

Redeemer Lutheran School  
Kinder Bridge-5<sup>th</sup> Grade  
School Handbook

---



# Table of Contents

<b>SECTION 1: FOUNDATIONS OF OUR SCHOOL</b> .....	<b>1</b>
Mission Statement.....	1
Core Values.....	1
Philosophy.....	1
Student Outcomes.....	2
Spiritual.....	2
Academic.....	2
Character.....	2
<b>SECTION 2: ADMINISTRATION</b> .....	<b>3</b>
Accreditation.....	3
Anti-Harassment.....	3
The Policy.....	3
Definition of Harassment and Sexual Harassment.....	3
Procedures.....	4
Sanctions.....	4
Bus Transportation – Concordia High School.....	4
Cancellation or Delay.....	4
Change of Family Information.....	5
Chapel.....	5
Child Abuse and Neglect Reporting.....	5
Classroom Placement.....	5
Counseling.....	5
Curriculum.....	5
Custody Notification.....	6
Emergency Drills – Fire, Tornado, and Lockdown.....	6
Enrollment.....	6
Field Trips.....	6
Grading Scale.....	7
Homework.....	7
Insurance.....	8
Library.....	8

Non-Discrimination Policy.....	8
Parent Conduct.....	8
Parent-Teacher and Student-Led Conferences.....	9
Participation in School Sponsored Activities.....	9
Partnership with Parents .....	9
Policy (Governance) Manual .....	9
Policies Not Covered .....	10
Promotion .....	10
Questions or Concerns/Grievance .....	10
Report Cards .....	10
School Hours .....	10
Search and Seizure .....	11
Solicit and Selling .....	11
Standardized Tests.....	11
Tuition and Tuition Assistance .....	11
Volunteers.....	11
Worship.....	12
<b>SECTION 3: ARRIVAL AND DISMISSAL.....</b>	<b>13</b>
Morning Arrival .....	13
Afternoon Dismissal .....	13
<b>SECTION 4: COMMUNICATION.....</b>	<b>14</b>
Email.....	14
Face-to-Face.....	14
Online Textbooks .....	14
Redeemer Rattler Reader .....	14
RenWeb.com.....	14
Phone .....	14
Remind 101 .....	14
Social Media .....	15
Text Message .....	15
Website .....	15
<b>SECTION 5: EXTRACURRICULAR ACADEMIC ACTIVITIES.....</b>	<b>16</b>
Eligibility Requirements .....	16

Private School Interscholastic Association (PSIA) .....	16
Concordia Spelling Bee.....	16
Scripps Spelling Bee .....	16
<b>SECTION 6: FOOD AT REDEEMER.....</b>	<b>17</b>
Hot Lunch Program .....	17
Snacks in the Classroom.....	17
<b>SECTION 7: HEALTH SERVICES .....</b>	<b>18</b>
Disease/Illness.....	18
First Aid and Injury.....	18
Immunization .....	18
Medical Screenings .....	18
Medical Administration.....	19
<b>SECTION 8: MUSIC.....</b>	<b>20</b>
Choir.....	20
Classroom Music .....	20
<b>SECTION 9: STUDENT BEHAVIOR EXPECTATIONS .....</b>	<b>21</b>
Attendance.....	21
Absences .....	22
Doctor’s Appointments.....	22
Make-up Assignments and Tests .....	22
Tardiness.....	22
Truant or Unexcused Absences .....	22
Vacations.....	23
Bullying/Cyber-bullying.....	23
Definitions.....	23
Responsibilities .....	23
Preventative Action .....	24
Responsive Actions .....	24
Retaliation.....	24
False Allegations .....	24
Cafeteria Behavior Expectations.....	25
Cell Phone Use .....	25

Damages and Vandalism .....	25
Disciplinary Interventions.....	25
Behavior Management .....	25
Saturday Detention/In-School Suspension .....	25
Suspension and Expulsion.....	26
Grievance Policy.....	26
Drug Testing .....	27
Dress Code Guidelines .....	27
End of Day Car Line Expectations.....	28
Hallway Behavior Expectations.....	28
Harassment .....	28
Nuisance Items.....	29
Weapons .....	29
<b>SECTION 10: STUDENT SERVICES .....</b>	<b>30</b>
Counseling Services.....	30
Individualized Service Plan (ISP).....	30
Power Center .....	30
Reading Intervention Program.....	30
Section 504 Plan.....	31
<b>SECTION 11: TECHNOLOGY .....</b>	<b>32</b>
Internet Acceptable Use .....	32
Safety First When Online .....	32
iPad .....	33
Redeemer Lutheran School iPad Contract .....	33
<b>iPad Contract Signature Page .....</b>	<b>34</b>
<b>Student and Parent Signature Page .....</b>	<b>35</b>

## **SECTION 1: FOUNDATIONS OF OUR SCHOOL MINISTRY**

### **Mission Statement**

The mission of Redeemer Lutheran School is to lead children to **Love Jesus, Love Learning, and Love Others.**

### **Core Values**

As we work to carry out our Mission, the following Core Values will serve as our fundamental working principles:

- † Christ-centered
- † Mission-minded
- † Disciple-developing
- † Academically Strong
- † Relational

### **Philosophy**

Through the grace of God and the power of the Holy Spirit, the students of Redeemer Lutheran School will continuously:

- † Grow in their faith and reflect Christ in their daily lives.
- † Boldly proclaim the Christian faith.
- † Demonstrate Christian attitudes toward others.
- † Acknowledge themselves and others as sinners (Law) who have been redeemed by Christ (Gospel).
- † Worship and pray faithfully.
- † Experience the power of prayer.
- † Practice the stewardship of time, talents, and resources.
- † Serve and respect God and others in their home, school, community, and world.
- † Honor our country.

All children should strive to reach full potential in all aspects of their lives by developing a Christ-centered foundation of knowledge and basic skills for lifelong, active learning in an ever-changing global society.

- † Critical Thinking
- † Problem Solving
- † Accountability
- † Adaptability
- † Independence
- † Teamwork
- † Organizational skills
- † Communication
- † Cultural Awareness
- † Physical Fitness
- † Perseverance
- † Punctuality

The full partnership of families, students, and teachers is imperative for the implementation of this philosophy.

## **Student Outcomes**

The ministry of Redeemer Lutheran School has the honor and responsibility to equip students in many facets of life. While there are many outcomes of a quality, Christian education in a Lutheran school, we have narrowed student outcomes to three categories: Spiritual, Academic, and Character leadership.

### **Spiritual**

Upon graduation, students will be spiritually prepared to navigate today's world with a Christian worldview as they proceed to the next level of education.

- † Every student will have an understanding that Jesus loves them.
- † Students will be comfortable expressing their faith in different settings according to their gifts.
- † Students will be able to either write and/or speak prayers.
- † Students will express their faith in song and worship.
- † Students will grow in their study of God's Word and learn strategies to make this a daily discipline.
- † Students will be able to evaluate different situations from a Christian worldview.

### **Academic**

Upon graduation, students will be academically prepared and confident as they pursue further education.

- † Students will see how God is integrated into all learning.
- † Students will think and solve problems using both creative and critical thinking skills.
- † Students will read, write, and speak the English language effectively for a wide range of purposes, including interpretation and analysis of literary and informational texts.
- † Students will know and apply mathematics to a level of competency that prepares them for high school.
- † Students will discover basic principles and processes of science and how to apply these in a discovery approach as they study God's Word.
- † Students will understand geography, social studies, and history and see God's hand in all our world as they become global thinkers.
- † Students will understand and appreciate the basic concepts of fine, visual, and performing arts.
- † Students will develop an appreciation of other world cultures including the study of another language.
- † Students will understand and apply current and emerging technologies to extend their personal abilities and productivity.
- † Students will attain academic achievement and develop essential skills and attributes necessary for continuous growth in learning.
- † Students will develop skills that help them become lifelong learners.
- † Students with a gap in achievement, skills, and/or attributes will narrow the gap.

### **Character**

Upon graduation, students will be prepared to lead and love as responsible Christians in this world.

- † Students will be mission-minded.
- † Students will be developed as leaders, collaborators, and team players.
- † Students will display Christian character.
- † Students will be confident individuals who challenge themselves.
- † Students will be respectful and compassionate humans.
- † Students will be honest and ethical citizens who act with integrity.
- † Students will be well-rounded community members who engage in the broader world.
- † Students will understand their rights, roles, and responsibilities as an American citizen.
- † Students will be servant leaders in this world by living out their faith.

