

Welcome to Redeemer Lutheran School. We look forward to having your family be part of our family, the Family of Christ. We invite you to participate in any programs or special events that take place in our church. Sunday morning worship, Bible study, celebrations and dinners are part of the Christian fellowship that we share. Please consider joining us anytime. Our staff is here to serve you!

Rev. Brian Westgate	Pastor
Mrs. Gail Holzer	Administrator
Mrs. Jean Wilshire	Administrative Assistant
Mrs. Stephanie Stubenbort	Education Administrator
Mrs. Diane Olmstead	Preschool Teacher/ECE Director
Miss Gabriella Bottles	Preschool Teacher
Mrs. Lori Pope	Preschool Teacher
Mrs. Christy Corona	Preschool Assistant
Mrs. Denise Dash	Preschool Assistant
Mrs. Melissa Smith	Preschool Assistant
Mrs. Emily Root	Kindergarten Teacher
Mrs. Jennifer Loewe	Kindergarten Teacher
Miss Megan Daugherty	1 st Grade Teacher
Mrs. Cayce Johnson	2 nd Grade Teacher
Mrs. Terri Humphrey	3 rd Grade Teacher
Mrs. Amiee Daugherty	4 th Grade Teacher
Mrs. Carol Schumacher	5 th Grade Teacher
Miss Julie Kuehm	6 th Grade Teacher
Mrs. Mary Podeszwa	Middle/High School
Mr. Mitchel Andrews	Middle/High School
Mr. John Driscoll	Middle/High School Dean of Students/Teacher
Mrs. Erika Zajdel	Middle/High School
Mrs. Lori McKenzie	Middle/High School
Mrs. Sarah Driscoll	Online Coordinator, Academic Advisor
Mr. Nathan Loewe	Athletic Director, PE Instructor
Mrs. Rachel Dalbo	Music Teacher
Mr. John Snyder	Elem/Middle School Spanish Teacher
Mrs. Jenny Lynch	Art Teacher
Mrs. Megan Govan	Special Education Teacher
Mrs. Eureka Vanwyk	Business Manager
Mrs. Alison Jackson	Admissions Counselor
Mrs. Amber Emanuele	Office Assistant
Mrs. Kristin Stitt	Breakfast and Lunch Manager
Mrs. Sarah Ewing	Breakfast and Lunch Assistant

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INTRODUCTION

This handbook of Redeemer Lutheran School has been prepared to assist parents in becoming more familiar with the day to day operations of our school and its program of Christian education.

The intent of this handbook is to be informative. Occasionally, however, items may arise which may not be treated specifically. In such a case please consult the school. You are always welcome.

Redeemer Lutheran School currently offers Christian education for children from 18 months to 18 years, with classes for toddlers, preschoolers, and kindergarten through high school. Our school is one of two in the Pittsburgh area, and one of over 900 LCMS elementary, 1393 early childhood centers, and 90 high schools nationwide. The number of schools, plus their enrollment of over 240,000 students, has made the LCMS school system the second largest Parochial school system in the USA

Maintained autonomously by a single congregation or an association of local congregations of the Lutheran Church Missouri Synod, these schools exhibit an increasing uniformity of standards, course offerings and policies. Synod-wide guidance and assistance toward such goals are offered through many advisory boards and offices. Continued evaluation and growth toward excellence in all areas have helped to make Lutheran schools readily accepted and respected in the educational community.

The staff of Redeemer Lutheran School consists of the pastor of the congregation, the administrator, and teachers who have graduated with degrees in education from either a national accredited teachers' university of the LCMS or a secular college or university with LCMS training and approval by the Board of Directors.

MISSION STATEMENT

The mission of Redeemer Lutheran School is to provide a high-quality, Christ-centered, PreK-12 education rooted in the Holy Scriptures, and in doing so proclaim the Gospel of Christ to all.

VISION STATEMENT

Redeemer Lutheran School will be the choice center of 21st century learning for Christian families. Our students will graduate with the desire and ability to serve the Lord in any capacity, with honesty and integrity to the best of their ability

THE BASIS OF AUTHORITY

Authority in Redeemer Lutheran School is based in the Holy Scriptures as understood in the Law and the Gospel. It is the Gospel which is the motivating force. The Law will show the Christian his shortcomings, give him a goal to strive for, and show him direction.

Redeemer Lutheran School operates under its core values based on what we believe, teach and confess. It is important for our school families to know the foundation for all decisions regarding school policy, practice, and curriculum. The core values can be found on our web site under the tab 'about us.' Please take the time to read and review these core values.

All statements noted with an * are policies approved by Redeemer Lutheran School Board of Directors.

ADMISSIONS

Enrollment Policy (revised and approved 3/10/2016)

* Our school seeks to offer a Christian education to as many pupils as possible. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, and other school administered programs. Although we follow this policy there are certain priorities we follow in admitting students to the school family.

Returning students are given first priority in enrolling at Redeemer. Each winter, when we start our re-registration process, we set aside a period of two weeks for returning students. During that time, we will not enroll new students.

After said month is concluded, registrations will be accepted on a first come, first served basis. When we are near capacity and we have more applications than space left, we will distinguish between applications based on the following priorities: returning students; members of Redeemer; other family members from returning students' families; all others. The date of the application may also play a role in the decision.

Once we have accepted your child in our school, we will not rescind their registration based on incoming applications. We commit ourselves to holding a space for your child when we accept the registration, and we expect a commitment in return from you to actually send your child to our school. The registration fee is not refundable. New student registrations will be rescinded if pertinent student information is withheld or falsified.

Acceptance of an application in any given school year, however, does not **guarantee** enrollment in the subsequent year, particularly if the child and/or parents do not demonstrate any interest or cooperation in the school program.

Enrollment Requirements

To enroll a student at Redeemer Lutheran School the following requirements must be met:

1. Children must reach the following ages by December 31:
 - 3 years: 3 Year Old Program
 - 4 years: 4 Year Old ProgramChildren must reach the following age by September 1:
 - 3 or 4 years: PreK Counts Classes
 - 5 years: Kindergarten Program
 - 6 years: First Grade
2. Proof of date of birth must be provided for K – 12, PreK Counts
3. All medical and health requirements must be current.
4. Parents wishing to enroll children who are transferring from another school must present their child's most recent report card and test results, interview with administration, and agree to support RLS. Parents must also sign a *Transfer of Records Form* to be sent by Redeemer to the child's previous school. Enrollment for such students will be considered probationary with continuing enrollment dependent on the child's ability to adapt to the school and meet its requirements. Evaluation of a transferring student will be done at the end of the first marking period, or after a six week period for mid-year enrollments, and again at the end of the first year of enrollment. Redeemer reserves the right to place students at the grade level that best meets the needs of the students. This decision is made by the administrator in consultation with the parents and the classroom teacher. Testing may be required prior to acceptance to help in the decision to enroll the student and/or to help in the determination of proper grade level.
5. The following forms must be completed online through TADS for students entering Redeemer for the first time:
 - Application for Enrollment
 - Medical History Form (Preschool)
 - Request for Transfer of Records (Grades 1-12)
 - Emergency Information Form
 - Textbook Form
 - Parental Agreement to Support Form
 - Student Agreement to Cooperate Form
6. The registration fee must accompany the Application for Enrollment. This fee is non-refundable, except in the case of a student who moves out of the area. Parents must also interview with administration to review the purpose, intent, and Biblical teachings of RLS, and agree to support and not act contrary to them.

