



Parent Handbook

Redeemer Lutheran School
8845 N. Silverbell Rd.
Tucson, AZ 85743

2023-2024

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SECTION ONE

Commitments of Redeemer Lutheran Church and School

PHILOSOPHY

Redeemer Lutheran School is founded upon these eternal truths as revealed in God's inerrant Word, the Holy Scriptures.

1. THE LORD gave parents the primary responsibility for the Christian training of their children. (Deuteronomy 6:4-7; Ephesians 6:4).
2. The LORD also gave to His Church, and therefore to each Christian congregation, a responsibility to train its children according to the Scriptures (Matthew 28:18-20; John 21:15-17; Ephesians 4:11-13).
3. A congregation calls pastors and teachers to function in its midst as ministers of the Word of God (I Corinthians 12:28; Ephesians 4:11-12).
4. The Holy Scriptures are God's Word. As such, they are inspired, inerrant, infallible, and supreme in all matters regarding conduct, discipline, curriculum, and all matters relating to the operation of Redeemer Lutheran School (II Peter 1:21; II Timothy 3:16; John 17:17; John 10:35; II Peter 3:13-18).
5. There is only one true God -- Father, Son, and Holy Spirit -- and He reveals Himself in the Holy Scriptures (I Timothy 2:5; Matthew 3:16-17; Matthew 28:19).
6. God created all things in six days and made humanity the crown of His creation (Genesis 1; Psalm 8).
7. Man's fall into sin has corrupted the nature of every human being, making all people guilty of sin and therefore subject to damnation (Isaiah 64:6; Romans 3:9-23; Romans 5:12-14; Romans 6:23).
8. God through His grace, love, and mercy sent His only Son -- Jesus Christ, our savior -- to keep God's Law in our stead and to suffer and die to pay for all sins of all people (John 3:16; Romans 5:6-8; I John 2:2).
9. All who, through the work of the Holy Spirit, believe that Jesus is their Savior receive forgiveness of sins, life, and salvation (Romans 5:1; Romans 8:1; Titus 3:4-7).
10. As believers in Jesus, Christians will strive to show their love to God by using their God-given gifts and talents. They will strive to live a life of service to God that is consistent with God's Word. They will also strive to help their fellow Christians and all people in every way by following God's commands and sharing God's promises. (Matthew 28:19-20; Matthew 25:31-46; Psalm 51:7-15; II Corinthians 5:14-15).

These eternal truths stated above are the foundation of Redeemer congregation and Lutheran elementary school, its curriculum, its discipline, and all of its activities. Through its educational program, Redeemer Lutheran Church and School strive to provide for the eternal welfare of each child and to guide that child in the maximum development of the spiritual, physical, and mental abilities given by God.



MISSION STATEMENT AND OBJECTIVES

Redeemer Lutheran School is dedicated to shepherding hearts with the firm foundation of God's Word, developing minds with a solid education, and instilling never-changing values in an ever-changing world.

To that end, Redeemer Lutheran School is committed to the following objectives:

1. To provide systematic and thorough instruction in God's Word;
2. To teach all subjects in the light of God's Word;
3. To strive for academic excellence in the teaching of the basic elementary and middle school curriculum;
4. To provide children with a Christian school community, a place in which words and actions reflect a belief in God's love for all people;
5. To give students a daily opportunity to live their faith through Christian fellowship;
6. To provide a rich devotional life centered in God's Word;
7. To support Christian parenthood and home life, which are the basis of human society;
8. To teach the children to use their time, talents and treasures to glorify God throughout a life of faithful service;
9. To encourage students to live as obedient citizens of their country;
10. To strengthen the congregation and the Church-at-large through the training of their future members.

CONTROL OF REDEEMER LUTHERAN SCHOOL

Redeemer Lutheran School is an agency of Redeemer Lutheran Church, which is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS), an international Lutheran church body. Final authority for all decisions of property and policy are vested in the voters of Redeemer Lutheran Church. The affairs of the school are administered by the Redeemer governing board which meets regularly. All WELS members and school parents are welcome to attend board meetings for the purpose of information or addressing the Board. The Board meetings are closed for issues deemed to be confidential.

WORSHIP OPPORTUNITIES

Redeemer Lutheran School offers regular worship opportunities within the school day. Morning devotions, Word of God classes, meal-time prayers, afternoon devotions and closing prayers are offered each school day. Chapel services for all grades are offered every week. All students participate in such worship activities. Additionally, Redeemer Lutheran Church offers regular worship services to enable each participant to grow and be strengthened in the Word. Each and every child is encouraged to attend church faithfully and to take part in extra school activities and services. Parents are reminded that faithful church attendance on their part is also essential.



CURRICULUM

By “curriculum” we mean all the educational experiences of the child for which Redeemer Lutheran School accepts responsibility. Our curriculum provides, within the limits of the physical plant and the skills of called faculty members, for the spiritual, mental, physical, and social needs of every child. We strive to use our curriculum to meet all of the academic standards as developed by the state of Arizona.

<u>Word of God</u>	Bible History, Church History, Catechism, Hymnology, Memory Work.
<u>Language Arts</u>	Reading, Writing, Spelling, Grammar, Vocabulary, Penmanship, and Literature.
<u>Social Studies</u>	History, Geography, Citizenship, Arizona History and Government.
<u>Science</u>	General Science, Physical Science, Earth Science, Biology.
<u>Mathematics</u>	General Mathematics, Introduction to Geometry, Introduction to Algebra, Algebra.
<u>The Arts</u>	Music, Music Appreciation and Theory, Art Expression and Appreciation.
<u>Physical Education</u>	Physical Exercise, Softball, Volleyball, Basketball, Flag Football, Soccer, Track and Field, Cross Country, Lifetime Sports, Physical Conditioning.
<u>Computer</u>	Students in all grades will have opportunities to work with computers and appropriate software.
<u>Field Trips</u>	Off-campus trips and guest speakers will be used to enhance instruction of subject areas listed above.
<u>STREAM</u>	Science, Technology, Religion, Engineering, Arts, Math

