



# Royal Redeemer Lutheran School

## *Parent Handbook*



**Royal Redeemer**  
LUTHERAN CHURCH & SCHOOL

11680 Royalton Road  
Church Office: (440) 237-7958  
[WWW.ROYRED.ORG](http://WWW.ROYRED.ORG)

North Royalton, OH 44133  
School Office: (440) 237-7988  
[WWW.RRLS.ORG](http://WWW.RRLS.ORG)

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# MISSION & 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, alongside 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 ministry of Royal Redeemer Lutheran Church. At Royal Redeemer Lutheran Church, we are pursuing Christian community marked by grace, love, and fellowship. We believe God gives us a love worth demonstrating, a journey worth walking, a truth worth holding, a message worth sharing, and a joy worth living.

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 RRLC explains that commitment in more detail.

## 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 summary of our major Biblical teachings is listed in our "Statement of Faith", explained later in this packet. Further delineation of the application of the teachings of the Bible may be found in documents published by the Lutheran Church-Missouri Synod.

## 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, Mathematics, Social Studies, Technology, Sciences, Health, Music, Physical Education, and Fine Arts; meeting or exceeding local, state and/or national standards for learning. The result of the curriculum is for each child to be equipped for what God is calling them to and to be inspired to continue learning throughout their lives. 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 as Christian leaders.

## 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.

# PARTNERSHIPS

## COMMUNICATION

A school calendar will be given to families at the beginning of the school year, and it can be found on our school website, [rrls.org](http://rrls.org). Parents will receive weekly newsletters from the administration, known as the "Countdown." The school Countdowns are also be found on the school website. The newsletters will give information on upcoming events, content, missions, lunches and more. In addition, you will receive weekly or monthly newsletters from your homeroom teacher in preschool and elementary classes. In addition to being able to call or email the school directly, all homeroom teachers have a direct email address, and classroom phone line that you can reach them at for other communication needs.



## 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 by contacting the school office. 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. All are welcome and encouraged to attend and participate as much as possible.

## CLASS & CAMPUS VISITATION, PARTICIPATION & VOLUNTEERING

Parents are invited and encouraged to visit the school by appointment in advance with the school office or with the classroom teacher(s) for things including Chapel, volunteering, field trips, and other special events. All Parents, regardless of frequency of visits or familiarity, must check in at the school office before entering the classroom or other areas of campus upon arrival. We welcome volunteers in many of our programs, events, and more. Enrollment forms include options to sign up and volunteer, or you can contact the school offices, if interested.

## WEEKLY CHAPEL

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 K-8 students participate on a weekly basis, while Preschool students participate monthly. Chapel dates and times, as well as the monthly mission supported through our Chapel Offerings, can be found in the weekly school newsletter, the Countdown. **Parents and friends are welcome to attend.**

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. Inquiries about Baptism can be sent to our church or school offices at any time during the school year.

## CHURCH & WORSHIP ATTENDANCE

One of the greatest habits that can be developed, at a young age, is a love for worship and personal Bible Study and prayer. 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 Weekend Worship, worship as scheduled at a congregation sponsored retreat, or other designated worship events. In addition, Sunday School is any regularly scheduled activity sponsored by a Christian congregation that involves study of Scripture for a prolonged period. At Royal Redeemer these options typically include Redeemer Kids (ages 4-4th grade) 5 & 6; 7 & 8 Youth Group Activities, Children's Choir, 7 & 8 Confirmation, and more. Nursery programs are also offered for families with Infants-3-year old's.

\*Current Worship Service times, events, and ways to sign up are posted on our website at [www.royred.org](http://www.royred.org).

*Learning for Life, Leading for Christ.*



# STUDENTS

## STUDENT RECORDS

A cumulative file is maintained in the school office for each student, as well as retained digitally through our FACTS system. These files contain 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 during Enrollment. All other cumulative file information is available only to:

- Certified staff for their professional use.
- Natural parents or legal guardians within 45 days of their request. Parents may review these original records on the school premises or may request copies.
- Those agencies authorized in writing by the parent.
- 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 to access 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. Stepparents have no rights to records, reports or conferences unless these rights are conferred on them by the custodial or 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, by the parent or the next school, and upon full payment of any owed 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 Application 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 became ill in school. This form will also indicate anyone you would want to designate to be contacted in 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.**

## STUDENT SUPPORT & SERVICES

Christian ministry and support is available to the students through daily interaction with the teachers. The Pastoral Staff, Principal, Director, and School Counselor serve as additional guidance personnel as needed. The ministry of RRLS includes prayer, devotions, religion studies, worship opportunities, student-family consultation, teacher/staff in-service training, parent seminars, and so much more. Contact the school offices for more information.

## LUNCH/SNACK

Hot lunch is available for all students Preschool through Grade 8 on days your child is in school. Your child may bring their lunch and purchase milk (\$0.50) or purchase hot lunch (Preschool \$3.50 and K-8 \$3.75). The menu is posted monthly in FACTS, or weekly the "Countdown" newsletter, and charges will be applied to your FACTS account. Students may not bring or drink pop during lunch and must have "commercial" lunches repackaged per Federal Hot Lunch guidelines. Free and reduced lunch applications are available on the school website, [rrls.org/resources/](https://rrls.org/resources/).

