



PARENT & STUDENT HANDBOOK

ROYAL REDEEMER LUTHERAN SCHOOL

2019-2020

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Dear Rocket Family of RRLS,

Welcome to the start of the 2019-2020 school year! We are blessed to teach, inspire, care for, and equip each and every student! Within this handbook is an important set of guidelines and policies in place to ensure a successful school year together. Please read through each section carefully. For returning families, note changes in areas of attendance, code of conduct, student arrival and departure, and extended care. If you have any questions, just ask and we will be glad to assist you!

In addition, we'll also provide you with a helpful directory of each family's contact information. This resource is provided to help our families connect in meaningful ways; such as class parties, birthdays, etc. Almost all families are included, while some opt out. That information can be sought through the classroom teacher; but only once it has been approved by the family.

Thank you for helping to support our mission to equip each student to achieve educational excellence, inspire a lifelong love of learning, and grow Christian leaders in our 36th year of school ministry. YOU are our Rocket Family! May God abundantly bless our year together!

Kindly in Christ,

**Mrs. Heidi Malone
School Principal**



We ask that you check the box below, sign, and date this portion once you have read the Parent and Student Handbook. Please return no later than September 16th, 2019. Thank you.

We read, understand, and will ensure our family and child(ren) will practice the policies stated within this handbook.

(Student Printed Name/Signature)

Date

(Parent/Guardian Printed Name(s))

(Parent/Guardian Signature(s))

Table of Contents

Accountability For The School	Page 23
Administration	Page 23
Administration Of Medication To Students	Page 19
Application and Admission	Page 6
Assemblies	Page 10
Athletics	Page 32
Auxiliary Services Program	Page 30
Band	Page 32
Awards and Recognition	Page 24
Birthday Book Club	Page 33
Birthdays	Page 32
Bus Guidelines	Page 9
Calendar	Page 10
Cell Phones	Page 17
Christian Leadership & Character Education	Page 25
<u>Christ-Like Conduct</u>	<u>Page 24</u>
Church or Sunday School Attendance	Page 10
Class Visitation	Page 10
Code Of Conduct	Page 26
Code Of Conduct for Parents and Families	Page 25
Communicable Disease Policy	Page 21
Communicable Disease Procedure Chart	Page 22
Conduct	Page 25
Curriculum	Page 24
Departures/Returns During School Hours	Page 8
Dress Code Policy	Pages 13-14
Early Entrance Into Kindergarten	Page 6
Eligibility for Extracurricular Activities	Page 33
Emergency Closing Of School	Page 20
Emergency Information Record	Page 15
<u>Enrollment Procedure</u>	<u>Page 6</u>
Extended Care K-8	Page 34
Evaluation Policy	Page 28
Excessive Absence/Truancy	Page 9
Excused Absences	Page 8
Faculty and Staff	Page 24
Family Vacation	Page 8
<u>Tuition Fees and Finance</u>	<u>Page 30</u>
Field Trips	Page 11
<u>Governance And Organization</u>	<u>Page 23</u>
Grading	Page 27
Grading Standards	Page 27
Graduation	Page 30
<u>Health, Wellness, And Safety</u>	<u>Page 18</u>
Health Requirements And Services	Page 18
Homework Policy	Page 12
<u>Identifying Student Progress</u>	<u>Page 27</u>
Illness When In School	Page 18
Injury At School	Page 18

Intermediate and Middle School Extended Day Trips	Page 11
Jarod's Law	Page 20
Lockers	Page 12
Lost And Found	Page 11
Lunch/Snack	Page 11
Memorials And Gifts	Page 31
<u>Mission And Purpose</u>	<u>Page 5</u>
Newsletters	Page 7
Notice Of Non-Discriminatory Policy	Page 5
<u>Offerings And Opportunities</u>	<u>Page 33</u>
Parent Conferences and Evaluations	Page 28
Parent Teacher Organization	Page 33
Peanut/Tree Nut Policy	Page 18
Philosophy	Page 5
Physical Education	Page 22
<u>Procedures and Protocols</u>	<u>Page 7</u>
Promotion	Page 29
Promotion, Retention, And Graduation	Page 29
Recess And Playground	Page 19
Registration Fee	Page 30
Report Cards	Page 28
Reporting To Police	Page 20
Request For School Work Missed	Page 8
Responsibility Of Parents	Page 12
Retention	Page 30
Royal Redeemer Children's Choir	Page 32
Safety And Transportation Policy	Page 23
School Attendance	Page 7
Daily Schedule And School Hours	Page 7
School Pictures	Page 17
School Supplies	Page 17
Search And Seizure	Page 20
Statement of Biblical Authority	Page 5
Student Arrival and Departure	Page 7
Student Cheating or Plagiarism	Page 29
<u>Student Involvement and Extra-Curriculars</u>	<u>Page 32</u>
Student Records	Page 15
Student Support and Guidance	Page 33
Tardiness	Page 9
Technology Acceptable Use Policy	Page 16
Telephone	Page 17
Testing	Page 29
Textbooks	Page 24
Purpose Of Homework	Page 12
Transferring Students	Page 6
Tuition	Page 31
Violation Of Code of Conduct	Page 26-27
Visitors and Security	Page 20
Withdrawal of Students	Page 6
Weekly Chapel on Wednesdays	Page 10
Appendices	Pages 35-38

MISSION AND PURPOSE

We believe that Christian Education is a guide to every aspect of life. Royal Redeemer Lutheran School is dedicated to working together with each family to develop in our students a love of our Lord, Jesus Christ, and a love of learning. Our faculty of dedicated Christian teachers are committed to bringing the highest quality of education to their students and showing their faith in the classroom as a model for students, along side of you for each child. ***Royal Redeemer Lutheran School's mission is to equip each student to achieve educational excellence, inspire a lifelong love of learning, and grow Christian leaders.*** Royal Redeemer Lutheran School is a partnership ministry of Royal Redeemer Lutheran Church. ***The mission of Royal Redeemer Lutheran Church is to make and grow disciples of Jesus Christ.*** Royal Redeemer's people see **the process for fulfilling this mission** in the following words:

***Connect more deeply with God
Build healthier relationships and feel like they belong
Thrive with a more productive, meaningful life***

Royal Redeemer Lutheran Church is a member of the Lutheran Church-Missouri Synod, a church-body which is completely committed to teaching the Word of God and living according to it. The constitution of Royal Redeemer explains that commitment in more detail. The following paragraph summarizes it.

STATEMENT OF BIBLICAL AUTHORITY

The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of church doctrine, policy, and discipline, the congregation entrusts the pastoral staff with responsibility for applying the teachings of the Bible to our life together. A brief summary of our major Biblical teachings is listed in our "Statement of Faith" in Appendix A. Further delineation of the application of the teachings of the Bible may be found in documents published by the Lutheran Church-Missouri Synod. One example is the "Statement on Marriage and Sexuality" found in Appendix B.

PHILOSOPHY

Each child, created by God, is a unique individual. Royal Redeemer Lutheran School provides an environment which develops a student's potential as a child of God and as a responsible member of God's world. The curriculum of Royal Redeemer Lutheran School provides a firm foundation in Religion and Bible Study, Language Arts, Fine Arts, Mathematics, Social Studies, Technology, Sciences, Health, Music, Physical Education and Spanish Studies. The end result of the curriculum is for each child to be prepared to meet challenges of daily living, with hope and a sense of purpose, while having confidence in his or her ability to continue learning and contributing to society. Each child will be treated with respect and love. The program is geared to incorporate activities relevant to the student's individual needs. The school, church, and home will establish a cooperative partnership to lead the student to a knowledge and love of God and a life lived in a truly Christian manner.

NOTICE OF NON-DISCRIMINATORY POLICY

Royal Redeemer Lutheran School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, scholarships/loans/fee waivers, educational programs and athletics/extracurricular activities. The school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

ENROLLMENT PROCEDURES **APPLICATION AND ADMISSION**

A completed registration packet and payment of the registration fee is required to process your application. The following order is Applications for enrollment is taken in several stages.

- Stage 1: All returning RRLS families (Parent & Tot, Early Ed. 3's, 4's, and PreK 5's and K-8) currently enrolled and their siblings including Extended Care (5 day needs for EC will be filled first).
- Stage 2: Families that are currently active members of Royal Redeemer Lutheran Church will be allowed to enroll their children next (Parent & Tot, Early Ed. 3's, 4's, and PreK 5's and K-8).
- Stage 3: Open community registration begins.

All new applicant families will meet with our school principal, have a tour of the facilities, and be accepted on the basis of available space in the appropriate classroom, so as to maintain appropriate levels of student to teacher ratios.

To be enrolled in Kindergarten classes, a child must be five years old by August 1st of the current school year. A copy of the birth certificate and a current Royal Redeemer Lutheran School medical form, (completed by the student's doctor), is necessary for a student to enroll for the first time in our school.

A student enrolling in First Grade must reach the age of six years old by August 1st of the current school year and must have successfully completed a certified kindergarten program. A copy of the birth certificate and a completed Royal Redeemer Lutheran School medical form, (completed by the student's doctor), is necessary for a student to enroll.

Prospective students with severe physical, mental, and/or emotional needs/disabilities require special considerations prior to enrollment. Our intent is to be certain that our school will meet the needs of children with special needs so they will thrive within our school environment.

EARLY ENTRANCE INTO KINDERGARTEN

Students who have not reached the entrance age requirements for kindergarten (five by August 1st) may be tested for early entrance through the Office of Student Personnel in your public school district. The student may be admitted to our school provided they meet the mental, emotional, social, and cognitive skills appropriate to kindergarten based on the testing results. **Because this testing is usually done just prior to school beginning, placement in our school is still subject to availability.**

TRANSFERRING STUDENTS

All new families or students transferring to Royal Redeemer shall be accepted on a nine-week trial basis. Final acceptance will be determined on the basis of the child's academic and behavioral performance and upon the ability of the school to be of service to the student and family.

Transferring students must have a completed medical form, birth certificate, and a complete transcript of academic achievement, attendance, and conduct. The Principal will meet with each new student and their parents prior to being fully accepted and enrolled.

WITHDRAWAL OF STUDENTS

When a student transfers to another school, please notify the School Office as soon as possible in writing.

1. A written consent from parents or guardians before releasing any records to other individuals or schools is needed.
2. See "School Records" .
3. Please note that grade cards and transcripts will not be forwarded until tuition and fees are paid in full. Tuition prepayments or other reimbursements will be made within 10 business days from the time a request for record transfer has been signed by the parent.

PROCEDURES AND PROTOCOLS

DAILY SCHEDULE AND SCHOOL HOURS

The School office is open during the school day from 8:00 AM until 4:00 PM. The daily schedule is :

Preschool -- AM.....	9:00 AM - 11:30 AM
Preschool – PM.....	12:45 PM - 3:15 PM
Pre-Kindergarten AM.....	9:00 AM - 11:55 PM
Pre-Kindergarten PM.....	12:30 PM - 3:25 PM
Full Day Kindergarten-8th grade.....	8:45 AM - 3:20 PM

The length of the school year is at least 182 student days and complies with or exceeds the required number of hours mandated for each grade level. The school year calendar is published annually and monthly updates are emailed or available on the school website in the Countdown.

NEWSLETTERS

Parents will receive weekly newsletters from the administration, known as the Countdown, and weekly or monthly (Kindergarten) newsletters from teacher. Electronic versions of the school Countdown are available on the website. The newsletters will give information on upcoming events, content, missions, lunches and more and are provided via the School Messenger email message each Friday.

