Student receives lunch detention, and the principal will contact the parents.
3. **Third Offense:** Student receives after-school detention, which carries a **$25** fee. Parents must also meet with the principal.
4. **Fourth Offense:** Parents must meet with the Board of Christian Education to address the continues violation of gum-chewing rule.

STUDENT DISCIPLINE PLAN
RLS believes that each student is able to behave appropriately at school and RLS will not tolerate any student who interferes with another student's opportunity to learn and the teacher’s efforts to teach.

MINOR VIOLATIONS
Minor Violations are behaviors that are disruptive to classroom or school operations. Below are examples of Minor Violations:

Dress code violation
Disruptive behavior
Electronic device use
Excessive talking
Horseplay
Inappropriate language
Distracting behavior/items
Touching others without permission
Being uncooperative
Missing/not completing assignments
Defiance
Any other action staff deems appropriate

Minor Violations have the following disciplinary actions:
Three+ of the same violations will result in detention.
Five+ separate violations will result in detention/ suspension.

MAJOR VIOLATIONS

Major Violations often lead to immediate suspension and serious disciplinary action. Below are examples of Major Violations:

Cheating/ lying
Abusive language
Bullying/ harassment
Fighting/ aggression
Leaving school grounds
Physical contact
Technology violation
Theft
Vandalism
Possession of unlawful substance
Any other action staff deems appropriate

Major Violations have the following disciplinary actions:
One violation will result in detention/suspension or possible expulsion. Three or more separate violations will result in suspension & possible expulsion.

SEVERE VIOLATIONS

Severe Violations are illegal actions and have school consequences and possible law enforcement involvement. They often lead to immediate suspension, loss of school privileges (School Trips, Athletics, etc.), expulsion and possible legal repercussions. Below are examples of Severe Violations:

Threats
Pulling fire alarm
Bringing weapons to school
Bomb threats
Arson
Distribution/Sharing unlawful substance
Indecent exposure
Battery on staff
Breaking & entering
Any other action staff deems appropriate

Severe Violations have the following disciplinary actions:
One violation can result in minimal five day suspension or expulsion, possible law enforcement involvement & legal repercussions.
Immediate year loss of school trips, extracurricular activities (sports, clubs, etc.) & student privileges.

Severe Violations can also have additional consequences at the discretion of the principal and will include but are not limited to:
* Community Service, Essay Writing, and/or Not invited to re-enroll

DAMAGE TO PROPERTY

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

CLASSROOM DISCIPLINE

Individual teachers develop and maintain their own classroom discipline structures. Parents will receive a copy of the discipline structure at the beginning of the school year. Daily inappropriate conduct will be documented and action will be taken to correct the behavior. Teachers may also take the following actions to help further the student's development:

Warning by the teacher, Time Out, Loss of recess or other classroom privileges, Lunch Detention or After School Detention, Parent teacher conference, Removal from classroom

Upon receiving a third detention for any Minor Violation or any combination of Minor and Major Violations, a student's name and behavior record will be examined by the Behavior Review Board.

BEHAVIOR REVIEW BOARD (BRB)

The BRB continuously reviews the behavior and attendance of all students, including any students that have 504 Plans as well as IEP/Service plans. After a student's behavior has been reviewed by the board, the board may: develop a "Behavior Improvement Contract" with the teacher, student and parent(s), make recommendations for disciplinary action or removal from RLS, to the principal and the BOCE.

The BRB will be in constant communication with all faculty and staff to stay aware of student behavior. A teacher may present a student to the BRB for review when the teacher's Classroom Discipline is not accruing the changes desired.

DETENTIONS

Detentions may be assigned to students for misbehavior and academic concerns at teacher and staff discretion.

Lunch Detention is served during a student's lunch time with an assigned teacher. During lunch detention students are to eat in silence with no interaction with peers. An additional detention will be assigned if the first detention is not served.