PROBATION: Academic and Behavioral

Revised 6/25/17

Academic Probation: All students new to Redeemer Lutheran School will be placed on probation for a 9 week period. Students are expected to display a desire to learn, and a willingness to try their best. Students who have exhibited serious academic or behavioral problems will be referred to the AIU for observation and possible testing. Recommendations will be made to improve the student's behavior and/or academic progress. A 9 week probationary period will follow, with weekly reports. If the student refuses to improve during this period, or the parents refuse to follow plans outlined by the professional team, the parents will be asked to withdraw their child from Redeemer. Students may be placed on academic or behavioral probation at any time during the school year. When the probationary period is completed, parents and students will be notified by the principal as to their enrollment status.

Redeemer Lutheran School reserves the right to reconsider the application/admission of any student during his/her first 9 weeks of attendance during any school year. During this probationary period, if Redeemer Lutheran School is not able to meet the needs of the student (for whatever reason), a meeting will be scheduled with the parents, teacher(s), administration, and other support persons as needed. Based upon the school's inability to meet the needs of the student another placement (e.g., removal from Redeemer) will be recommended, the administration will work with the family to seek proper relocation for the student, and tuition will be prorated accordingly.

CURRICULUM

Curriculum Policy

* All curriculum used at Redeemer will be in accordance with the state of PA requirements and approved by the School's Board of Directors. The principal along with the teachers will choose textbooks used in the classroom. Keeping with the purpose of Redeemer Lutheran School, Biblical truths form the foundation upon which all instruction is based. Teachers will teach according to God's Word and according to Luther's Catechism.

Biblical truths are taught daily not only during Bibles classes, but also throughout the school day. Each day opens with devotions and instruction in Christian doctrine. Christian faith instruction includes learning Bible stories and their applications to life and the memorization of Bible passages and prayers. The Bible, materials based on Biblical truths, and Martin Luther's Small Catechism will be used for Bible study curriculum.

Redeemer Lutheran School meets and exceeds the standards of the Pennsylvania Department of Education. The following academic courses are taught at appropriate levels for each grade:

Bible Study	Reading	Handwriting
Language Arts	Spelling	Mathematics
Social Studies	Science	Health/Phys. Ed.
Art	Music	Technology

Some of the textbooks our pupils use are on loan from the Department of Education of the State of Pennsylvania. Parents will sign an acknowledgment form, that they are using state owned materials.

Physical Education Class

Phys. Ed. will be taught by the classroom teacher or another teacher on staff with a Phys. Ed. background. Students in grades K - 12 will have a gym class several times a week as the schedule permits. K – 6 students should wear clothing appropriate for physical activities including tennis shoes. Middle and high school students must change into Phys. Ed. clothes. Children not wearing proper attire and shoes will lose points for the class.

Students will not be excused from gym without an acceptable written excuse presented to the teacher.

Art Class

Redeemer has made art class a part of their academic program. Art will be taught by the classroom teacher or another teacher on staff during school hours.

Music

Music classes will be taught by the classroom teacher or another teacher on staff with a music background. The program will include introduction to keyboard, recorder, guitar, and bells at various grade levels as well as music theory and choral instruction. Participation in choir and program presentations will also be part of the class requirement. Redeemer has made instrumental music available for students. Lessons are available during school hours from a private instructor at the expense of the parents. Every effort will be made to have a minimal amount of disruption to regular classroom studies.

Equipment

In addition to maintaining up-to-date textbooks and supplies, we provide classroom furniture and modern equipment. TVs/DVD players, digital camera, laptops, Chromebooks, iPads, computers, interactive whiteboards and other teaching aids all constitute part of the equipment for regular school use.

Homework Policy

* The Redeemer Lutheran School Board of Directors has decided that homework will be a part of the educational program at Redeemer.

Homework will:

- Be given regularly
- Serve a valid educational purpose.
- Be reasonable and consistent with a child's needs and abilities.
- Extend a student's knowledge without fostering discouragement.
- Be used as a tool to evaluate progress.

Homework is not only necessary for accomplishing immediate goals, but also helpful as a habit for future education. It is difficult to adopt a standard rule for the amount of time to be spent on school work at home. There is a great degree of variance through the grades. Generally speaking we would say that when children in grades 1-3 are spending considerably more than thirty minutes on school work night after night, there may be reason for concern. A parent-teacher discussion may be in order. By the same token, when children in grades 4-5 are consistently spending considerably more than one concentrated hour per night on homework, it may be time for an examination of study habits, use of study time in school, etc. Conversely, when children never have homework to do, it may also be time to ask questions. Students in the middle/high school grades should be spending about 1 ½ - 3 hours a night studying, reviewing, or doing homework.

Parents can help by providing encouragement, a quiet place for study, and a regular homework time. Providing too much help is to be avoided. If your child is unable to complete his/her assignments for any reason, kindly send an explanatory note to the teacher. Students who regularly miss assignments or turn them in late may be required to serve detention. Parents should check the online grading system weekly to stay current with their child's progress. *See Detention Policy.*

Missing work and making up assignments

When possible, parents should be encouraged to pick up assignments if their child is absent more than 1 day. The teacher will compile a list of assignments with clear directions and the materials needed to complete them. Students have 1 day for each day absent to turn in an assignment. If a student misses a test the day they are absent, they are to make-up the test the day they return. If they have missed a significant lesson because of an extended absence, the teacher is to reschedule the test for that student. It may be necessary to rewrite a test depending on the circumstances

Testing Policy

* The Redeemer Lutheran School Board of Directors has determined that as a part of the evaluation process for each student, tests and testing are a necessary part of the teacher's plan.

The testing program will serve as an aid in understanding each student's mental abilities, skill level, and developmental progress. This fundamental information will be effectively used by the teacher to determine a student's strengths and weaknesses. In addition to the testing of regular subject matter, all pupils of the elementary grades (K-12) are annually given a standardized achievement test. Results from this test help to show individual growth in the major subject areas, and compare our students to those nationwide. It likewise enables us to pinpoint weaknesses in our program and curriculum, and to locate areas requiring more attention for individuals or groups. These tests are graded and scored, and the results are entered into the student's permanent record.

An S.A.I. (School Ability Index) test is administered along with achievement tests in certain grades. These tests help determine the student's ability level.

Teachers will notify students at least 3 days prior to a unit or chapter test, and at least 1 day prior to a quiz. To help your child prepare for unit tests, encourage them to regularly review what they have learned. Teachers will notify parents and students the dates in the spring when the standardized tests will be administered. Parents are asked to prepare their children for all tests by making sure they have adequate rest, a good breakfast, and come to school in a positive frame of mind to do their best.

Student Evaluation/Grading Policy

* The basis for all evaluation at Redeemer Lutheran is the Scriptural admonition: ***"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms."*** (Peter 4:10) We believe that academic standards, tests and evaluations should provide measures for students to evaluate their strengths, weaknesses and limitations. This should equip them to grow and advance toward their particular vocational goal.