## BIRTHDAYS

If celebrating your student's birthday, Parents may send in a nutritious, sealed, individually wrapped, treat, yet are asked to coordinate the time and date directly with the teacher. Any treats must adhere to our Peanut/Nut-Free Policy. Invitations to birthdays and other events, if not including the entire class, should be given at times outside of school.

## LOCKERS

All students in kindergarten through 8th grade receive an individual locker to store their book bags, materials, and other items. These are property of Royal Redeemer Lutheran School. Grades 6-8 are allowed to use a lock on if they wish, but this is not expected. The combination or key must be given to their homeroom teacher.

## LOST & 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.

## 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 students before Thanksgiving. Families are to pay for student photos if they choose to purchase them.

## RECESS & PLAYGROUND



Weather permitting (without moderate rain or when it is above 20 degrees with wind chill at recess time); all students will go outside for recess, with their class of students, unless they have a note due to 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 outdoor garments are required for all students (hats, coats, gloves, etc. in winter weather).

The adult supervisors are responsible for student safety and carry the authority. Any behavior that may hurt or endanger oneself or others is not permitted. (See "Code of Conduct".) There will be no stone, stick or snowball throwing. The playground is used for recess and outdoor physical education. Students can use school equipment. 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.

# CHRIST-LIKE CONDUCT

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 us to be.

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?**

- Discipline gives students a sense of security by enforcing clearly defined boundaries.
- Discipline results in maximum learning by removing class distractions.
- Discipline promotes respect for the Lord, others' authority, property, and oneself.
- Discipline teaches students to prepare them for adult life.
- 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:

- be based upon Scripture.
- always be done in kindness, Christian love; never anger.
- be positive and teach the need for self-control.
- be fair and impartial as possible.
- be consistently enforced.
- involves forgiveness, reconciliation, and restoration.





# CODE OF CONDUCT FOR STUDENTS

As a Christ-centered school that teaches and models what it means to be a Christian leader, there are high expectations for student conduct on and off school grounds of 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:

- **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 lunchroom, hallways, restrooms, locker rooms, busses, and at field trips.
- **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.
- **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.
- **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.
- **Narcotics, Alcoholic Beverages, Tobacco, and Drugs:** A student shall not possess, use, transmit, conceal, or be under the influence of any of these substances.
- **Insubordination:** A student shall comply with specific directions of all school personnel.
- **Major Insubordination:** A student shall not display or encourage others into defiance or rebellion.
- **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.
- **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.
- **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.**
- **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.
- **Acts of Dishonesty:** No student shall be involved in lying, cheating, forgery, or plagiarism.
- **Dress Code Violations:** No student should disregard or not follow the dress code guidelines.
- **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.





## CODE OF CONDUCT FOR PARENTS & FAMILIES

Royal Redeemer Lutheran School is 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 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 on and off campus. Parents and families are to serve as examples alongside of our teachers and staff. We believe this consistency 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.



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.

## VIOLATION OF CODE OF CONDUCT

- 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 participating 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.

# 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, Writing, Presentation, Spelling, and Handwriting), Mathematics, Science, Health, Social Studies, Music, Art, Physical Education, Media, and Technology. Our curriculum also meets or exceeds the State of Ohio Learning Standards and Ohio Early Learning Standards, while always integrating the Faith.



## CHRISTIAN LEADERSHIP & CHARACTER EDUCATION

Royal Redeemer wants to help develop Godly character. Lessons and other activities will be focused on doing just that. 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. For acts of service above and beyond, students may be recognized in a special way, but the intrinsic value of demonstrating Christian character is most important.

## PHYSICAL EDUCATION

Physical Education (PE) is part of Royal Redeemer's curriculum. Students must wear a pair of non-marking, rubber-soled tennis shoes in school for PE classes and indoor recess. Students in grades 6-8 are expected to change each PE class into a school approved uniform. PE uniforms (approved shorts and t-shirt) can be purchased at the start of the school year.

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 misses 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. If a student does not participate in PE for any reason, they may also not be eligible to participate in after school sporting events or other physical activities. Please contact the PE Teacher for more information.

## ASSEMBLIES

Assemblies are planned throughout the school year. Parents will be notified about these assemblies in regular classroom or school newsletters. Parents may be invited to participate as it is possible to do so.

## 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 car seats, booster seats, is required, and no students may ride in the front seats of the vehicle. 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 parents not bring other small children on these field trips, to enjoy the time with this specific child and serve as an active and attentive member of the supervisory team. Parents must submit a copy of their 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. 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 in future trips.



## INTERMEDIATE & MIDDLE SCHOOL EXTENDED DAY TRIPS

Each school year, students in 5th through 8th grades attend an overnight class trip to a specific location. All students are expected to participate in this experience. If a student cannot attend, it will count as an unexcused absence, and the student will be given research work to complete.

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.

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.



# 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%		

GPA 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

These 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 ensure 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 & 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 by setting up an appointment.

This kind of communication is vital for a healthy teacher/parent partnership. Student achievement will also be able to be viewed through the online grading system. Kindergarten students receive parent reports quarterly and half-way through the quarter to identify academic progress.

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 or to address specific academic concerns.

Parents or teachers may request a conference at any time by contacting the appropriate teacher. The teacher will contact you and confirm the appointment. If a parent would like to 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 or exceed 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 are 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 Assessment system. RRLS is pleased that on average, our students achieve at or above expected achievement across the content areas and at all grade levels. 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:

- Destroy test or project at teacher's discretion.
- Retake the test or re-work a portion of or the entire project at the teacher's discretion. Student will retake test in isolation.
- The teacher will have a conference with the student.
- Notification is made to the student's home and principal.