EXTRA CURRICULAR PROGRAMS

Redeemer Lutheran School offers programs for students of selected grade levels for participation in extracurricular activities. In order to participate, students must meet eligibility requirements. They must maintain a C- average as detailed in Section 3 of this handbook. Students who are on academic or behavioral probation will not be eligible for extracurricular activities. Student involvement in extracurricular activities may be suspended as a result of academic or behavioral discipline. Redeemer offers programs in the following extracurricular areas:

<u>Music</u>	Piano Lessons, Instrumental Lessons
<u>Athletics</u>	Soccer, Volleyball, Basketball, Flag Football, Track, Cross Country

REPORT CARDS/NATIONAL ACHIEVEMENT TESTS

Report cards will be issued quarterly through the school year to indicate to pupils and their parents the progress being made by each child. Such reports are considered confidential and are given only to the family concerned.



Report card will be sent home in special envelopes which are to be signed and returned to school. Parents are to retain the enclosed record for their use.

The following grading scale will be utilized in all classrooms grades 3-8

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
under 60%	F

Standardized tests will be administered annually in grades 3-8. Results of these tests will be sent to every parent to indicate areas of strength and/or weakness. Such reports are considered confidential and are given only to the family concerned. A composite report of the testing results is available in the school office.

Copies of report cards and achievement test results will be kept in the school office for every student of Redeemer Lutheran School. Copies of such records will be released only upon receipt of written permission from the parent.

Private parent-teacher conferences will be held at the end of the first quarter and third quarter. In addition, private conferences between parents and teachers will be arranged whenever requested.

Parents are invited to visit any or all classrooms during the school day by making an appointment with the teacher in advance.

ENTRANCE REQUIREMENTS AND ENROLLMENT POLICIES

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

Parents who wish to enroll their child in Redeemer Lutheran School must subscribe to the provisions outlined under Section Two. Additionally, the following standards shall be applied by the governing board and Faculty:

1. Re-enrollment and continued enrollment of each student shall be based upon policies outlined in this handbook and quarterly reports of the student's progress.
2. If the faculty finds that a child has difficulty in the grade in which he/she has been placed, the matter will be discussed at once with the parents and proper adjustments will be made.



3. Redeemer Lutheran School will work with parents to educate students with special needs (e.g., mental or emotional handicaps, behavior problems, special education students). In some cases Redeemer may not be equipped to educate children with special needs. Enrollment for such students will be determined through the consultation of the parents, teachers, and principal in order to best meet the needs of all children.
4. Students entering Kindergarten must have celebrated their 5th birthday prior to September 1.

Should it become necessary to limit enrollment, students will be accepted and/or re-enrolled according to the following status:

1. Students from Redeemer Lutheran Church
2. Students from sister-WELS congregations
3. Students of non-churched families looking for a Christian home church
4. Students from other Christian churches

SCHOOL - HOME COMMUNICATION

A calendar for the school year will be given to each school family well in advance of the beginning of classes. This calendar is to be kept and referred to often. This will avoid conflict of activities and confusion as the year progresses. Each school year will have the necessary number of school days.

You can also find an online calendar on our website that will offer greater detail at redeemertucson.com/school-calendar. Activities, dates and times to be noted are always welcomed. Please make a written note listing activity, date, and time, and send it to the school office well in advance of the month of the activity.

A "Monday Memo" will be sent via email on the first day of every school week. This letter will offer even greater detail of school dates and activities. Parents are expected to read and save such notices.

School hours are from 8:30 a.m. through 3:00 p.m.

EXTENDED DAY CARE

As a service to parents, Redeemer Lutheran School provides Extended Day Care for preschool, pre-kindergarten and elementary school children. This service begins at 7:00 a.m. before school and ends at 6:00 p.m. after the school day. All children who arrive before 8:15 a.m. or who remain at school after 3:10 p.m. must be checked into Extended Care. Students are welcome to wait at their classroom door only when they are accompanied by a parent or guardian. The fee for Extended Care is \$5.50 per hour. Extended Care billing will be done monthly and payment will be due on the 5th. Families with an extended care bill that is **past due by 60 days** or more will not be able to send their children to extended care.



EXTENDED DAY CARE DISCIPLINE PROCEDURES

We believe that discipline is a positive on-going process that teaches children how to effectively interact with each other. We encourage the use of self-control, redirection, problem-solving, and cooperation. These methods are used to teach the children how to be responsible and accountable for their own behavior. By targeting the child's behavior as opposed to the child we believe the end result is stronger self-esteem.

The consequences of improper behavior are as follows:

1. Verbal Warning
2. Active Removal from group setting
3. Conference with child's parent
4. Conference with school principal
5. Possible disenrollment from extended care if behavior continues

“Love one another as Christ loves us.” The following are behavior reminders for Redeemer Lutheran Extended Care classrooms:

- Walking feet (no acrobat activities)
- Talking voice
- Loving hands (toys & with friends)
- Respecting minds (by giving eye contact and acknowledgment to extended care supervisor and friends)

What to bring for Extended Care:

- Any assigned homework
- A current book you are reading for quiet centers (mandatory for grades 2-8)
- Water bottle

Electronic Devices

- Please note that electronic devices must remain in the off position and in backpacks during Extended Care.
- One phone call to parents will be permitted with the Lead Extended Care Supervisor's permission.
- Redeemer's Chrome Books can be used from 3:30-4:00 p.m. and 4:20-4:50 p.m. in room 301 with a note from the student's classroom teacher. The note and Chrome Book must be brought with the student as they arrive in Extended Care.



USE OF THE TELEPHONE

The office telephone must be reserved for business matters. Teachers and students will be called to the telephone only for cases of emergency. This is intended to prevent interruptions of the educational process. Children who need to use the telephone must first obtain permission from their teacher. Please make every effort to read the school announcements in “Monday Memos” and monthly calendars to minimize the number of phone calls that students need to make to inform parents of already-announced activities. This will keep the telephone available for important matters.