SCHOOL ATTENDANCE

Regular and punctual attendance contributes to a child's success in school and in later life. Statistics have shown that absences have a direct relationship to lower student achievement. When there are concerns regarding attendance or punctuality, the principal will contact the parent to resolve the issue. Classroom and assignment experiences cannot be replicated. Students need to be in school whenever possible. **Absences MUST be reported by telephone each day before 9:30 AM as a safety precaution and for your child's protection. To report your student's absence—440-237-7988, wait for the voicemail system to begin, then press extension 298 (K-8) or extension 297 (Preschool) to report an absence. Absences can be reported day or night at any time.**

STUDENT ARRIVAL AND DEPARTURE

Arrival: Students should be dropped off at the school doors between 8:30 and 8:55 AM for K-8 or designated times for Early Education. Parents and family members must not park in front of the school doors for drop off. Rather, park in the lot provided to not block others or the Fire Lane, or drop off at the main doors, by forming a single-file line. Students enter the building and walk to their classrooms. After the first week of school it is important to allow the children to enter the classroom independently and unpack by themselves to prepare for the day.

Departure: Parents will be given a specific car number to pick up their child(ren). Families not using the bus or Extended Care have two options for student pick up. Dismissal begins at 3:20 with bus riders and walk-ups called first. Then, car-riders are called next.

- 1) **Carline**— families build designated lines, forming South as far back as to leave buses room to arrive in the back of the lot (leaving 2 car lengths from the end of the lot) to North, in order by arrival. The line will pull up to spaces in three spots students will be taught, A-C and be released to the car showing their family number.
- 2) **Walk-ups**— families who are not using bus, carline or extended care will park, backed into spaces, (not near the fire hydrant) in the parking lot closest to the K-8 Playground. Parents picking up students will show the staff member their carline number and the student will be released in order of arrival.

Policies for arrival and departure: For the safety of our students: do not have students cross traffic unattended or encourage students to leave from other locations. Do follow lines in the parking lots, do not cut-off or skip ahead in line, do not exceed 5mph, do watch carefully for students and other adults at all times, do utilize seatbelts, and do not drive distracted by cell phone use, etc. Busses always have right of way as they are dismissed first. Do not park in designated spaces on campus that are not parking spaces, or park in handicapped parking spots without proper identification for parking there. Always have students released and get into the car on the side of the building you pull up on to avoid crossing between vehicles in carlines. Parents will be asked to loop back around in carline if their child is not ready to be dismissed in the carline.

Students not picked up in the walk-up line will be dismissed to the carline. Students who miss their bus or who are not picked up in the carline will be dismissed to Extended Care. If someone other than the parent or carpool driver would be picking up the student, please call the school office to let us know who the person is and the relationship to the student. Anyone picking up a student if not recognized or without a pick up number may be asked to provide identification in the school office before being allowed to leave with a child. Please be sure to share your choice with your child so they are prepared for the end of the day.

EXCUSED ABSENCES

The following are reasons for excused absences from school attendance that will allow students to make up work missed: personal illness of student, illness in a student's family (parent or someone in hospital, etc.), death in a family, special religious events that are scheduled only during school hour, school or church-sponsored programs or activities, emergency reasons acceptable to the principal, or family vacation, approved, 5 days or fewer for the year. Any student who has an excused absence must, **upon returning to school**, make arrangement with his/her teacher(s) to make up the work missed. For excused absences the student will have one calendar day to make up work for each day absent.

REQUEST FOR SCHOOL WORK MISSED

Assignment sheets/books and student materials will be available at the end of the school day from the school office **AFTER SCHOOL HOURS: (3:30-4:00 P.M.)** A parent must call the school by **12:00 PM** to request any assignments that are being picked up that afternoon. At times materials may be available earlier in the day, however families are cautioned not to expect this due to teachers' attention to the whole class during the school day.

FAMILY VACATION

Extended time away from school is always discouraged as the daily classroom experience is difficult to duplicate once it is missed. However, a family vacation will be considered an excused absence, provided that the length of absence is reasonable (e.g. 5 days or fewer for the year) at the principal's discretion. If a vacation should be planned for a longer duration, the parents must discuss this with the principal **at least 7 days prior to the start of the vacation**. Family vacations should not be planned during the exact end of a quarter end or during the Assessment Week (Spring) as there is a limited amount of time for the students to be assessed.

Family vacation is defined as a special event which involves the family and not just the individual student. For example, a student accompanying his family on a Florida vacation would be considered a family vacation, but a student, on his own, visiting grandparents in Florida, would not be considered a family vacation. Students may ask for homework assignments from their teachers ahead of time. **At least 7 days notice will be necessary for the teacher to get the assignments together.** The **teacher will decide** what student work can be done outside of the classroom. All tests and in-class work will be given to the student **upon return** to the classroom. The student will have one day to return work and complete tests per day of absence.

DEPARTURES/RETURNS DURING SCHOOL HOURS

Please alert the school office and the classroom teacher, in writing, when a child will be leaving partway through the day for an appointment or early dismissal. This notification may also serve as an excuse for the absence by including the following information: the name of the person picking up the student, and the dismissal and return times, and the nature of the appointment. The student will come to the office at the time designated on the note for departure and again when returning to school. Parents must enter the school office when picking up or dropping off their child during the school day. This allows for continuous student safety and supervision. Departing school early on a regular basis for unexcused reasons may impact perfect attendance or become a cause for a corrective meeting with the Principal and or classroom teacher(s).

EXCESSIVE ABSENCE/TRUANCY

It is important for your child to attend school every day. When your student misses a significant amount of school, even if the absences are excused, the child misses critical instruction time and learning opportunities. State law defines excessive absence and truancy:

Excessive absence: a student misses 38 or more hours of school in a single month, or 65 or more hours in one school year, with or without a legitimate excuse.

Truancy: a student is absent from school without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.

For every 4 times a student is tardy to school, they will be identified as absent for one hour (each instance rounded to 15 minutes). For every day absent, a student will be marked absent for 6.5 hours and added to any hours accumulated from tardies. Our truancy and excessive absence policy outlines interventions, supports and processes to make sure a student gets to school every day, on time.

Any student with Excessive Absence or Truancy will be provided with the following interventions:

1. Once any of these absences are accumulated, the last day will be identified as the “triggering absence” and written notice will be sent to the parent/guardian within 7 school days.
2. By 10 school days following the “triggering absence” an Intervention Conference will be scheduled with the principal, parents/guardians, teacher(s), student, and/or the guidance counselor to build a student-centered intervention plan. The intervention plan will be based on addressing specific barriers to attendance.
3. Within 60 days of the “triggering absence”, if progress is not made, RRLS will file the concern with the Juvenile Court with the County in which the student resides.

TARDINESS

Any student who is tardy after the start of the school day, starting at 9:00, is to report to the school office before going to their classroom and will receive a tardy slip. Students who ride school buses will not be marked tardy if the busses are late, if there is extreme weather, or in an emergency. Hours absent will be reported on the quarter report card and accumulate through the school year.

BUS GUIDELINES

These are general guidelines; however, each community providing bus service may have their own specific rules and consequences to violations of the rules. Not complying with these guidelines and expectations may result in a temporary or permanent loss of this privilege.

1. Obey the bus driver at all times, promptly and cheerfully. S/he has complete authority.
2. Sit in driver-assigned seats it **every** time, even if there is a substitute driver. Seats are not to be “saved” for someone.
3. Remain seated at all times except when getting on or off the bus.
4. Keep things inside the windows, including arms, hands, items, etc.
5. Keep all litter picked up, putting waste in the container provided.
6. Do not throw anything on the bus.
7. Do not eat, drink or chew gum on the bus.
8. Speak in a quiet, normal voice. Do not raise your voice or make noises in other ways. Be completely silent if the driver requests it.
9. Take good care of the bus. Report any damage in your seat area to the driver.
10. Be courteous to your fellow riders. Do not use bad language, hurtful actions and any other negative behavior.
11. Do not “write” on the windows at any time.
12. Get off or on the bus only at your assigned stop.
13. Keep the aisles clear. Do not tamper with the safety devices.
14. Students who are not assigned to a bus may not “ride” with any other student.
15. Exhibit a strong Christian witness to others through your positive words and actions.
16. If a student misses their bus, they are to report to the main office to make other arrangements.

CALENDAR

A school calendar will be given to families at the beginning of the school year. Updated calendars are available in the school office and via the newsletter or on our school website.

CLASS VISITATION

Parents are invited and encouraged to visit the classroom. An appointment must be made in advance with the classroom teacher. All Parents, regardless of frequency of visits or familiarity, must sign in at the school office before entering the classroom or other areas of campus while school is in session.

WEEKLY CHAPEL ON WEDNESDAYS

Age-appropriate worship will be led by RRLS staff, teacher-led student groups, or the pastoral staff of RRLC or by speakers approved of by the Principal and/or Senior Pastor of RRLC. This opportunity helps children to learn what worship is and experience God's Word in a different way over the course of the week. All PK-8 students participate on a weekly basis, while Preschool 3 & 4 students participate on a monthly basis. Preschool students who do not attend school on Wednesdays will have a time of worship the Tuesday preceding the Wednesday Chapel. Parents and friends are welcome to attend. Every month a specific mission is supported through our Chapel Offerings.

Baptismal birthdays are celebrated at a special Chapel service in the spring of each school year. It's a joyful event for all, especially when we witness a first-time baptism planned with families in advance by their choice and request. All students are included in this special Chapel service, even if they are not yet baptized.

CHURCH OR SUNDAY SCHOOL ATTENDANCE

Life-long habits are developed at a young age. One the greatest habits that can be developed is a love for public worship and personal Bible Study and prayer done through the whole day.

Worship includes any regularly scheduled activity sponsored by a congregation that extends beyond one's immediate family that endeavors to worship the Triune God. At Royal Redeemer these options include: Saturday or Sunday Worship, Lenten/Advent Worship as available, worship as scheduled at a congregation sponsored retreat, or other designated worship. Sunday School is any regularly schedule activity sponsored by a Christian congregation that involves study of Scripture for a prolonged period of time. At Royal Redeemer these options include: *Sat*-Redeemer Kids (ages 4-6th grade); *Sun*-Redeemer Kids-(ages 4-4th grade; 5 & 6; 7 & 8 Youth Group Activities; *Wed. evening*-Children's Choir, 7 & 8 Confirmation, and more. Nursery programs are also offered for families with Infants-3 year olds. Royal Redeemer Lutheran Church and School welcomes and invites you to participate in any of the following activities and many, many more that are not listed!

Life Groups (Small Groups)	Adult and Teen Bible Study
Choirs/ Hand Bells/ Band	Health and Wellness programs
Sports/Athletic Programs	Mom's prayer and fellowship (MOPS, etc)
Mission Trips and Events	Summer Camp Programs, VBS

* Current Worship Service times on Saturday evenings, Sunday mornings and other Services are posted on our website at www.royred.org. We always welcome you to attend at any time.

ASSEMBLIES

Assemblies are planned throughout the school year. Parents will be notified about these assemblies in regular classroom or school newsletters. Parents are many times invited to attend after signing in at the school office.

LUNCH/SNACK

Hot lunch is available every day for a cost of \$3.00 for Preschool through Grade 8 on days your child is in school. Your student may bring their lunch and purchase milk through the school for a modest fee or the parent will provide a juice box. Students will eat in the Gathering Room unless there is an event scheduled in that room. The students would then eat in their classrooms. Menu is posted in the weekly newsletter "Countdown". Families have the option of purchasing 10 lunches @ \$30.00 or 20 lunches @ \$60.00. Your lunch statement will be viewable and payable via your TADS account. Students may not bring or drink pop during lunch and must have "commercial" lunches repackaged per Federal Hot Lunch guidelines.

LOST AND FOUND

Any article found will be placed in the lost and found box in the hallway in hopes of reuniting them with their owners. Items not claimed after a lengthy time are given to a charitable organization.

FIELD TRIPS

Class field trips are considered a part of the educational experience at RRLS and are planned to enhance student learning. Field trips are planned and supervised by the classroom teacher. Since travel is involved, volunteer drivers are requested. It is the responsibility of the parent drivers to ensure that every child wears a seat belt. Appropriate use of Booster Seats and no children in the front seat are a must. If a parent decides that their child is not to participate in a field trip, it is understood that the school does not always provide alternative supervision or instruction as these trips are part of our educational activity. Alternative activities will be provided for the student at the teacher's discretion. Parent drivers are needed to assist with student supervision while on the trip. Therefore, we request that parent not bring other small children on these field trips so as to enjoy the time with this specific child. Parent must submit a valid Ohio License without any suspensions or 6 point warnings and a current automobile insurance to be kept in the school office. This is required for every school year and before volunteering. Chaperones are always appreciated to help with a class trip and should serve as an active and attentive member of the supervisory team. Chaperone conduct must always be a good example and reflect the values we teach our students. A chaperone not adhering may be asked not to participate on future trips.