## **Section 2 ADMINISTRATION**

### **Accreditation**

Redeemer Lutheran School maintains accreditation through the Lutheran School Accreditation Commission which is certified by the Texas Private School Accreditation Commission and is recognized by the Commissioner of Education of the Texas Education Agency in accordance with Texas Administrative Code Title 19, Part II, Chapter 97, Subchapter A, #97.7 Non-Public Schools. Additionally, Redeemer is also accredited by National Lutheran School Accreditation (NLSA) and has received “excellent” recommendations for many consecutive years.

### **Anti-Harassment**

#### **1. The Policy**

A. The environment at Redeemer Lutheran School must be one in which all individuals are free to work, learn, and develop relationships in a Christian atmosphere without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the well-being of all that students, teachers, parents, and staff members treat each other with due respect for rights, individuality, and personal dignity.

#### **2. Definition of Harassment and Sexual Harassment**

A. Harassment includes any unwelcome verbal or physical conduct that belittles, shows hostility, or ridicules an individual, when such conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment;
2. Has the purpose or effect of unreasonably interfering with an individual’s academic or professional performance; or
3. Otherwise adversely affects an individual’s educational or employment opportunities.

B. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by a faculty member, staff member, student member, or volunteer of the school to any other member, adult, or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of employment or educational advancement;
2. Submission or rejection of such conduct by an individual is used as the basis for educational or employment decisions; (or)
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

C. Sexual harassment may include, but is not limited to:

1. Sexually related verbal harassment or abuse;
2. Sexually related written harassment or abuse;
3. Pressure for sexual activity;
4. Repeated remarks to a person, with sexual or demeaning implications;
5. Unwelcome touching; (or)
6. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, job and the like.

### **3. Procedures**

A. Any individual who believes that he/she has been subjected to harassment or sexual harassment as prohibited by this policy may complain to any other adult teacher or employee of Redeemer with whom she/he feels comfortable discussing the matter. Parents may communicate complaints on behalf of their children to their child's teacher, the school principal, the chairperson of the Board of Education, or the Senior Pastor, so long as that individual was not the alleged harasser.

B. Upon learning of a complaint, Redeemer will investigate the allegations. As deemed appropriate by Redeemer, the complainant and, in the case of a student complainant, the parents of the complainant will be consulted as to the facts of the allegations and his/her suggested remedy, and the alleged harasser may be provided an opportunity to respond to the allegations.

C. If Redeemer determines that a violation of the policy has occurred; appropriate remedial action will be taken in Redeemer's discretion.

D. The complainant and, in the case of a student complainant, the parents of the complainant, shall be notified at the conclusion of the investigation that appropriate remedial action has been taken. However, all documents generated during the course of the investigation will be kept confidential by Redeemer to protect the privacy rights of all involved, except as required by law or as deemed appropriate by Redeemer's Board of Elders.

E. Appropriate civil or criminal authorities may be notified of any substantiated charges.

### **4. Sanctions**

A. Individuals determined by Redeemer to have violated this Policy will be disciplined. Disciplinary action may include, but need not be limited to, suspension or termination of Redeemer teachers, employees or agents and suspension or expulsion of Redeemer students, as deemed appropriate by Redeemer.

B. Sexual harassment is illegal in many circumstances under both state and federal law, and violations of this policy may be reported to the appropriate civil or criminal authorities for prosecution of offenders.

### **Bus Transportation – Concordia High School**

Concordia High School provides bus transportation to Redeemer before school and back to their campus after school as a convenience for Redeemer parents. Route options include Concordia's Round Rock campus, Georgetown, and Cedar Park. If you are interested in learning more about this service, contact the Concordia High School office at (512) 248-2547.

### **Cancellation or Delay**

Redeemer follows all weather related delays and closures issued by the Austin Independent School District. The information will be emailed to parents through RenWeb, posted on redeemerschool.net, and on Parent's Web at RenWeb.com. If the school district in which you reside postpones school due to inclement weather or hazardous driving conditions, you should follow that school district's information. Your child will not be counted as absent if such instances occur. Local television and radio stations may carry announcements to this effect.

## **Change of Family Information**

Parents are asked to notify the school office immediately when a change of address, phone number, and/or email occurs. This allows our school administration and teachers to keep our roster and mailing list up-to-date. Also, parents/guardians are asked to notify the school office if there is a change of family relationship, health-related items, immunizations, sickness, etc.

## **Chapel**

Elementary school chapel is typically held on Wednesday morning at 8:15 a.m. This service is led by individual grade level students or staff leaders (teachers, pastors, administrators) and is designed to provide an age-appropriate worship opportunity for elementary school students.

Once a month, at 9:10 a.m., All School Chapel is celebrated with students in grades KBR-8. Offerings are collected each week to support various local and national organizations. Parents are invited to attend all chapel services.

## **Child Abuse and Neglect Reporting**

Child abuse and neglect are complex problems and are not confined to any race, social, economic, or religious group. Various forms of abuse may occur: physical, sexual, emotional abuse, and neglect. Texas Law mandates that school staff report reasonable suspicion of physical or emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. Procedures and guidelines will be followed, as able, to ensure prompt, professional treatment of the reported case.

If you suspect child abuse has occurred in our school, to one of our students, or to any child anywhere, call 1-800-252-5400.

## **Classroom Placement**

Elementary school students are placed in an environment where they can achieve academic success and be assured of a quality Christian education. The administration is entrusted with making final determination of classroom placement for each child. The final placement is made after consideration of academic ability, achievement, leadership skills, classroom size, boy and girl distribution, behavior, student personality, special needs, and other possible factors. The teacher's input is invaluable in understanding the child. No requests will be accepted by teachers or administration for student placement.

## **Counseling**

In some instances, counseling services may be recommended through teachers or the administration. Referrals are also given to outside agencies for students needing counseling. Counseling questions should be directed to the child's homeroom teacher or school administration.

## **Curriculum**

The course of study for elementary school students at Redeemer Lutheran School complies with the standards of the Texas Department of Education and the Texas District of the Lutheran Church-Missouri Synod. Our Faith is actively integrated in each course of study at each grade level. The areas of learning are:

**Christian Living:** Bible study, memory work, Christian doctrine, stewardship, and worship

**Fine Arts:** Music, choir, and art

**Health and Drug Education:** Sex education, nutrition, and other areas provided through various classroom activities

**Language Arts:** Reading skills, literature, writing, grammar, spelling, and handwriting

**Mathematics:** General arithmetic in addition, subtraction, multiplication, and division

**Physical Education:** Motor skills, muscle development, basic games, and knowledge of athletics;

**Science:** General science as well as science enrichment

**Social Studies:** Home, community, history (Texas and United States), world geography, and cultures

**Spanish:** Basic vocabulary, grammar, and literacy are offered to all students in grades KBR-5

**Technology:** General computer skills and keyboarding, Microsoft Word and Powerpoint Presentation, iPad apps for reinforcement and new concepts

### **Custody Notification**

Please inform the school office and teacher(s) concerning any special parental rights and privileges. For the benefit of the child, a copy of the court ordered Parenting Plan and any court ordered changes or modifications is to be given to the school office for placement in the child's records.

### **Emergency Drills – Fire, Tornado, and Lockdown**

Fire, tornado, and school lockdown drills are required by state law and should be taken seriously. Students are expected to cooperate and follow teacher instructions. Redeemer follows all state requirements regarding the frequency of each drill.

### **Enrollment**

Enrollment begins during the month of January for all Redeemer parents who have children eligible for school re-enrollment. Parents of **all** students, returning and new, must confirm registration online during the Completion of Enrollment times. Registration fees are non-refundable and must be paid in full to guarantee a space for the coming school year.

New students may be enrolled by following the enrollment procedures found on the website. Parents of newly enrolled students must pay the complete deposit when they submit their application. Each child must have had all Texas Department of Health required immunizations before being admitted to Redeemer Lutheran School or have a signed affidavit on file.

For Kindergarten, a child must be five (5) years old on or before September 1. A child, whose sixth (6<sup>th</sup>) birthday occurs on or before September 1, may enter Grade 1 *provided the child has successfully passed Kindergarten.*

### **Field Trips**

There are times where elementary school students go offsite for experiential learning, such as to a museum, a farm, or an orchestra hall. The parent's permission to take children off the school grounds for an educational learning experience is required. Parents will complete the permission form online during enrollment.

The air-conditioned Redeemer Lutheran School bus will be used to transport children. Drivers of the bus should provide the following – a copy of current Commercial Driver's License and must be approved by our Business Manager.