After School Detentions are held after school from 3:15 PM until 4:15 PM on a selected day of the week. An additional detention will be assigned if the first detention is not served. Detention takes precedence over appointments, practices, lessons, sports, etc. Parents will be notified of After School Detention through FACTS and will be required to pay $25 for the cost of an adult supervisor.

IN-SCHOOL SUSPENSION

Any student receiving an In-School Suspension is still required to complete all daily work on time. Parents will be required to pay $75 for the cost of an Adult Supervisor for the duration of the child's suspension.

OUT OF SCHOOL SUSPENSION

Any student receiving an Out of School Suspension will receive zeros for all assignments.

SUSPENSION & EXPULSION

The Board of Christian Education, through the principal, reserves the right to not invite or re-enroll, suspend or expel students whose conduct and attitude are clearly contrary to the aims of our school. Any child who, in the opinion of the principal and the BOCE, represents a threat to the safety of any person, possesses illegal items or substances, or seriously disrupts the classroom learning environment may be immediately suspended for five days pending a meeting of the BOCE to discuss the matter.

*Five days of suspension in a year will result in: loss of field trips privileges, loss of participation in all extracurricular activities and possible expulsion.

BIRTHDAY POLICY

RLS loves to celebrate our students on their birthdays! You may send in a treat to celebrate them as well. Parents must coordinate all treats with your individual homeroom teacher. Anyone wishing to hand out invitations to members of their student's class for a birthday party or event, must invite all members of the class or all boys or all girls within the class.

DRESS CODE

RLS uniforms offer students choices in the form of colors and styles of clothing, while providing consistency, neatness, safety and a sense of modesty. MARK ALL PERSONAL ARTICLES OF CLOTHING WITH A PERMANENT MARKER OR LABEL. Elements of the school uniform code:

- Tops - Polo Shirt: Color options are white, burgundy, navy blue or forest green with the school RL emblem embroidered on the upper left.

- Bottoms - Boys: Docker style pants or walking/Bermuda shorts:
    - Color options are khaki or navy.

  Girls: Skirts, skorts, capris, monogrammed collared dresses or jumpers, pants or walking/Bermuda shorts:
    - Color options are khaki or navy.
    - Girls may wear burgundy, navy, forest green, or khaki jumpers, but a polo shirt must be worn under the jumper.

    - Uniform pieces may be purchased from any store. The school RL emblem is available in three locations: Wings n' Things in Pensacola, Lands End online, and through the School Office.

    - Hemlines are between knee length and 4" above the knee. No leggings as pants, no cargo pants or hip hugger pants. All clothing must fit properly, being neither sagging nor form fitting.

- Socks or tights must be worn. Knee socks and tights must be blue, black, white or cream (solids only).

- Only athletic style sneakers/tennis shoes.

- Belts are acceptable but not required.

- Jackets may be purchased at LandsEnd with the school logo

- Sweaters or cardigans in solid school colors (burgundy, navy blue, hunter green, or white) may be worn in the classroom if needed. These items may not have hoods.

- All non-uniform outerwear must be removed inside the buildings. Hoods are not permitted inside any RLS building. Therefore, hoodies and jackets with hoods are not allowed inside the school.

- Hairstyles should be clean, well-groomed and out of the eyes. Hair length should not interfere with physical activities. Unnatural hair colors or styles would be unacceptable. Any hair styles that are a distraction to the class will be determined by the principal. Boy's hair should be clean, well-groomed out of the eyes and above the collar.

GIRLS

Hair accessories are allowed and must not be distracting or impede classroom learning. Only girls may wear stud or small hoop earrings. No additional piercings or body jewelry allowed. Fake nails and fake eyelashes are not permitted during school hours. Make-up may be worn in moderation by girls in 6th-8th grade only.

SPECIAL DRESS DAYS

Fridays at Redeemer are "Redeemer Friday Shirts (current and past) and Jeans." Students may wear their school issued Friday Shirts with jeans, a RLS sports jersey with jeans, or a regular school uniform. Jeans or jean shorts must meet the same standard as a school uniform: no cargo pants or jeans with holes. Jean short hemlines should be between knee length to 3" above the knee and will not be excessively tight.