INTERMEDIATE AND MIDDLE SCHOOL EXTENDED DAY TRIPS

Each school year, students in the 7th and 8th grades attend a class trip to specific locations for 4 days and 3 nights in the spring of the school year. Some locations may be New York City, Washington DC, or others. Costs for this program vary and opportunity is given to volunteer to offset these costs. However, it is not the responsibility of the school to fund the trips in full through fundraising as there are multiple projects on campus each year to benefit all students. Fundraising opportunities should be service-based as the primary goal and all must be approved by the principal in advance. All students are expected to participate in this experience. If a student cannot attend, the student will be given research work to complete to mirror the objectives of the experience. Parents are welcome to be chaperones on the trip as space allows. Other classes may take overnight or extended day trips in order to accomplish important educational objectives while maximizing resources. 5th and 6th graders will go to camp for up to 3 days and 2 nights. Trips may include: State Capital, Presidential Home Sites, COSI, Outdoor Education, Camping, etc.

Parents are welcome to be chaperones as space allows. Chaperone conduct must always be a good example and reflect the values we teach our students. A chaperone not adhering may be asked not to participate on future trips.

HOMWORK POLICY

Homework assignments are left to the discretion of the individual teacher, with the amount varying with grade level and need for reinforcement or enrichment. Please discuss any questions about homework, homework load, or pacing with the teacher first and promptly as this is valuable information for proper planning for all students. Parents are encouraged to frequently check their child's work and discuss the content or the end product. Parent help is very important when a child needs to study for a quiz or test. Children are expected to prepare their work neatly and accurately and submit the assignment on time. The following are **approximate** guidelines for homework times per evening:

Kindergarten	15 minutes at most
Grades 1-2	30 minutes
Grade 3	45 minutes
Grades 4-6	45-60 minutes
Grades 7-8	60-90 minutes

Students can expect to have a moderate amount of "out-of-the-classroom" work. Reading assignments, drills, enrichment assignments, and memorization exercises are commonly assigned as homework. Concepts and new material are not assigned out of class. Students are encouraged to maximize the use of free time during school hours and during the Extended Care Program where applicable, to accomplish much of their assigned material.

PURPOSE OF HOMEWORK

- To establish the habit of completing tasks outside of a more structured in-class situation.
- To practice and reinforce skills being learned in the classroom.
- To apprise the parent of the work that the student is doing.
- To cause the student to learn time management skills.
- To cause the student to participate in activities which further challenge their abilities and expand interests.
- To share with the classroom teacher(s) levels of mastery on content learned.
- Identify content mastery levels to teacher(s)

RESPONSIBILITY OF PARENTS

Parents' attitudes toward their child's homework is crucial, as it has a great influence upon the attitude of the student. RRLS is committed to providing a homework policy which will support each student's learning and whole school experience with which most parents and students can agree. The following are suggestions that may facilitate the successful completion of homework assignments:

- Set a consistent and supervised time and place for study at home.
- Take an active interest in what the student is doing.
- Offer encouragement, but do not actually do the work for the student.
- Give personal supervision and explanation when it is needed.
- Follow as closely as possible the teaching methods used in the school.
- Discuss ideas and concepts presented in the classroom.
- Call to confer with the teacher when specific help is needed
- Have all "school materials" available at the study place for the child.
- Hold students accountable for gathering and turning in materials, using planners, and completing tasks in a timely and age-appropriate manner.

LOCKERS

All students in grades 1-8 receive a locker to store their book bags, materials, and other items in. These are property of Royal Redeemer Lutheran School. Grades 6-8 are allowed to use a lock on the lockers as they wish, but this is not expected. A combination, key or lock information must be given to their homeroom teacher.

DRESS CODE POLICY

Purpose Of Having A Dress Code: Student dress is primarily the duty and responsibility of the parents, yet is also a valid concern of the school environment. Parents are encouraged to provide acceptable options within the code for children as they select what they wear. All clothing worn should be clean, neat, not faded, and in good repair. Therefore, the following are some reasons for deciding on a dress code for our students:

- a. To eliminate worldly competition as expressed through clothing.
- b. To present an attractive appearance that is pleasing to the Lord.
- c. To diminish socio-economic distinctions through clothing.
- d. To eliminate drawing attention to one's self through extremes in style.
- e. To avoid immodesty.

At all times, students will be expected to maintain RRLS's high standards and to exhibit self-control in areas of personal cleanliness, neatness, and overall physical appearance. The dress code is in effect for all school days and related school events (field trips, etc.) unless notified otherwise. After multiple dress code violations, a student is subject to more significant disciplinary action.

Shirts/Blouses/Sweaters/Sweatshirts

1. Solid colored (white, navy blue, powder blue, or red) for all of the following styles:
2. Long or short sleeved (oxford, polo style, turtleneck and mock-turtleneck).
3. Solid sweaters (cotton, knit, not fleece) in above colors may be worn over uniform shirt. Sweaters may be pullover or button down style.
4. Solid sweatshirt with RRLS logo must be worn over uniform shirt. Logos (Other than RRLS Logo) and visible brand names are not acceptable.
5. RRLS (JV/Varsity) hooded sweatshirts may only be worn all days but Wednesday or outside (but not in place of a jacket or coat in cold weather, like snow or frost). They must be worn with school appropriate attire underneath so if they are not worn, the student is still following the Dress Code.
6. Shirts must be tucked in at all times.

Pants

1. Solid colored (navy blue or khaki) uniform style.
2. Pockets at belt level only.
3. Plain black, navy or brown belts must be worn with pants if made to be worn with belt in grades 5-8.
4. Baggy, sagging pants, "yoga" style leggings, extreme flare bottoms, extremely tight, or hip-huggers or low-rise, or sweat pants-styled (gathered ankle) pants are not acceptable.
5. Jeans/denim, and corduroy of any color are not acceptable.

Skirts/Skort/Jumpers

1. Solid colored (navy blue or khaki)
2. Skirt or skort or jumper
3. Skirt/skort length, including slits, must be between 2 inches above the knee or fingertip length
4. Plain jumpers (must have waistband and no polo style dresses) are acceptable.
5. Rolling waistbands is not acceptable or permitted.

Shorts and Capri Pants

1. Solid colored (navy blue or khaki).
2. May be worn from May 1st to October 15th or when the temperature is predicted to be 80 degrees or over.
3. Shorts must be between 2 inches above the knee or finger tip length and uniform style.
4. Pockets at belt level only (no cargo pants, etc.).
5. Must be worn with a belt if made to be worn with a belt in grades 5-8 (navy, black or brown).
6. All shorts must be uniform style and not PE shorts, unless for PE.

Shoes

1. Solid color black, navy blue, brown or tan, gray or white dress or tennis shoes with matching laces, soles, and logos. Solid color means no other colors than what is permitted or contrasting, soles, laces, logos, patterns, or prints.
2. A pair of athletic shoes is to be kept at school for P.E. classes and should be separate from the student's school shoes.
3. All shoes are to have non-marking rubber soles.
4. No lights or wheels in/on shoes. No neon colors, patterns, or glitter.
5. Must be closed toe and back with heels less than 1 1/2-inch. Platforms, high heels, boots, slippers, and sandals are not permitted.
6. Shoes must be tied or fastened properly so they stay secure on students' feet.

Socks

1. Must be worn with all shoes (sock colors: solid white, red, navy, black, brown, khaki, or light blue) unless wearing tights or stockings.
2. Tights (solid white or navy) or stockings in natural skin tones.

Appearance

1. Hair is to be neat, clean and well groomed. Bangs should be no longer than a student's eyebrows to avoid obstruction of their vision (girls with longer hair that is growing out should be held back by clips, etc.) Boys' and girls' hairstyles should be relatively even without shaved sides (girls) and even without Mohawks or ponytails (boys). Boys' hair should be cut evenly no longer than the top edge of a shirt collar and trim above eyebrows and around ears. Excessively trendy hairstyles, color or cuts are not allowed. Colored or highlighted hair is allowed, provided that the style or colors are natural.
2. Girls are permitted to wear post earrings only with a maximum of one in each ear lobe. Boys may not wear earrings.
3. Chains attached to clothing and wallets are not permitted.
4. Hats, sunglasses, head scarves and bandanas are not to worn in the building during class time.
5. No makeup is permitted for grades K-5 while lightly-applied makeup is permitted for grades 6-8. No sparkly, glitter make-up or glitter hairspray, or chalk/other colored dyeing, is allowed.
6. Accessories must be temporary and able to be removed (no hair feathers, wraps, extensions or streaks of color). No artificial or stick-on nails. Other accessories or layers either need not be worn or must match the solid dress code shirt colors: (i.e. vests, scarves, thick headbands, or legwarmers).

Enforcement

1. Students may be asked to change if not dressed in accordance to the Dress Code or asked to call home for appropriate or necessary garments or articles to be brought to school.
2. Dress code violation notices will be signed by the parents and kept in the office for the year.
3. Each dress code violation will have consequences associated with it according to each classroom management plan.
4. Receiving multiple notices will result in a call home from the teacher and a plan to remedy the situation will be discussed. Recommendations will be made in collaboration with the principal.

Alternate Dress Days

1. Scheduled at the discretion of the principal and faculty.
2. Expectation of acceptable dress will be published in the newsletter or by the classroom teacher when alternate dress days are scheduled.
3. Unless otherwise directed "Jeans Day" are to benefit missions, projects, or special field trip funds and may include blue jeans/blue jean shorts and possibly a theme, (when permitted).
4. When Jeans Days take place, sweat pants, yoga pants, boots, pants with words printed on the back, are not permitted. Dress is to still be school appropriate with logos, coverage, and fit.
5. On special occasions, such as picture days, or "Dress up Days" students are encouraged to wear their "Sunday Best" or in other words, school uniform or nicer. These are not dress-down days. Students do not have to participate, but then would wear their regular school uniform.

STUDENT RECORDS

A cumulative file is maintained in the school office for each student. This file contains directory information (names, addresses, phone numbers, dates of birth), grade reports, standardized test results, health information (screening results, immunization records), court orders pertaining to the child's custody and other information which the principal or director deems useful in planning and supervising the student's education and/or which is required by State or Federal Law.

The Family Education Right to Privacy Act (FERPA) requires that information in K-8 student cumulative files remain confidential with the exception of directory information. Directory information is not protected by FERPA and may, by State Law, be released to other schools. We will not release directory information to profit-making organizations. Parents may request the school not release this information on the registration form. All other cumulative file information is available only to:

1. Certified staff for their professional use.
2. Natural parents or legal guardians within 45 days of their request. Parents may review these original records on the school premises or may request receipt of copies.
3. Those agencies authorized in writing by the parent.
4. Any other educational institution.

Senate Bill 140 requires that parents inform the school anytime the custody of a child changes. Copies of court orders pertaining to a child's custody must be on file in the child's cumulative file. Both natural parents of a child have the right of access to this file unless noted in court documents. A non-residential parent may request and receive a copy of the information contained in the file if allowed in the court settlement. Only the custodial or residential parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, reports or conferences unless these rights are conferred on them by the residential parent.

Parents who want to challenge information in the cumulative file should present a written statement of the challenge to the Principal. If the matter is not resolved with the principal, the parent(s) should present the concern to the School Board who will work with the Senior Pastor and School Principal to review and amend the challenge as needed/warranted.

Parents/guardians wanting to withdraw a student from enrollment at Royal Redeemer Lutheran School must provide a signed Records Release form to the school office. Upon receipt of this release form and upon full payment of any accumulated fees or tuition, and in compliance with FERPA, the student records will be released to the appropriate educational agency.