When the bus is not available, private vehicles are used. Drivers who are willing to transport individuals other than family members in their personal vehicle must be a minimum of 25 years of age and provide the following documentation to the school office at least two days prior to the trip: 1) Copy of valid Driver's License, 2) Copy of their insurance policy demonstrating a minimum liability limit of \$100,000/\$300,000 bodily injury and \$100,000 physical property damage on vehicle and 3) a copy of their driver record (Type 2) for our approval (available from DPS or at [www.texasonline.com](http://www.texasonline.com), (required every three years). An annual affidavit stating the driving record has not changed must be signed if a new driving record is not yet due.

Parents willing to act as chaperones on field trips are required to complete a Background Check Application. Parent chaperones may not bring other children from their family along on field trips. Chaperones are expected to give their full attention to the supervision of students in the respective class attending the field trip.

### **Grading Scale**

Redeemer Lutheran School issues report cards four times a year as indicated on the calendar. Grades are given on a percentage grade scale. The following grading system is used:

E = 94-100	S+ = 79-80	U = Anything below a 60
G+ = 89-93	S = 77-78	
G = 84-88	S- = 74-76	
G- = 81-83	N = 61-73	

The percentage and letter grade equivalents are as follows:

100-90% = A
89-80% = B
79-75% = C
74-70% = D
69% and lower = F

### **Homework**

Homework is required when necessary for the child's school progress. Homework may include writing reports or reading texts or current materials for information. We do not want a child to be overburdened with homework.

We believe each student should have free time outside of schoolwork. We encourage family activities, recreational reading, free play, athletics, and other pursuits. A general homework rule of thumb follows this principle: a student in grade 1 should have no more than 15 minutes, a student in grade 2 should have no more than 20 minutes, a student in grade 3 should have no more than 30 minutes, a student in grade 4 should have no more than 40 minutes, and a student in grade 5 should have no more than 50 minutes of homework on a given night. Keep in mind, this is a guide and may vary day to day and student to student. If a student is bringing home a large amount of work, the parent should make arrangements to speak with the classroom teacher.

In grades 3-5, consequences for late or incomplete homework are as follows:

<b>Grade 3</b>	1 Day late – 5% deduction and a message home
	2 Days late – 15% deduction
	3 Days late – 30% deduction

4 Days late – No Credit

**Grade 4**      1 Day late – 10% deduction and a message home  
                  2 Days late – 20% deduction  
                  3 Days late – 30% deduction  
                  4 Days late – No credit

**Grade 5**      1 Day late – 15% deduction and a message home  
                  2 Days late – 30% deduction  
                  3 Days late – No credit

### **Insurance**

Redeemer Lutheran School does not offer any accident insurance for students. It is advisable and beneficial for students to have some type of accident coverage. Most students are covered through a parent's home or occupational medical (or accident) insurance.

### **Library**

The Redeemer Lutheran School library offers a wide range of fiction, non-fiction, reference materials, and periodicals for all levels. Students in grades KBR-5 have a scheduled time each week to visit the library. Students in Kinder Bridge and Kindergarten may check out one book per week. Students in grades 1-3 may check out two books for two weeks and may recheck books for an additional two weeks.

Fines begin after a one week grace period. The fine is 10¢ per day per book. When a student has a fine, the student will not be allowed to check out a book until the fine is paid. Any lost book will result in a replacement cost fine.

### **Non-Discrimination Policy**

Redeemer Lutheran School admits students of any race, color, nationality 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, disability, nationality and ethnic origin in administration of its educational policies, enrollment policies, athletic policies, and other school-administered programs.

### **Parent Conduct**

Redeemer parents understand and support the rules and policies of Redeemer Lutheran School. Parents understand that the school will not tolerate profanity, obscenity in word or action, or any type of harassment from students or parents that are deemed disrespectful or harmful to Redeemer's staff or students. Parents who behave in this manner towards a student or a staff member will be asked to leave the campus and may be banned from the campus.

Redeemer parents expect our child(ren) to comply with school regulations. Parents will withdraw their child(ren) or accept the school's right to dismiss them if the parent is unable to support these policies, procedures, and rules.

## **Parent-Teacher and Student-Led Conferences**

Parent-Teacher Conferences typically occur at the end of the first grading period. Schedules will be arranged for these conferences and parents will register for a time slot online through Sign-Up Genius.

The objectives of this conference are to:

1. Promote understanding in the home/school relationship;
2. Strengthen the mutual interest of the parent and teacher in the child's welfare;
3. Give the parent information about the child's progress;
4. Assist the parent and teacher in finding ways to work together for the good of the child.

Parents are asked to limit the conversation to no more than fifteen minutes. If more time is needed, a separate conference may be scheduled.

In February, a Student-Led Conference occurs. Each student meets together with a parent and homeroom teacher to share and reflect on such things as their strengths, areas needing improvement, academic joys and frustrations, and goal setting for the remainder of the school year. Conferences are limited to fifteen minutes.

## **Participation in School-Sponsored Activities**

Elementary school students are encouraged and expected to participate in school-sponsored activities such as choir and class events. These events are part of the regular school program. Students have choices of many activities to utilize individual talents. Athletics (Grade 5), choir, worship services, spelling bee, and the Private Schools Interscholastic Association (PSIA) competition are examples of events and organizations which are an important part of our educational program. Excuses from these events should be made to the teacher or to the person in charge of the event.

## **Partnership with Parents**

The staff of Redeemer Lutheran School strives to offer an excellent Christian education to the students entrusted in our care. Each student receives support, encouragement, and instruction to live out the mission of Loving Jesus, Loving Learning, and Loving Others. The educational program offers a balanced, comprehensive curriculum that strives to prepare students for success now and in the future. Redeemer provides a sensitive, relational, caring, and supportive learning environment, which aids students in developing positive self-esteem and self-worth.

The home is and always will be the chief agency for the Christian upbringing of the child. Our school does not serve to relieve parents of their God-given obligation and responsibility. However, Redeemer Lutheran School exists to walk alongside parents in the journey to raise their child in a manner that pleases our Lord, Jesus Christ.

In the event that a child's family does not have a personal relationship with Jesus, it is our duty and obligation to provide an open, loving relationship and a Christian witness to the child and parents. The teachers and staff leadership are ready to assist families as they begin to take the first steps of meeting and walking with Jesus.

## **Policy (Governance) Manual**

The school's operating policies are compiled in a handbook and are available upon request. The School Board assists the principal in evaluating and revising policies as needed.

## **Policies Not Covered**

Any school or classroom procedure not specifically discussed in this handbook shall be left to the discretion of the teachers and/or administration.

## **Promotion**

Elementary students are promoted at the end of each school year. If promotion is in question, a special consultation will be held with teacher and parents to discuss the situation. In considering promotion, the teacher will always have in mind what is best for the child. We know that Christian principles and love will preside over this decision.

Students may fail one subject, other than language arts or mathematics, and pass with an overall passing grade in the core subjects. If a student fails two (2) subjects, or if the student has a failing grade in language arts or mathematics, then the student will need to successfully complete summer school and verification must be given to the school office before promotion will be given.

Excessive absenteeism may also affect academic promotion.

## **Questions or Concerns/Grievance Policy**

In following the principles of Matthew 18, teachers and administrators are committed to contacting parents within 24 hours of a concern. Parents with questions and concerns are encouraged to follow this same principle. We ask that the following steps be followed with concerns:

1. Voice the concern or grievance in person to the individual in question.
2. If, after this personal conference, the person feels that the problem has not been resolved, he/she shall discuss the matter with the Principal. The Principal may, at their discretion, request that the concern or grievance be put in written format for further follow-up by the Principal.
3. If this matter has not been resolved with the Principal, the Principal shall forward the written complaint to the Senior Pastor, and the person may speak to the Senior Pastor.
4. If the matter is not resolved, the written complaint shall be forwarded to the School Board Chairman. The School Board Chairman will meet with the person in a timely manner. The Chairman can take the matter to the School Board at his/her discretion. The parent will be informed within 72 hours of a decision related to that matter. The School Board Chairman's decision is final, and the matter is then closed.

## **Report Cards**

Hard copies of student report cards are issued at the end of the first and fourth quarters of the school year. Throughout the year, parents and students should review RenWeb frequently to monitor academic progress. Quarter grades are given and posted through RenWeb.

## **School Hours**

Elementary school hours are 8:00 a.m. until 3:15 p.m. Students are allowed to go into their classrooms beginning at 7:50 a.m. and may stay after school until 3:30 p.m. After 3:30 p.m., students will need to be registered for Extended Care.