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, ADVANCEMENT & 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 their 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 the case of student retention, the family will be made aware of the possibility in writing by the end of the 3<sup>rd</sup> 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 they have given evidence of satisfactory achievement and acceptable work in the curricular areas of study. 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.

# HOMEWORK GUIDELINES

Homework is an outgrowth of class work. Students can expect to have some type of homework each weeknight. If specific work has not been assigned, students should review notes, practice basic skills, or prepare for a long-term assignment/project. Parents/guardians can assist their children with homework by providing a study area that is free of distractions and by setting aside a specific time during which homework is to be done. Book bags should be packed and ready for school the night before.

Allow your child the opportunity to do his or her own homework. Remember that homework is the responsibility of your child. It is not your responsibility. However, do communicate with your child regarding daily assignments, long-range assignments, and various other projects that may be required. Contact the teacher if your child consistently spends an excessive amount of time doing homework or if an emergency arises at home that prevents your child from completing an assignment.

## 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' mindset toward their child's homework is crucial, as it has a great influence upon the mindset of the student. RRLS is committed to providing a homework policy which will support each students' 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.

# STUDENT INVOLVEMENT & EXTRA CURRICULARS

## ATHLETICS

Our school offers athletic opportunities for students starting in 5th Grade, where you can grow as an athlete and as God's child. 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 in 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.



## INSTRUMENTAL MUSIC PROGRAMS

Students in grades 4-8 are eligible to participate in the Instrumental Music Program/Band. Students will participate in small class cohort groups. This program is offered during the school day with students departing from class as needed. Three levels of performance are available, depending on band size, each year. Performance opportunities are planned to be provided, even if virtual. Details are shared at the start of each year. A monthly fee is charged for this program apart from tuition.

## ROCKET READER CLUB

The Rocket Reader Club is a unique way to build our Media Center book collection. Parents pay either for a hard-cover book, or a paperback. A personalized bookplate is put into the book, and the child is the first student to read the book. The contribute to the growth of our Library.

## ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

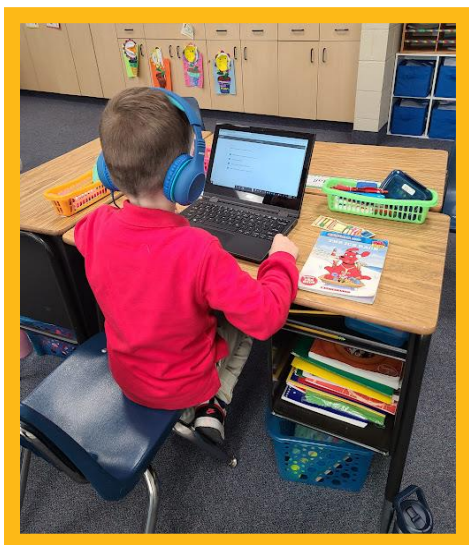
### Long-term Groups & Clubs (e.g., athletics, student council, band, etc.)

Approximately every two (2) weeks during each quarter an eligibility roll will be taken. 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 have a failing grade or "F" in any subject. 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 for meetings following that date for (2) weeks. Coaches or group leaders will be notified by the school office and/or the Athletic Director. Students may become eligible once again if her/his grades improve by the time the next eligibility roll is taken. 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.



# TECHNOLOGY

## ACCEPTABLE USE POLICY



**Statement of Purpose:** All electronic equipment, digital content, digital accounts, and Internet access is provided at RRLS for the education of staff, students and invited guests and use of these tools and resources should be considered a privilege and not a right. Rules governing the use of technology are noted here and must be signed and agreed to before equipment or 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 as needs arise.

**Confidentiality:** All system users should conduct themselves as representatives of RRLS seeking to further the causes of Christ. Ownership of the system including all computers, software, files, data, and accounts, including e-mail accounts and digital content 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 designer at any time.

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

**Parental Responsibility:** Parents are informed of RRLS's Acceptable Use Policy here within. If school-owned equipment is broken or damaged by a student, due to inappropriate use or lack of care, 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. Replacement equipment may be provided if available (such as until a repair can be completed but is never guaranteed). Parents understand that content provided by RRLS belongs to RRLS and cannot be shared or used for any unauthorized purpose.

**Expectations for Acceptable Student Use:** Students will:

- use the virtual tools, content, equipment, and school network RRLS provides or utilizes for educational purposes only and color printing at school will only be done with teacher approval.
- be considerate, by not sending 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 their assigned files, folders, accounts, and passwords.
- not reveal their name, home address, phone number, or other private information, 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 or other school media outlets, unless parents request in writing an exclusion via our Application Form
- 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 technology or related tools.
- 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. Internet access and instructional content 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.