Personal cell phone use (including texting and making phone calls) is limited to emergencies only to contact parents/guardians. Cell phones must be turned off and placed in the designated area in the classroom at all other times during the day and during extended care, unless other permissions have been granted by a teacher.

COMMITMENT TO DISCIPLINE

Redeemer Lutheran School is a school emphasizing a religious element within an educational setting. No student is required to attend. Enrollment is a privilege. Therefore, any student may be disciplined, suspended, or expelled for behavior contrary to the Word of God, or for behavior contrary to the laws of the city, state, or nation.

The governing board of Redeemer Lutheran School has established the following procedure to be followed in handling discipline at Redeemer Lutheran School.

1. Teachers have the primary role in establishing and maintaining discipline in their classrooms. They have each developed their own classroom management rules. These rules will be communicated to the students and parents at the beginning of the school year through home visits or in-school orientations.
2. When a discipline situation is not resolved at the classroom level, the student may be referred to the principal or pastor. The student’s family will be informed via phone call and a written discipline notice whenever a student is referred to the principal. This discipline notice will then be stored in the student’s permanent record. Parents are asked to sign all forms and return them the following day.
3. After two discipline notices, students will serve a detention period. This is a one hour period after the school day during which the student works on a predetermined project. A meeting with the student, parents, teacher, and principal will also be made to decide how to rectify the situation.
4. After two detention periods are served, the student will receive a one day suspension and be placed on probation. The conditions of the suspension may vary and may include in-school suspension or out-of-school suspension. Meetings will continue to be made to help rectify the situation.
5. Upon being suspended from school two times in one school year, a meeting will again be called which will also include a member of the governing board. The consequence for the student at this point may include expulsion from school.



6. Situations which are considered extreme or presenting an immediate danger are determined by the principal and the governing board and are dealt with immediately. (see SECTION TWO, "Commitment to Behavior" #2) Students may be suspended, placed on probation and expelled at this point.

The principal, pastor, and the governing board of Redeemer Lutheran School have the responsibility and the right to suspend a student for disciplinary reasons. Only the Redeemer governing board has the authority to expel a student.

No child has the right to disrupt the Christian learning environment or educational process.

All faculty members have the right to inspect all school areas, including individual student's desks, shelves, bags, lockers and other personal possessions.

ANTI-BULLYING AGREEMENT

As a Christ-centered school, Redeemer is committed to making our school a safe and caring environment for all students. In John 13:34 the Lord commands us "As I have loved you, so you must love one another." This truth is a part of the foundation of Redeemer Lutheran Church and school. It is emphasized in worship services, Bible classes, Christ Light classes, devotions, and even in discipline. On a daily basis students are taught to love one another.

We treat each other with respect and to refuse to tolerate bullying of any kind.

Much of this policy is Law- what should be done and what should not be done. However, only the Gospel can motivate a person to live a life for Christ. We are not attempting to use the Law to do only what the Gospel can accomplish. It is our hope and prayer that this agreement clarifies our school's standards and expectations. Under the Gospel of Jesus Christ, all of us -- teachers, parents, children -- already have what is necessary. Through Christ, eternal salvation is ours. To this end help us, Dear Father in Heaven!

Definition: Bullying occurs when a student, either alone or in concert with others, uses superior strength, power, influence or advantage deliberately to inflict physical, emotional, or verbal abuse on another student. Bullying includes explicit or implied threats of bodily harm, weapon possession, extortion, repeated insults and/or teasing, assault, social ostracism, sexual harassment, and intimidation.

Students at Redeemer Lutheran will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.



Teachers and staff at Redeemer Lutheran will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and address it when it happens.
- Respond quickly and sensitively to bullying reports.
- Look into all reported bullying incidents.
- Report all cases of bullying incidents to the principal.

Consequences for Violation of the Anti-Bullying Agreement

Depending on the severity and nature of the incident, Redeemer Lutheran will take one or more of the following steps when bullying occurs:

Intervention, Warning, and Redirection

A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success, in case they find themselves in a similar situation in the future.

Notification of Parents

School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher, or pastor.

Resolution with the Target of the Bullying

The student may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.

Consequences

The student may serve one or more days of detention or lose school privileges.

Suspension

In cases of severe or repeated bullying, the student may be suspended or expelled under the "Commitment to Discipline" section of the Parent Handbook.



COMMITMENT TO SCHOOL WORK

Classroom assignments are an important tool to help in the education of the students at Redeemer Lutheran School. Assignments not only help reinforce the material that was taught in class, but it also helps to encourage responsibility. The following homework policy will be followed in grades 3-8.

Assignments that are not done by the beginning of the day will be considered late. The following is a list of consequences for late homework. These consequences start over each quarter. In other words, the slate will be wiped clean, and we will start back at number one after each quarter. Teachers will keep track of this information in the grade book, and we encourage you to keep track as well. The consequences for late work are as follows.

1st Offense OOPS! It happens to the best of us. You will be reminded that it should have been done and will have until the next day to complete it without a loss of grade. A note will be sent home to inform your parents. This note should be filled out and returned the next day.

2nd Offense You will have to complete the assignment by the next day. You will lose 10% from your grade for that assignment. (e.g. 90% down to 80%) A note will be sent home to inform your parents. This note should be filled out and returned the next day.

3rd & 4th Offenses You will have to complete the assignment by the next day. You will lose 20% from your grade. A note will be sent home to inform your parents. This note should be filled out and returned the next day.

5th Offense and following You will have to complete the assignment by the next day. You will lose 30% from your grade for that assignment. A note will be sent home to inform your parents. This note should be filled out and returned the next day. A meeting will be set up with you, your parents, the teacher, and the principal to determine what can be done to rectify the situation. On your 10th offense, you also receive an after school detention that will last until 4:00 p.m. This will be scheduled between your teacher and your parents.