## **Search and Seizure**

Schools may conduct reasonable searches that are motivated by reasonable suspicion; such search may be targeted toward a specific student or group of students. School officials may search desks or cubbies. The school officials, too, may search student clothing and book bag if “reasonable suspicion” exists.

## **Solicit and Selling**

In the interest in eliminating what may become a school nuisance, no soliciting or selling of any kind of product is allowed during the school day unless previously approved by the principal.

## **Standardized Tests**

Standardized tests are administered annually. Results of the testing program help determine a possible modification in curriculum and instruction techniques as well as have another gauge to better understand students’ academic needs. The Iowa Test of Basic Skills (ITBS) is given in the spring of the year for grades 2-8.

## **Tuition Assistance**

Tuition includes costs of salaries and benefits, building operating costs, books, and supplies. Families will be set up through FACTS to automatically draft from responsible payee’s bank account or credit card (additional fees apply). Tuition may be divided into ten (10) equal payments occurring in July-January and March-May. February is the month Enrollment Fees are paid for the next school year.

A \$100 discount is applied to families that pay tuition in full by July 1. Multiple student discounts (10% second child, 25% third child or subsequent children) are also available. Enrollment Fees are non-refundable. The first tuition payment in July is also non-refundable.

Final report cards, transfer of transcripts, or promotions will be withheld until tuition and fees are paid in full. Additionally, a student will not be enrolled for the following school year until outstanding balances for the family have been paid in full. Any student with an unpaid balance or related obligations will not be eligible to attend an overnight field trip. Families with special financial circumstances are encouraged to speak with administration. Our financial office and/or administration monitors this and corresponds with individual families.

Application forms for tuition assistance are available online through FACTS and must be completed and submitted with the appropriate processing fees by the deadline.

To be eligible for up to 50% assistance, application must be submitted by April 15

To be eligible for up to 35% assistance, application must be submitted by June 1

To be eligible for up to 20% assistance, applications are submitted after June 1

Any applications submitted after July 31 will be considered on a first-come, first-served basis using whatever limited funds there may be available.

## **Volunteers**

Redeemer always welcomes adult volunteers in many situations both inside and outside our classrooms. To protect the students, all visitors and volunteers must sign in by scanning their driver’s license in the school office and be given a name badge to be on the campus while school is in session.

We encourage parents to be actively involved in their child's education by volunteering. There are a variety of ways parents may assist at Redeemer such as in the library, PSIA coaching, coaching, presentations in classrooms, and helping in the office.

## **Worship**

Redeemer Lutheran School is one key area of ministry of Redeemer Lutheran Church. All families are welcome to worship at Redeemer Lutheran Church. Service times are as follows:

Thursday at 7:00 p.m. (traditional)

Sunday at 8:00 a.m. (traditional)      9:30 a.m. (blended)      10:45 a.m. (contemporary)

Teachers keep a record of student worship attendance to monitor and encourage regular church attendance. As outlined in the Active Member Discount Agreement, Redeemer Lutheran Church member families are required to meet attendance standards, a minimum of 50%, to qualify for member tuition. Parents record their attendance by filling out the printed Welcome Cards located in the pews.

## **SECTION 3: ARRIVAL AND DISMISSAL**

To ensure the safety of our students, all drivers are asked to refrain from using hand held cell phones while on the Redeemer Lutheran Church and School campus. The following guidelines should be observed for arrival and dismissal:

### **Morning Arrival**

As we all know, Austin traffic can be challenging each morning. Redeemer Lutheran School is a regional school where families travel many miles daily to drop off children. With this understanding, the following morning drop off procedures are offered and should be followed for elementary school students:

- +Kinder Bridge-5<sup>th</sup> grade may be dropped off in the carpool line at the front of the church. This is along the fire lane. Please pull through as staff will open the door to allow your child to exit.
- +If you park and walk your child in the building, please park in the designated spaces. Parking is not permitted along the curb.
- +3<sup>rd</sup>-5<sup>th</sup> grade may also be dropped off along the fire lane on the back side of the gym. No parking is allowed in this area. Students will enter through the gym to go to their classrooms.
- + At 7:50 a.m., students are released to go to their classrooms. No KBR-5<sup>th</sup> grade student should be dropped off prior to this time without a parent entering the building with them.
- + Any student arriving after 8:00 a.m. should be brought to the school office to receive a tardy slip prior to going to class.

### **Afternoon Dismissal**

The school day for elementary students ends at 3:15 p.m. Unless students have after school athletics, tutoring, instrumental instruction, after school care, or a school sponsored club activity, all students should be picked up from the designated grade level pickup areas.

- + Parents may either come on campus to greet their child or wait in the car line for their child to come out to them.
- +Kindergarten-1<sup>st</sup> grade students will be picked up along the front of the church. Please join the car line closest to the building. Parents may stay in their car and pull through or park and walk up to meet their child.
- +2<sup>nd</sup>-3<sup>rd</sup> grade students will be picked up in the parking lot on the side of the church. Parents may stay in their car and pull through or park and walk up to meet their child.
- +4<sup>th</sup>-5<sup>th</sup> grade students will be picked up in the front of the church. Please join the car line on the left side of the fire lane. Parents may stay in their car and pull through or park and walk up to meet their child.
- + Students may wait for their ride at the designated pick up area until 3:30 p.m. Adult supervision is provided.
- + If the student's ride is late, students will be sent to the school office to call their ride.
- +Students not picked up by 4:00 p.m. will be sent to after school care and parents will be charged a drop-in fee.
- +Parents who know they will be late due to unforeseen circumstances such as unusual traffic, car trouble, or other family emergencies should call the school office to notify the staff. It may be requested that arrangements be made for an after school care drop-in.
- + Chronic late pickup will result in the parent being asked to register their child for the after school program.
- + After School Care pick up is required by 6:00 p.m. Late pick-up fee will apply after 6:00 p.m.
- + Students in after school care should be in the afterschool classroom by 3:20 p.m.

## **SECTION 4: COMMUNICATION**

### **Email**

Using email is a quick and easy way to communicate basic information or to have simple questions answered. All members of our staff are encouraged to respond to emails within 24 hours. If you have not heard from a teacher within 24 hours, please re-contact the teacher. Please know that lengthy emails are not an effective way to communicate. For more serious concerns or questions, face-to-face communication is always best.

### **Face-to-Face**

Much of the required communication can be easily handled through email, text message, or phone. However, there are times when parents and teachers may wish to engage in a deeper level of communication that requires a face-to-face conversation. All members of our staff are more than willing to speak with parents. When talking with teachers, please make arrangements to speak with them before school, after school, or during their prep time.

To meet with the assistant principal, Mr. Steven Jahnke, or the school principal, Mrs. Carol Mueller, parents may certainly try to visit without an appointment. If either one is available, they will be more than willing to talk with you. Parents may also schedule an appointment to meet with either administrator by contacting them via email.

### **Redeemer Rattler Reader**

The Rattler Reader is the official Redeemer Lutheran School electronic newsletter. It is published and sent out to school families on Friday with news and information pertinent to all school families. In addition, an email is sent to families on Mondays to highlight specific deadlines and calendar items for the upcoming week.

### **RenWeb.com**

RenWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children while protecting their children's information from others. Once logged in for the first time and establishing a password, parents can see their child's grades, attendance, and homework, check school and after school care balances and make payments (click "Go to FACTS"), update family information (e.g., phone, address, email changes), and download a family phone and address directory (for those who choose to be listed). Teachers also record lesson plans and weekly assignments on the subject areas they teach. Parents may communicate with teachers and other staff online whenever necessary. All that is needed is an internet-capable computer, tablet, or smartphone.

### **Phone**

Speaking with staff over the phone is a good way to communicate, although it may be very difficult to connect with a teacher during school hours. Teachers do not have voicemail, so it is generally easier to contact the teacher via email. Phone calls during classroom teaching hours should be directed to the school office. Messages are typically returned within 24 hours.

### **Remind 101**

An app called REMIND is used to inform parents of specific classrooms of activities, events, updates, or emergency notifications through phone text messaging or email. Parents will be asked to set this

notification system up on their mobile device at the beginning of the school year. It is not required that a parent download the app.

### **Social Media**

The official social media sites of Redeemer Lutheran School are found on Facebook, Twitter, and Instagram. They are located at the following addresses:

Facebook – [facebook.com/redeemerschoolaustin](https://facebook.com/redeemerschoolaustin)

Twitter – [twitter.com/RedeemerSchool](https://twitter.com/RedeemerSchool)

Instagram – [redeemerlutheranschoolaustin](https://redeemerlutheranschoolaustin)

Parents and friends of Redeemer Lutheran School are asked to respond to posted information on our social media sites in a way that represents the mission of Redeemer Lutheran School – Love Jesus, Love Learning, Love Others. The school administration has the right to revoke, block, delete posts, or unfollow individuals from the school’s social media sites who respond in an unchristian manner.