## SOCIAL MEDIA

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29

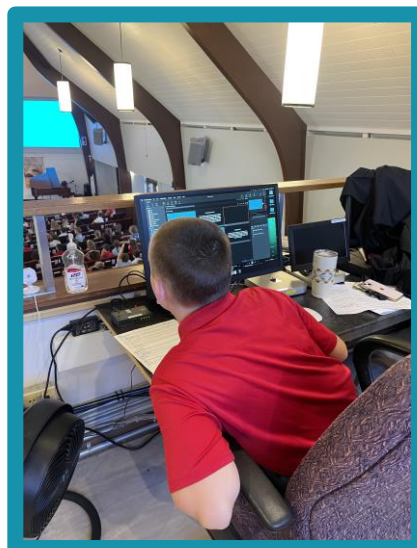
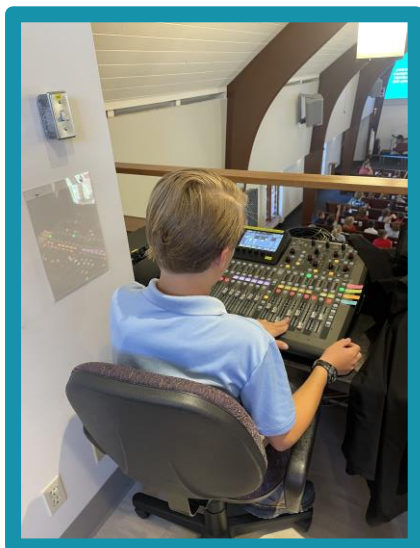
Royal Redeemer students and stakeholders are expected to represent the school in a positive manner on school grounds, and when they are not on campus or attending school functions. Slander, gossip, rumors, and negative communications will be addressed by the administration. This includes postings on any electronic device or Internet site (i.e., Twitter, Facebook, Instagram, YouTube, Snapchat, email, texting, voicemail, etc.). Royal Redeemer faculty, staff, parents, and students should consider the outcomes when they post on social media and communicate via technology. Students and parents are expected to communicate positive messages about the school both internally and externally. Please directly ask the teacher or administrator about a rumor instead of passing it along to others.

Royal Redeemer Lutheran School is committed to maintaining high ethical standards, providing a high quality of education, maintaining the safety of our students, as well as preserving our reputation. Therefore, the standards set forth for social media and communications use are high. The school will act, when appropriate, to things which are brought to the attention of the school administration. All families that have a complaint or problem are asked to follow the use of Matthew 18 and first go directly to the person and source of conflict instead of posting to social media. Particularly when social media postings and communication happen outside of the school day, students and families are encouraged to engage in meaningful conversation with each involved party to try and resolve the dispute before bringing it to the attention of the school, unless there is a perceived safety concern involving the school and/or students of the school.

The following guidelines should be met by students, faculty, staff, parents, as well as all other stakeholders.

- Ensure that online behavior and communication reflect standards of honesty, respect, and consideration.
- Remember that a “private” conversation may still end up being shared into the public domain regardless of maximum privacy setting.
- Respect the rights, privacy, and confidentiality of others, including refraining from posting phone numbers, emails or other confidential information of students and/or faculty.
- Refrain from posting anything, including photographs, that would compromise anyone’s privacy or that are used to demean, humiliate, or otherwise embarrass anyone.
- Do not post material that the school determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile toward any individual or entity.
- Parents will be asked to remove postings or comments that reflect poorly on the school, the congregation, congregational leadership, faculty, staff, students, or other families.
- Students, parents, faculty and staff members will be aware that all existing policies and behavior guidelines extend to school-related activities in the online community.

Students and stakeholders breaching this policy are subject to disciplinary action.



## TELEPHONES

During the school day, the office telephone is for emergency only. Students are not to use classroom telephones or personal cell phones / smart watches to make or receive calls or texts without permission from a teacher or administrator first. Students may use the main office telephone in an emergency if permitted 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 same-day delivery to the student. In the event of 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 & OTHER TECHNOLOGY

During the school day, phones / smart watches and electric devices should be turned off and kept in bookbags or turned into homeroom teacher. Students using cell phones, smart watches, or other devices to make calls, text, or email outside of instructional purposes **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. RRLS will not be responsible for lost or stolen cell phones, devices, or valuable items brought to school.

\*\*Additional classroom and event specific technology rules may apply.

# DRESS CODE

Kindergarten through 8<sup>th</sup> grade students at Royal Redeemer are expected to always dress in a manner that exemplifies moderation and good taste. 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. We value a student dress code to:

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

## Shirts/Blouses/Sweaters/Sweatshirts (no hoods)

- Solid colored (white, navy blue, light/powder blue, light gray, or red) for all the following styles:
- Long or short sleeved (oxford, polo style, turtleneck, and mock turtleneck).
- Solid sweaters/sweatshirts (cotton, knit) in above colors may be worn over uniform shirt. Sweaters or sweatshirts may be pullover, button down or zip style. Logos (other than RRLS Logo) and visible brand names are not acceptable. Approved Rocket sweatshirts/1/4 zip pullovers may be worn any day.
- RRLS Varsity hooded sweatshirts may be worn every day **except Wednesday** or outside (but not in place of a jacket or coat in cold weather).
- Sweaters, sweatshirts, 1/4 zip pullovers, and varsity hoodies must be worn with school appropriate attire underneath so if layers are removed, the student is still following the Dress Code.
- Shirts must always be tucked in for grades 5-8. No visible/bare midriffs.
- Other jackets, pullovers, or outerwear not specifically mentioned in the dress code are not allowed.
- Ties may be worn by boys on Chapel days but are not required.