Grading is a professional judgment of multiple factors based on:

1. **Achievement:** Meeting the requirements of the course on the basis of God-given talent. This means satisfactorily completing all assignments, passing tests, and participating in class discussion as required. The academic grade indicates the individual progress of a student in relationship to class standards as set by the teacher and the curriculum. Grades for classes in Grades 1 - 12 are based on the following percentages:

- A - 94 - 100
- B - 84 - 93
- C - 74 - 83
- D - 64 - 73
- F - 63 - or less

2. **Christian stewardship in work habits:** This means using assigned study time for study, bringing required texts, necessary supplies and materials to class, keeping work organized, working independently, spending sufficient time on home study, and completing assignments on time.
3. **Christian motivated conduct:** This means showing courtesy and respect for both the teacher and classmates, not interrupting classroom routine by misbehavior, following classroom procedures and rules, and willingly accepting correction by teachers and classmates.

Students' progress is evaluated daily throughout the school year. This in turn is reported to the parents by means of a report card each nine week period for grades K – 6 and every six weeks for grades 7 – 12. Parents are asked to review the report card with their child.

- Students in grade 1 will receive percentage grades for Reading, Spelling, Phonics, and Math. Grades for Biblical study, Science, Social Studies, Health/Phys. Ed., Computer, Art and Music will be given as 'O' outstanding, 'S' satisfactory, 'P' progressing, and 'U' unsatisfactory.
- Students in grade 2 will receive percentage grades for the same subjects.
- Students in grade 3 will receive percentage grades for the same subjects adding Science and Social Studies.
- Students in grades 4 – 12 will receive percentage grades for all subjects.
- As part of a student's music grade, the school will prepare two programs and one worship service each year. Students are expected to participate in the Christmas Program, and other annual performances.
- As part of a child's spiritual development, students of Redeemer Lutheran School are encouraged to attend regular worship and Bible study.

Preschool and Kindergarten Evaluations

Preschool evaluations are done two to three times a year. Teachers evaluate each child individually as to their progress in specific areas of development. At mid-year the teacher will meet with parents to discuss their child's progress and determine whether he/she is socially, emotionally, and academically ready to move on to the next level of learning. Some children may need extra time to develop in a certain area, and we will do what we can to accommodate them.

Kindergarten evaluations are done four times a year. Evaluations are based on what has been taught, and what progress the student has made. Certain skills are mastered in kindergarten and will be required for the child to have the best start in first grade. Other skills may be mastered but not required for first grade entry. Students will also be evaluated on social, emotional, and spiritual development.

Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year for all students. Preschool conferences are in November and late January or early February. Conferences for K - 6 are held at the end of the first and second quarters. Conferences for grades 7 – 12 will be held after each 6 week period for the first two trimesters – as needed. Parents will be asked to attend the conferences at a time convenient to them and the teacher, to discuss their child's progress.

Confidentiality

To respect the privacy of the student and family, teachers will not discuss a student or family with anyone other than the staff and principal. Student's progress and behavior is only to be discussed with **legal parents and guardians** unless written permission is obtained from the parents or guardians. In the case of parent separation, permission must be granted by both parents.

Academic Recognition

To recognize outstanding academic achievement on the part of those students in grade 5 and above, an honor roll has been established. Students in 5th - 8th grade earning a '88%' average or better will be eligible for the 'honor roll.' High School students earning a GPA of 3.5-3.74 receive 'honors status' and students earning a GPA of 3.75 or higher receive the status of 'high honor'. Students will be evaluated in the following subjects: Bible study, memory, English, mathematics, science, language arts, spelling, social studies, foreign language, grammar/writing. music, art, and Physical education. To qualify for honor roll, a student may have no failing grades..

Student Records Policy

* It is the policy of Redeemer Lutheran School to keep the records of each student private and confidential. With that in mind, student progress reports will be discussed only with parents and legal guardians unless permission is otherwise granted by parents or legal guardians. Parents may request to see their child's permanent record at any time.

Promotion Policy

* Promotion to the next grade is dependent upon satisfactory completion of requirements and teacher recommendation.

Our wish is for all students to make suitable progress and achieve a level of proficiency that enables them to be promoted to the next grade level. However, there are cases when students do not achieve the desired level of proficiency and should be retained at the same grade level.

In such cases, the teacher and administrator will hold a conference with the child's parent or guardian to present information on the student's progress/proficiency and recommendations for retention. If possible, this will be done by March of the current school year.

If the parent or guardian does not support the school's recommendations for retention, the child will be promoted to the next grade level. The parents must write a letter indicating their wishes **and** assume responsibility for the child's achievement. The student's progress will be evaluated after a 6 week period to determine if the placement is successful. Should the child not succeed once again, he or she may not go on to the next grade level and parents must adhere to the school's recommendation or choose another placement for their child.

Also see attendance requirements.

SPECIAL SERVICES

The students of Redeemer Lutheran School receive similar services as those provided to students of local public schools.

Health

In accordance with the Pennsylvania school laws and the health regulations of Allegheny County, the following services are provided for students in grades K - 12 without charge, and under the supervision of Penn Hills School District's school nurse.

- Annual vision and hearing tests to all students.
- Immediate notification to parents of any defects noted in the above examinations.
- Maintenance of permanent school health record.
- First aid care for minor injuries and professional assistance in obtaining treatment for major injuries.

Allegheny Intermediate Unit

Through the Allegheny Intermediate Unit (AIU), our school has access to many useful services. Under Act 89, we may receive Speech/Language Therapy, Standard Testing and Scoring services, and Pupil Service team services (including consultation, counseling, and social work services).

Developmental Guidance Program: We value the social and emotional development of your child as much as their academic growth and success. Throughout the school year, our counselor from the Allegheny Intermediate Unit will be visiting classrooms to present lessons on topics including character education, conflict resolution, anger management, feelings, social skills, etc. The topics and grade levels chosen will be based on the needs of the building by the administrator and counselor. If you have any questions, please feel free to contact your building administrator.

Special Education

Redeemer Lutheran School believes it is important to provide a Christian education to as many children as possible. Some students coming to RLS will need additional academic support to ensure they are growing and developing learning skills at their ability level, and a pace that allows them to be successful. RLS has partnered with Lutheran Special Education Ministries to provide a full-time Special Education teacher for our students in K - 12 grade. Teachers, administration, and parents will work together to determine if a student needs additional support.

TRANSPORTATION

Transportation Policy

* When possible, written notification to the school is required when someone other than the designated parent, caregiver or bus company will pick up your child. (We realize it is not always possible to give written permission, and in those instances, a phone call from the parent is accepted.) Students will not be released to unauthorized neighbors, relatives or others.

Bus Transportation

Act 372 authorizes any school district to use district funds to provide transportation of any resident pupil to and from the public or nonpublic school in which the pupil is enrolled, provided that such school is located within the school district boundaries or no more than ten miles outside the district boundaries by the nearest public highway.

Bus transportation should be considered a privilege and not a right. We expect students to behave in a Christian manner at all times. The principal has the authority and obligation to suspend a student's school bus riding privileges for severe or repeated instances of misconduct. Such suspension will always be in a spirit of trying to correct the student instead of merely punishing him or her. To this end, the parents will be asked to cooperate and assist with correcting the student's behavior. Parents and students will be given a copy of the bus conduct code to review and sign at the beginning of each school year.