### **Text Message**

A few teachers allow communication from parents through this form of communication. However, please understand that teachers may not be able to respond to text messages until after the end of the school day. Our teachers’ primary responsibilities between 7:50 a.m. and 3:30 p.m. are the children entrusted to their care. Parents needing to share important information with teachers should call the school office. The office staff will then communicate the information to the respective teachers.

### **Website**

The School webpages are embedded into the Redeemer Lutheran Church website. Simply log onto **redeemer.net**, click on the SCHOOL tab OR go directly to **redeemerschool.net** and you will be able to have access to relevant school information. Some of the information is static, not changing throughout the year while other information is dynamic, changing frequently throughout the year. Please check out the website often to stay in touch with current school news.

## **SECTION 5: EXTRACURRICULAR ACADEMIC ACTIVITIES**

### **Eligibility Requirements**

Students wishing to be involved in extra-curricular activities must meet a minimum standard in terms of grades and conduct. An extra-curricular activity is defined as one that has meetings outside of the 7:50 a.m. – 3:45 p.m. school day. Students who wish to participate must keep a 70% or higher average in all classes. If a student falls below this average on a 9-week report card or mid-term report, they will not be allowed to practice or participate with the group for a minimum of three calendar weeks, beginning with the Monday after the grade is issued. If a student's grade is above 70% after this three-week period, the student can be declared eligible to participate again with the approval of the teacher (who gave the grade), parent, and activity sponsor. Students placed on probation will be notified by the Athletic Director or the administration if they are ineligible to participate. To participate in an after-school activity, a student must not have missed more than two hours of the school day on the day of the activity.

### **Private Schools Interscholastic Association (PSIA)**

With 19 contest categories covering a wide range of disciplines in 59 academic contests, PSIA provides an exciting opportunity for private school students through grade 8 to engage in academic competition with their peers throughout the state of Texas. PSIA remains the most comprehensive academic extracurricular program in the nation for students in grades 1-8.

Practices may be held during the lunch hour or before/after school. District competition takes place in the months of February or March. Students finishing in the top two in District in their event move on to State competition held at Texas Christian University at the end of April or beginning of May.

### **Concordia Spelling Bee**

Three elementary school students in grades 3, 4, and 5 earn the right to represent Redeemer Lutheran School as they compete at the Concordia High School Spelling Bee in January. Students from six Austin area Lutheran schools compete in individual and team competitions.

### **Scripps Spelling Bee**

Three participants from each grade level may compete in the schoolwide Scripps Spelling Bee held at Redeemer in January. The school champion advances to represent Redeemer in the area competition in February.

## **SECTION 6: FOOD AT REDEEMER**

### **Hot Lunch Program**

Redeemer Lutheran School students enjoy the meals provided by L&L Catering in Austin. L&L Catering provides school lunches for private schools in the Greater Austin Area. They offer many options and work with the school staff and administration to create balanced meal plans. They have the backing of nutritionist-inspired recipes that are kid-friendly, balanced, and nutritious. L&L prides itself on using fresh produce purchased at local farmer's markets and using wholesome, non-processed ingredients, such as chicken breasts. Most of their dishes are made from scratch.

The 2018-19 price for lunch is based on grade level. Kinder Bridge and Kindergarten is \$4.50. 1<sup>st</sup>-4<sup>th</sup> Grade is \$5.50, and 5<sup>th</sup> grade is \$5.75. It is preferred that student lunches be ordered monthly. Student lunches may be purchased weekly. If a child forgets to bring for the day, a lunch may be purchased for the day at the walk-in rate of \$6.50.

### **Snacks in the Classroom**

Elementary school students may bring a snack for a mid-morning break so long as it does not become a distraction to fellow students and/or teaching and learning taking place in the classroom. We encourage students to select healthy protein snacks, a granola/fruit bar, or fruit/vegetable items.

## **SECTION 7: HEALTH SERVICES**

### **Disease/Illness**

Redeemer Lutheran School strives to guard the health of all students. To help minimize the spreading of disease, a child showing signs of illness (sore throat, low grade fever, rash, etc.) should be kept home until the condition is corrected. The same applies to children with a severe cold or cough.

Children who do not feel well at home before school are requested to stay home for the entire school day. Students who vomit over the night or morning should not attend school. Students must be fever-free for 24 hours before returning to school.

If a child becomes ill at school, the child will be taken to the school nurse for initial isolation and evaluation. Parents will be called to pick up their child for the following conditions: fever of 100.4 or greater (orally), vomiting, diarrhea, chicken pox, pink eye, untreated head lice and ringworm, impetigo, and other suspected communicable disease as listed in the Texas Department of Health chart.

When returning to school from a contagious disease or illness, a doctor's permission to return to school is strongly encouraged.

### **First Aid and Injury**

Redeemer enjoys the blessing of a school nurse on campus during school hours. The nurse will administer first aid in cases of minor injuries (cuts, scrapes, bruises). Serious or questionable injuries will be referred to the parent(s) immediately. EMS and the child's parent(s) will be called for life threatening injuries or illnesses.

### **Immunization**

State law prescribes certain immunizations be given at various ages. When a child is enrolled at Redeemer, their parents must show that the child has been immunized or that a current medical or religious objection is on file. Parents are requested to provide the school with completed immunization records prior to the beginning of the school year.

### **Medical Screenings**

Redeemer Lutheran School provides the following required medical screenings for middle school students:

**Vision and Hearing Screening** – Kinder Bridge, Kindergarten, Grade 1, Grade 3, Grade 5, and Grade 7 and new students to Redeemer will have a vision and hearing screening done by our nurses at no cost.

**Spinal Screening** – Girls at age 10 and 12, and boys at age 13 or 14, will receive a spinal screening at no cost.

Any student who does not meet the minimum standards on any of the above screenings will be required to be evaluated by a professional and submit the signed verification to the office.

If parents prefer these screenings be done by the child's physician, we ask that a written and signed verification by the doctor be submitted to the office.

## **Medication Administration**

Texas law requires that medication be administered by the school nurse or designee. Students should not be in possession of any medication. The following guidelines must be followed:

1. Medication must be the original, labeled container.
2. A signed and dated note must be attached from the parent indicating the time and amount of medication that should be administered.
3. The amount administered cannot exceed the recommended dosage.

Non-aspirin, over-the-counter medication, such as Tylenol or Advil, can be given when needed, if permission is given by phone or with a written or electronic signature.

## **SECTION 8: MUSIC**

### **Choirs**

Choir rehearsals take place once a week for students in grades KBR-5. Choirs are separated into three groups: Kinder Bridge/Kindergarten/Grade 1, Grades 2 and 3, and Grades 4 and 5 (JV Choir). Rehearsals focus on vocal technique, listening, and learning to sing in parts. The choirs perform in a concert at the end of each semester. The choirs frequently sing at scheduled Sunday worship services.

Singing in Redeemer worship services is a way we honor and praise God along with giving back to the church family who supports us financially and in prayer. The efforts of the students and director are best represented and appreciated when the entire choir is present. When school choirs are part of the Redeemer worship service, Redeemer church member children are expected to attend and children who have other church homes are strongly encouraged and invited to participate.

### **Classroom Music**

Elementary students attend music classes one time each week. They learn the concepts of music through singing, moving, listening and playing instruments. These key concepts are taught through instruction in the Orff and Kodaly approaches. Classes showcase their work during evening performances which take place a couple of times each year. Students also learn to read and compose music. Various composers' styles of music are studied.

## **SECTION 9: STUDENT BEHAVIOR EXPECTATIONS**

At Redeemer Lutheran School, we do not think of the term “discipline” as meaning punishment, but rather as the teaching of self-control, Christian attitudes, orderliness, efficiency, and responsibility. Therefore, our teachers will deal with students in accordance with the teachings and philosophies of Christ Jesus. The teachers will tolerate actions acceptable for certain areas of growth, redirect negative actions where necessary, and finally, stop any unacceptable behaviors that interfere with the learning process of others. Students will be led to understand that for happy living, it is necessary to love our Lord first, to love one another as brothers and sisters in Christ, and to serve and respect one another’s rights and privileges.