## Pants

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

## Skirts/Skort/Jumpers/Polo Dresses

- Solid colored skirts or skort (navy blue or khaki).
- Solid colored Jumper or Polo Dresses (navy blue, light blue, or red).
- Skirt/skort length, including slits, must be between 2 inches above the knee or fingertip length.
- Plain jumpers (must have a waistband) are acceptable.
- Rolling waistbands are not acceptable or permitted.
- Tights or leggings (solid color in natural skin tone, gray, white, navy) may be worn under skirts, skorts, jumpers or polo dresses.

## Shorts and Capri Pants

- Solid colored (navy blue or khaki).
- May be worn from May 1 to October 15, or when the temperature is predicted to be 80 degrees or over.
- Shorts must be between 2 inches above the knee or fingertip length and uniform style.
- Pockets at belt level only (no cargo pants, etc.).
- Must be worn with a belt if made to be worn with a belt in grades 5-8 (navy, black or brown).
- All shorts must be uniform style.

## Socks

- Must be worn with all shoes (sock colors: solid white, red, navy, black, brown, light gray, khaki, or light/powder blue).



## **Shoes**

- Shoes are to be dress or tennis shoes (black, navy blue, brown or tan, gray or white) with matching laces. No lights or wheels in/on shoes. No neon colors, patterns, or glitter.
- Separate tennis shoes are to be worn for P.E. classes and have non-marking rubber soles.
- Must be closed toe and back with heels less than 1 1/2-inch. Platforms, high heels, slippers, and sandals are not permitted.
- Boots are encouraged during winter months to be worn to and from school, and changed into and out of for recess, but not during the school day.
- Shoes must be tied or fastened properly so they stay secure on students' feet.

## **Appearance**

- All clothing worn should be clean, neat, not faded, and in good repair.
- 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 without Mohawks or ponytails (boys).
- Boys' hair should be cut 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.
- Boys should be clean-shaven and excessive facial hair/sideburns is not permitted.
- Girls are permitted to wear post earrings only with a maximum of one in each ear lobe. Boys may not wear earrings.
- Hats, sunglasses, head scarves and bandanas are not to be worn in the building during class time.
- 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.
- Accessories must be temporary and able to be removed (no hair 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, headbands, or legwarmers).

## **Enforcement**

- Students may be asked to change if not in accordance to the Dress Code or asked to call home for appropriate garments or articles to be brought to school.
- Dress code violation notices will be signed by the parents and kept in the office for the year.
- Each dress code violation will have consequences associated with it according to each classroom management plan.
- 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**

- Scheduled at the discretion of the principal and faculty.
- The expectation of acceptable dress will be published in the newsletter or by the classroom teacher when alternate dress days are scheduled.
- 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 Jeans Days take place, sweatpants, 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.
- 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.



# SAFETY

## SECURITY

All scheduled visitors must report to the school office to sign in on their arrival and to sign out upon their departure and will be asked to complete a well check, before being admitted to their appointment. Anyone showing signs of illness will need to reschedule their appointment after they are well. 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 and sensitivity 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, Federal, State or Local order, or act of God cause a closing of school, arrangements have been made with the TV channels concerning the opening, delay of school, or closing of Royal Redeemer Lutheran School, channels ABC, NBC, and CBS and are posted as "Royal Redeemer Lutheran School". Also, RRLS makes use of FACTS to deliver emergency or important messages to school families.

## SEARCH & 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 locker, learning area and desk. The student will also be asked to empty all pockets, and book bags. If a suspected controlled substance or concealed weapon is confiscated, the local police will be contacted, as well as the family. Desks, lockers, 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/learning area inspections. RRLS is not responsible for lost or stolen items.

## 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.

## SAFETY & 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 always has immediate access to a working telephone system within the building. Each classroom has a telephone and intercom system.

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. 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 driver's 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.**

# HEALTH & WELLNESS

## REQUIREMENTS & 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.

## 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 treats, etc. This does not mean that the school is absolutely "Nut/Peanut Free". Instead, this is a means whereby the potential for a Life Threatening Allergic (LTA) reaction to these items is reduced. Special caution should be given to avoid items that do not knowingly contain nuts but are processed in a facility that processes nut Products to avoid potential allergic reactions. Sunbutter, made of sunflower seeds, is an acceptable alternative to peanut butter, as it is made of seeds and not nuts, but should be labeled to avoid confusion about the product in use. Families with children having these 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 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 and staff 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, and only in the intended, documented manner.

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.

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 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.
- The name and address of the student.
- The school and grade in which the student is enrolled.
- The name of the drug, dosage to be administered, and the purpose of the medication.
- The time(s) at which the drug is to be administered.
- The date the administration of the drug is to begin and end.
- The prescribing physician's name, telephone number and signature.
- Any severe adverse reactions and one or more phone numbers at which the physician can be reached in case of emergency.
- Any special instructions for administration of the drug, including sterile conditions and storage.

The parent or guardian must notify the principal or school office in writing of any change in any of the above information. The drug or medication cannot be expired and 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.

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. 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".

## INJURY AT SCHOOL

An incident report will be completed, for 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 on the student's Application Form 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/Application Form 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.

## ILLNESS WHEN IN SCHOOL

If a student becomes ill in school, he/she will be provided with a separate, supervised location to rest. Parents will be notified of an ill child and asked to pick their student up within two hours of the notification. If a parent cannot be reached, a call will be made to the emergency contacts designated in the Student Information System (parent provided contacts). 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.