Lutheran Schools Week offers other special dress days that may include: "Hat Day", "Crazy Sock Day," "Book Character Day," "Mad Scientist Day," "Spirit Day," or "Tacky Dress Day".

UNIFORM COMPLIANCE ENFORCEMENT:

1st Violation: Student will be sent to the office and parent will be called.
2nd Violation: A detention warning is issued and parent must bring appropriate clothing.
3rd Violation: A detention is issued and the parent must bring appropriate clothing.
4th Violation: A parent, student and administrator conference will be held to discuss RLS Dress Code expectations. Students receiving a fourth violation will be reported to the board of Christian Education.

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

EMERGENCY SCHOOL CLOSINGS

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

EXTENDED SCHOOL CARE (ESC)

Redeemer Lutheran School offers extended care services for students of the school from 6:30 - 8:00 A.M. and 3:00 - 6:00 P.M. in the Fellowship Hall/Lunchroom. The ESC closes PROMPTLY at 6:00 P.M. Additional information about the RLS ESC can be obtained in the School Office.

CHECKING IN & 0UT

All children must be checked IN and OUT of ESC by a parent or authorized adult listed in the student's file. After a child has been signed out, he or she must leave the ESC area. If arrangements for your child to go home with another person have been made among parents,

notification must be given to ESC. Any child remaining after 6:00 P.M. will be charged $25.00 and an additional $1.00 per minute after 6:15 P.M.

ESC FINANCIAL POLICY

Students must register for ESC every year and pay a $50 Registration Fee. Please check with the office for the current rate of ESC. ESC payments are due on the 10th of the month and paid through FACTS. Overdue payments are subject to a late fee. Failure to make payment may result in denial of services until your account is brought up to date. If your account balance continues to be delinquent, your child will be unable to stay in ESC.

Children will not be allowed to use the telephone except for emergency purposes. Occasionally, ESC will have parties for special times of the year.

DISCIPLINE

The ESC will follow the same Student Discipline Code stated above under **Behavior**. Behavior in ESC will be reflected in the student's Conduct grade. If a child has continued behavior problems and/or chooses not to follow the rules of ESC on a regular basis, then he or she may be asked not to return to ESC for a specified period of time or permanently.

EXTRACURRICULAR ACTIVITIES

RLS offers a variety of activities for students such as athletics and music activities such as piano and instrument instruction after school. For more information contact the School Office.

SPORTS & ELIGIBILITY

Redeemer Lutheran School competes in various team sports within the Catholic Youth Sports League. The following sports are available for student participation:
Basketball Boys or Girls Grades 2-8
Cheerleading Girls Grades K-8
Tackle Football Boys Grades 6-8
Flag-Football (Coed) Grades 1-6
Soccer (Coed) Grades K-5, 6-8
Track (Coed) Grades 3-8
Volleyball Girls Grades 6-8

To participate in athletics, a student must maintain a "C" average in academics and conduct throughout the season and are expected to display good sportsmanship at all times.

FACTS

RLS utilizes FACTS Student Information System (SIS) for the seamless flow of information between school administrators, teachers and parents through state-of-the-art solutions that provide convenience and efficiency. FACTS offers an optional mobile app for an annual fee of $4.99 paid for when you download the app.

Once a student is enrolled in RLS, the School Office will send an enrollment link to parents. In FACTS you will: track your student's grades, communicate with teachers, pay tuition, ESC and sports fees, file all school forms, list emergency contacts and approved pick-ups, report any medication and allergy needs for the student.

FIELD TRIPS

Field Trips are part of the student's academic experience therefore, students are expected to participate unless unable due to extenuating circumstances. Refunds for trip fees will only be given with excused notes no-less than one week prior to departure, except for unusual circumstances, and only if funds have not already been used for admission/registration travel fees or tickets. If unable to attend, students will be given an assignment that is relative to the missed field trip.