If a student misses a bus, the parent or emergency person will be contacted to arrange transportation.

It is a parent's responsibility to notify the bus company any time their child is not riding the bus to or from school.

Students riding the bus of one school district are not permitted to ride the bus of another school district. Students not on any bus roster are not permitted to ride any bus. These are the rules of the bus company, and must be adhered to for insurance purposes.

Parent Transportation

Parents who transport their children to and/or from school should keep the following in mind:

1. Even if a teacher's car is in the parking lot, the school doors will not be opened until 7:45AM. You should not drop off your child until after this time. Preschool students are not permitted to be 'dropped off.' Parents must escort their child into the classroom and place them in the care of the teacher or teacher assistant.
2. Parents are to park their car in spaces in the parking lot when entering the building to 'drop off' or 'pick up' children. **Do not leave your car running**, and do not park along the sidewalk at the school entrance. Dismissal procedures are as follows: parents/caregivers are to wait along the sidewalk adjacent to the school. Students will be sent out to the cars and busses along the sidewalk. Once safely inside the vehicle, parents leave the parking lot and the next cars and busses move up to load their students. Students will be dismissed first to those cars and busses in the line. When there are no more cars in line, students will be dismissed to parents who are parked or waiting at the door. If a student has forgotten an item in school, they should come back into the building, and the parents/caregivers should leave the parking lot and get back into the transportation line.
3. If no one is there to pick up your child within 15 minutes of dismissal time, the person on your child's emergency form will be called, and your child will go to after care. Fees will be charged to your account

All students are expected to go directly to their classroom upon arrival at school. After checking with the teacher, they may be excused if needed.

ATTENDANCE

Attendance Policy

* Attendance is a factor in determining the proficiency of a student to be promoted. Poor attendance has an effect on the student's performance due to missed work and lack of classroom participation. Therefore, any student who has accumulated **twenty** (20) days of absence throughout the school year shall be presumed to lack the proficiency to be promoted for that school year.

After 15 days of accumulated absence a parent will be notified by the teacher or the administrator. Upon the accumulation of **twenty** (20) days of absence, whether excused or unexcused, the principal shall notify the student's parents by letter that the student has accumulated **twenty** (20) days of absence, and at great risk for failing to meet the requirements of the class and not passing to the next grade level.

Excused Absences

In accordance with the state laws, all pupils are held to regular and punctual attendance. According to the regulations of the State Board of Education of Pennsylvania, the following reasons constitute a legal **excused absence** for a student:

1. Observance of bona-fide religious holidays by particular religious groups in accordance with policies of the district's school board (or the RLS BOD).
2. A student may be excused during school hours to obtain non-school professional health care if:
 - a) the health services are rendered by state licensed practitioners.
 - b) there has been established reasonable cooperation between school authorities and the practitioners in providing services to school children outside school hours.
 - c) the time of necessary absence from school involves a minimum of interference with school work.
3. When there is a temporary period of illness, upon receipt of satisfactory evidence of mental, physical, or other urgent reason.
4. With written parental request, pupils may be excused from school attendance to participate in an educational tour or trip at the expense of parents. Merely accompanying parents on a vacation does not qualify as an excused absence.
5. Death in the immediate family.
6. Other exceptional and urgent reasons.
(When a district's busses do not run in case of severe weather, a student's absence will be excused.)

Written excuses are to be submitted following absences, and are to include the following information:

- 1) Student's name;
- 2) Date of absence(s);
- 3) Reason for absence(s);
- 4) Parent's signature.

Excused Absence Policy

* It is the policy of Redeemer Lutheran School to have requests for excused absences (that follow state definitions for excused absences' #1, #4, #6 above) in writing to the principal and teacher with as much advance notice as possible. A maximum of 5 days per school year will be the limit for this type of absence. If the request is approved, the principal will outline the educational responsibilities of the parents and students.

Unexcused Absences

Section 1354 of the School Laws of Pennsylvania states: "It shall be the duty of every principal or teacher to report to the attendance officer the names of all children who have been absent three days or their equivalent, without lawful excuse."

Unexcused absences are those which are avoidable and those for which:

1. The school is given no explanation.
2. The explanation is not valid as an excuse (based on PA law)
3. The student neglected to bring a written explanation.

Any student who has accumulated 3 unexcused absences will be reported to the superintendent from their school district as required by the state of Pennsylvania. In the case of an unexcused absence, the teacher has the right to mark all missed assignments and tests as failing work.

The parents' right to request a waiver of this decision and all due process procedures will be included in the notification letter.

Tardiness

School hours are from 8:15AM to 3:05PM. Half Day Kindergarten hours are from 8:15AM to 11:30 AM. Children are expected to be in their rooms and ready to learn by starting time. If not, they will be marked tardy. Pupils more than 1 1/2 hours tardy are considered absent 1/2 day for grades 1-12.

Excused tardies include:

- 1) Request of a parent for a child's doctor or dental appointment. (A note from the doctor or dentist is required.)
- 2) Delay due to weather conditions or emergencies.
Individual teachers will determine for their class how and when a tardy student is to enter the classroom. Habitual tardiness will not be tolerated. After three unexcused tardies, parents will be notified to rectify the situation. On the fourth unexcused tardy, the student will serve an after school detention.

Early Dismissals

If a child is to be dismissed early from school, a written request must be sent to the administrator. Parents are to come to the office first to check in, and their child will be waiting for them there. Students may only be excused early by phone in the case of an emergency.

MEDICAL

Communicable Disease Control

Children with communicable diseases are not permitted to attend school for the following specified intervals according to the rules and regulations mandated by state law.

<i>Diphtheria.....</i>	<i>Two weeks from onset or until appropriate negative culture tests.</i>
<i>Measles.....</i>	<i>Four days from onset of rash.</i>
<i>Mumps.....</i>	<i>Nine days from onset or until subsidence of swelling.</i>
<i>Pertussis.....</i>	<i>Four weeks from the onset or seven days from institution of appropriate antimicrobial therapy.</i>
<i>Rubella.....</i>	<i>Four days from the onset of rash.</i>
<i>Chicken Pox.....</i>	<i>Six days from the last crop of vesicles (scabs must be dry and temperature normal for 24 hours)</i>
<i>Respiratory Streptococcal infections including Scarlet Fever</i>	<i>.....Not less than seven days from the onset if no physician is in attendance or 24 hours from institution or appropriate antimicrobial therapy.</i>
<i>Acute Contagious Conjunctivitis (pink eye)..</i>	<i>24 hours from institution or appropriate therapy.</i>
<i>Ringworm - All types.....</i>	<i>Until judged noninfectious by the school nurse or child's physician</i>
<i>Impetigo Contagious.....</i>	<i>Until judged noninfectious by the school nurse or child's physician.</i>
<i>Pediculosis Capitis (head lice)...</i>	<i>Until judged noninfectious by the school nurse or child's physician.</i>
<i>Pediculosis Corpora (body lice)..</i>	<i>Until judged noninfectious by the school nurse or child's physician.</i>
<i>Scabies.....</i>	<i>Until judged noninfectious by the school nurse or child's physician.</i>
<i>Tonsillitis.....</i>	<i>24 hours from institution of appropriate therapy.</i>
<i>Trachoma.....</i>	<i>24 hours from institution of appropriate therapy.</i>

In cases of communicable disease, a doctor's certificate must be returned as proof of the child's physical fitness for school.