EMERGENCY INFORMATION RECORD

Parents are to complete Emergency Information on the front and back of the Registration Form. The Emergency Contact names could be relatives or friends and neighbors. The purpose of this is to be able to call an emergency contact if parents cannot be reached. In most cases it would be to pick up a child if s/he would become ill in school. This form will also indicate anyone you would want to designate to be contacted in a case of emergency if we cannot contact one of the parents. In emergencies, 911 services would be called to have your child transported to a local hospital. If possible, the hospital listed in emergency information for each child will be used. A decision will be made by 911 professionals for each individual emergency situation. **Please inform the school office immediately of any changes that would affect getting in touch with you.**

TECHNOLOGY ACCEPTABLE USE POLICY

Statement of Purpose: All equipment and Internet access is provided at Royal Redeemer Lutheran School for the education of staff, students and invited guests. Use of computers, laptops, technology lab, and internet should be considered a privilege and not a right. Rules governing use of technology are noted here and must be read signed and agreed to before permission to use is granted. RRLS may terminate users access to the system at any time without notice. The acceptable use policy may, at the sole discretion of RRLS, be changed at any time without notice and then be shared with parents and students.

Confidentiality: All system users should recognize that using this system is a privilege and conduct themselves as representatives of Royal Redeemer Lutheran School seeking to further the causes of Christ. Ownership of the system including all computers, software, files, data, and accounts, including e-mail accounts reside with Royal Redeemer Lutheran School. RRLS shall have the right at the sole discretion of RRLS to examine at any time and without notice to any user the system owned by it. Users of the system shall understand and agree that the system is open to inspection by RRLS Administration or its designee at any time.

Liability: Royal Redeemer Lutheran School's responsibilities include establishment of Acceptable Use Policies, educating students about acceptable uses, providing general supervision, and enforcing the policies for acceptable use. RRLS cannot be responsible for direct supervision of every student while they are using the Internet on each piece of technology equipment, although active supervision does take place.

Parental Responsibility: Parents are informed of RRLS's Acceptable Use Policy here within. These policies are borrowed equipment is broken or damaged by a student, due to inappropriate use or lack of care for the equipment, it may be the parent's responsibility to replace the item or pay for the cost to repair it, or be held responsible for other consequences for a minor's inappropriate use.

Expectations for Acceptable Student Use: Students will:

- use the internet and school network for educational purposes only when a teacher/supervisor is present in the room and color printing will only be done with teacher approval.
- be considerate, by not sending messages or accessing content that is offensive, violent, discriminatory, profane, obscene, condoning illegal behavior, condoning bullying; or destroy data through uploading or creating computer viruses; or download or use software or files on RRLS equipment.
- respect the privacy and confidentiality of others by using only the files, folders, accounts, and passwords assigned to them.
- be careful to not reveal their name, home address, phone number of themselves or others on the network or internet. It is the policy of RRLS that every student's picture may appear on the website unless parents request in writing an exclusion.
- not use the RRLS system or network to secure access to another system to which access is restricted, to send "spam" or unsolicited e-mail to engage in any "hacking", or other similar activity or to violate any local, state, or federal laws. Violation of this provision will result in immediate termination of all privileges and will constitute unauthorized access to RRLS's computer system.
- not access harmful matter or misuse the systems or equipment. While RRLS takes reasonable precautions to restrict access to controversial material, accessing inappropriate content should be reported to their teacher.
- understand that not following these guidelines may result in a loss of access to technology privileges and/or warrant discipline action Users will be afforded due process based on principles of fairness and good educational practice. Obviously, internet access is being provided to users for an educational purpose and access will not be permanently denied, restricted, or suspended without some form of due process.

Staff Assistance: Staff, with the support of our technology curriculum, will instruct students to assist in understanding of: personal safety, backup of personal documents, searching appropriately, non-reliance of information found on internet sites, violation of acceptable use policy, procedures of inappropriate sites, plagiarism and copyright laws, avoidance of purchasing items using school system, students' rights to free speech within RRLS guidelines, and lessons and objectives to address technology standards for learning.

TELEPHONE

During the school day, the office telephone is for emergency only. Students may use the main office telephone in an emergency if directed by the teacher or administration. Students will not be called to the phone to receive calls except in cases of emergency. Special messages for students must reach the building prior to 3:00 p.m. or we cannot guarantee their delivery to the student. A true emergency contact will certainly be given a high priority with the full intercom being used to alert the student/teacher, etc.

CELL PHONES AND TECHNOLOGY

Students may not have cell phones or other technology in school, unless requested by a staff member for academic purposes. During the school day, devices and phones should be checked in to **their homeroom classroom teacher** before school and collected at the end of the school day. Teachers and staff members may request or allow students to use technology brought to school at any time but would not demand that devices be purchased outside of what is a part of the school supply list published at the start of the school year.

Students making cell phone calls or texting is not permitted during the school day. Students are required to give the device to their teacher/staff member if it is seen during school hours or used during a school-sponsored activity without teacher/staff/coach permission. If parents gave a student an electronic device to use outside of school hours, the parent and student are completely responsible for the care and use of the item and it must be turned into the school office to be kept in a secure location. RRLS will not be responsible for lost or stolen cell phones or devices.

SCHOOL PICTURES

Individual and class pictures are taken each fall. There is never an obligation to purchase any part of the packages offered. Pictures will be delivered to the student before Thanksgiving. Families are to pay for student photos if they choose to purchase them.

SCHOOL SUPPLIES

You will be provided with a list of materials (i.e., paper, pencils, crayons, etc.) that will be purchased by the parents. Many supplies are actually provided by the School Ministry, yet there are some that are unable to be purchased through State funds or within the overall tuition structure.

HEALTH, WELLNESS, AND SAFETY

HEALTH REQUIREMENTS AND SERVICES

All students are required to have a complete medical examination and a medical form completed by the physician prior to starting school. We are asking that the medical form be sent to the school office no later than September 1st. Immunization records are required by state law and must be completed on the medical form and submitted to the school office no later than the first day of school the student attends.

ILLNESS WHEN IN SCHOOL

If a student becomes ill in school, he/she will be provided with a restful place to stay until they feel better or they are taken home. The student's parents will be called to come to the school to take the ill child home. If a parent cannot be reached, a call will be made to the emergency contact people designated on the registration form. If the school could not reach anyone to come and pickup the student, then s/he will remain in the designated area for the rest of the school day or until a parent or designee can be reached. The student will be within hearing or sight of an office staff member. Parents will need to sign out the student when taking him/her home.

INJURY AT SCHOOL

An incident report will be completed, for all injuries, whether minor or major. Two copies will be sent home to the parents to sign and date and one copy must be returned by the next school day.

In cases of an extreme injury/emergency, 911 will be called and the emergency transportation information in the student's card will be followed as possible.

If an emergency or injury requiring 911 to be called occurs on a field trip, the emergency transportation information in the student's activities emergency card will be followed and the teacher will accompany the student to the hospital or health center. Parents will be contacted immediately. In a case where parents cannot be reached, the emergency contacts will be contacted. The office will continue to try to contact the parents.

PEANUT/TREE NUT FOOD ALLERGY POLICY

Royal Redeemer does not permit peanuts/tree nuts or peanut/tree nut products to be eaten during school hours on campus. This includes student lunch items, snacks, classroom snacks, etc. This does not mean that the school is actually "Nut/Peanut Free". Instead, this is a means whereby the potential for a Life Threatening Allergic (LTA) reaction to these items is reduced. Families with children having these particular allergies must provide the school with a plan of action for emergencies for their child(ren). Royal Redeemer is a "multi-use" facility, so there is still a potential for accidental contact with these allergens.

We ask that all school families respect and work within this framework to protect the lives of several of our students who have such severe allergies that they may even react to the smell of these food items. For more information, please contact the school office.

ADMINISTRATION OF MEDICATION TO STUDENTS

At no time is a student to be given a substance or medication that has not been approved and properly documented by a parent and/or physician. Students are never to take medications on their own, or share medications as they may be harmful. Authorized medications may be given from the school office or designated individual, such as during a field trip, and only in the intended, documented manner.

1. Students requiring either prescription or over-the-counter medication at school shall be identified by the parents to the school office personnel or to the administrator. He/she shall then assume responsibility in designating school personnel in the administration of medication.
2. Before any medication is administered, the following information must be submitted in writing by the parent(s) or guardian and keep on file in the school office. The form is available in the school office.
 - a. A request and authorization for the administrator or his designate to administer the medication, at the dosage and time(s) prescribed by the physician or pharmacist.
 - b. The name and address of the student.
 - c. The school and grade in which the student is enrolled.
 - d. The name of the drug, dosage to be administered, and the purpose of the medication.
 - e. The time(s) at which the drug is to be administered
 - f. The date the administration of the drug is to begin and end.
 - g. The prescribing physician's name, telephone number and signature.
 - h. Any severe adverse reactions and one or more phone numbers at which the physician can be reached in case of emergency
 - i. Any special instructions for administration of the drug, including sterile conditions and storage.
3. The parent or guardian must notify the Principal or school office in writing of any change in any of the above information.
4. The drug must be in a container in which it was dispensed by the prescribing physician or licensed pharmacist and a Ziplock bag with the student's name.
5. An accurate and confidential system of record keeping shall be kept for each student receiving medication. The records shall indicate the child's name, medication administered, dosage given, time, and date given, and any unusual behavior or reaction from the student receiving the medication.
6. Medication, as used in the above policy is defined as "any substance or preparation which is used for the purpose of prevention or treatment of a wound, fracture, injury, infirmity, or disease".

RECESS AND PLAYGROUND

Weather permitting (without moderate rain or when it is above 20 degrees at recess time); all students will go out for recess, unless they have a note from home asking permission, for health reasons, to stay in for that day. If a child must stay in for longer than one week, a note from your doctor or a call to the principal is necessary.

For playing outdoors in wet or snowy weather, students must be equipped with rubber boots or waterproof shoes, not to be worn indoors. Boots and snow pants must be worn to play in the snow. Appropriate covering and outdoor garments are required for all students.

A teacher or adult supervisor must be present before playing on the equipment. There will be no stone, stick or snowball throwing. The adult supervisors are responsible for student safety and carries the authority. The playground is used for recess and outdoor physical education. Students can use school equipment. The school will provide plenty of items for all to share. If non-electronic toys or balls are brought to school, they become the responsibility of the child and should have the child's name on it. Any behavior that may hurt or endanger ones self or others is not permitted. (See "Code of Conduct".)

JEROD'S LAW

A copy of procedures is available for review in the school office. As of 2010-2011, Jerod's Law is no longer in affect, but is still adhered to at Royal Redeemer Lutheran School

VISITORS AND SECURITY

All Visitors must report to the school office to sign in on their arrival and to sign out upon their departure. All guests will be provided with a Visitor Badge.

Our school has monthly safety drills at varying times each month. A record of drills is available in the school office. The fire emergency and weather alert plan is posted in every classroom as well as in the hallways of the school building. This plan explains actions to be taken and staff responsibilities in case of fire emergency or weather alerts and diagrams showing evacuation routes. Our school also has an Emergency Operations Plan (EOP) which includes drill and safety practices. A copy of this plan is available in the school office, however, due to the nature of the document it is not made public, but can be discussed with the principal at their discretion.

EMERGENCY CLOSING OF SCHOOL

Should an emergency exist affecting the closing of school, arrangements have been made with the TV channels concerning the opening, delay of school, or closing of Royal Redeemer; channels ABC, NBC, and CBS. Also, RRLS makes use of School Messenger to deliver emergency or important messages to school families in the event of an emergency or important information.

SEARCH AND SEIZURE

When Royal Redeemer Lutheran School has been informed, anonymously or otherwise, of a student seen with or suspected to be carrying a controlled substance or a harmful device, school authorities reserve the right to perform a search. The search will include the student's area and desk. The student will also be asked to empty all pockets, and book/PE bags. If a suspected controlled substance or concealed weapon is confiscated, the local police will be contacted, as well as the family.