FINANCIAL POLICY

The BOCE reviews RLS's fee schedule each year. Every effort is made to set fees that are reasonable for the family, while permitting the school to maintain a quality instructional program.

All outstanding balances, Tuition and ESC, are due on the 15th of the month. Any payment that is late will be subject to a late fee. All payments must be made through FACTS, which provides monthly statements and 24/7 access to your account, automatic drafts and other payment methods.

DELINQUENT ACCOUNTS

Students may not be able to attend school if payments are over 60 days past due until the account is no longer delinquent. Promotions, report cards and transfer of records will be withheld until all bills are paid in full. All bills MUST be paid by the Friday before the last week of school. If any payments are uncollected by the end of the school year, the student(s) will not be eligible for re-enrollment and their permanent records will be withheld until the account is paid in full.

Circumstances can make it difficult to keep current with payments. Should this happen to you, please arrange a conference with the Financial Secretary and/or principal to discuss your specific situation and what options are available to help you. Such exceptions will need to be confidentially approved by the BOCE.

FIRE & DISASTER DRILLS

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

GRIEVANCE POLICY

When a grievance arises, parents are expected to follow the Christian guidelines found in Matthew 18:15 –17. First speak to your student’s teacher. If the result is not satisfactory, ask for a conference with the principal. If you are still unsatisfied with the result, ask for a conference that will include the teacher, the principal and the chairperson of the BOCE. If resolution is still not attained, ask for a meeting with the entire BOCE. During all conferences and meetings,

professional and courteous communication is expected from all parties.

Spreading gossip or listening to hearsay does not solve problems. Direct communication with the individual(s) involved is the best way to come to mutual understanding and resolution.

LIBRARY BUS

RLS has a newly renovated Library Bus to support every classroom and our Accelerated Reading Program (AR), which involves students in grades 1- 5. There are scheduled times throughout the week for each class to spend time in the Library Bus. Library books are able to be checked out by students. *Parents are financially responsible for lost books.*

LOST & FOUND

There are two Lost & Found locations: in the Fellowship Hall/Lunchroom and in the School Office. **Please mark all personal articles of clothing with a permanent marker or label** to make locating your Lost & Found easier. Valuables will be kept in the School Office. Items that are not claimed by the close of the school year will be disposed of or donated.

LUNCH PROGRAM

Students are required to bring their lunch from home every day. Refrigerators, ovens and microwaves are not available to students. Should a student forget their lunch, parents will be called to bring lunch to the student.

Friday/Special Lunch

Throughout the school year, RLS may offer a Friday/Special Lunch to students. This program supports school functions, field trips and classroom wants/needs. RLS partners with local restaurants like Chick-fil-A, Subway, local food trucks, etc. to provide fun and complete lunches for students. These lunches consist of an entree, dessert, and a drink. Sign-up menus with prices and duration are published in advance. Lunch must be ordered and paid for in advance. Lunches will range in price from $5.00 to $7.00. Participation is always optional.

PERSONAL HEALTH

It is the parent's responsibility to notify the school office of any changes in a student's medical records, phone numbers, addresses, emergency contacts, etc. It is necessary to keep school emergency information for each child current. Please inform the school of anything pertaining to the general health of your child, such as: asthma and inhalers, vision or hearing problems, allergies, medication needs, etc. *Students are not allowed to have ANY medication (prescription or non-prescription) in their possession during the school day.* All medication must be given to the School Office personnel for disbursement.

GENERAL ILLNESS

Sick children should stay home. If your child is absent due to a general illness, they may not return to school until they are fever and/or vomit free for 24 hours.

If a student becomes sick during the day, the teacher will send them to the School Office. If the student needs to be picked up, parents will be called. If your child is sent home sick they may not return to school until they are fever and/or vomit free for 24 hours.

ACCIDENTS & INJURIES

The School Office will provide First Aid for minor cuts and injuries. If there are further concerns, we will contact you for further treatment. In the event of a serious injury, we will contact emergency services and the hospital that you indicated on your Emergency Care Form.

