



REDEEMER
CHRISTIAN SCHOOL

Parent & Student Handbook 2025-2026

Redeemer Lutheran Church and Christian School is a Christ-centered community of believers who are called to serve with love so that all may know Jesus.

TABLE OF CONTENTS

Philosophy of Education	page 2
Curriculum	page 2
Entrance and Admissions	pages 2-3
Parent Cooperation	pages 4-5
Attendance	pages 5-8
Health Guidelines and Medication	pages 8-9
Academics	pages 9-11
School Hours	pages 11-14
Enrollment	pages 14
Financial Aid and Tuition	pages 15-16
Extracurricular Activities	page 16-17
Behavioral Expectations	pages 17-26
Policies and Standards	pages 26-29
Signature Page	page 30

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. For more information see <https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>

Philosophy of Education

Redeemer Christian School (RCS) serves the Lord. It exists for the benefit of the world and this community by “making disciples of all nations.” (Matthew 28:19-20) We do this by proclaiming and teaching that God has redeemed all people through the life-giving death and resurrection of Jesus Christ. The Christian “Good News” is taught and practiced at RCS according to the Word of God (2 Cor. 5:17-21; I Peter 1:3-5, 2:9-10) and the Lutheran Confessions. The school and classrooms are Christ’s where He creates and nurtures disciples who are precious in the sight of God.

RCS also makes disciples by equipping children to live in society, always keeping in mind individual differences. Throughout the developmental stages of growth, our aim is to develop the child spiritually, mentally, emotionally, academically, socially, and physically to be a responsible person and a thoroughly equipped child of God to serve the Lord in His world. (Matt. 5:14-16; Rom. 12:1-2; I Peter 4:10)

The ministry of RCS is not only to the child but to the child’s family. Our ministry is supportive of and supplemental to parental and family life. (Eph. 6:4; Prov. 22:6)

RCS is an educational agency to and supported by Redeemer Lutheran Church. We are very much aware that we have students who come from over twenty different area congregations. We do our best to present the Bible as the Word of God to all these groups with sensitivity to all the different beliefs. We desire to help children and their families to grow in the faith of Jesus as their Savior. However, parents considering RCS need to know that our religion curriculum is based on Lutheran doctrine. Parents with concerns in this area are encouraged to discuss the religion curriculum with the pastor.

RCS was founded in 1943 with the establishment of kindergarten classes. During the early years we operated as many as five kindergarten rooms. In 1958, on the completion of a new educational wing, Redeemer decided to establish the elementary program with the addition of the first grade for the 1959-60 school year. In June 1967, the first eighth grade graduation was held during a Sunday morning worship service. In September 1973, we began our pre-kindergarten (4 year-olds) program. Our preschool (3 year-olds) began in September 2010.

Curriculum

RCS follows the curriculum and standards set by the state of Ohio in addition to our religion curriculum which is based on Lutheran doctrine.

Entrance & Admissions

ADMISSIONS POLICY

RCS admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on

the basis of race, color, national, or ethnic origin in the administration of our educational policies, admissions, scholarships, athletics, or other school administrated programs.

REQUIREMENTS

The compulsory school entrance age for children is five. All children who have not been excluded or excused from school must be enrolled in school by the calendar year during which they turn six. However, parents may choose to enter children before this age under the following conditions:

A. Entrance Requirements

1. Kindergarten students must be five on or before August 1st.
2. Kindergarten students must complete a Kindergarten Screening.
3. Students entering first through eighth grades are required to take an entrance exam.
4. The following items need to be brought to the office: a valid birth certificate, custody papers if applicable, special education service plans if applicable, transcripts/report cards, a copy of the most recent standardized testing, immunization records, a copy of the student's social security card, and a copy of both parents' IDs.
5. Parents will need to sign a record's release form so that transcripts can be sent from the student's previous school. These transcripts **must** include all behavior records including suspensions or expulsions.

B. Entrance Limitations - If for some reason RCS is not staffed or equipped to be of service to a child in need of special instruction, guidance, or attention, we reserve the right to dismiss a child and/or direct the parent(s) and child to another agency.