Desks and areas throughout the building remain the property of Royal Redeemer Lutheran School on loan to students. RRLS reserves the right to have occasional desk/area inspections. RRLS is not responsible for lost or stolen items from desks and coat areas.

REPORTING TO POLICE

The following actions will be immediately reported to the North Royalton Police Department or Cuyahoga County Child and Family Services:

- suspicion of child abuse
- possession of, or under the influence of mood altering chemicals
- major theft
- major assault
- possession of a weapon
- when a student may be believed to be in harm or harmful to themselves or others

Parents have the right to notify the police if there is a violation of criminal law.

COMMUNICABLE DISEASE POLICY

The principal annually reviews the signs and symptoms of illness and proper hand washing and disinfection procedures with current faculty members. Each teacher then shares this information with the students.

No staff member shall attend school if s/he exhibits signs of communicable disease. The principal reserves the right to request a physician's note for a staff member to return to work.

A staff member is available to observe all children upon entering school. The school will notify the parent or guardian of a child's condition when a child has been observed with any signs or symptoms listed in the following chart. If a student is observed to have signs or symptoms of communicable disease, the school office staff or teacher will notify the student's family.

A student who has been suspected of a communicable disease shall be provided with a cot and blanket and a place to lie down within sight or hearing of an adult until discharged to the parent or emergency contact. The blanket shall be promptly removed and laundered before being used for another child. The cot shall be sanitized with an appropriate germicidal detergent upon the discharge of the student. No student will be left alone or unsupervised.

A communicable disease chart is posted both in the preschool and K-8 school offices.

A student will be readmitted when symptoms have disappeared. The administrator reserves the right to request a physician's note.

The school will NOT dispense any medications, vitamins, cough drops, or special diets unless specified by the student's doctor in writing. Families must have the Administration of Medication form completed by a doctor or pharmacist. Any medications (OTC, prescription, cough drops) must be sent in original packaging and a ziplock bag with student's name.

The school will send home notices when children have been exposed to a communicable disease other than routine colds or flu, according to the laws regulating the age/grade level groups affected.

Students enrolled in the school shall have completed the following immunizations: DTP1, DTP2, DTP3, DTP4, DTP5; Tdap/Td (7th grade), Measles, Mumps, Rubella (MMR) 1, 2; Polio 1, 2, 3, 4; HIB 1,2,3,(4); HEP B 1, 2, 3; Varicella 1,2; TB test.

In case of emergency and/or accident school personnel will follow the posted medical and dental emergency plan, administer first aid, summon emergency transportation, contact the parent, and complete an incident report. Copies of these reports are kept in student records, sent home to the affected students' families, and given to the supervising school personnel at the time of the incident.

Students who have a known allergy or Life Threatening Allergy are to develop a plan for the school staff to engage in during a child's reaction. This plan must be developed with the child's physician and placed on file in the school office. All students will receive First Aid according to acceptable practices, as needed.

COMMUNICABLE DISEASE PROCEDURE CHART

ISOLATE AND SEND HOME

- | | |
|--------------------------------|----------------------------------------|
| 1. Diarrhea (more than 1 time) | 7. 100 F. temp with another symptom |
| 2. Severe coughing | 8. Infected skin patches. (rashes) |
| 3. Difficult/rapid breathing | 9. Dark urine/gray or white stool |
| 4. Yellow skin or eyes | 10. Severe Stiff neck |
| 5. Vomiting. | 11. Lice, scabies, or other parasites. |
| 6. Conjunctivitis (pink eye) | |

Procedure... Decisions regarding discharging a student will be made by the school office and/or the Principal. Students must stay home until symptoms are clear for at least 24 hours.

ISOLATE AND OBSERVE

1. Unusual spots or rashes.
2. Sore throat/difficulty swallowing.
3. Elevated temperature.

Procedure...Decisions regarding discharging a student will be made by the school office and/or the Principal.

OBSERVE

1. Minor cold symptoms alone.
2. Not feeling well enough to participate.

Procedure: Mildly ill students may be observed within the group, and observed for worsening conditions.

PHYSICAL EDUCATION

Physical Education is part of Royal Redeemer's curriculum. Students must have a separate pair of rubber-soled tennis shoes in school for PE classes and indoor recess. Street shoes, even though rubber soled, will not be permitted on the CAC (gymnasium) floor for PE class.

The CAC will be used for Physical Education classes, athletic practice, games, and events, and rainy day or extreme cold day recesses.

PE uniforms are required for students in grades 5-8. Students must purchase a school gym shirt and shorts in grades 5-8. Uniforms can be purchased at Orientation, Drop-In Days or order through the PE teacher.

Students may be excused from PE for medical reasons if parents provide the teacher with a note. Without a note the student will be given an incomplete for the class. If a student will miss more than one week of class, a note from his/her doctor is required. Once a student has been excused with a parent note he/she must have a note from his/her parent/s to allow him/her back into class. If a student has been excused with a doctor's note, he/she must have a doctor's note to be admitted back into class. If the original excuse has a specified amount of time to be missed a second note would not be required. Please contact the PE Teacher for more information.

SAFETY AND TRANSPORTATION POLICY

The Emergency Medical Authorization form must be signed by the parent prior to the opening day of school. A Medical Emergency Plan is posted in the room and followed if necessary.

Our school has immediate access at all times to a working telephone system within the building. Each classroom has a telephone and intercom system.

Our school's plan for safety whenever children are transported from the school on field trips, special outings or routine trips is as follows:

- A person trained in first aid will be available on each field trip.
- A first aid box will be available on the trip.
- An emergency transportation authorization form and health record is taken on all outings on the supervising teacher(s).
- Written permission is needed from the parent for each student transported to and from the school for routine trips, field trips, or special outings, including the student's name, destination, signature and date the parent signed, and the date of the field trip.
- Parents who are transporting students on field trips or special outings have to meet and maintain the child restraint system requirements according to Ohio Law as of 1999. Proof of Insurance, Valid drivers license are to be copied and on file in the school office prior to departure.
- Parents transporting students must leave the school together, travel the same course and return to the classroom after the field trip. **There are no exceptions to this policy.**
- In the event that a student needs emergency transportation at any time, the teacher or designee will call 911 for emergency transportation to the nearest hospital. The parent will be notified directly following the emergency call, and will be asked to meet the ambulance, student(s), and teacher or designee at the designated hospital.
- If an accident or injury occurs at any time, the school completes an incident report and gives the parent a copy of it the day of the injury and keeps a copy on file at the center.
- Use of spray aerosols shall be prohibited when students are in attendance at RRLS.

Governance and Organization ACCOUNTABILITY FOR THE SCHOOL

Royal Redeemer Lutheran School has been established by Royal Redeemer Lutheran Church to carry out its mission of Making and Growing Disciples. The School Board has instituted Policy Based Governance. The Preschool Director is accountable to the School Principal. The Principal is accountable to the School Board. The School Board is accountable to the Senior Pastor. The Senior Pastor is accountable to the Board of Directors. The Board of Directors is accountable to Royal Redeemer's congregation. All accountability is done for the blessing and benefit of all of God's people.

If a conflict or concern should arise, initial communication should take place with the related group or individual directly, in accordance with Matthew 18. Following, the next step would be to go to the next group or individual with the next level of accountability, also in keeping with Matthew 18. Matters to be addressed by the School Board must be presented in writing to the Board President via email at school@royred.org, as needed. The Royal Redeemer Lutheran School Board President is Mrs. Kathy Robinson.

ADMINISTRATION

Royal Redeemer Lutheran School is a part of the teaching ministry of this congregation. The operation of the school is the responsibility of the Principal as directed by the School Board through policies established. The day-to-day operation of the school is under the direct supervision of the Principal. The daily operation of the Early Education classes is under the direct supervision of the Preschool Director.

FACULTY AND STAFF

Royal Redeemer's faculty members are highly trained teachers with a love for children and a love for their Lord. All of our teachers hold at least a four year bachelor's degree if not a Master's degree and take continuing education classes for professional growth. All teachers are certified and/or credentialed according to appropriate standards for service in a non-public school in the State of Ohio. Our teachers are Christians who attend worship regularly and strive to live a life that is a winsome witness for Christ. All staff are evaluated by their immediate supervisor. The Principal evaluates the Director of our Preschool. The Senior Pastor, with the Board of Education evaluates our principal. Our teachers also prepare a self-evaluation each year, as well as professional growth plans. K-8 instructional practices are regularly evaluated by the staff and administration and in keeping with Best Practices. Our goal is to strive for excellence with our students as well as our faculty and staff.

CURRICULUM

The curriculum meets or exceeds the requirements of the State of Ohio and curriculum for Lutheran Schools. It includes opportunities for worship and instruction in the Christian faith, Language Arts (Reading, English/Phonics, Listening, Composition, Spelling, and Handwriting), Mathematics, Science, Health, Social Studies, Music, Art, Physical Education, and Computer Technology. Our curriculum also meets or exceeds the Ohio Academic Content Standards and Ohio Early Learning Standards and always integrates the Faith.

TEXTBOOKS

The choice of textbooks is made by the faculty and principal on a scheduled basis. Most texts are purchased by the school through State Auxiliary Funds and tuition/fees. Most texts are on loan to students and remain the property of the school and/or North Royalton School System. Normal wear is expected to take place. Textbook replacement costs will be the student responsibility if a text is damaged due to negligence or abuse or is damaged beyond normal wear and tear. All textbooks are to be covered with a sturdy paper (brown grocery bags work great) covering or the stretchy book covers sold in stores. NO adhesive covers may be used. The students will be shown in school how to cover a book, but the younger children may need the assistance of their parents. Please check your children's books occasionally to make sure they have covers on them.

CHRIST-LIKE CONDUCT **AWARDS AND RECOGNITION**

Students of Royal Redeemer Lutheran School are encouraged to do their very best in all that they do and given the tools necessary to do so. When staff and teachers recognize students demonstrating excellent Christian Character, they may be recognized for their behavior and the example they set. Christian Character awards are posted in the school building but encouraged to find value in the intrinsic rewards that accompany their excellent behavior.

CHRISTIAN LEADERSHIP & CHARACTER EDUCATION

Royal Redeemer wants to help you develop Godly character. Therefore your lessons and other activities will be focused on doing just that. Excellent, Christ-like character is also recognized throughout the school year to encourage and celebrate our students' achievement in this important area. It is always our prayer that you will grow beautifully into the fantastic person that God wants you to be!

The words that Jesus shares in John 15:5 speak of Him being the vine and us the branches. If we abide in Jesus we will bear much fruit in our lives. Galatians 5:22, 23 lists character qualities that are part of us as soon as the Holy Spirit lives in us when we believe that Jesus is our Savior. Right away when we are part of God's family we become part of that "vine" and we can "bear much fruit". God's Word gives us many reasons to live in a way that honors others. We are to honor God (Exodus 20:3), our parents (Exodus 20:12), fellow believers (Ephesians 4:32), and others (Exodus 20:12-17). By being mindful of these things we grow as people and the Love of God is evident to all. Thankfully the Holy Spirit is working in us and through us to shape us into the people God wants for us to be.

CONDUCT

Many of the most important lessons in life are learned at home. These lessons must be remembered and practiced at school. Exercising self-control and self-discipline reflect good home training and are a source of pride to parents and students. Students at Royal Redeemer Lutheran School are expected to follow all rules and guidelines with all members of our RRLS faculty and staff and in all school sponsored activities. **Why is discipline emphasized at Royal Redeemer Lutheran School and what positives result in student compliance?**

- a) Discipline gives students a sense of security by enforcing clearly defined boundaries.
- b) Discipline results in maximum learning by removing class distractions.
- c) Discipline promotes respect for the Lord, others' authority, property, and one's self.
- d) Discipline teaches students to prepare them for adult life.
- e) Discipline allows students to feel confident in their self-control and to grow in self respect and self-esteem.

Other rules and procedures may be established by each classroom teacher and will generally be specific to that classroom's situation.