DISEASES

All communicable diseases are to be reported to the School Office immediately. This allows us to protect other families and notify health officials, as required by law. A student who has a communicable disease is not allowed to return to school without written documentation from a doctor, hospital, or Escambia County Public Health Unit, stating that the student no longer presents a health hazard to others.

HEAD LICE

Head lice should be suspected when there is intense itching of the scalp and back of the neck. When lice or their nits (eggs) are found, immediately treat all family members with medicated shampoo and patiently comb and remove nits, over several days. In some cases a student may need treatment from the pharmacy. Contact the teacher or School Office when you have confirmed Head Lice. A student may return to school after being treated and when ALL nits are removed from the child's hair.

HEALTH SERVICES

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

MEDICATION

The Authorization for the Administration of Medication form must be on file in FACTS for each medication that must be given. A Non-prescription medications form is also required for disbursement by RLS staff members. Due to the limitations in training of our staff, only the following types of medication can be administered: oral and topical medications, eye, ear, or nose drops, inhalers, and Epi-pens.

PRESCRIPTION MEDICATION

A special form for the administration of prescription medication must be completed in its entirety and signed by the physician and parent/guardian for an RLS staff member to administer the medication. Any change in medications will require a new authorization form and properly labeled prescription container. A thirty-day supply of medication may be kept at school. Medication shall be supplied in an original container labeled by the pharmacist. The prescription label must be consistent with the Authorization for the Administration of Medication form. Documentation of the medication disbursement will be kept as each dose is administered. Medication will be stored in a locked container when not in use. Notice by phone or written note will be given when medication is expended, when a reaction is noted, or when the medication is refused or not administered to your child.

In cases where a student is directed by a doctor to medicate themselves, the medication will be stored in the School Office and the student will be supervised during the self-medication

process. No student will be allowed to have medication in his/her possession at any time throughout the school day.

Medication will be destroyed if not picked up within one week beyond the close of school.

STUDENT ACCIDENT INSURANCE

RLS requires each student to have health insurance coverage in case of accidents on campus, during field trips, extracurricular activities or while engaged in a school activity. Redeemer School's liability coverage does not include accident insurance for students.

PHOTO RELEASE STATEMENT

Redeemer reserves the right to use all school images. Unless notified at the beginning of every school year, in writing of an objection by a parent or legal guardian, photographs and video footage of students may be posted in school-produced materials including printed publications, television productions, social media and website posts.

PARENT SERVICE PROGRAM

The gift that only you can give – that of yourself and your time – is most precious to us. Adult involvement displays to our students that they are part of a caring community. Each family is encouraged to fulfill a minimum of **10 service hours** per school year. Time and talent are not limited to parents; grandparents, aunts, uncles and other extended family members are welcome to help our school. Please contact our Volunteer Coordinator and let's build a great school culture together!

Here are some opportunities to share your talent and show your support:
Gala (major annual fundraiser)
Quarterly Saturday Workdays (to beautify and organize the school and grounds)
Library Organization
Room Parent/Team Parent
Coaching/Assistant Coaching: Cheer, Volleyball, Flag/Tackle Football, Basketball, Soccer, Track
Coordinating Friday/Special Lunches
Parent Teacher League Officer (ie. Volunteer Coordinator, President, VP, Treasurer)
Fall Festival or Thanksgiving Feast and other school wide events

SCHOOL CALENDAR

The Redeemer Lutheran School Calendar can be found on our website and is updated regularly. Each school year is planned with class days, holidays, special events and breaks. Other activities may be added throughout the year, be sure to check for updates on the RLS website and the weekly Parent Newsletter- Crusader News.

SCHOOL PICTURES

During the Fall and Spring of the year, individual pictures are taken. Written notice will be sent home and information will be in the Parent Newsletter giving the dates and prices. Fall pictures are used in the Yearbook. Purchasing pictures is optional.