## 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 may 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 and isolation/quarantine is complete, as it applies. 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 unexpired 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. COVID-19 vaccinations are not required for students or staff at Royal Redeemer Lutheran School.

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.

Parents of 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, CPR, or use of an AED according to acceptable practices, as needed.



# COMMUNICABLE DISEASE PROCEDURE

## ISOLATE & SEND HOME

- 1) Diarrhea (more than 1 time)
- 2) Severe cough, sore throat, trouble swallowing
- 3) Difficult/rapid breathing
- 4) Yellow skin or eyes
- 5) Infected skin patches. (rashes)
- 6) Conjunctivitis (pink eye)
- 7) 100 degrees F or higher (may be re-checked)
- 8) Vomiting
- 9) Dark urine/gray or white stool
- 10) Severe stiff neck, major aches or pains
- 11) Lice, scabies, or other parasites.
- 12) Sudden loss of taste or smell

**Procedure:** Decisions regarding discharging a student will be made by the school office, or the principal. Students must stay home until symptoms are clear for at least 24 hours or quarantine or isolation is fully complete.

## ISOLATE & OBSERVE

- 1) Unusual spots or rashes.
- 2) Minor aches or pains
- 3) Elevated temperature, under 100 degrees F.

**Procedure:** Student well-checks will be completed daily upon student arrival. Decisions regarding discharging or isolating a student will be made by the school office and/or the principal.

## OBSERVE

- 1) Withdrawal from activity or signs of student not engaging in their typical manner or not feeling well enough to participate.
- 2) A cough or a sneeze that is not severe or ongoing, respectively.

**Procedure:** Student well-checks will be completed daily upon student arrival. Mildly ill students may be observed within the group and observed for worsening conditions.

# ENROLLMENT GUIDELINES

## APPLICATION & ADMISSION

A completed application packet and payment of the application fee is required to process your application. Applications are accepted in the stages below:

Stage 1: All returning RRLS families currently enrolled and their siblings.

Stage 2: Families that are currently active members of Royal Redeemer Lutheran Church and RRLS Alumni.

Stage 3: Community families

All new applicant families will meet with our school principal, have a tour of the facilities, and be accepted based on available space in the appropriate classroom, 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 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 our school will meet all the needs of our students 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 based on 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. Opportunities for shadow days, training in orientations, and/or assessments for academic progress may also be a part of the process of helping new students and families to be successful in their transition to RRLS.

## WITHDRAWAL OF STUDENTS

If your student transfers to another school, please notify the school office as soon as possible in writing. A written consent from parents or guardians before releasing any records to other individuals or schools is needed. See also, "School Records". 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. Transfer of records or letters of recommendation may take up to two weeks to process.

# PROTOCOLS FOR ATTENDANCE

## SCHOOL HOURS

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

Preschool - 3-year-olds AM & Full Day .....	9:00 AM - 11:30 AM or 3:15 PM
Preschool - 4-year-olds AM .....	9:00 AM - 12:00 PM
Preschool - 4-year-olds Full Day .....	9:00 AM - 3:15 PM
Pre-Kindergarten AM .....	9:00 AM - 12:00 PM
Pre-Kindergarten Full Day .....	9:00 AM - 3:30 PM
Full Day Kindergarten-5 <sup>th</sup> Grade.....	8:45 AM - 3:20 PM
Middle School 6 <sup>th</sup> -8 <sup>th</sup> Grade.....	8:30 AM - 3:20 PM

The length of the school year 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.

## STUDENT ARRIVAL & DEPARTURE

**Arrival:** Students should be dropped off at the school doors between 8:45 and 9:00 AM for K-8 or designated times for Early Education, unless utilizing Extended Care, which have their own designated drop-off procedures shared with you upon enrollment into that program. Bus riders will be dropped off and sent to designated spaces to wait for school to start. Parents and family members must not park in front of the school doors for drop off. Rather, drop off at the main doors, by forming a single-file line. Students enter the building and walk to their classrooms. 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). In preschool, there are staggered dismissal times, as designated during Orientation/Meet the Teacher. In K-8, Dismissal begins at 3:20 with bus riders and then, car-riders and walk-ups are called next. Departure for Extended Care will have its own designated pickup procedures shared with you upon enrollment into that program.

Parents will be asked to loop back around in the carline if their child is not ready to be dismissed in 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 is 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 number, may be asked to provide identification before being allowed to leave with a child. Please be sure to share your plans for dismissal with your child so they are prepared for the end of the day and contact the school office for any changes.

**Carline** – families build designated lines, as designated at Orientation/Meet the Teacher for Early Education, and for K-8, only 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). The line will pull up to 3 spaces, A, B, and C, the child(ren) will be released to the car showing their family number.

**Walk-ups** – K-8 only, families can arrive at the Playground Doors off of the back parking lot off of Royalton Road, show their family carline number, and their child will be released to them. Do not park near the fire hydrant and wait in line. No student will be released until a staff member recognizes the carline number and can see the parent at the back door.

### For the safety of our students:

- Do not have students cross traffic, leave them unattended, or encourage students to leave from other locations. Follow the parking lines in the lot and do not cut-off or skip ahead in line.
- Do not exceed 5mph, do always watch carefully for students and other adults, utilize seatbelts, or car seat/booster when applicable, and do not drive distracted with cell phone use, etc.
- Buses 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 a proper identification tag.
- 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 carline.