10th Offense and following You will have to complete the assignment by the next day. You will lose 30% from your grade for that assignment. A note will be sent home to inform your parents. This note should be filled out and returned the next day. A meeting will be set up with you, your parents, the teacher, the principal, and the governing board to determine what can be done to rectify the situation. On your 15th offense, you also receive an after school detention that will last until 4:00 p.m. This will be scheduled between your teacher and your parents.

At any point in the above plan, an after school detention may be given to serve as a way to further discuss the situation with the student and the parents or guardians, or for the student to finish incomplete work. Parents or guardians will be contacted to schedule the after school detention.



COMPUTER / INTERNET ACCESS

To enable students to meet the challenges of our rapidly changing society, Redeemer Lutheran School offers students access to computers and the Internet. Computers and the Internet are provided as a privilege to students, not as a right, to facilitate their learning, assist them in conducting research, and allow them to communicate with others. Computer and Internet access is given to students who agree to act in a responsible, Christian manner.

Computer Use

Students are expected to abide by the generally accepted rules of computer etiquette. These include, but are not limited to, the following: use appropriate language; do not send abusive or offensive public or private messages, including pictures; do not harass, insult, or attack others; do not reveal personal addresses, phone numbers, or credit card numbers; illegal activities are strictly forbidden; do not trespass in or tamper with other student, teacher, computer or network operating systems files; do not use computers in any way that disrupts the use of the computers by others; do not send viruses or other files that result in the loss of the recipient's files or systems software. In addition, students should respect all federal copyright laws and software licensing agreements. Students may run only software that has been licensed to Redeemer Lutheran School; students may not load, run, or copy any other software. The use of the Redeemer computer system may be revoked at any time for inappropriate access or use.

Students should understand that work and all files are not guaranteed to be private. Administrators have access to all files and histories and monitor them for appropriate content. Messages relating to illegal activities must, by law, be reported to the proper authorities. Students may not store files on the computer's hard drive.

Students may not use computers or the Internet without direct supervision and permission of the Redeemer staff.

School computer equipment is intended for educational purposes. Any other purpose needs to be approved by the principal. Students should not vandalize the equipment. Dismantling a computer in any way, removing key caps, mouse parts, connections, etc., may be reason for the removal of your network privileges; additional disciplinary actions for stealing or destroying property will be governed by the School Governing Team. Students and their parents will also be responsible for any damage, replacement parts, or technician time (could be \$150+ per hour) necessary to correct what has been altered or destroyed.

In case of damage, students will be assessed the following repair costs:

- New Chromebook – Up to \$285
- Screen - \$75
- Keyboard - \$50
- Trackpad - \$35
- Top or Bottom Cover - \$35
- Charging Port/Motherboard - \$135
- Battery - \$45
- Charger - \$30



You agree to forfeit all intellectual property rights for items created for the Redeemer web site or other publications. Any original work created by a student, faculty or staff member for use on the Redeemer web site or other publication will become the property of Redeemer. Original work may be altered without the consent of the person who created it.

Internet

Students can utilize the Internet to access unique educational resources and have opportunities for collaborative work. Prior to accessing the Internet, students may be required to receive training in its proper educational uses. Any information downloaded from the Internet must be placed on a student's flash drive or on other removable media. Students not abiding by the provisions of this policy may have their internet access privileges removed for all or part of the school year.

The Internet is filtered to keep students from accessing undesirable sites. Redeemer families should be aware that some material accessible via the Internet, even with filtering, might contain information that is illegal, defamatory, inaccurate, and blatantly sinful. Redeemer is making Internet access available to further educational goals and objectives; we believe that the benefits of accessing information resources and opportunities for collaboration exceed the disadvantages. Teachers and administrators will guide students toward tracking down appropriate materials.

Students are expected to avoid certain types of web sites. These include, but are not limited to, the following: listening to music, playing non-educational games, chat rooms, and adult sites.

Students in grades 3-8 will be given a school email account in order to make use of Google Apps Education Edition. The main purpose of this will be to create and share documents for use in the classroom. In the future we may also use Google Apps for creating a class website, calendar, and more. The email account will be the first two letters of the student's first name, the first four letters of the student's last name @redeemertucson.com. For example David Schultz would have the email address daschu@redeemertucson.com. Both the teacher and the parents will also have full access to this email account. The email is filtered in an effort to keep spam out of the students' inboxes.

Computer and Internet privileges may be suspended for poor performance in classes.



FIELD TRIP POLICIES

Policy I: All students on a school sponsored activity should be under adult supervision at all times.

Procedures:

Teacher's duties:

1. Assign an appropriate number of students to each chaperone.
2. Keep an accurate count of students. Counts should be taken before leaving school grounds, on arrival at the field trip destination, before leaving field trip site, and on arrival back at school.
3. Provide chaperones with a copy of policies and procedures.

Chaperone's duties:

1. Chaperones should keep students within visual range at all times.
2. Chaperones should not transfer a student to another chaperone without coordinating through the teacher in charge of the field trip.
3. An adult should accompany students needing to use the rest room. Chaperones needing to accompany a student will need to coordinate with the teacher in charge so those students assigned to the chaperone can be "covered" by another adult.
4. Chaperones should check with the teacher in charge before bringing siblings or guests on a field trip as this may distract and divide their attention from their primary responsibility of supervising students.
5. Chaperones should sign a copy of the policies and procedures to be kept on file in the school office.

Policy II: Content of events and/or field trips should be appropriate to the age and maturity level of the students involved and should be explained in light of the Christian values espoused by the school.

Procedures:

1. The teacher in charge and/or principal will make every effort to ascertain beforehand the content to be presented during a field trip.
2. If the content of the field trip contains inappropriate material, the teacher in charge may choose to terminate the field trip and inform the chaperones and/or drivers that the group will return to the school.
3. There may be field trips in which content may not reflect Christian values (e.g. evolution is often unavoidable at government-run sites). In such cases, teachers should use this opportunity to reinforce the Biblical perspective with their students and how to respond to secular views.