Medications (reviewed '17)

In accordance with our policy on 'Drugs in School', no staff member is permitted to administer medication to any student without written parental authorization. In case of an emergency, permission may be given by phone. Medication which needs to be taken by a child during school hours must be in its original container and given to the teacher or the school office with a completed medical form signed by a parent or a physician. Containers must clearly state the student's name, the type of medication, and the dosage procedures. Commonly used medications, such as cough drops; cough syrup; lozenges; Tylenol; etc. **must first be given to the teacher** accompanied by written permission from a parent, who will send the medication to the office to be administered by office personnel according to the documentation/prescription. No medications are to be kept at the student's desk, backpack, or lunch box. Please refer to the policy on 'Drugs in School' for further information.

Students with allergies (reviewed '17)

Students with allergies requiring medical treatments including antihistamines, Epi-Pens, or inhalers, will be required to have an Allergy Form completed and signed by their physician. The form will be kept on file in the student's records and copies will be placed in each emergency folder. Inhalers and Epi-pens will be kept in the office or in the classroom as needed; exceptions may apply with written permission from doctor and parent.

DISCIPLINE

Discipline Policy (reviewed, June 2017)

* Based on **Proverbs 22:6** *Train up a child in the way he should go, and when he is old he will not depart from it*, Redeemer Lutheran School has the following discipline policy. As a Christian School, it is our goal to train and nurture a child in the ways of the Lord. All discipline is given in light of God's love. Any discipline administered is done so for the child's correction and education. It is our goal to work closely with the parents in all areas of their child's education.

* Every teacher, vice principal, administrator and pastor of Redeemer Lutheran School shall have the right to exercise the same authority as to conduct and behavior over the students attending this school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons, in parental relation to such students may exercise over them. Redeemer Lutheran School Board of Directors has adopted this policy based on Pennsylvania School Code 24 PA 13-1317.

All rules of Redeemer Lutheran School are based on the Ten Commandments as written in Deut. 5:6-21 and Exodus 20:1-17. The students of Redeemer will be taught these commandments and their meanings to enable them to exhibit proper behavior and attitudes, self-control, respect for God, the teachers and all in authority, and respect for the rights and privileges of others.

Misbehavior or persistent non-cooperation on the part of a child will not be tolerated. Any actions contrary to an orderly learning environment will be considered for disciplinary action. Therefore, the authority is given to the school staff to discipline any pupil in an appropriate manner and under the guidance of Christian love. Where there is Law, there must also be Gospel. Corrective disciplinary measures are used to point out wrong and unacceptable behavior, but these measures are always followed by a Gospel message. The student is assured of our forgiveness and the forgiveness of his Savior, Jesus Christ.

Problems in the classroom will be handled by the teacher with full support of the staff and the Board of Directors. Breaking school policies, rules, or procedures will be handled by the Administrator or Dean of Students.

When misbehavior occurs, the following steps will be taken to correct it:

- 1st Step: Discussion between teacher and child about incorrect behavior & reminder of the consequence.
- 2nd Step: The stated consequence is invoked, which could include Detention
- 3rd Step: Contact with the parents is made either through a note or phone call, **and** any of the following may be applied...
 - The administrator becomes involved. A conference with the parents, administrator, and teacher may be necessary
 - After serving 3 detentions for a repeated offense, an in-school suspension will be served.
See Suspension Policy

At this point the situation will be reviewed by the administration and faculty for further recommendations. The administrator reserves the right to expel the student for the remainder of the school year providing there is just and reasonable cause for such action.

The school reserves the right to invoke all 3 steps for a single or first-time offense, depending on the severity of the offense.

Possible consequences for misbehavior include: removal from the class, a written assignment; cleaning specified area appropriate to misconduct; loss of certain privileges; walking in the hall or around the playground instead of participating in recess activities; compensation for lost or damaged property. The teacher and/or principal will determine what is appropriate for the situation.

Accounts of disciplinary actions taken against students are placed in and become part of their permanent record.

Detention Policy

* Redeemer Lutheran School reserves the right to detain a child after school until 4:00 PM.

Since this would involve the loss of normal transportation home, the parent will be required to provide the needed transportation. Parents will be notified by a phone call the day the detention is to be served to give them time to arrange the transportation.

Possible reasons for a child serving detention include: continual misbehavior, consistent tardiness, or consistently late with assignments.

Suspension Policy - applies to grades 1 - 12 only.

* All suspensions will be issued by the administrator and served the day(s) immediately following the offense. Some may be served in school under the supervision of one of our substitute teachers, **at the expense of the parents.**

The substitute teacher will cover all assignments for the day as planned by the teacher. Students will receive credit for work completed as judged by the teacher, but will get a '0' participation grade for the day. At the end of the day the student will report to the principal and wait for their parent to arrive. The following privileges are forfeited during a suspension:

1. Bus transportation to and from school.
2. Classroom activities including; field trips, recess, assemblies, class trips, lunch with the class.
3. Fellowship and conversation with classmates and teachers.

Immediate Suspension Policy

* The Redeemer Lutheran School Board of Directors has determined the following three reasons for 'immediate' suspension from school for up to three days dependent upon the severity and circumstances of the incident.

1. The use or possession of tobacco, alcohol, drugs, or weapons.
2. The striking (by hand or with an object) of another student or staff member.
3. The showing of public disrespect for a teacher, staff member or student.

When an 'immediate' suspension is given, the student's parent is called and the student is removed from school immediately.

Due Process

All students must be afforded due process whenever deprived of their right to education through exclusion from their regular classroom instruction or from other school activities including: suspension, expulsion, transfer, probation or withdrawal of privileges. The right to due process includes the right to a fair hearing prior to any of the above exclusions, except for emergency suspension pursuant to this code.

HARASSMENT/BULLYING

*Redeemer Lutheran School strongly condemns and prohibits harassment or bullying of individuals by anyone, whether verbal or physical, whether sexual or otherwise.

Redeemer Lutheran School is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere which promotes equality and is free from discriminatory practices. Conduct such as harassment and bullying is contrary to the behavior, values, and principles taught by our Savior, and is disruptive of the educational process. Students may not engage in any act of harassment or bullying while at school or at any school function.

We are committed to an environment of respect and dignity, free from harassment and bullying because God views our bodies, souls, and all that makes us up as sacred to Him. He calls us “temples of the Holy Spirit” and people who belong to God (I Cor. 6:19-20). We have been purchased with the blood of Jesus and set aside to honor the Lord in word and deed. Most particularly, as people who now love the Lord and desire by His Spirit to honor His will, there is not to be even “a hint of sexual immorality, or any kind of impurity,” among God’s people (Eph. 5:3). This is to include obscenity, foolish talk, or coarse joking, which are out of place. Further, because we are God’s possession and His holy ones, (I Peter 2:9-10) we are rather to live as children of the light (Eph. 5:9) who show the fruit of goodness, righteousness, and truth. Therefore, Redeemer Lutheran School strongly condemns and prohibits harassment or bullying of individuals by anyone, whether verbal or physical, whether sexual or otherwise. Anyone who violates this policy will be subject to disciplinary action, up to and including suspension or expulsion. (See Discipline Policy.) As may be required by law, law enforcement officials shall be notified of harassment or bullying incidents.