## 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.

- Always obey the bus driver, promptly and cheerfully. S/he has complete authority.
- Sit in driver-assigned seats **every** time, even if there is a substitute driver. Seats are not to be “saved” for someone.
- Always remain seated except when getting on or off the bus.
- Keep things inside the windows, including arms, hands, items, etc.
- Keep all litter picked up, putting waste in the container provided.
- Do not throw anything on the bus.
- Do not eat, drink, or chew gum on the bus.
- 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.
- Take good care of the bus. Report any damage in your seat area to the driver.
- Be courteous to your fellow riders. Do not use bad language, hurtful actions and any other negative behavior.
- Do not “write” on the windows at any time.
- Get off or on the bus only at your assigned stop.
- Keep the aisles clear. Do not tamper with the safety devices.
- Students who are not assigned to a bus may not “ride” with any other student.
- Exhibit a strong Christian witness to others through your positive words and actions.
- If a student misses their bus, they are to report to the main office to make other arrangements.

## SCHOOL ABSENCE

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, call 440-237-7988, then extension 298 (K-8) or extension 297 (Preschool) to report an absence. Preschool can also report absences via the Brightwheel App. Absences can be reported day or night at any time.**

## 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 hours, 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.

## EXCESSIVE ABSENCE/TRUANCY

It is important for your child to attend school and be actively engaged, every day (when they are well enough to do so). 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:

- 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.
- 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.
- 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.

## 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. The **teacher will decide** what student work can be done in advance and 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.

## 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 via carline or **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. Changes to assignments may take place based on the teachers’ response to student learning in the classroom.

## 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. Students who ride school buses will not be marked tardy if the buses 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.

## DEPARTURES/RETURNS DURING SCHOOL HOURS

**Please alert the school office first**, and then, the classroom teacher, via email, 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 will meet our office staff at the main office door to pick up a student or drop a student off early or late. This allows for appropriate student safety and supervision. Departing school early on a regular basis for unexcused reasons will impact attendance and may become a cause for a corrective meeting with the principal and or classroom teacher(s).

# EXTENDED CARE PROGRAM FOR GRADES K-8

**Days and Dates of Operation:** Monday through Friday when school is in session or when announced in the Countdown.

**Hours of Operation:** 7:00-8:45AM and 3:30-6:00PM

**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. 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 positive self-esteem, developing social skills, and teaching lifelong values such as responsibility, organization, cooperation, and more.

**Participating:** The Extended Care program is available to all students enrolled in RRLS Kindergarten through Eighth grade. Our Application Form must be filled out prior to use of the Extended Care program.

**Billing:** Extended Care charges are applied for any time part of the time used between the hours: 7:00AM-8:30AM at \$5.00, 3:30PM-5:00PM at \$5.00 and 5:00PM-6:00PM at \$5.00. Late pick-ups will be charged \$1.00/minute after 6:00PM. These rates will be billed via the FACTS system and can be paid via the FACTS Family Portal.

**Location:** The Extended Care program will be primarily housed in the Gathering Room/Cafeteria, and drop-off and pick up will be at the Christian Activity Center doors (a doorbell can be rung for access). In addition, the playground area and the CAC/gym spaces will be used as needed and available.

## **Approximate Daily Schedule:**



### BEFORE SCHOOL

7:00AM – 8:45AM Indoor Activities: study area, board games, reading, crafts, free time  
8:45AM Dismissal to classrooms.

### AFTER SCHOOL

3:25PM - 3:35PM Check in  
3:35PM - 4:20PM Supervised activity/Quiet homework  
4:25PM - 4:45PM Snack  
4:50PM - 5:30PM Outside playground or gym (as available)  
5:30PM - 6:00 PM 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 email the school office the name and relationship of this person to the child. (prior to 3:00 p.m. that day). 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.

**Electronics and Items from Home:** Cell phones and electronic devices are permitted in the ECP, but not for calling out or texting. All outside communication should move through staff of the ECP or school office. A few items from home are permitted, but the ECP is not responsible for lost or damaged items, nor can the items be shared use while at school.

**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.

# TUITION, FEES & FINANCES

The school administration establishes rates, fees and policies for Royal Redeemer Lutheran School annually. Our tuition rates and schedule do not reflect the per pupil cost to operate the school. We are dependent on multiple financial supports, such as the Church of Royal Redeemer, State Funding, Grants, and donations.

Royal Redeemer partners with FACTS Tuition Management Company to manage our tuition, billing, and other financial processes.



## 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:

- The purchase of hard or soft bound, non-religious textbooks
- All standardized testing materials and scoring services
- 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.

## TUITION ASSISTANCE

Tuition assistance is available through multiple scholarship opportunities, and details can be found online at: <https://rrls.org/financial-aid//> or by contacting the school offices for more information.

## CHARGE ACCOUNTS VIA FACTS

Tuition, fees, and other incidental billing are charge accounts through FACTS Family Portal. Charges are made against the account, and then families will be billed and must process payments.

Utilizing FACTS allows you to make secure payments via credit card, debit card or bank account. Please note that fees may apply depending on the method of payment chosen. Tuition payments are pulled by FACTS, from the account you designate, on your selected payment plan cycle.

## 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.

## TUITION PAYMENT PLANS

As required in the enrollment process, automatic payment plans are to be set up and active, via FACTS prior to a student's first day at Royal Redeemer.

Tuition is due regardless of a child's absence from the program for any reason.