Policy III: Transportation of students will be arranged with the safety of the students as the highest priority.

Procedures:

1. Teachers are not to transport students in their own vehicles.
2. Drivers of private vehicles should have a valid license and have an up-to-date vehicle registration. Public and/or commercial transportation should meet state requirements. **A copy of the license should be kept on file in the school office.**
3. Drivers should have current insurance.
4. Drivers should see to it that students are properly seated and buckled according to state requirements.

Policy IV: Student behavior is to reflect the standards and values of Redeemer Lutheran School.

Procedures:

1. Students are to remain with their chaperone at all times.
2. Students needing to use the rest rooms need to check with their chaperone and go with an assigned adult.
3. Any behavior inappropriate or not permitted on school grounds will also not be permitted on field trips.
4. Any student causing disruption or failing to respond to proper authority may be barred from attending future field trips.
5. Students may not purchase items on a field trip except at the pre-approval and discretion of the teacher in charge and/or principal.
6. Teachers are to review the above rules with their students before leaving for the field trip.
7. Many field trip destinations have rules and regulations particular to that site. Teachers are to instruct the students on these additional requirements and are to see that chaperones are also aware of the additional requirements before leaving for the field trip.
8. Chaperones are responsible for the students in their charge. If the chaperone feels that they cannot monitor the students assigned to them or if the student fails to respond to their chaperone, they should notify the teacher in charge.

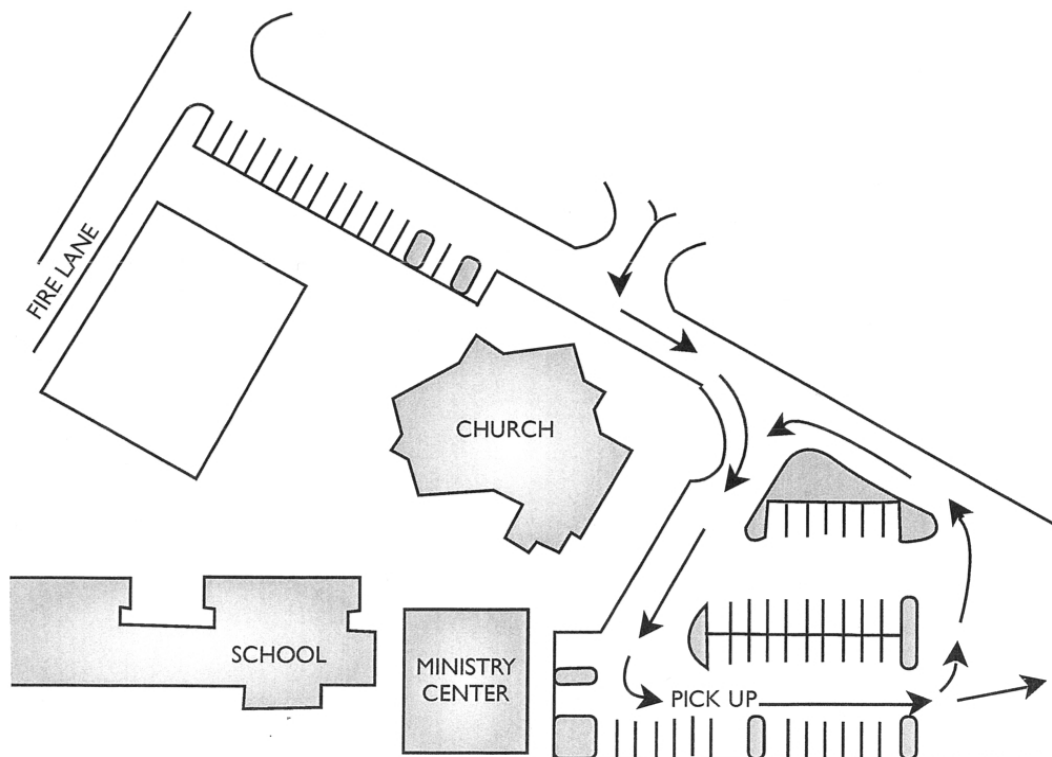


STUDENT PICK-UP PROCEDURES

The parking lot is a very busy place after school. With all of this activity, we ask you to follow these procedures to keep your children as safe as we can.

- Students will wait to be picked up on the south side of the parking lot.
- Students must be signed out by their teacher before leaving.
- We ask that drivers do not hold up the line of cars by waiting. Please circle around.
- Pick up time is between 3:00-3:10 p.m. Students remaining after 3:10 p.m. will be taken to extended care.
- At no time during the school day are vehicles to drive or park in the fire lane along the side of the soccer field.
- For safety reasons students are not to be picked up near the basketball courts.
- Please do not park and ask your children to meet you in the parking lot. If you would like to park, please walk to get your children and walk with them back to your vehicle.
- Please pick up students in the designated spot only.

We recognize that these procedures may not always be the most convenient, but we feel that they are important for the safety of all of our students. We thank you for your cooperation.



SECTION TWO

Commitments of Parents of Redeemer Lutheran School Children

COMMITMENT TO SCHOOL POLICIES

Parents who enroll their child in Redeemer Lutheran School will subscribe to the provisions outlined below:

1. Parents will have the child instructed by the doctrines of Holy Scripture as taught by the Wisconsin Evangelical Lutheran Synod (WELS).
2. Parents will have the child take part in usual school activities throughout the school year.
3. Parents will make available to Redeemer Lutheran School necessary school records from previous schools (i.e. academic, psychological, behavioral, health, and immunization records) **prior** to admission. Copies will be sufficient initially.
4. Parents will observe all immunization requirements covered under Arizona law prior to the admission of their children.
5. Parents who are not members of a WELS congregation are warmly invited and highly encouraged to enroll in Redeemer's basic Bible Information Course (BIC). The course is led by a member of the pastoral staff of Redeemer and explores the basic teaching of the Christian faith in a relaxed and informal setting. Devotions and Bible Study are an important part of your child's day at Redeemer Lutheran School. We feel strongly that parents be familiar with the religious instruction we will be giving your child.
6. Parents will cooperate in supporting all policies outlined in this handbook and as decided by the Redeemer governing board.
7. Parents will be encouraged to participate in all school activities, as well as the school's Parent Teacher Organization (PTO).
8. Parents will remain current in meeting all financial obligations to the school. All tuition information is contained in a separate tuition policy. If you do not have this information, please contact the school office.