C. Immunization Requirements

1. If a family chooses to immunize their child(ren), state law requires that each child have the following minimum immunizations:
 - i. For Preschool: 3 or 4 DTap immunizations, 3 Hep B immunizations, 3 Polio immunizations, 2 Hep A immunizations, 4 PCV immunizations, 1 MMR immunizations, 1 Var immunization
 - ii. For Kindergarten: 4 or 5 DTap immunizations, 3 Hep B immunizations, 3 Polio immunizations, 2 MMR immunizations, 2 Var immunizations
 - iii. For Seventh Grade: DTap booster, 4 MCV immunizations
2. A written report from a doctor or recognized health agency to show that these immunizations have been received must be presented for each child **at the time of admission or within 14 days of his or her initial entrance into Redeemer**. Failure to submit this evidence may result in your child being unable to attend school until the records are received.
3. A "Religious, Good Cause, and Medical Exemption Form" may be completed in lieu of immunization records if a child has not received all required immunizations due to religious or medical reasons. This form must also be presented **at the time of admission or within 14 days of his or her initial entrance into Redeemer**. Failure to submit this evidence may result in your child being unable to attend school until the records are received.

Parent Cooperation

The primary goal of RCS is to assist parents in the Christian nurture of their children. We are calling our children to a life of total commitment to Jesus Christ. This takes time, work, and dedication. Parent or guardian involvement is an important part of the educational program. Current research indicates that a home and school partnership and greater involvement on the part of parents or guardians in the education of their children generally results in higher achievement scores, improved student behavior, and reduced absenteeism. We need each other as members of a loving family, the body of Christ. We need your help, support, cooperation, understanding, forgiveness, and prayers.

FAMILY VALUES POLICY

RCS is a mission of and operated by Redeemer Lutheran Church. Redeemer Lutheran Church is a member congregation of the Lutheran Church Missouri Synod (LCMS).

RCS is a school with a mission, but it is more than that. Redeemer Lutheran Church considers RCS to be a Christian mission to its members and to the community. LCMS Christians believe that the purpose of education is not ultimately to prepare people for life in this world, but to “make people wise unto salvation through faith in Jesus Christ.” (1 Tim. 3:15).

Christian beliefs, as understood and taught in the LCMS, pervade everything that is done at RCS. Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

The LCMS is a creedal church with definite beliefs on many points of Christian faith. For instance, the LCMS affirms the sanctity of human life, including the life of an unborn child, the importance of stable family life and of fidelity in marriage, and abstention from illegal drugs. The LCMS opposes a homosexual lifestyle and cohabitation or sexual relations outside the marital relationship. These are only examples of the LCMS’s positions on a number of contemporary questions of conduct and morals.

RCS expects that families of its students will not act in a way that is contrary to or disrupts the teachings of the LCMS in matters of religious faith and personal conduct. Family members who are not LCMS members are, of course, not required to believe or confess the teachings or beliefs of the LCMS. However, family members may not, in a way that may affect the school, promote beliefs that are contrary to those of the LCMS or otherwise weaken the LCMS Christian atmosphere at the school. Family members are expected to lead personal lives that do not violate the teachings of the LCMS on matters of personal conduct, so that all family members in their daily lives do not undermine RCS’s mission as an LCMS Christian institution. If a family member of a student or applicant for enrollment challenges LCMS teachings at RCS or conducts his or her life in a way that is contrary to those teachings, the student or applicant may be expelled, suspended, or refused enrollment.

LCMS doctrine and practice are derived from the Christian scriptures, the Lutheran confessions, and the applicable resolutions of the LCMS. For the purposes of this policy, the decision of the principal of what

constitutes the beliefs and teachings of the LCMS and what actions or conduct constitutes a violation of this policy shall be final and binding. Family members who are unfamiliar with LCMS beliefs and teachings on any subject should inquire about them from the pastor. The pastor can refer questioners to appropriate publications, or if necessary, can arrange for the family member to be counseled.

Adopted by Board of Education on 11/10/2014

Adopted by Redeemer Lutheran Church Board of Directors on 11/20/2104

PARENT TEACHER LEAGUE (PTL)

All parents are encouraged to participate in PTL. This is a good opportunity for parents to meet students and their families and to learn more about our school.

VOLUNTEER POLICY

In effort to keep all stakeholders safe during every school-related event, we require that all persons wishing to volunteer, regardless of what the activity is (such as field trips, classroom parties, classroom help, organizing/volunteering at events, etc.):

- A. Partake in a Protect My Ministry background check. Background checks must be renewed every three years. Background checks can be done through the Business Office of Redeemer Lutheran Church. If you have a valid background check from another organization, we will accept a copy from that organization. The background checks will be kept on file at the school. Copies of background check certificates can be made on request.
- B. Complete the MinistrySafe online training course of Sexual Abuse Awareness Training. Please contact the Principal for a link to complete the training.

The above excludes attending Chapel services, Grandparents' and Special Friends' Day, Donuts with Grownups and other such school events.