Tuition plan enrollment fees will apply, depending on the payment plan chosen. All families shall be expected to make tuition payments according to one of the following payment plans:

- A. Full Payment: There is a set default option of one lump sum payment due in August.
- B. Semi-Annual Payments: There is a plan option with the tuition divided and due August and December.
- C. 10 Monthly Payments: Under this plan option, an initial payment is due in June, with sequential payments then due August, September, October, November, December, January, February, March, April.

**Request for Exemption:** If a family cannot choose one of the available payment plans, they are required to contact the school offices and a required meeting will be scheduled with administration. Any tuition payment adjustments or variance will require director and/or principal approval.

## DELINQUENT PAYMENTS

It shall be the responsibility of each school family to keep Royal Redeemer informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policies will apply when tuition payments are received late.

- A. Families that miss a payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS two additional times before it is turned over to Royal Redeemer for collection. A missed payment fee is charged by FACTS for each attempt.
- B. In addition, if tuition is not received when due, a late fee of \$5.00 per day will be added until the amount due is paid in full.
- C. If payment is delinquent for one week or more, enrollment may be temporarily suspended from the student's designated program, until the full balance is current. Your student's space may not be reserved.
- D. School families who have a delinquent balance for longer than 30 days, without making arrangements with Royal Redeemer, will be asked to withdraw their children from their designated program.
- E. Tuition balances are to be paid in full by May 1, of each year. Any tuition balance outstanding on May 1, will be assessed a 3% service fee.
- F. Delinquent tuition balances, prior to a student starting in their designated program may not be admitted (if a new student) or re-admitted (if a returning student) to the program.
- G. Extremely past-due accounts may be referred to a collection's agency with prompt notification, prompt removal from programs or re-enrollment, and/or delay a transfer of records.

Although payments may be split between parents, in the event of a divorced or separated family, or supported by a subsidy, each parent is still responsible for timely payment of the full tuition due. If one parent is not meeting their tuition payment obligation, RRLS will treat the situation just like any other delinquent account as stated above.

## APPLICATION, ENROLLMENT AND TECHNOLOGY FEES

A non-refundable application and enrollment fee is due at the time of application/enrollment. These fees do not guarantee placement in our program.

Technology fees are applied in July and due by August, prior to a student's first day.

Fees are non-refundable, due annually, and subject to change.

## PREPAY ACCOUNTS (LUNCH AND EXTENDED CARE)

Lunch and extended care billing are Prepay accounts through FACTS Family Portal. All registered students automatically have a Prepay account set-up for Lunch and Extended Care. You can add funds as you would like, as often as you would like. Prior to usage, your account should be "pre-loaded" with funds, ensuring it does not reach a negative balance. If your student's Prepay account does fall below zero, your usage of our programs may risk temporary suspension, until the account balance is paid.

Any family's lunch account that is in the negative, will result in the student being provided a general cheese sandwich lunch, with fruit, vegetable, and milk. This will be the limited lunch option until balances are paid.

Any family's extended care account that falls in the negative will result in the student not being eligible for care in before or after care, until balances are paid.

We recommend regularly checking your current account balances by logging into your FACTS Family Portal.

## STUDENT TRANSFERS

**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.



## FAMILY WITHDRAWAL

In the event of a withdrawal, you must give at least thirty (30) days written notice prior to withdrawal. You are required to pay all tuition and fees for the thirty (30) days following your notice to the school, even if your child is not in attendance. Any tuition balance outstanding following the 30 days will be assessed a 3% service fee. Families who have paid in full or have paid more than the prorated amount of tuition owed, will be provided a refund for the amount they have overpaid.

## REFUNDS

At the end of the school year, caregivers may request a refund of any remaining balances by email, to [school@royred.org](mailto:school@royred.org). Include student's name, school attending, caregiver name, and the address to which the refund should be sent in the email. Please Note: Balances CAN carry over to the following school year, if you choose to keep the funds on the account.

## MEMORIALS & 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.





## STATEMENT OF FAITH

Based on 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 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).

## **Marriage & 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.





# **GOVERNANCE & ORGANIZATION**

## **ACCOUNTABILITY FOR THE SCHOOL**

Royal Redeemer Lutheran School has been established by Royal Redeemer Lutheran Church to carry out its mission. The School Board has instituted Policy Based Governance. The staff of Royal Redeemer Lutheran School are accountable to the School Principal (or in Preschool, immediately accountable to the Preschool Director). 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 [schoolboard@royred.org](mailto:schoolboard@royred.org), as needed.

## **ADMINISTRATION**

Royal Redeemer Lutheran School is a part of the teaching ministry of the Royal Redeemer Lutheran Church congregation. The operation of the school is the responsibility of the School 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 School Principal. The daily operation of the Preschool and Early Education classes is under the direct supervision of the Preschool Director.

## **FACULTY & 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 an appropriate degree, a bachelor's degree, a master's degree, or doctoral 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 Senior Pastor, with the Board of Education evaluates our principal and director. Our teachers also prepare a self-evaluation each year, as well as professional growth plans. Instructional practices are regularly evaluated by the staff and administration and in keeping with Best Practices. Our goal is to strive for excellence for our students as well as our faculty and staff.

## **CURRICULUM**

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 and technology tools are on loan to students and remain the property of the school and/or North Royalton City School District. 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.





*Learning for Life, Leading for Christ.*

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