The teacher, guided by God’s Word, accomplishes the enforcement of discipline. Our teachers will take measures in the classroom to ensure that the atmosphere remains positive and educational. If the teacher cannot obtain acceptable conduct and cooperation from a student, then the teacher will report such disobedience to the parents of the student.

The most important outgrowth of a discipline plan is the understanding that both the parent and the teacher have a mutual interest – the success of the child. An ongoing communication link between the parent and teacher can help guide the student through a successful school year.

Scripture shapes and supports our School Discipline Guidelines. Below are Bible verses upon which these guidelines are built.

**Colossians 3:12** – Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience.

**Hebrews 12:7-11** – Endure hardship as discipline; God is treating you as His children. For what children are not disciplined by their father? If you are not disciplined – and everyone undergoes discipline – then you are not legitimate, not true sons and daughters at all. Moreover, we have all had human fathers who disciplined us and we respected them for it. How much more should we submit to the Father of spirits and live! They disciplined us for a little while as they thought best; but God disciplines us for our good, in order that we may share in his holiness. No discipline seems pleasant at any time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained in it.

**Romans 12:2** – Do not conform to the patterns of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is – his good, pleasing and perfect will.

**Philippians 4:8** – Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.

### **Attendance**

Regular attendance is a vital factor in any student’s academic progress. The responsibility for such attendance rests with the parent. Notification of absences are REQUIRED to be in writing or by a telephone call to the school office.

## **Absences**

School administration records student attendance patterns throughout the school year, noting full-day and partial day absences, as well as any late arrivals (tardy) or early departure. Such information will be recorded on students' official attendance records.

School administration shall assume leadership for all matters relating to school attendance. As the school's "attendance officer", the assistant principal is obligated to report on and follow-up on suspected cases of habitually absent, tardy, or truant students. Such administrative action will be based on the available evidence and facts for each individual case. A high absenteeism rate will result in administrative action through the school office.

Students must be in attendance at least 90% of the days each semester to receive credit for the school year. Less than 90% attendance may result in the student not being promoted to the next grade level. Parents may appeal this decision by following the Appeals Process that considers extenuating circumstances and whether the student completed missed work.

If a student arrives more than one (1) hour late or leaves for more than one (1) hour during either the morning or afternoon, he/she will be counted absent for one-half day. **Exception** would be a written memo from a dentist or doctor when the child's appointment was scheduled during regular school hours.

## **Doctor's Appointments**

If a doctor's appointment is scheduled during the school day, we encourage parents to schedule it at the beginning or end of a school day. A note should be obtained from the doctor's office and submitted to the school office upon the student's return, or the following morning.

## **Make-up Assignments and Tests**

A student who was absent will be allowed one day for each day absent plus one extra day to make up work and tests. Make-up work for pre-planned absences must ideally be requested at least one week in advance of the absence. Make-up work for pre-planned absences is due on the day the student returns to school.

## **Tardiness**

Students are expected to be in their classrooms by 8:00 a.m. If a student arrives after the start of the school day, he/she will be counted tardy; or, if a student misses one (1) hour or less from any part of a school day, it will be counted as a tardy. In order for a student to receive a full day's credit, he/she must be present the entire day. **Five (5) tardies equal one (1) absence per nine (9) weeks. A note must be sent with the student explaining why the student was late or the parent must sign the student into the office.**

On severe weather day or days when there are serious traffic problems, as determined by the school administration, no students will be counted tardy.

If a student is chronically tardy in spite of the homeroom teacher's efforts at correction, the student will be reported to the administration who will confer with the parents in an effort to correct the matter. Every tardy will be recorded on a student's report card.

## **Truant or Unexcused Absences**

Students must have written or verbal permission of a parent or legal guardian to leave school. Accumulated unexcused absences or truancy will result in administrative action.

## **Vacations**

We understand that learning is not solely confined to the classroom. Absence from school for some types of vacations offers unique cultural advantages for the student. However, any extended absence from school may lead to academic loss to the absentee. This loss is much greater with some students than with others, so vacation absences must be treated with attention to the needs of the individual student. Families are encouraged to use the times Redeemer has days off of school for vacations. However, should extended vacations occur during the school year, parents must assume full responsibility for the academic progress of their children. The student must get all assignments they will miss on vacation and the assignments need to be turned in the day they return from the vacation.

## **Bullying/Cyber-bullying**

Redeemer Lutheran School is committed to providing a learning and working environment that is free from bullying. The atmosphere at Redeemer should be such that all individuals and groups are treated with respect and dignity. It shall be a violation of this policy for a Redeemer staff member, volunteer, parent, or student to bully another person physically, verbally, or relationally. Redeemer will take preventative steps to discourage bullying from occurring. The school will treat allegations of bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Cyber-bullying/harassment takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. Punishment may vary all the way up to an expulsion.

A charge of bullying/cyber-bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying will result in disciplinary action being brought against the alleged bully.

## **Definitions**

1. The State of Texas defines bullying as a *“means engaging in written or verbal expression or physical conduct that will physically harm another student or student’s property, or is persistent enough to create an intimidating or threatening educational environment for a student.”*
2. “Staff member” includes any person employed at Redeemer.
3. “Redeemer family” includes anyone associated with Redeemer, including students, parents, staff members, volunteers, extended family members, and other interested parties.
4. “School activities” includes classes, recess and break time, before and after-school time that the student is under school supervision, extra and co-curricular activities sponsored by the school, regardless of the location.

## **Responsibilities**

All faculty, staff, students, and parents will be issued the most current version of this policy within the first thirty (30) days of the new school year. Members of the Redeemer family are expected to:

1. Conduct themselves in ways that contribute to the positive environment at Redeemer.
2. Avoid activities that may be considered bullying as defined by the State of Texas.
3. Immediately inform people engaged in bullying activity that their behavior is offensive and unwelcome at Redeemer.
4. Report all incidents of bullying, regardless of the age or position of the alleged bully, to people in positions of authority at Redeemer.

5. Partner with others to provide a system of communication and support for positive behavior, valuing differences and promoting sensitivity to others.
6. Immediately stop behavior that is determined or perceived to be bullying.

### **Preventative Action**

1. Teachers will establish classroom practices and integrate elements into the curriculum intentionally designed to create an environment free from bullying.
2. Staff members will monitor situations and conditions where bullying is more likely to occur, including lunch breaks, recess, and classroom exchanges.
3. Staff members will monitor persistent cases of alleged bullying, maintaining confidentiality and sensitivity toward the situation.
4. All members of the Redeemer family will be encouraged to accept and embrace diversity, demonstrating sensitivity to others.
5. Teachers will visually display reminders of Redeemer's commitment to maintaining a bully-free environment (i.e. banners, signs, posters, etc.).
6. The policy administrator in conjunction with the School Board will develop and implement a bullying prevention plan.
7. The policy administrator will effectively communicate the bullying prevention plan.

### **Responsive Actions**

1. Those who believe they have been subjected to bullying should report the incident to the administration. Students may report the incident to any adult or staff member with whom they feel comfortable discussing the situation. The adult shall document and report the incident to the administration.
2. Staff members shall investigate allegations of bullying promptly and thoroughly, maintaining strict confidentiality. The policy administrator shall be informed of all bullying investigations and may be included in the process if necessary.
3. Staff members shall determine and/or substantiate allegations of bullying by interviewing bystanders as appropriate.
4. Upon determining and/or substantiating bullying behaviors as defined by the State of Texas, the policy administrator will inform the person conducting the bullying that the behavior is offensive and unwelcome at Redeemer and must stop immediately. The policy administrator shall document the incident and determine an appropriate consequence. Repeat offenders may be subject to suspension/expulsion.
5. The policy administrator shall notify the complainant, the alleged bully, and their parents (if applicable) when the investigation is complete, informing all individuals involved of the findings of the investigation and recommended course of action.

### **Retaliation**

Retaliation against any person who reports alleged bullying behaviors or assists with an investigation will not be tolerated. Retaliation includes, but is not limited to, any form of intimidation, reprisals, or harassment.

### **False Allegations**

False allegations intentionally levied against another individual will not be tolerated.

## **Cafeteria Behavior Expectations**

Elementary school teachers will provide supervision for students eating in the cafeteria. Students are expected to:

1. Use normal conversation voices
2. Keep conversations positive
3. Appropriately use food and utensils
4. Remain seated while eating
5. Use good manners
6. Throw away trash, recycle plastic and aluminum, place utensils in a container and tray on the shelf
7. Maintain a clean area where students eat

## **Cell Phone Use**

Cell phones are not to be used by students between the hours of 7:45 a.m. and 3:30 p.m. They are also not allowed in Before and After School Care. Violators of this policy will have their phones confiscated. They will be returned at the end of the next school day for a \$25 fee (donated to the monthly chapel offerings).