RRLS faculty and staff strive to ensure that school discipline:

- a) be based upon Scripture.
- b) always be done in kindness, Christian love; never anger
- c) be positive and teach the need for self-control.
- d) be fair and impartial as possible.
- e) be consistently enforced.
- f) involve forgiveness, reconciliation, and restoration.

CODE OF CONDUCT FOR PARENTS AND FAMILIES

Royal Redeemer Lutheran School is at all times a teaching and learning institution with the focus of our learning in and around our Christian Faith. Regardless of personal beliefs and circumstances, families are expected at all times to conduct themselves with one another, staff, teachers, and other students in a manner that is consistent with what we teach and practice each day. This means, we are to interact with one another in a positive, professional, and productive manner at all times on and off campus at school sponsored events.

Parents and families are to serve as examples alongside of our teachers and staff. We believe this consistency of approach not only supports and builds a strong team for supporting your student(s), but also allows the furtherance of the example we ought to set for each of them as well. Inability to adhere to these expectations will be addressed and may result in re-evaluating your student(s) placement at Royal Redeemer Lutheran School. We look forward to a positive, productive, and professional partnership with each of you, with Christ at the center of all we do, for the growth and development of each student at Royal Redeemer Lutheran School.

CODE OF CONDUCT

As a Christ-centered school that teaches and models what it means to be a Christian leader, there are high expectations for student conduct at Royal Redeemer Lutheran School. We all fall short of the glory of God, (known as sin), but through His mercy and grace, shown in the love of Jesus, we are given a chance to model as He lived to the best of our ability to honor God. Repentance, reconciliation or restitution, and forgiveness are important parts of this Code of Conduct. The following are offenses that do not honor God or are disruptive to safety and the learning environment, warranting disciplinary action:

1. School Disruption: A student shall not by use of violence, force, coercion, threat, verbal or non-verbal disturbance, cause material disruption or, obstruct any part of the school program, including in the lunch room, hallways, restrooms, locker rooms, busses, and at field trips.
2. Theft or Damage to Property: A student shall not willfully, attempt to steal, damage, or deface school, church, or other property. As it can also be damaging, NO gum chewing is allowed.
3. Assault, Fighting: A student shall not strike or strike back any person, threaten or put another person in psychological fear, or behave in a way that could cause physical injury to anyone.
4. Dangerous Weapons and Instruments: A student shall not possess, handle, transfer or conceal any object (toy or real) which could cause injury or be perceived to cause injury to others.
5. Narcotics, Alcoholic Beverages, Tobacco and Drugs: A student shall not possess, use, transmit, conceal, or be under the influence of any of these substances.
6. Insubordination: A student shall comply with specific directions of all school personnel.
7. Major Insubordination: A student shall not display or encourage others into defiance or rebellion.
8. Disrespectful Behavior or Language: No student shall use obscene, profane, or disrespectful language, in gestures, words, or writing, at any time, including using the Lord's Name in vain.
9. Setting a Fire or Setting Off a False Alarm: No student shall set a fire, falsely set off a fire alarm, or tamper with fire or safety equipment.
10. Bullying, Harassment, Intimidating, Threatening, Degrading, or Disgraceful Acts: A student shall not engage in these acts towards any school staff, fellow students, visitors, or volunteers in word or deed, or be responsible for repeated or intentional occurrences of harm to someone or threatening to harm someone. **Bullying and other harmful behaviors can be anonymously reported 24/7 by calling the school office and leaving a message with ext. 165, or the State of Ohio tipline; 1(844) 723-3764 (SAFEROH). Bullying should always be reported in a timely manner to keep all students safe, with as many details as possible.**
11. Dangerous Activities: No student shall be involved in pushing, running, or throwing objects in a manner which may be detrimental to the safety or health of self or others.
12. Acts of Dishonesty: No student shall be involved in lying, cheating, forgery, or plagiarism.
13. Dress Code Violations: No student should disregard or not follow the dress code guidelines.
14. Technology Acceptable Use Violation: No student shall use or have on their person during the school day an electronic device that has not already been approved for classroom use by the teacher or administration or use a device in a manner breaking the acceptable use policy

VIOLATION OF CODE OF CONDUCT

When a student has failed to follow the school Code of Conduct, or the Classroom Code, the Teacher and/or the Principal will use one or more methods of correcting or redirecting the inappropriate behavior to practice or encourage repentance, restitution or reconciliation, apologies and forgiveness. Thus, it is intended that through corrective action, counseling, conferences, and the following, steps such as suspensions or expulsions would not be necessary, but ultimately may be warranted. The following list of steps for addressing infractions may be employed as corrective action, although, for more severe infractions, some steps may be omitted and multiple steps may also be employed. Repeat offenses or extreme misconduct or harm to the environment or others will be dealt with swiftly and may be referred to a Disciplinary Review Board (part of the Board of Education) to help evaluate consideration for expulsion. Other students' discipline is never discussed with parents that are not their own. Records of discipline will be kept electronically and within student cumulative files. Steps 1-3 are designed to take place within the classroom setting first, and as needed, Steps 4-7 are Office Referrals.

Step 1: Teacher and Student Conference: employing Classroom Management Procedures (i.e. verbal warning)

Step 2: Parent Notification by Teacher: via phone call or email

Step 3: Detainment, Detention, or Isolation, Service, and/or Reflection: A loss of privileges (recess, special events, etc.) assigned with or without parent notification (detention always has notice, first).

Step 4: Referral to Principal for Reflection and Conference with student and/or Teacher.

Step 5: Short Term Suspension: up to two days out of school without an ability to receive credit for missing work or participate in special events or activities during the suspension. Written parent notice will be given.

Step 6: Parent Conference: with Principal, Teacher(s), Parents, and students to develop corrective action plan.

Step 7: Long Term Suspension: removal from classroom and school, not to exceed 10 days, with no credit for any class work completed if given or participate in special events or activities during the suspension. Notice to parents will be given in writing.

Step 8: Expulsion: immediate removal from school environment, with transfer required immediately. Notice to parents will be provided in writing.

If requested by the parents, an informal hearing with the principal may be held within 10 days of notification of consequences. Following a hearing, the parents may appeal the decision to the Board of Education within 10 days of such hearing.

IDENTIFYING STUDENT PROGRESS **GRADING**

Grades 1-2

E+	98-100%
E	90-97%
S+	83-89%
S	76-82%
S-	70-75%
N	60-69%
U	59-0%

Grades 3-8

A+	<97.9+-100%	E	Excellent/ Mastery
A	<93.9-97.8%	S	Satisfactory/ Developing
A-	<89.9-93.8%	N	Needs Practice or Improvement
B+	<85.9-89.8%	U	Unsatisfactory or Needs Help
B	<82.9-85.8%	+	Commendable Progress Made
B-	<79.9-82.8%		Progress is Typical
C+	<75.9-79.8%	--	Progress Less Than Expected
C	<72.9-75.8%		No Evaluation Given
C-	<69.9-72.8%	I	Incomplete
D+	<65.9-69.8%	1	Making Outstanding Progress
D	<62.9-65.8%	2	Progress is Typical
D-	<58.9-62.8%	3	Progress Less Than Expected
F	<0-58.8%		

Grades 6-8*

A+	4.00
A	3.99
A-	3.79
B+	3.59
B	3.29
B-	2.99
C+	2.79
C	2.59
C-	2.29
D+	1.99
D	1.79
D-	1.59
F	<1.29

The above scales are used to evaluate students on their performance in school. The GPA scale is used in Grades 6-8 for grade documentation at the High School level (their scales may vary) and Valedictorian and Salutatorian near the end of each student's Eighth Grade year.

GRADING STANDARDS

In determining grade weightings for Grades 3-8, teachers may not have tests and major projects valued at more than 50% of the overall grade, yet they must have at least 40% of the grade reflect test and/or major projects. The goal is to have a healthy balance for communicating student progress to families and other educators through student records. This standard has also been established to ensure consistency between teachers and grades at RRLS.

REPORT CARDS

Report cards are issued to K-8 students four times during the school year. Tests, projects, participation, and daily assignments are used to demonstrate student progress which is communicated using the school's grading scale.

Report cards for the first quarter are given to the parents at the Parent/Teacher Conferences. The second and third quarter report cards will be sent home with the student. A copy of the report card is to be signed and returned to the student's home room teacher to insure that the parents have seen the report card. The final report card will be mailed home within two (2) weeks of the end of the school year. No report cards will be given until all fees and tuition are received for the school year.

PARENT CONFERENCES AND EVALUATIONS

Teachers will evaluate student progress using interim or progress reports or report cards two-to-four times per year. These records should provide a snapshot of student progress for families. Additionally, parents will have the opportunity to meet with their child's teacher(s) after the first and the third (as needed) quarters of the school year for conferences. Parents may request a conference with their child's teacher(s) at any time. This kind of communication is vital for a healthy teacher/parent partnership. Student achievement will also be able to be viewed through the Sycamore online grading system, at home, as parents and families desire (especially through grades K-8).

Parents and teachers are encouraged to frequently conference together regarding the needs and successes of each student. A scheduled Parent/Teacher conference will be formally scheduled once each year, after the first grading period and it is mandatory that parents attend. There may be a parent conference during the third quarter which may be mandatory per teacher request, for children achieving below grade level and students with service plans (IEP). Meetings are scheduled for 15 minutes. For additional time with your teacher, please call ahead for an appointment.

Parents or teachers may request a conference at any time by contacting the appropriate teacher. The teacher will contact you and confirm an appointment. If a parent would like talk with the teacher by phone, please call the school office or send a note with your student and the teacher will contact you by phone as soon as s/he is able to.

EVALUATION POLICY

A total evaluation program includes not only evaluation of student achievement, but also an evaluation of the curriculum program itself. Student evaluation is designed to assess the degree to which the content of each individual course has been mastered by the learner and includes written examinations, class participation, individual projects, reports, and group projects. Knowing is assessed through simple recall of facts, as well as, understanding, applying, analyzing, creating, and evaluating skills. All forms of assessment are based upon objectives stated in the courses of study and incorporate State and National learning objectives through the Ohio Learning Standards and the Ohio Early Learning Standards. Program evaluation is designed to assess how well the content meets the needs of the individual students. An ongoing evaluation of curriculum strengths and weaknesses is conducted using feedback from standardized test results, students, parents, teachers, and administrators.

TESTING

Testing is one of the components in the school's curriculum and instruction. Teachers use published and teacher-made tests as a component in assessing the outcomes of instruction. The IOWA Standardized Achievement Test and/or the Ohio State Test is administered each year in grades K-8. A standardized ability test, such as the CogAt, may also be administered during even grade levels. The results of these tests are distributed to parents annually, near the end of the year. Our students are also informally assessed three times per year in grades K-8 in Literacy and Reading Skills and Math Skills to check for progress expected throughout the year, currently given by the STAR 360 Reading and Math assessments. RRLS is pleased that on average, our students achieve at or above expected achievement across the content areas. Our goal is for each student to reach their own level of academic excellence.

STUDENT CHEATING OR PLAGIARISM

Student cheating and plagiarism is defined as turning in any assignment, not originally created by the student, for them to take credit for their work. This includes a student having someone complete their work for them. The following are the possible procedures for dealing with these issues:

1. Destroy test or project at teacher's discretion.
2. Retake the test or re-work a portion of or the entire project at the teacher's discretion. Student will retake test in isolation.
3. The teacher will have a conference with student.
4. Notification is made to the student's home and School Principal.
5. Repeat offenses: Consequences escalate and may result in an immediate suspension at the discretion of the school principal. Continued disregard for integrity will result in a recommendation for expulsion.

PROMOTION, RETENTION, AND GRADUATION

The teachers and principal make recommendations on students' promotion, retention, and acceleration at the end of each school year. Each recommendation is based on the student's progress during the past year and the ability to participate in further studies.

A thorough study of the child's progress and abilities by the principal, teachers, and parents should precede a final decision. If a consensus decision cannot be reached between parents, teacher, and principal, an alternative plan must be developed.