COMMITMENT TO REGULAR WORSHIP

It is the responsibility of parents that children attend worship services faithfully. Example is the best teacher; therefore, we encourage parents to have their children attend with them.

God has established the ministry of the Word. He has told His believers not to forsake the assembling of themselves together, but rather to hear and respond to the Word as it is preached (Hebrews 10:25). The highest expression of church life is the assembly of its members for worship. The congregation that wishes to be true to God and to itself must point out to its members who are not going to church that such neglect is sin. Our Lutheran elementary school could hardly contribute toward the building of the congregation if enrolled children and their parents are despising the primary purpose for which the school operates.



The purpose of Redeemer Lutheran School is to provide its students with a complete, Christ-centered education, so that in all things these children will learn to know their Savior and grow to love and follow him.

If parents sending their children to this school do not endorse such a concept, they not only cause an inner conflict within their own children, but they also hinder the training of the other children in the classes. This undermines Christ's commission to bring children into membership in His Kingdom through the congregation's preaching and teaching of His Holy Word.

Occasionally children will be scheduled to sing with their classroom choir. Members of Redeemer Lutheran Church have the responsibility to bring their child to church when they are scheduled to sing. All students are invited to participate when their class is scheduled to sing, however members of other congregations should feel no obligation to worship at Redeemer.

COMMITMENT TO SCHOOL ATTENDANCE

Faithfulness and dependability are qualities for which Christians will strive. This is also true in the area of attendance and punctuality at Redeemer Lutheran School. By its policies Redeemer Lutheran School encourages regular attendance and punctuality. Irregular attendance will have a negative effect on a child's education.

In the same way tardiness has a negative effect on the individual child's education, but it also affects the education of others in the class. Since interruptions due to tardiness usually occur during the first part of the day, this is especially serious since the study of God's Word is usually the class being interrupted. For the above reason, Redeemer Lutheran School will encourage its families in good habits of attendance and punctuality by adopting the following policy:

If a student will be absent, the parent or guardian is asked to **excuse the child with a phone call or an email to the office before 9:00 a.m.** After 9:00 a.m. parents or guardians will be contacted by the school office if they have not yet excused their child. This is done to ensure that the teachers, school office, and parents are all aware of the student's whereabouts. Students will have as many school days to make up work as they have been absent (e.g. 3 school days to make up work from 3 days of being absent.)

If the student is tardy, the parent or guardian needs to sign the attendance sheet in the school office when the child arrives at school. The student will then receive a pass before going to the classroom. The student is to enter the classroom with as little interruption and distraction as possible. Students may also be marked tardy for coming in late from recess activities.

If a student needs to leave in the middle of the school day, a parent or guardian needs to sign the attendance sheet in the school office. The office will then contact the student's classroom to have the child come to office.

Absences for medical reasons will be excused. Prolonged absences for medical reasons should be excused with a release from a physician. Extended absences from school may require a student to repeat a grade level.



Repeated absences and tardiness for reasons not medically related will be excused according to the following progression. This progression will be applied for each grading quarter:

- 1st absence/tardiness - Phone call or e-mail to the office by 9:00 a.m.
- 2nd absence/tardiness - Phone call or e-mail to the office by 9:00 a.m.
- 3rd absence/tardiness - Phone call or e-mail to the office by 9:00 a.m. and contact with the teacher outside of school hours.
- 4th absence/tardiness - Phone call or e-mail to the office by 9:00 a.m. and contact with the principal outside of school hours.
- 5th absence/tardiness - Phone call or e-mail to the office by 9:00 a.m. and contact with a representative of the governing board.

COMMITMENT TO BEHAVIOR

Behavior in school, on the playground, on the way to or from school, in the community, during school activities, or any other place is the responsibility of the parent. To assist in this most important obligation, Redeemer Lutheran School requires the following rules to be observed on the playground, in the classroom, and at school:

1. Gum and make-up (or other personal items), will not be allowed in school or on school grounds. Such personal items will be confiscated if brought to school. The items will be returned to parents.
2. Tablets, mp3 players, smart phones, and other similar devices are a part of modern society, and we recognize that many students possess them. Using these devices in the classroom can have both positive and negative effects. Some of our biggest concerns with these devices include disruption of a positive learning environment, theft of such devices, being a barrier to communication, and covetousness among students.
 - A. Students in kindergarten through grade four are not allowed to bring tablets, smart phones, and other similar devices to school unless a teacher gives permission for this.
 - B. Students in grades 5 through 8 may bring tablets, smart phones, and other similar devices to school with permission from the teacher.
 - C. The school accepts no responsibility for tablets, smart phones, and other similar devices that are brought to school and undertakes no responsibility to investigate their misplacement, loss, or theft.
 - D. Teachers may give permission for students to use tablets, smart phones, and other similar devices in class. Students must not assume that they have the right to use these devices in class but should always ask for permission.
 - E. If students do bring tablets, smart phones, cell phones and other similar devices to school they are to be turned off and stored in the designated place in the classroom.
 - F. If these guidelines are not followed, tablets, smart phones, cell phones and other similar devices will be confiscated and returned only to the parent or guardian. Parents can come to the principal's office after school hours to pick up confiscated devices.