## **Damages and Vandalism**

All of the materials, equipment, facilities, etc., belong to the members of Redeemer Lutheran Church. Misuse or abuse of these facilities creates a greater expense in maintenance and upkeep for everyone. This expense is eventually passed along to the parents. It is our desire that a feeling of ownership would develop where all of the students would take a greater pride in their school and treat these facilities and materials with great respect and care. Any unnecessary hard usage or damage to books, tables, chairs, or any school property or equipment will not be tolerated. Replacement or repair of any item and the cost of labor applicable is the responsibility of the parent and/or child. The principal, in consultation with the teacher, will make judgment on all such matters. Failure to pay for damage may result in suspension from school. Bathroom behavior is closely monitored. Failure to follow appropriate bathroom conduct will result in disciplinary action.

## **Disciplinary Interventions**

Because each student is unique, the best interventions for each discipline situation will vary. Disciplinary interventions may result in some of the following actions being taken:

### **Behavior Management**

Consequences may be given for such situations as:

1. Student is repeatedly not on task
2. Student is repeatedly not following directions
3. Student is being rude and/or disrespectful

### **Saturday Detention/In-School Suspension**

Saturday Detention or In-School Suspension may be assigned for any of the following:

- + Cheating on tests, projects, and writing assignments (including plagiarism)
- + Profanity (written, spoken, gestured, etc.)
- + Fighting
- + Threats of violence
- + Vandalism

Saturday Detention details are as follows:

- + Saturday Detention is from 8:00-10:00 a.m.
- + The fee required from parents is \$20.00.
- + Parents are to bring their child to the school office by 8:00 a.m.
- + The student must bring homework or a book to read.
- + The parents must come to the school office at 10:00 a.m. to sign their child out.
- + Late parents will be assessed a \$1.00 charge for every minute they are late after 10:00 a.m.
- + If a student is unable to attend the scheduled Saturday Detention, a parent must call the school office by noon on Friday to reschedule. Students not showing up at the scheduled time will be assessed a \$20.00 fee and must pay an additional \$20.00 fee for the rescheduled date. If a student receives a second Saturday Detention, it may result in assisting a Saturday morning work crew on campus.

### **Suspension and Expulsion**

If a disciplinary problem continues, or if a serious problem arises requiring immediate suspension from the school, a consultation of the student, parent(s), and school administrator(s) is required. The student's return to school will be determined as a result of the consultation process. The conditions of the probationary return will be outlined upon return. If the problem still continues, the principal may recommend the child be expelled from school and immediately contact the chairman of the Board of Education of the action.

In the case of flagrant misbehavior, the school principal may begin the process at any level, including recommendation of expulsion. Parents will have the right to the appeal process using the grievance policy stated below.

Finally, the school will not use corporal punishment on a student for any misbehavior.

### **Grievance Policy**

If a parent has a concern, they are asked to contact the teacher or staff person first. The following procedure will be used to deal with conflicts.

Concerns originating from parents regarding a member of the faculty or staff shall be dealt with following the philosophy found in Matthew 18, as follows:

Step 1: Voice the concern or grievance in person to the individual in question.

Step 2: If after this personal conference, the person feels that the problem has not been resolved, he/she shall discuss the matter with the Principal. The Principal may, at their discretion, request that the concern or grievance be put in written format for further follow-up by the principal.

Step 3: If this matter has not been resolved with principal, the principal shall forward the written complaint to the Senior Pastor, and the person may speak to the Senior Pastor.

Step 4: If the matter is still not resolved, the written complaint shall be forwarded to the School Board Chairman. The School Board Chairman will meet with the person in a timely manner. The Chairman can take the matter to the school board at his/her discretion Parent will then be

informed within 72 hours of a decision related to that matter. The School Board Chairman’s decision is final, and the matter is then closed.

## Drug Testing

Redeemer Lutheran School strives to provide an environment free of drugs, including alcohol and tobacco. There is, therefore, an emphasis on preventing use of these materials by providing accurate information about them to students and parents. Any student involved in the use, sale, or distribution of drugs (including alcohol and tobacco) on campus, or at school sponsored functions, is subject to one of the following:

1. Suspension with professional counseling required before readmission can be considered.
2. Expulsion

The Principal and the Board of Christian Education will consider the facts of each case to determine which disciplinary action is taken.

Redeemer does not require drug testing of students during the enrollment process and we do not test randomly after enrollment is complete. However, Redeemer Lutheran School retains the responsibility to assure that students are drug free. To that end, if substantiated evidence is presented to the leadership of Redeemer, a student may be required to undergo drug testing by a qualified medical officer. Once required, the student may be placed on a temporary suspension until conclusive results are made available. If testing is not completed within the time frame provided, the student’s continued enrollment will be reviewed by the school principal and Board of Christian Education or their appointees.

## Dress Code Guidelines

The School Board and faculty believe that a uniform dress code is desirable since the dress of students reflects what Redeemer Lutheran School represents. Our emphasis is on neatness, good grooming, and good taste. Students are expected to avoid extremes that attract undue attention. Research has shown that appearance and good grooming improve a student’s general behavior and study habits.

<b>Shirts</b>	Redeemer Polo Oxford Shirt Turtleneck Peter Pan Blouse	+Polo shirts (White, Navy, Hunter Green, Red) must have Redeemer Logo embroidered on it – Purchased from Dennis Uniform (DSU) +Shirts must be tucked in at all times. +Turtleneck shirts, polos, and blouses may be worn under the jumpers. +Turtleneck/undershirt colors (may be worn under polo shirts): White, Navy, Hunter Green, Red, Black, Grey (need not to be purchased from Dennis Uniform) +Oxford Shirt colors: White or Light Blue (does not need to be purchased from Dennis Uniform) +Peter Pan Blouse color: White (does not need to be purchased from Dennis Uniform)
<b>T-Shirts &amp; Sweatshirts</b>	Redeemer Theme Shirt & Redeemer Sweatshirt	+Students may wear the current year’s Theme Shirt on Fridays or on teacher-designated field trips only. +Students may wear Redeemer-sponsored Sweatshirts and Hoodies over school uniform shirts.
<b>Slacks &amp; Shorts</b>	+DSU-style Slacks +DSU-style Shorts +DSU-style Capri Slacks +No Denim/Jeans Fabrics	+Colors: Navy, or Khaki +Flat-front or pleated +Slacks & shorts are to be worn at the waist – NO low-rise/hip huggers +Pockets should resemble DSU (NO Cargo-style shorts) +Shorts must be no more than 5” (front & back) from floor when kneeling

<b>Skirts, Skorts Jumpers &amp; Tights</b>	Blue Plaid Jumpers and Skirts from Dennis Uniform DSU-style Skirts DSU-style Skorts Tights/Leggings	+All plaid clothing (jumpers and skirts) must be purchased from DSU +Skirt Colors: Navy or Khaki (must resemble Dennis Uniform) +Skort Colors: Navy or Khaki (must resemble DSU) +Skirts, Skorts and Jumpers must be no more than 5" (front & back) from floor when kneeling +Jumpers must be worn with Redeemer approved shirt underneath. +Solid White, Navy, Red, Hunter Green, or Black tights/leggings may be worn under skirts.
<b>Outer Garments</b>		+Redeemer-sponsored Sweatshirts, Hoodies, Jackets, Windbreakers may be worn over school uniform in classrooms if the student is cold. On cold weather days, heavier coats may be worn outside but not in classrooms. +Cardigan Sweaters in solid Navy, Red, White, Black, Green, Grey, or Brown (does not need school logo) may be worn in classrooms over school uniform shirts. +Navy fleece jacket with Redeemer logo from Dennis Uniform may be worn in classrooms.
<b>Shoes &amp; Socks</b>		+Shoes must be athletic or closed-toe dress shoes/boots with heels no more than 2" in height. NO Crocs, Heelies, or Sandals may be worn. +Students must wear socks. Sock length may range from ankle to knee high.
<b>Accessories</b>		+Hair Accessories: May be worn as long as it is not distracting +Jewelry: For student safety, only small studs or hoop (no larger than quarter-size) earrings; only small close-fitting necklaces will be permitted. Body piercings will be limited to the ears. +No head covering of any type will be allowed in buildings, including but not limited to hats, caps, bandanas, hoodie/jacket hoods, and sunglasses.
<b>Body Art &amp; Hair</b>		+Hair should be well groomed and kept out of eyes. All hair color must be a natural color and not create a distraction. +Body piercings will be limited to the ears. +Tattoos and body branding will not be permitted.