TECHNOLOGY

CHROMEBOOKS

Every RLS student will be assigned a Chromebook at the beginning of the school year. These computers will be used every day during classes and will remain at the school. Students are responsible for their treatment of Chromebooks and *parents will be financially responsible* for any damage incurred by their student. Students may take Chromebooks home once a parent completes the appropriate form accepting responsibility for the assigned Chromebook and returns it to the principal.

INTERNET POLICY

Internet access is available to all students. The internet is to be used in a responsible, efficient, ethical, and legal manner in accordance with RLS mission and policies. RLS has a filtering and monitoring system in place to prevent opening and searching of inappropriate sites. Every effort has been made to ensure student internet safety. If a student is attempting to access inappropriate sites, their parent(s) will be notified and their internet privileges will be affected.

Examples of punishable actions include but are not limited to the following:

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

Failure to adhere to these guidelines may result in suspension or revocation of the offender's privilege of access.

- Online bullying and inappropriate behavior is prohibited and can be disciplined, even when not on school property.
- Students who participate in online interactions must remember that their posts reflect the entire Redeemer Lutheran community and as such, are subject to the behavioral standards set forth in the Code of Conduct.
- To protect the privacy of RLS students and faculty, students may not under any circumstances, create digital video recordings of RLS community members either on campus or at off-campus RLS events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about RLS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

CELL PHONES

Students should not bring personal devices such as cell phones, tablets and personal laptops to school. Students are permitted to have a cell phone while on school property or at a school sponsored event held off campus. However, the use of such devices from a student's arrival until final dismissal is prohibited. Such devices must be turned off for the duration of the school day and any time spent in ESC (6:30 A.M. - 6:00 P.M.). Students possessing a cell phone on school property must keep the device stored in their backpack, or in the box on their homeroom teacher's desk. Students not complying with cell phone policy will have their phone taken away and will receive a consequence. RLS is NOT responsible for lost or stolen personal devices. NO PICTURES ARE TO BE TAKEN while on school property. Students in violation of policy may result in disciplinary action by the school or in a criminal penalty if the device is used in a criminal act.

During overnight field trips, this policy may be amended by the teacher, under the direction of the principal.

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

OTHER ELECTRONIC DEVICES

Other personally owned, electronic devices are subject to the restricted possession and usage described above include but are not limited to handheld computers, sub-laptop computers, and laptop computers under the Amendment for Disability Act (1974). Any personally owned electronic device capable of audio and/or video playback may also be subject to restricted student possession and use at the discretion of the principal.

Any unauthorized use of personal owned electronic device will result in the confiscation of that device and the following consequences:
First Infraction: The school administrator or designee will notify parent/guardian that the device has been confiscated and the device will be held until the end of the school year until a meeting with the school administrator or designee to discuss policy.

Second Infraction: The school administrator or designee will notify parent/guardian that the device has been confiscated and the device will be held until the end of the school year until a meeting with the school administrator or designee to discuss policy and the parent/guardian signs a written release acknowledging the violation for the second time.

Subsequent Infractions: The school administrator or designee will notify parent/guardian that the device has been confiscated and the device will be held until the end of the school year without exception. RLS is not liable for the loss, theft, or destruction of any item(s) confiscated pursuant to this rule.

ACKNOWLEDGEMENT SHEET

PARENT
I have read the RLS Handbook and discussed it with my student(s). I agree to support and cooperate in good faith with the provided policies, procedures & guidelines. In addition, I understand that failure to cooperate and abide by these could result in me being required to withdraw my child from RLS.

PARENT NAME PRINTED:_____

SIGNATURE:_____

DATE:_____

STUDENTS
I have read the following documents or it has been explained to me by my parents. I understand what is expected of me at Redeemer Lutheran School and I promise to obey the policies, procedures & guidelines set forth. In addition, I understand that if I choose to violate any school policies, procedures & guidelines, I will accept responsibility for my actions and will accept the consequences.

	GRADE	PRINTED NAME	SIGNATURE
STUDENT 1:	_____	_____	_____
STUDENT 2:	_____	_____	_____
STUDENT 3:	_____	_____	_____

DATE:_____