3. Illegal substances (drugs), tobacco, alcohol, weapons (including knives, guns, ammunition, or any other potentially dangerous items) will not be allowed on the campus of Redeemer Lutheran School. Possession of any of the above mentioned items will result in immediate suspension and possible expulsion.
4. Children may ride their bikes to school, but must lock their bikes on the racks upon arrival.
5. Upon arriving on campus, students are to go directly to their classrooms or to extended care. Students arriving at school prior to 8:15 a.m. must be checked into extended care by their parents. Students are welcome to wait at their classroom door only when they are accompanied by a parent or guardian. Teachers will open their classrooms at 8:15 a.m. Students entering the classroom after 8:30 a.m. will be marked tardy.
6. Parental and/or a physician's written notice is required if, due to health considerations, a child is required to stay indoors during the school day. All medications must be brought from home and accompanied by parental written permission and instructions. No medication will be given without written permission and instructions by parents. This includes aspirin, Advil or Tylenol. Students may not keep medication on their person, in their desks, in their locker or backpack. All medications must be turned into the office with appropriate instructions for administration.
7. The 15-minute period prior to the opening of the school day is considered quiet time. Students are to be quietly working in their rooms during this time.
8. No child has the right to disrupt the Christian learning environment or the educational process. There is no justification for preventing other students from learning and/or preventing the teacher from teaching. Each teacher will have guidelines for classroom management.
9. No child has the right to damage, deface, or otherwise abuse the property or equipment of Redeemer Lutheran School. Parents will be responsible for the replacement cost of any property damaged willfully. Students will be encouraged to cover their textbooks to provide additional protection of the books.
10. For safety's sake, class movement to and from classrooms and all other school locations shall be done quietly, walking on the right-hand side of the breezeway.
11. Not all church grounds are considered playground/recess areas. Areas in which students are to play are the volleyball/basketball court, the athletic field, and the adjoining playgrounds. Area in which students are NOT to play are the office, Chapel, classrooms, rest rooms, breezeways, drainage ditch, the courtyard area in front of the Chapel, and the parking lot.
12. All students must be outside during recess and are encouraged to be involved in recess activities unless properly excused with parent/guardian note.
13. On rainy days, classroom recreational activities will be provided and supervised by each classroom teacher.
14. Classroom and athletic equipment owned by the school are not to be used after the school day.

15. Students must be picked up at school at 3:00 p.m. Students on campus after 3:10 p.m. will be checked in to extended care with charges beginning at 3:30 p.m.

Failure to comply with such behavioral standards will result in disciplinary action (see "Commitment to Discipline" SECTION ONE).

COMMITMENT TO STUDENT HEALTH

Redeemer Lutheran School is committed to the health of its students. Parents and teachers will educate students in proper hygiene. Students are expected to wash their hands with soap and water after using the restrooms and before eating. Students will be sent home if they have a temperature over 99.6, are vomiting or have diarrhea. All students must remain at home until they are free of these symptoms for 24 hours.

Students who have lice will be sent home from school to allow parents to treat the condition and to prevent other children from becoming infested. Children must remain home until the condition has been treated, nits have been removed, and the children are free of lice for 24 hours.

COMMITMENT TO APPROPRIATE DRESS

Modesty in dress and appearance is a Biblical principal that Redeemer wants to see reflected in the lives of its students. Our bodies are temples of God. "Don't you know that you yourselves are God's temple and that God's Spirit lives in you?" (1 Corinthians 3:16). Whether it be in the classroom or in the community, the impression given by Redeemer pupils should be a positive one, a Christian example in both conduct and appearance. The dress code is designed to set a standard for clothing that is safe, that allows the students to participate in all the normal learning activities of the classroom and playground, and that is not mistakenly associated with any group, gang, or organization that would undermine the purposes of Redeemer Lutheran School. For that reason, and in keeping with our objectives of promoting Christian conduct in a Christian environment, and to help parents with selecting and providing appropriate school attire, the following standards have been adopted by the faculty and the governing board:

1. Although parents and students are responsible for their attire, the faculty and administration will be responsible for judging whether a student's appearance violates school standards. If student dress is deemed inappropriate, consequences will be applied.
2. Clothing should be neat, clean and decent. It should allow students to learn in the classroom without distraction, and to comfortably participate in activities on the playground. Moderation in choice of clothing and styles should be the principle to follow.
3. Appropriate attire would be jeans, slacks, shorts, shirts, dresses, skirts and blouses. Students may wear sleeveless clothing. Shirts with spaghetti straps are not allowed. Midriff tops, half shirts, and low cut tops are not appropriate. Short shorts, tight stretch shorts and pants, short skirts or torn or frayed clothing are not considered appropriate. Clothes should fit properly and be worn in the manner intended. Baggy/low hanging pants or shorts, oversized shirts, etc. will be seen as ill-fitting and not appropriate.



4. Shoes must be worn at all times. Athletic shoes that allow for active play are preferred. Shoes must cover the toes. Flip flops, platform shoes, shoes with rollers or metal cleats on the soles are not to be worn.
5. Haircuts and hairdos should be modest, avoiding extremes. Only natural hair colors are allowed, except during Spirit Week.
6. Modest makeup may be worn by girls in 7th and 8th grade, although no makeup is to be brought to school.
7. Modest jewelry may be worn (jewelry should not be worn during athletic activities).
8. Caps, hats, and sunglasses may be worn outside, but they may not be worn inside.
9. Personal articles or attire of any kind that advertises or promotes alcoholic beverages, cigarettes, tobacco, drugs, or groups that contain vulgar or unchristian statements, pictures, insignias or symbols are inappropriate and should not be brought to or worn at school. Inappropriate statements or suggestions are also not allowed.

Consequences for Violations of the Dress Standard:

1. Parents will be notified by phone and will be asked to bring appropriate clothing if the clothing is immodest or unsafe. Students may wear clothing provided by the school administration until such a time that appropriate clothing is brought to school.
2. For other minor dress code violations, parents will be notified by the classroom teacher.
3. Three dress code violations will result in disciplinary action.