### End of Day Car Line Expectations

The school day ends at 3:15 p.m. Students leaving for home at the end of the school day should be packing up their belongings and following their teacher to their respective pick-up area no later than 3:15 p.m. All students should be picked up no later than 3:30 p.m. Any student who is not picked up by 3:30 p.m. will be asked to go to the school office. Parents will need to come into the office to pick up their child and sign them out. Students not picked up by 4:00 p.m. will be sent to after school care and parents will be assessed a child care drop-in fee. If the student's ride is consistently late, the child will need to be enrolled in Redeemer's After School Care program.

### Hallway Behavior Expectations

All students are asked to do the following during their transition periods from room to room on the campus:

1. Walk in the hallways or on the sidewalks
2. Respect fellow classmates' personal spaces
3. Use an indoor voice when having conversations

### Harassment

Redeemer's Anti-Harassment Policy (as outlined in Section 2: Administration) is applicable to students in its entirety.

**Nuisance Items**

Items brought to school that are not part of the necessary or required school supplies or material may be considered a “nuisance” and may be confiscated by the teacher if used at inappropriate times. Students are strongly discouraged from bringing to school items of significant value.

**Weapons**

Students possessing items which may pose a danger to students and staff (guns, knives, matches, fireworks, etc.) will be referred to administration. Consequences may include suspension or expulsion.

## **SECTION 10: STUDENT SERVICES**

The student population of Redeemer is becoming increasingly diverse, especially in the area of academic performance. No longer do we have “cookie cutter” or “one-size-fits-all” students who all basically perform at the same level. In order to most effectively reach as many students as possible, special services must be provided. Redeemer is blessed with a specialized teacher in elementary school to assist students, teachers, and parents in this area. This page outlines the services that Redeemer Lutheran School is able to provide.

### **Counseling Services**

Listed are some of the counseling providers that have been used by students and families over the years at Redeemer. We have received favorable feedback on the services provided. Contact the school office if you desire more information.

Austin Stone Counseling—412-961-5575

Abundant Life Counseling Services—512-285-5100

Brad Mason, LPC Child and Family Counseling

- Licensed Professional Counselor

- Licensed Specialist in School Psychology

- Licensed Psychological Associate

### **Individualized Service Plan (ISP)**

It may become necessary for some students to receive an Individualized Service Plan (ISP). ISPs typically outline special modifications necessary to encourage and/or facilitate the successful progress of students. Our teachers work with local public school personnel or private educational psychologists to create and implement ISPs. ISP goals are monitored by classroom teachers and our specialized teacher in this field, and they are updated on a yearly basis. ISPs are the non-public school equivalent to an Individualized Education Plan (IEP). Not every student with an IEP can be serviced through Redeemer Lutheran School.

### **Power Center**

Power Center exists to provide additional intervention for struggling students and helps carry out modifications for students with learning differences or suspected learning differences. For all students enrolled, intervention will be catered to the student with the input of the parent and classroom subject teacher. This service comes with an additional dollar cost. To qualify, students in grades 3-5 must have a diagnosed learning disability.

### **Reading Intervention**

Students in K-2<sup>nd</sup> grade may be identified by their teacher as needing additional help in developing into a strong reader. Redeemer provides assistance for these students based on teacher recommendations. The number of students is limited to allow the students who need this help to receive adequate time with our Reading Interventionist.

**Section 504 Plan**

Section 504 Plans are awarded to some students who may have physical disabilities or a diagnosed learning disability. 504s are similar to ISP's in that individual modifications and goals are determined, implemented, and monitored. One major difference is that public school personnel are not involved with 504s. 504s are the sole responsibility of Redeemer's staff.

## **SECTION 11: TECHNOLOGY**

### **Internet Acceptable Use**

Redeemer Lutheran School is pleased to offer students access to the Internet. The Internet is an essential tool for our current society. It helps students and teachers communicate and collaborate with other individuals and groups around the world, and significantly expands their available information base. The Internet is a tool for life learning.

Families should be aware that some material accessible via the Internet might contain some items that are illegal, defamatory, inaccurate, or potentially harmful. In addition, it is possible to purchase certain goods or services via the Internet, which could result in unwanted financial obligations for which a student's parent/guardian would be liable. We as Christians need to guard against improper use and instead be witnesses to share our faith by proper use of these resources.

While it is Redeemer's intent to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though Redeemer institutes technical methods or systems to regulate students' Internet access, those methods will not guarantee compliance with Redeemer's Internet Acceptable Use Policy. That notwithstanding, Redeemer believes that the benefits to students of access to the Internet exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and informational sources. Teachers at Redeemer will guide students to Christian standards in Internet usage.

The student and his or her parent must sign our Internet Acceptable Use Agreement and iPad Contract prior to using the Internet resource in the school. This document will be kept on file at Redeemer Lutheran School.

### **Safety First When Online**

1. Never post your personal information such as your cell phone number, address, or the name of the school.
2. Consider going through your current social networks and removing information that could put you at risk. This information online is available to people whom you don't know.
3. Protect your friends and family by not posting names, ages, phone numbers, addresses, or school locations.
4. Refrain from posting schedules of upcoming activities.
5. Think before you post photos. Once posted, they are in public domain. Be sure all photos are appropriate in nature
6. Don't reveal personal information through photos such as where you live or where you go to school.
7. Never post a photo of someone else without permission.
8. Never give out your password to anyone other than a guardian or parent.
9. Be careful of relationships developed online. You don't really know who the other person is online. Never, under any circumstance, meet someone alone in person whom you have only met online.

## **iPad**

Students in Grade 5 may bring their iPad to school every day. iPads and other accessories may be confiscated by the school for breaking the rules in the following contract. The student will be allowed to claim their iPad at the end of the following school day for \$25. This money will be put in the offering for the school.

### **Redeemer Lutheran School iPad Contract**

I will:

1. Take care of my iPad.
2. Keep my iPad safe by putting it away when not in use.
3. Treat my iPad as a delicate piece of technology.
4. Protect my iPad by only carrying it while it is in its case.
5. Not loan my iPad to other students.
6. Respect other people's iPads.
7. Bring my iPad to school fully charged.
8. Keep food and beverages away from my iPad since it may damage the device.
9. Understand that no iPads are allowed at lunch.
10. Only use the student wireless and will use the Internet appropriately.
11. Use my iPad in ways that are appropriate and demonstrate my Christian integrity.
12. Not respond to Message or iChat in school.
13. Keep AirPlay off and will only turn it on with teacher permission.
14. Email with teacher permission only.
15. Use only appropriate pictures as screensavers so that they do not represent anything that would be against my Christian faith or Redeemer Lutheran School's rules and policies.
16. Not use my camera or video inappropriately, for example, in the bathroom or church lobby.
17. Understand that my iPad can be inspected by teachers, principals, or staff of Redeemer at any time.
18. Notify a teacher immediately if I come across inappropriate information while I am doing research.
19. Not swipe the screen or hit the home button to move from a screen as a teacher approaches, and I realize the punishment will be an automatic lunch detention.
20. Notify my teacher and parents immediately if my iPad is lost, stolen, or broken. I realize my family is responsible for any cost to fix or replace my iPad.
21. Turn my iPad with the "Apple up" any time the teacher requests this.
22. Mute the sound on my iPad unless permission is granted for instructional purposes.
23. Not record the classroom without specific permission from the teacher.
24. Not do other activities on my iPad such as games or music or other than provided by the teacher.
25. Maintain storage, updates, and back-up my files.
26. Not use VPN servers at any time on campus.
27. When my iPad breaks or malfunctions, **I will have my iPad repaired within one week.**
28. **Most importantly, I will remember relationships are far more important than becoming consumed with technology.**

**Redeemer Lutheran School  
iPad Contract  
2018/2019 School Year**

---

---

**I agree to the contract set forth in the above document. Discipline will be handled on an individual basis. When an iPad is confiscated, it will be returned at the end of the following school day with a \$25 fee.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Redeemer Lutheran School  
Parent/Student Handbook Agreement  
2018/2019 School Year**

This is to acknowledge that I have received a copy of Redeemer Lutheran School's Kinder Bridge-5<sup>th</sup> Grade Handbook. My child and I have read the Handbook, and we agree to comply with and support the policies stated within.

Visit <http://www.redeemerschool.net/apps/pages/handbook> to review an electronic version of this handbook.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

*Please return this signed and dated form to your child's teacher by Monday, August 27, 2018.*