In all cases under consideration for possible promotion or retention, the following factors will always be considered carefully: the student's chronological age, mental age, social age, achievement potential and physical development, assessment of knowledge of subject. In case of student retention, the family will be made aware of the possibility in writing by the end of the 3rd quarter grading period.

PROMOTION

Our school attempts to help each student grow "in knowledge, in wisdom, and in favor with God and man." (Luke 2:51,52) Because of this our promotion policy reflects what is best for each individual student under a given set of circumstances. Ordinarily, students are promoted at the close of each academic year when:

1. They have given evidence of satisfactory achievement and acceptable work in the curricular areas of study.
2. If absent, they have satisfactorily completed the work missed while absent and are also within the constraints of attendance policies.

RETENTION

A typical time frame for monitoring concerns with student progress is as follows:

- November: Initial contact with parents expressing concern over progress and possibility of retention. Devise an action plan.
- February: Personal contact by teacher with parents on student's progress and the progress of the action plan.
- April: Conference involving principal, teacher, and parents indicating strong possibility of retention. This conference is to be initiated by the teacher to the parents and principal.
- May: Final conference as above involving the principal, teacher, and parents initiated as above and called by the principal or teacher to finalize plans for retention.

ADVANCEMENT

Student placement in advanced programming or coursework, including advancing grade levels are only considered after multiple data points, teacher recommendations, and other quantitative assessments have been completed. This includes Algebra 1 or other advanced tracks in curriculum, enrichment classes, or advanced grade level promotion/placement. Decisions about early advancement are made during the spring or summer prior to the school year in question and are always discussed in conference with the parents or guardians and may require additional assessments to be through the student(s) district of residence. The principal will make a final determination based on data collected and always with the students' best interests academically, socially, emotionally, and emotionally in mind.

GRADUATION

The principal is responsible for approving the graduation of eighth grade students. A graduation exercise for the eighth grade graduates will be held in June at the close of the school year. Seventh grade families plan and execute the Eighth Grade Graduation reception.

TUITION, FEES AND FINANCES

It is the purpose of Royal Redeemer Lutheran School to offer the best quality education to our students. Because the school is 95% self-supporting, most of the operating funds come from fees and tuition. RRLS operates a modest budget to keep costs as low as possible. RRLS does offer some fund-raising opportunities for those who wish to participate to off-set the cost of education for all who attend.

AUXILIARY SERVICES PROGRAM

Royal Redeemer has received funds appropriated by the Ohio Legislature for non-public schools. These funds are designated and dictated by the State of Ohio for:

1. The purchase of hard or soft bound, non-religious textbooks;
2. All standardized testing materials and scoring services;
3. Specialized personnel such as general studies learning tutor and qualified individual to provide psychological services

Specific information regarding any of the above (eligibility, current allocations, process of referrals, program site) may be obtained from the school office.

REGISTRATION FEE

The registration fee covers the cost of paper products, cleaning materials, special refreshments for programs, fieldtrips, in-school celebrations, some printing materials, and some provided school supplies. The fee is paid at the time of registration. It is not refundable, unless a family must move or cannot be accepted.

TUITION

Tuition covers the cost of the teachers' salaries, director's/principal's salary, support staff's salaries, benefit packages, taxes, and materials for the classroom, supplies, curriculum, building use payments, and many more items in our budget. The tuition for active members is less than non-members because the members are expected to actively support the ongoing ministry of Royal Redeemer, the sponsoring congregation.

Tuition payment for Royal Redeemer Lutheran School is handled by the company TADS (Tuition Aid Data Services). This is the same company that currently processes financial assistance requests for our school families. At the time of enrollment, each student will have to submit a current registration form. Student information from the current registration form will then be forwarded to TADS for tuition payment. After TADS receives the necessary student information, an email will be forwarded to the family containing a link for accessing the TADS (TADS.com) web site to arrange for tuition payment. You will be asked to set up a tuition management agreement and account which will require a name and password of your choice.

There are several payment plans available: 1) Full payment by August 15th, (before the start of the school year). This payment offers a 2% discount and requires no set up fee. 2) Two payments, one being due August 15th and the second December 15th. This choice also requires no set up fee. 3) Ten payments, the first being due June 30th, the following nine will be due in September through May. This option requires a \$45.00 set up fee paid to TADS.

Payment can be made through automatic bank withdrawals, credit card (there is a service fee for credit card payments), or by check. Check payments may be mailed to TADS or sent into the school office, labeled with the student name and tuition in the memo line. You may also choose the day of the month your payment will be due. Correspondence with TADS can be through email or US Postal Mail. Enrollment later than the 1st June payment will require two payments by September.

A financial aid fund is available for emergency situations. When fees or tuition cannot be paid due to unforeseen family circumstances a family will be requested to complete a TADS document to both verify income and expenses through a third party analysis and to provide a tool for the school administration to convey family needs to others in an anonymous manner. This, then, should also provide the opportunity for others to give in a spirit of Christian love.

When transferring to Royal Redeemer Lutheran Church from another Lutheran or Christian congregation, the member's rate will apply after the family has become official members of the congregation. Some congregations choose to partner with RRLS and fund the member rate discount to RRLS in support of offering Christian education.

Families with students transferring out of the school will be charged a prorated tuition for the month after the transfer. Proration of full year tuition payments are at the discretion of the School Principal. **Families with students transferring into the school** are responsible for a prorated tuition for the month of transfer according to the information in the preceding paragraph.

Extremely past-due accounts may be referred to a collections agency with prompt notification, prompt removal from programs or re-enrollment, and/or delay a transfer of records.

MEMORIALS AND GIFTS

Families and friends of RRLS students often ask about giving financial contributions in honor or in memory of someone. Please contact the school office for more information or to be directed to the staff member who can be of assistance. RRLS, as a subsidiary ministry of RRLC, is a 501(c)3 organization and is, therefore, tax-exempt.

STUDENT INVOLVEMENT AND EXTRA CURRICULARS

ATHLETICS

Our school offers athletic opportunities for students starting in 5th Grade. What's great about this program is that you play students from other schools as well as practice with your own teammates. This allows you to grow as an athlete and as God's child as you learn to work with others, play competitively with grace, and develop the important character qualities learned when you participate in athletics.

The availability of athletic participation and programming is based on our participation the Cleveland Area Lutheran Athletic League. Girls and boys may participate in volleyball, cross-country, basketball, softball, and track. Levels for participation are based on league rules. Specific information is given at the start of each season. 7th & 8th Grade girls may participate in cheerleading, with eligible 6th Graders based on participation needs at the discretion of the principal working with the cheerleading coaches. Tryouts may be required for participation.

Our Athletic Director works with the Principal and coaches to ensure that a quality program is offered. Students must not have two grades below a C- (72.8%) or any failing marks in **any** subject to be considered eligible for participation. Additionally, all students are required to have a physical examination form on record at the start of the first season of eligibility. Parents may be required to attend a mandatory meeting at the start of each season so that all schedules, responsibilities, and guidelines can be reviewed. Grades will be checked approximately every two weeks. If your child does not meet the requirements they will not play, but will be required to attend the games. No exceptions will be made. All coaches must submit to a fingerprint background check and complete course work for their Pupil Activity Permit and serve as the Christian example we hope to inspire our young athletes with.

BAND

All students in grades 4-8 are eligible to participate in the Instrumental Music Program/Band. Students will participate in a small group/section lesson as well as a full-band session once each week. This program is done during the course of the school day with students departing from class as needed. A rotating schedule is used so that students will not miss a certain class or portion of a particular class for the entire year. Three levels of performance are available, depending on band size, each year. A minimum of two performances will take place with additional performances being held during chapel worship or other "on-campus" occasions. Details are forthcoming at the start of each year. A monthly fee is charged for this program apart from tuition.

BIRTHDAYS

We celebrate children's birthdays. Parents may bring a nutritious treat, yet are asked to coordinate the time and date directly with the teacher. Invitations to birthdays and other events, if not including the entire class, should be given at times other than during school. Please use care and consideration when planning parties so that children will not feel left out or unintentionally isolated. Any treats must adhere to our Peanut/Nut Policy.

ROYAL REDEEMER CHILDREN'S HOSANNA CHOIR

Royal Redeemer sponsors a Children's Choir to allow children to participate in worship, grow their skills, and enjoy the fellowship of others children beyond our school community. This effort is coordinated through the Worship Ministry office and is available for all RRLS students in the designated grades/ages, regardless of church membership.

BIRTHDAY BOOK CLUB

The Birthday Book Club is a unique way to build our Media Center book collection. Parents and students can request a specific title which is purchased for them. Parents pay either \$12.50 for a hard-cover book, or \$6.00 for a paperback. The child's picture is taken with the book and displayed on our bulletin board, a personalized bookplate is put into the book, and the child is the first student to read the book. The books are returned to the Media Center, where they serve as a memento of the child's year and special birthday and other students may read them. At the end of the year, appropriate treats are provided for Book Club "members."

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Long-term Groups (e.g. athletics, drama, etc.)

1. Approximately every two (2) weeks during each quarter an eligibility roll will be taken.
2. Students are considered ineligible if they have 2 or more grades that are lower than a "C-" (72.8% or below) in any subject OR they have a failing grade or "F" in any subject.
3. Should a student be ineligible more than one time in any season (for the duration of the major activity) s/he is ineligible for the remainder of that season (or show in the case of a Drama Club).
4. Coaches or group leaders will be notified by the school office and/or the Athletic Director, whichever is most expedient.
5. Students may become eligible once again if her/his grades improve by the time the next eligibility roll is taken.
6. Students who are too ill to participate in Physical Education classes will not be permitted to participate in an athletic practice or game that same day.
7. If a student is ill at school or unable to participate in classes for the day, they are not able to participate in athletics or clubs for 24 hours from the time of illness/absence.

OFFERINGS AND OPPORTUNITIES **STUDENT SUPPORT AND GUIDANCE**

Christian ministry and support is available to the students through daily interaction with the teachers. The Pastoral Staff, Principal, Director, and School Psychologist serve as additional guidance personnel as needed. The ministry of RRLS includes prayer, student counseling (both professional and supportive) family consultation, teacher in-service training and parent seminars. Educational psychological testing is available through the state auxiliary services program.

PARENT TEACHER ORGANIZATION

All parents of Royal Redeemer Lutheran School are automatically part of the PTO (Parent Teacher Organization). Meetings are held regularly. Information regarding PTO is available in the school office. Child care is provided. The purpose of the PTO is to supplement and support the school community family fellowship and growth, and enhance the home-school partnership of RRLS. Quarterly or monthly newsletters will be provided to keep families informed about events coming up and opportunities to get involved. All are welcome and encouraged to attend and participate as possible.

EXTENDED CARE PROGRAM FOR GRADES K-8

Days and Dates of Operation: M-F, when school is in session or when announced in the Countdown.
Hours of Operation: 7:00-8:45 AM and 3:30-6:00 PM

Philosophy: Royal Redeemer's Extended Care provides a friendly Christian atmosphere where parents may have their children when they are away from home. Extended Care is an extension of our Christian school and provides the children added opportunities to learn and grow in Jesus Christ. We accomplish that by witnessing to God's love offered to us in His Son, Jesus Christ. By sharing the Good News of forgiveness and the assurance of salvation, children learn how to live for God and Royal Redeemer becomes "A Good Place to Meet Jesus." The program is structured and organized, but flexible enough to allow students time to explore other activities, to have some free time as well as to have an opportunity to begin, and hopefully finish, their homework. We will provide a secure, cheerful environment for the children by offering supervision, discovery, and times for play and work. Our objectives include the elements of enhancing a positive self-esteem, developing social skills, and teaching lifelong values such as responsibility, organization, and cooperation, to name a few.

Participating: The Extended Care program is available to all students registered in Royal Redeemer's Kindergarten through Eighth grade. An Extended Care registration form must be filled out prior to use of the Extended Care program. Before Care 7-9am \$5.00, After School Care 3:30-6pm is \$10.00. Late pick-ups will be charged \$1.00/minute after 6pm. These rates apply for any part of the time used. Extended Care statements will be posted on your TADS account. This program is eligible for families who have cafeteria plans or "section 125" plans through their places of employment.