COMMITMENT TO ACADEMICS

A number of key components of a successful academic experience are the responsibilities of the parent. Among these are:

1. A home life where the Word of God is predominant. What Redeemer Lutheran School spends an entire day teaching can be “undone” by the word and example of parents who do not live by such a standard.
2. A safe and healthy environment where the child gets adequate food, shelter, sleep, medical care, clothing, structure, routine, love, and attention. (Under Arizona law, school personnel have an obligation to report suspected cases of child abuse and/or neglect to Child Protective Services).
3. A home life where learning is considered important. Time and space is given to reading, study, parent-child discussions, and the TV and/or other technology devices are not given major focus or attention.
4. A home life where emphasis is placed on regular school attendance (see “commitment to School Attendance” SECTION TWO).
5. Ongoing communication and contact with the school is critical. If you, as a parent, have concern about academic progress, or disciplinary matters that affect academic progress of your child, schedule a meeting as soon as possible to discuss and correct the matter.



COMMITMENT TO SUPPORT

It takes a great deal of time, ability and money to operate a Lutheran Elementary School. Much of the responsibility for such support rests with the parents whose children attend such a school. Redeemer Lutheran is no different. Support from parents is needed in four areas: Time, Talent, Treasure and Prayer.

1. Time - Parents' time will be needed in working with teachers and children. Time will have to be spent on school behavior, dress, work and attitude of the child. Time will be needed to physically help in projects at school on work days, field trips, sports, and other such activities requiring assistance.
2. Talent - Parents' talents are needed in everything from work that needs to be done on a workday, to serving as a classroom aide, to helping with our Parent Teacher Organization (PTO).
3. Treasure – Education is an expensive endeavor, and the costs continue to rise. We need to use the treasures God has given us in ways that can bring glory to Him. All tuition information is contained in the tuition policy. If you do not have this information, please contact the school office.
4. Prayer - God wants us to come to Him in prayer in all circumstances. He tells us that He hears the prayers of all believers and answers them to best meet our needs. Our prayers have power because they have the backing of the Almighty God.

The parent and the teacher should make every effort to cooperate in the best interest of guiding the child. Following Matthew 18, should a problem arise, it is expected that the concerned parent will confer first with the teacher or teachers involved (not with others or, especially, not with the child). If the problem cannot be resolved satisfactorily between the child, the parents, and the teacher, then the principal should be consulted. If still no satisfactory agreement has been reached, the parent should then discuss the matter with the pastor and principal. If necessary, the Redeemer governing board will be the final arbiter in such a conflict. Parents are to pursue such matters outside the regular school hours by making appointments with any appropriate individual or board.



SECTION THREE

Commitments of Redeemer Lutheran School Students

COMMITMENTS OF STUDENTS

1. All enrolled students are to submit to the teaching of God's Word, which guides and rules all activities at Redeemer Lutheran School.
2. All enrolled students are expected not to hold membership or participate in organizations and activities that are contrary to Scripture.
3. All enrolled students are expected to regularly attend worship services.
4. All enrolled students are expected to submit to the authority of their teachers and obey them and all other supervising personnel.
5. Students of Redeemer Lutheran School are expected to complete class work, assignments, homework, memory work and/or any other school assignments to the best of their ability within the required time allotted. Students that fail to meet this requirement will lose recess time, or other privileges. Repeated problems in this area may result in disciplinary action, suspension, retention in the current grade, dismissal from any and/or all school extracurricular activities, and or dismissal from school.
6. Students of Redeemer Lutheran School are expected to maintain a "C-" average or better in all classwork in order to participate in any extra-curricular event. Students falling below a "C-" average will be placed on academic probation until the grade average is improved to a "C-".
7. Students of Redeemer Lutheran School are responsible for school assignments during any absence. Students will have as many school days to make up work as they have been absent (e.g. 3 school days for 3 days absent).
8. Students of Redeemer Lutheran School are responsible for all property they use. This would include all buildings, textbooks, computers, desks, reference materials, windows, athletic equipment, athletic uniforms, music supplies and/or equipment, restroom facilities, other students' property, playground equipment, fences, and all other property and equipment at Redeemer Lutheran Church and School. Any and all damage must be assessed by the school administration or the Board of Trustees and reimbursed by that student and/or family.
9. No child has the right to disrupt the Christian atmosphere, the learning environment, or educational process of Redeemer Lutheran School. There is no justification for preventing other students from learning and/or preventing the teacher from teaching.
10. Each student is responsible for appropriate behavior and appropriate dress (see "Commitment to Appropriate Dress at Redeemer Lutheran School" SECTION TWO).
11. Each student is responsible for assignments that are given by the teachers (see "Commitment to School Work" SECTION ONE).



12. Each and every student is expected and requested to bring home “Monday Memos”, school monthly calendars, progress reports, and report cards. Use of the telephone during the school day will not be permitted for scheduling rides for previously announced activities.
13. Whether it is in the classroom, the playground, or the community, the impression given by Redeemer Lutheran School pupils should be a positive one, a Christian example in word, deed, and appearance.
14. As a warning, failure to abide by such expectations may result in disciplinary action (see “Commitment to Discipline” SECTION ONE).

SECTION FOUR

CONCLUSION

Any attempt to devise a handbook will require those in authority, and those under authority, to recognize the distinction between LAW and GOSPEL. The vast majority of this handbook is LAW -- what should be done, what should not be done. However, only the GOSPEL can motivate a person to live a life for Christ. We are not here attempting to use the LAW to do only what the GOSPEL can accomplish. It is our hope and prayer that this handbook clarifies our school's standards and expectations. But know this, under the GOSPEL of Jesus Christ, all of us -- teachers, parents, children -- already have what is necessary. Through Christ, eternal salvation is ours. To this end help us, Dear Father in Heaven!

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SECTION FIVE

CONTACT INFORMATION

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