Students who believe they are being harassed or bullied are to firmly and promptly notify the offender that his or her behavior is unwelcome. Consider Matt. 18:15-20 as you inform the offender.

Should the harassment or bullying continue the student is to inform his/her teacher immediately.

Definition of Harassment

For purposes of this policy, harassment is defined as including, but is not limited to:

1. Verbal harassment-- demeaning comments, slurs, jokes, or cruel teasing.
2. Written harassment-- inappropriate, cruel, or obscene letters, notes, invitations, e-mails, etc.
3. Physical harassment-- assault, inappropriate touching, impeding or blocking movement.
4. Visual harassment-- intimidation, leering, gestures, displaying inappropriate or obscene objects, pictures, cartoons, posters, or the like.
5. Retaliation, or threat of retaliation, following a negative response to harassment, or following a harassment complaint.

Definition of Bullying

For purposes of this policy, bullying is defined as including, but is not limited to:

1. Repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another.
2. Actions such as verbal taunts, name-calling, and put-downs, including ethnically based or gender based verbal put-downs.
3. Extortion of money or possessions.
4. Exclusion from peer groups within school.

More concisely, ‘bullying’ happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons.

A single incident of sufficient severity may constitute harassment or bullying. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered together with the above definitions.

Confidentiality

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation into and/or the resolution of the matter.

Drafted 3/20/06

Revised, Approved 4/02/06, Reviewed 2017

CHAPEL

I was glad when they said to me, Let us go into the house of the Lord. Psalm 122:1

School chapel services are held each week for K - 12 grades and once a month for preschool classes. These worship services are designed to give the students training in Christian worship as well as to provide an opportunity to worship together as a school family. Through these worship experiences students are drawn closer to Jesus, thus strengthening their faith in Him as their only hope of salvation.

Midweek worship in chapel also demonstrates that worship is not just a Sunday experience, but worship can take place at any time, and is part of daily living for all Christians.

Offerings collected at these services will be used for various mission projects throughout the year and noted on the monthly calendar. Chapel offerings provide an excellent opportunity for students to learn the importance of mission work in the world and to develop God-pleasing stewardship habits.

Parents and friends of Redeemer are invited and encouraged to attend chapel whenever possible.

DRESS CODE

Dress Code Policy (revised, June 2017)

Our body is a temple of the Holy Spirit which is in you...Therefore glorify God in your body, and in your spirit, which are God's. 1Corinthians 6:19,20.

* A Christian attitude and an atmosphere conducive to learning are reflected through neat and proper attire. Students attending Redeemer Lutheran School will be groomed in an acceptable manner and are asked to wear clothing that is neat, clean, and does not detract from the Christian atmosphere of the school.

Questions concerning proper appearance will be addressed by the faculty with final judgment resting with the school administrator. Students not meeting these standards will be counseled individually, parents will be notified, and disciplinary action will be taken. Some specific standards for all students follow:

- Wear clothing designed for their biological gender
- Dress according to the weather.
- Hats and head coverings are not permitted in the classroom.
- Hair coloring must be of a natural color unless sanctioned by the administration for a special event
- Piercings are limited to two - in the ear.
- Tattoos are discouraged, but must be covered at all times in all classes and activities including PE, field trips, class trips, and mission trips.

K – 8 Students are permitted to wear:

- Polo shirts – long or short sleeved, any solid color
- Crew neck solid colored, plain sweatshirt or sweater over the polo
- Cardigan sweaters over polos – solid colors
- Long-sleeved, solid colored T-shirts under the polo
- Solid colored skirts, shorts, dress/casual pants (no athletic shorts or pants)
- Jeans or jean shorts – no holes, frays, etc.
- Tennis shoes, dress shoes, sandals – NO flip flops
- Kindergarten students should have a complete set of clothes in a zip locked bag marked with their name for emergency purposes.

Students are not permitted to wear:

- Skinny jeans
- Short skirts/long shirts and leggings or tights
- Tight tops, dresses, skirts, etc.

High School Students:

- Polos/Collared shirts or blouses, and khaki pants/shorts, belts – any color

All articles of indoor and outdoor clothing need to be of the child's own size. Oversized clothing is not permissible.

Preschool Students:

Specific standards for preschool:

- Dress your child in comfortable clothes that are washable.
- Clothing should be easy for children to manage at bathroom time.
- Each child should have a complete set of clothes in a zip locked bag marked with their name for emergency purposes.

Chapel Dress

Special consideration is to be given to attire on Chapel days. Attire helps to set and reflect a reverent and worshipful attitude. Boys are to wear a collared shirt, with or without a tie, and dress slacks. Girls are to wear a skirt and blouse, dress, or dressy pants outfit. Jeans are not appropriate for Chapel.

POLICIES TO PROTECT OUR STUDENTS

As stated before, the policies and rules developed by our School Board are based on the Ten Commandments. The Fifth Commandment states, “**You shall not murder.**” Martin Luther wrote the following explanation to the commandment:

We should fear and love God so that we do not hurt or harm our neighbor in his body, but help and support him in every physical need.

We use this commandment and explanation as the basis for the following policies.

Drug and Alcohol Policy

Let us purify ourselves from everything that contaminates body and spirit. 2 Corinthians 7:1

* Redeemer Lutheran School will avoid and assist our students to avoid the abuse of drugs and the use of any substance that harms the body and spirit. Any **use, abuse, or possession** of drugs, alcohol, or tobacco will be cause for immediate suspension from school. *See Suspension Policy*

* Redeemer Lutheran School is a ‘smoke free’ school as required by law. There will be no smoking in the building, or on school grounds during school hours, and there will be no smoking during school activities, field trips, parties, picnics, etc.

Students are not permitted to bring any drugs, prescription or over the counter, to school without written permission from a parent, and physician if necessary. Parents and students are to follow procedures as outlined in the medical section of this handbook, under subtitle *Medications*. Parents will be called to take whatever action the principal requires if these procedures are not followed.

Child Abuse Policy

In your anger do not sin: Do not let the sun go down while you are still angry. Ephesians 4:26

Speak up for those that cannot speak for themselves, for the rights of all who are destitute. Proverb 31:8

* Every teacher, teacher assistant, and parent volunteer will be required to secure an official clearance from the Department of Public Welfare, Act 34, PA State Police Criminal Background clearance and FBI clearances.

* As required by God and the law of the state of Pennsylvania, Redeemer Lutheran School will not tolerate the abuse of children. A school staff member that has reasonable cause to suspect a student is a victim of serious physical or mental injury will follow the procedures outlined in the Emergency Procedure Manual.

Weapons Policy

* Weapons or objects that may be used as weapons, including firearms and ammunition, are not permitted in the school or on school property at any time, before, during, or after school hours. Violation of this policy will be cause for immediate suspension. *See Suspension Policy*

Items that may be considered in this policy may include but not be limited to; pocket knives, kitchen utensils, cap guns, fireworks, sparklers, etc.

If a student, parents, or staff member discovers a weapon on the school grounds or suspects a weapon on school grounds, they are not to touch or move the weapon, but contact the school principal or pastor immediately. School staff will follow procedures outlined in Emergency Procedure Manual.