Location: The ECP will be primarily housed in room 102 (off the commons area near the main school entrance), the playground area, CAC, and Commons spaces will also be used as needed and available.

Daily Schedule:

BEFORE SCHOOL:

7:00 – 8:45 a.m. Indoor Activities: study area, board games, reading
8:45 a.m. Dismissal to classrooms.

AFTER SCHOOL:

3:25 - 3:35 p.m. Check in
3:35 - 4:20 p.m. Supervised activity/Quiet homework
4:25 – 4:45 p.m. Snack
4:50 - 5:30 p.m. Outside playground or gym
5:30 – 6:00 p.m. Quiet activity: games and books

Snack: Snacks will be provided for students and change from day to day. If your child has special dietary requirements, it will be the parent/guardian's responsibility to provide an appropriate snack and to make sure the staff is aware of this need.

Safety: Student emergency contact information will be provided to the ECP staff by the school office. This information contains food allergies and medical needs for each student. Additional needs due to the timing of the student's stay should be reported to the school office. Should a family need to have someone other than those either listed in the emergency contact information the parent should send a note in writing indicating the name and relationship of this person to the child. If this is an emergency pick up, then the parent/guardian will be contacted to verify the person picking up and the person picking up may be asked for identification. All students are to be under direct supervision when on campus. This includes while students are awaiting the start of extracurricular or co-curricular activities scheduled before or after school, rides home, or admission to school to start the day. Students not picked up within 20 minutes of the scheduled end of an after school activity will also be sent to ECP and billed accordingly.

Electronics: Cell phones and electronic devices are permitted in the ECP on Fridays only, but not for calling out or texting. All outside communication should move through the ECP

Extra-Curricular Activities: Students on campus after school for sports, tutoring or programs will be checked into the Extended Care program before practice but will not be charged. If the student is not picked up at the end of practice or the program, he/she will be checked into Extended Care and be charged until a parent arrives. Siblings of students participating in other programs will be charged for the time of their use. If a program starts after 6pm, such as athletic practices, concerts, etc., they may not plan to stay at the school, but should have arrangements made for being picked up from school or ride the bus, and then return at an appropriate time as the campus is not staffed after 6pm.

Donations: Materials, games, supplies, and monetary contributions to help with this important service are welcome.

APPENDIX A STATEMENT OF FAITH

On the basis of Holy Scripture and in unity with the one holy, catholic faith, we believe, teach, and confess that:

- The only true God is the triune God, the holy Trinity. He is three equal and eternal Persons (Matt. 28:19; 2 Co. 13:14; John 15:26) within one divine Essence (Deut. 6:4): God the Father, Son, and Holy Spirit. This teaching was revealed most clearly by Jesus Christ, the only begotten of the Father (John 1:18).
- Since the fall of Adam into sin, every person is conceived and born with original sin (Romans 5:12ff.; Psalm 51:5; Psalm 58:3). This original sin results in both total corruption of human nature (Genesis 6:5; 8:21; Isaiah 64:6; Romans 3:10-18) and condemns one before God. It renders the person spiritually dead (Eph. 2:1-3; Col. 2:13) and blind (2 Corinthians 4:3-4; 1 Corinthians 2:14) and totally unable to love, trust, or fear God above all things or to love one's neighbor as himself (Romans 8:7-8). Because of this all people are sinners before God (Romans 3:23).
- Jesus Christ is true God, eternally begotten of the Father, and also true man, born of virgin Mary, and is the only Savior from sin and Mediator between God and humanity (John 1:1-3; John 20:28; Luke 1:26-38; Matthew 1:20-23; 1 Timothy 2:3-6a; John 14:6; Acts 4:12). This same Jesus
- by his perfect life and sacrificial life death on the cross, won complete forgiveness for all sins and eternal life for every human being who has ever lived and will live (Isaiah 53:4-6; Mark 10:45; 1 John 2:1-2; Romans 3:21-26; 2 Corinthians 5:18-21; Hebrews 9:26-28; 1 Peter 2:24-25);
- rose bodily from the dead on the third day (1 Corinthians 15:3-5);
- ascended into heaven and reigns at the right hand of God as Lord over all (Acts 1:9-11; Ephesians 1:20-23); He will come again on the clouds of heaven to judge the living and the dead (Matthew 24:30-31; 25:31-46).
- We cannot get forgiveness of sins or righteousness (sinlessness/what every person needs to enter heaven) by our own good works, love, or holiness. We become righteous before God by His grace, for Christ's sake, through faith when we believe that Christ died for us and that for His sake righteousness, forgiveness, and eternal life are given to us. This is what the Bible means when it says that we are "justified by faith apart from the works of the Law" (Romans 3:21-28; 4:5; Galatians 2:16-21; Ephesians 2:8-9; Philippians 3:7-9). Faith is not a good work that we do, but the empty hand that receives the gift of righteousness and forgiveness that Jesus won for us. Faith itself is a gift.
- By God's decree, the forgiveness of sins, eternal life, and salvation are offered and given through the preaching of the Gospel and the Gospel in all its forms (the written Word of God, Baptism, Absolution, Lord's Supper). In other words, God not only saw to it that our sins were atoned for through the cross of Christ; He also arranged a delivery system to bring that blood bought forgiveness across the centuries and throughout the world. The Gospel (preached, read, Sacraments) is that delivery system. Through the Gospel, the Holy Spirit creates saving faith in Christ, when and where He pleases (1 Corinthians 12:3). For this purpose, Christ has instituted the Office of the Ministry and sends pastors to preach and administer the holy Sacraments in His stead and name (John 6:63; 16:12-15; Luke 24:47; Matthew 28:19-20; John 20:21-23; Acts 20:28; 1 Corinthians 4:1).

- Good works, love, and holiness of life are the fruits of saving faith in Christ, not the cause of such faith (John 15:1-5). We are saved for good works not by good works (Ephesians 2:8-10). We must do all good works that God has commanded but not in order to be saved by them.
- The one holy Christian Church, properly speaking, is all those who truly believe in Jesus Christ, among whom the Gospel is preached purely and the Sacraments are administered according to the Gospel. Thus the Christian Church is found wherever these things are present, even if hypocrites and unbelievers are present (Matthew 16:16-19; 18:20; 28:18-20; 1 Corinthians 1:2; Acts 20:28; Ephesians 5:25-27).
- Holy Baptism, water applied in the Name of the Triune God according to Jesus' institution (Matthew 28:19), truly saves (1 Peter 3:21), causes one to be born again (John 3:5; Titus 3:5), delivers and applies grace and the forgiveness of sins (Acts 2:38; 22:16; Ephesians 5:25-26), unites the one being baptized to the death, burial, and resurrection of Christ (Romans 6:4; Colossians 2:11-12), gives the gift of the Holy Spirit (Acts 2:38) and causes one to become a member of Christ's body (1 Corinthians 12:13).
- Holy Communion, or the Holy Supper, instituted by Christ Himself, is the true body and blood of the crucified and risen Jesus Christ, given under the forms of bread and wine, for Christians to eat and drink, for the forgiveness of their sins (Matthew 26:26-29; 1 Corinthians 10:14-21; 11:23-26).
- Holy Absolution is a great and precious word of forgiveness to the troubled sinner. Holy Absolution, the forgiveness of sins spoken by the Pastor to a penitent sinner in Jesus' name, truly gives the forgiveness of sins with the full authority of the resurrected Christ (Matthew 16:19; 18:18; John 20:21-23). This word of forgiveness is to be heard and believed as the word of Christ Himself speaking to us (Luke 10:16).
- The Christian life is one of continual repentance (sorrow over sin, then belief that our sin is forgiven for Christ's sake; Mark 1:14-15). That one has truly repented who turns away from the sin and brings about changed behavior that is pleasing to God (Matthew 3:8).
- Jesus Christ will return visibly on the last day for judgment, will raise up all dead, and will give everlasting life and joy to all believers, but will condemn unbelievers and the devil to everlasting punishment (1 Thessalonians 4:13-18; Revelation 1:7; Matthew 25:31-46; John 5:28-29).
- Though man possesses freedom of the will to choose and decide in earthly matters, he does not have freedom of the will in spiritual matters, but is spiritually blind and dead. Only when the Holy Spirit creates faith in His heart does he again have freedom in spiritual matters (John 6:44; 1 Corinthians 12:3; Ephesians 2:1-10).
- Holy Scripture, the Bible, is in every word the God-breathed (inspired) and inerrant Word of God, the only source and final authority of all doctrine and life claiming to be Christian. Its main purpose is to proclaim the gift of salvation through faith in Jesus Christ (2 Timothy 3:14-17; 2 Peter 1:21).
- The key to understanding Holy Scripture correctly is the distinction between Law and Gospel; that is, all Scripture is either Law, which shows us our sin, commands good works, threatens us with punishment, and Gospel, which shows us our Savior, offers us forgiveness, promises, comforts, and strengthens. Both are necessary throughout the life of the Christian (Romans 3:21-22; 2 Corinthians 3:6-11).

APPENDIX B **Statement on Marriage and Sexuality**

- We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union as delineated in Scripture.
- We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to our church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
- We believe that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.

APPENDIX C **LCMS and the Common Core**

Should Lutheran Schools Consider Adopting the Common Core State Standards?

Prepared by LCMS School Ministry

June 21, 2013

Background

1. Lutheran schools have a rich heritage and long standing commitment to academic excellence that is rooted in the Christ-centered mission that flows from the Lutheran Confessions. The Common Core State Standards may serve as a tool that enhances curriculum development. They could provide additional guidelines upon which the rigorous programs of study for our students could be designed. The rigor is not the product of the CCSS standards alone; rather, is connected with the instructional process provided by Lutheran educators

2. The Common Core State Standards suggest a set of high-quality academic expectations that all students should master by the end of each grade level. They propose consistent grade-level learning goals for all students and inform parents about learning outcomes, thereby making it easier for parents to collaborate with teachers in helping their children achieve success.

3. The Common Core State Standards are not a curriculum. A curriculum includes what, when and how subjects are taught and what materials to use. These matters are not dictated by the Common Core State Standards. For Lutheran schools, these elements will continue to be determined by individual schools, working to meet the needs of their students.

4. The Common Core State Standards represent a fundamental shift in the teaching and learning process. They establish clear, measurable goals for students that assist teachers in making instructional decisions. They place emphasis on creativity, critical and analytical thinking and application to curriculum content. They may serve to assist our schools in guiding the way that instruction takes place in each classroom while allowing the school to develop its own unique curriculum content.

1. Although there has been strong business and educational support for the Common Core State Standards in almost every state that has adopted them, there has been a recent move by some to discredit the standards.

2. The Association of Christian Schools International (ASCI), Christian Schools International (CSI) and The National Catholic Educational Association (NCEA) support the move toward the Common Core State Standards. The reason? – Its focus on rigor, relevance, best practices, and college and career readiness.

Any movement toward the integration of the standards with Lutheran school curriculum should proceed after careful consideration of two factors:

1. Lutheran schools are empowered to design and direct the integration of the Common Core State Standards within curriculum that ensures the highest quality of academic preparation for students.

2. Lutheran schools must be committed to infuse the Common Core State Standards with the faith, principles and values that are inherent in the unique mission and identity they possess.

Summary

An excellent Lutheran school provides a rigorous academic curriculum that integrates the Christian faith and knowledge. As trained professionals, Lutheran school administrators and teachers continually seek the best instructional methods for educating students. Lutheran schools traditionally have developed their own standards or adapted state standards for use with their own curriculum. Some will continue to do this.

Ultimately, Lutheran schools will determine independently which standards to follow. The process of that discovery must remain true to The Lutheran Church—Missouri Synod's (LCMS) Christ-centered mission: to provide a solid, Christian education developed with standards that drive instruction so that every child can be reached with an effective education – one that centers on the LCMS faith. The Common Core State Standards may be considered a tool that would allow LCMS schools to more fully prepare its students for service and witness to Christ and the world.