Students are not to bring toys or belongings that encourage violent behavior such as toy guns, knives, swords, or action figures. If a parent or student has a question about bringing a toy or personal belonging, be sure to ask the teacher. Students and parents will respect the judgment of the teacher on these matters.

CONFLICTS AND RESOLUTIONS

With all lowliness and meekness, with long-suffering, forbearing one another in love; Endeavoring to keep the unity of the Spirit in the bond of peace. Ephesians 4:2,3

It is our hope that all persons involved in our school family would abide by this teaching of God's Word. God commands us to be patient with each other and work diligently to seek peace.

Conflict and Resolution Policy

* It is the policy of Redeemer Lutheran School to follow the principle outlined in Matthew 18:15-17 to promote reconciliation and forgiveness within our school family.

If a misunderstanding or conflict arises between you or your child and another member of our school family (teacher, student, volunteer, principal, pastor, board member) your **first** action is to go directly to the person involved in the conflict. If, after searching for and trying possible solutions, 'peace' is not made, another person of authority may be asked by both parties to join the effort. This person could either be the teacher, principal, or pastor depending on the parties involved. If after these procedures have been followed and the problem has not been resolved, the parties may then request advice from the Board chairman and/or the Board of Directors.

Please do not discuss your personal conflicts or disagreements with school personnel, parents, or students in front of your child. The best way to follow the example of Ephesians 4:2,3 is to speak well of others, be patient with their weaknesses, and encourage others including your child to do the same.

FINANCIAL RESPONSIBILITIES

Our Christian Day School has expenses that must be met on a specific time schedule. Therefore, we rely on the faithfulness of parents for the financial commitment they have made to the school. Tuition only meets a part of the budget requirements with additional support coming from Redeemer Lutheran Church, and activities sponsored by the church and school. Gifts and memorials are gladly accepted and appreciated from any school family or friend.

Tuition Policy

* All tuition and fees are billed and collected through an online service – TADS. Tuition and fees are noted on our web site and also in our online registration and enrollment forms. Once enrolled, each family will be emailed a notice to return to TADS and complete a tuition agreement form. This agreement allows the family to choose a payment schedule that fits their budget. Payments will be withdrawn from their checking or savings account or paid with a credit card.

Non-payment of tuition is cause for dismissal from Redeemer Lutheran School.

All tuition and fees must be paid in full by June 1 of the current school year to hold a place for your child in the next school year, or to get report cards or transcripts.

If the school is charged a returned check fee, the fee will be passed on to the parent, due with the next tuition payment.

Report Cards will not be issued to students with delinquent accounts.

Online access to student's academic records will be suspended for non-payment.

The school will make every effort to assist families in meeting their tuition obligation.

DAY TO DAY

Assignment Books

Students in grades 1 – 8 are required to have assignment books purchased through the school. Students in 9 – 12 will determine for themselves which method to use for noting assignments. Assignment books will be a tool to assist students in planning and budgeting their time. Parents are encouraged to review their child's assignment book regularly and encourage their child to use them at home as part of their homework routine. Students should be encouraged to review the book each night to prepare for the next day's assignments or activities.

Book Orders

Each month parents will have an opportunity to purchase books for their child. We have several different book companies to choose from. All book orders are due at the same time each month. Due dates will be on each monthly calendar. **A separate check for each order must be made payable to the book company, no cash will be accepted.** The check can be sent to school in your child's folder.

Calendars

Prior to the beginning of the school year the principal will prepare a yearly calendar with most of the school's important dates and events. There are certain events that can not be scheduled a year in advance. Those dates will be reported to families by notes home and by a monthly calendar prepared by each teacher for their class. The monthly calendar will remind families of upcoming events and activities and keep parents informed on topics and units studied in class.

Confidentiality

To respect the privacy of the student and family, teachers will not discuss a student or family with anyone other than the staff and principal. Student's progress and behavior is to be discussed only with **legal parents and guardians** unless written permission is obtained from the parents or guardians. In the case of parent separation, permission must be granted by both parents.

Communication With Teachers

Teachers can be reached by phone or email before and after school hours. Teachers are committed to returning calls and emails the day they are received, and will check their emails first thing in the morning, at the end of the school day, and before they go home in the evening. Parents should check their child's academic progress regularly through TADS.

Parent/Teacher Conferences are regularly scheduled twice a year. Consultation with the respective teacher or with the administrator is always welcome. However, it would be in the best interest of all concerned if appointments were made for such consultations. The daily schedule of our teachers is usually crowded, and an unannounced consultation cannot always be given the attention and the consideration it deserves. Should problems arise concerning a student, parents are expected to first contact the teacher (*see conflict and resolution policy*) either by note or phone. Teachers can be reached before or after school hours, 7:45 - 8:00AM, 3:15 - 4:00PM. Only in case of an emergency will a teacher be called out of the classroom.

Home Folders

Each student in grades K - 8 is given a folder at the beginning of the year to be the designated 'home folder.' This folder will go home and come back to school every day. Students will keep all assignments and all communication (notes, letters, permission slips, calendars) between home and school in this folder. Students are not to take items out of the folder that a teacher or parent puts in it. These folders will be used to enable parents and teachers to communicate on a daily basis if needed.

Home Visits

Home visits by elementary, middle and high school teachers to students in their class occur in late summer before the school year begins. These short visits allow the teacher opportunity to meet and talk with the child and parents in an atmosphere that is most comfortable for them; their home. This is also an excellent time to have any questions answered and to become prepared for the upcoming school year. Your child's teacher will contact you to arrange a date and time that is convenient for both of you. This time together is the beginning of the parent/teacher/student relationship that will continue to grow throughout the school year.

Lunches/Snacks/Recess

Preschool

The parents of children in preschool classes will be assigned a snack day on a rotating basis. Parents are asked to bring a nutritious snack for each child in the class (take note of any allergies mentioned during orientation). Sweet treats except for birthdays are not permitted. Snacks are to be ready to serve requiring little preparation by the teachers. Milk for snack will be offered by Turner's Dairy. Parents who choose to buy milk for their child will be billed 2 times a year for this service.

Kindergarten/First Grade

Kindergarten students will have a regular snack time scheduled and will provide their own snack. Again, snacks should be simple and nutritious and ready for children to eat. A milk order form will be sent home twice a year. Parents may purchase milk using this form and students may choose white or chocolate milk.

Grades 2-6

Children in the early elementary grades are permitted to bring a snack (no drink) to school if desired. They will not have a scheduled snack time, but a short break to have a piece of fruit, vegetables, crackers, and the like. The snack should be a finger food, because it will most likely be eaten outside during break time.

Lunch

Redeemer Lutheran School offers a hot lunch daily. Lunch tickets may be purchased through the school office. Students may receive a free or reduced lunch price by meeting the Federal income guidelines and completing a form. This program is optional. Students in grades K – 12 may bring their lunch and drink or bring their lunch and purchase milk only.

Physical Education/Recess

As long as the weather permits (other than rain or severe cold) students will go outside every day. Jackets, coats, hats, and gloves must be worn and legs should be covered during recess and outdoor activities as the temperature warrants. It is the teacher's discretion as to whether a student is suitably attired for the elements. A student not deemed properly dressed will not be permitted to participate in outdoor activities. It is important for students to get out of the classroom and take breaks during the day. Please be sure your child wears clothing suitable for the weather. **All K - 6 students must wear tennis shoes for Phys. Ed classes, and 7 – 12 must bring gym clothes to change into.**

Orientation/Back to School Night

K - 12 parents are expected to attend one Orientation meeting. It will be at this event that parent agreement forms and student cooperation forms will be returned. Parents will receive notification by the beginning of August as to the date and time of this event. Back to School Night is a night of fun and fellowship for the entire family. Information about this event is included in the July mailing each year.

Personal Possessions

Each teacher will determine what items from home will be permitted in their classroom and the procedures for using them. Cell phones and other electronic devices are not permitted in the classroom, and will be collected from all students as they enter the building. Please make sure your child understands that personal items will be confiscated by the school office if brought without permission or used during the school day. Students should also receive parental permission to bring items to school. The school will not be responsible for items brought from home. The following items are forbidden on school grounds:

- Weapons or anything that can be used as a weapon. *i.e pocket knives, guns, table knives, etc. See Weapons Policy*
- Drugs, medication. *See Drug/Alcohol Policies.*
- Alcohol, tobacco
- Matches, lighters, explosives, fireworks of any kind.

SPECIAL ACTIVITIES

School Activities Policy

* No teacher will be permitted to take a student/class off school property without written permission from a parent/legal guardian.

Activity Fee – Each student will be assessed an activity fee to cover costs for field trips, busses, parties and other activities throughout the school year. Lunch and snack costs on field trips are not included in the activity fee. The activity fee may be paid in one payment at the beginning of the school year, or two payments one at the beginning of the first semester, and the other at the beginning of the second semester.

Music, Drama and Art Activities

Redeemer Lutheran School will sponsor four opportunities for students to witness their love for Christ in the form of musical presentation.

December – (PreK - 8) Oakmont Light-Up Night & Parade, Christmas Program (usually in the evening)
March - (PreK) Preschool Sunday - singing during the worship service (Sunday morning)
April - Spring Musical (Middle/High School, auditions necessary)
June - Instrumental Concert, Art Show

Track and Field Day

Students at Redeemer Lutheran will participate in an annual Track and Field Day. Grades K - 2 will have an 'in-house' Track and Field day coordinated by teachers and supervised by parents. Grades 3 - 8 will participate in the Pittsburgh Area Lutheran Schools track meet usually held the Friday before Memorial Day.

Field Trips

Redeemer's school children (with the exception of the Three Year Class) may go on field trips to various places in the Pittsburgh area during the school year. Costs for all field trips and planned activities (with the exception of lunches when applicable) will be covered by a non-refundable activity fee collected at the beginning of each year. The teachers do their best to make sure that the trips are educational and age-appropriate. The field trips are intended to enhance the classroom learning experience and are considered school days. Unless a student is ill, elementary-high school students who are not attending a field trip are still expected to be in school that day and will be given some other class work to complete.

Details for the field trips are shared in the weekly note or via email before the scheduled trip. One permission form is completed during enrollment for the entire year. If your child needs a car seat, please make sure it is at the school the morning of the trip and labeled with your child's name. We will need parents to chaperone field trips. The number of chaperones needed will be determined by the teacher/teachers leading the field trip. Chaperones must have clearances on file in the school office and agree to follow all procedures and guidelines for each field trip. In most cases, siblings will not be permitted to attend field trips. This will be up to the teacher's discretion.

On most occasions we contract a bus to transport students, however at other times our only source of transportation for these outings is parent volunteers. If you have the time and resources, please consider joining us. All persons transporting children, other than their own, to any school-related activity, must meet all of the following criteria each time they volunteer:

- Be a parent of a Redeemer Lutheran School student, or a member of the congregation.
- Have all clearances; Act 34 – Child Abuse Clearance and the PA State Police Criminal Clearance, and in some cases FBI clearances.
- Agree to follow field trip procedures and guidelines as outlined by the teacher and the activity coordinator.
- Adhere to all school policies, including the 'No Smoking Policy'

In addition, if driving, parents must:

- Provide a valid driver's license from the state of PA.
- Show proof of insurance.
- Agree to require all passengers to use a seat belt and/or child restraint seat, including the driver.
- Have a car in good working order with a current inspection sticker.
- Not use a cell phone while driving except in the case of an emergency.

School Parties and Celebrations

Each class may have two parties during the school year - one for Jesus' birthday, and one for Valentine's Day - as well as a class picnic in the spring. Parents can volunteer to help with the parties and celebrations by completing a volunteer form. Forms will be available during orientation. According to Federal guidelines, only one treat may be offered at parties, all other food must be of nutritional value. Parties should be Christ-centered, and all activities should be coordinated with the classroom teacher.

SCHOOL CLOSINGS

It will be the administrator's responsibility to close school due to inclement weather. He/she will base the decision on other school closings, road conditions, and temperature.

Families will be contacted through TADS **emergency contact system** with a text and voice message to their phones. (another reason to make sure your contact information is current) In addition, **listen to the radio**, watch the TV for closing announcements or check our WEB site; www.redeemer-oakmont.org. In addition you can sign-up for automatic email notifications through WTAE, at www.thepittsburghchannel.com Please do not call the teachers, secretary, pastor, principal, radio stations or bus companies.

When listening for announcements, listen for two things:

1. Redeemer Lutheran School and/or
 2. Your school district's bus service.
- If you do not hear anything about *Redeemer Lutheran School*, then everything at Redeemer is normal, on time, and in session.
 - If you hear *Redeemer Lutheran School* **closed**, you know that our school is **closed**. No one should report.
 - NO MATTER WHAT, if *Redeemer* is **not closed**, follow your district's bus schedule. The bus will follow their schedule not ours.
 - If your district's bus service is not operating, but Redeemer is open or running on a delay, it is to the parent's discretion as to whether or not to transport their child. Students will be marked with an excused absence if the parents are not able to transport them.

For Preschool Students: A 2 hour delay will mean a 10AM start for morning preschool classes with a 12:00 dismissal, and a 12:45 start for afternoon enrichment and preschool classes, with a 3:05 dismissal.

The following radio stations carry our school's information:

WTAE 1250 AM KDKA1020 AM

The television stations KDKA, WTAE, WPXI will also carry this information.

VOLUNTEERS

Redeemer Lutheran School stresses the 'parents as partners' idea by providing numerous opportunities for parents to volunteer their time and service to enrich and enhance our school program. Our goal is to have every family involved in at least one volunteer area. Parents who are interested in volunteering time or service, are encouraged to contact the administrator or a classroom teacher. A partial list of volunteer opportunities is listed below:

- Hot Lunch Helpers – clearances needed
- Lunch and Recess Monitors – clearances needed
- Collection Coordinators - Giant Eagle, Campbell Soups, General Mills, Ink Cartridges, etc.
- Field Trip Drivers and Chaperones – clearances needed
- Classroom Helpers – preparing classroom materials
- Office Helpers
- Homeroom Parents
- Party Committees
- Book Order Coordinators

Descriptions of these positions are on our online volunteer survey. All families are expected to volunteer their time and use their talents and gifts to benefit the school.

Volunteers must always place the well-being of **all** students as a high priority. All volunteers must bring recent copies of required clearances to the offices prior to volunteering.