BUILDING AND GROUNDS POLICY

RCS depends on the support and involvement of parents in areas such as field trips, room parties, school picnic, and special class events. Since children learn not only by books, but by example, we expect all adults, parents, and teachers alike to be good Christian examples in their words and actions. Redeemer Christian School is a SMOKE, VAPE, DRUG, MARIJUANA, and ALCOHOL FREE ENVIRONMENT. Therefore, these behaviors are not permitted while around children by any adult who participates in any class or school activity or is on the RCS campus. This also applies to St. Luke's parking lot adjacent to Redeemer. Please refrain from entering RCS while under the influence of or smelling like any of the above mentioned items.

Attendance

Regular attendance is vital to the success of each student enrolled in the school system. Communication between the home and the school is essential to ensure regular attendance and the safety of each student. **All unexcused tardies, absences, and early departure absences can negatively impact all scholarships.** To that end, the following procedures shall be followed:

- A. Parent(s) or guardian(s) shall notify the school office call off line by 9:00 a.m. on the day a student is absent or tardy, unless previous notification has been given in accordance with school procedure for absence. All attendance is processed through the school office.

1. Such notification shall include the student's name, grade, and the reason for the absence. The absence is automatically considered **unexcused** if the parent or guardian fails to notify the main office or provide a reason. Contacting the teacher does NOT take the place of notifying the office.
2. If the absence exceeds one day, **daily** calls must be made.
3. Any absence for illness or injury of the child which exceeds three consecutive days must be verified in writing by a physician or health care provider and given to the school office.
4. Students may enter the building starting at 8:30 am. Students should be in their classroom, in their seats **by 8:45 am**. The office security doors will be closed at 8:45 am, and admittance is then through the office only.
5. A pupil is tardy if he or she is not in his or her room and not seated by 8:45 am.
6. Tardy students need to be signed in by an adult in the office upon arrival and receive a tardy slip before proceeding to class.
7. Students leaving for early dismissal will **not** be sent to the office **until an adult has entered the office and requested the student**. When coming to pick up your child, please allow enough time for your child to be properly prepared to leave and walk to the office.
8. Early dismissals count towards the student's attendance record.

B. Planned Absences

1. Prior to a planned absence, a Planned Absence Form must be completed and returned to the office at least one week prior to the planned absence. These forms can be found on the website and in the office.
2. Planned absences can be excused or unexcused. Planned absences are considered excused when a student is absent for the sole purpose of traveling out of state to participate in an approved enrichment activity or extracurricular activity. Absences up to four days of this nature are permitted excused per year. Documentation must be submitted to RCS detailing dates and times. Planned absences for vacation are considered an unexcused absence and could **impact scholarship awards**.
3. Schoolwork will be given to students upon returning to school.
4. Middle school student's schoolwork may be available online on their chromebooks.
5. Tests, quizzes, and any other work will be made up when the student returns at the discretion of the teacher. Some work may need to be made up after school.
6. The number of days absent plus one day will be given for completion of schoolwork.
7. Please be aware that the planned absence may adversely affect the student's academic progress and places an additional burden upon the teacher.
8. Ohio State Law House Bill 410 requires that time missed from school is to be tracked in minutes and hours. The following guidelines are the requirements from the state.

C. Students that are excessively absent or truant will be provided with the following interventions.

1. An intervention conference with Administration will take place to identify the reason(s) for absences or tardies and to build a student-centered intervention plan based on addressing specific barriers to attendance.
2. If there is failure to progress in reducing or eliminating absences or tardies, RCS reserves the right to contact the truancy officer, child and family services, and/or the juvenile court in the county in which the student resides to address the situation.
3. Excessive unexcused absences or tardies could result in loss of scholarships and/or dismissal from RCS.

Excused Absence

- Illness or injury of a child.
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death of a relative – If this absence exceeds three days, EdChoice’s Chief Program Officer must approve the absence.
- Medical or dental appointment
- Observance of religious holidays – The parent or guardian must provide documentation to the school detailing dates of all absences for religious holidays.
- Emergency or other set of circumstances - The parent or guardian must provide documentation to the school detailing dates and reasons for the emergency. If this absence exceeds three days, EdChoice’s Chief Program Officer must approve the absence.
- Out of state enrichment activities or extracurricular activities - The parent or guardian must provide documentation to the school detailing dates and reasons for the absence. This is limited to four days per school year by the EdChoice program.

Unexcused Absence

- Any of the above excused absences without proper notification and documentation
- A student is considered unexcused absence for reasons other than professional appointments such as family vacation, a sibling has an appointment, a sibling is ill, parent’s work conflict, and spending time with another relative.
- This list is not all inclusive, and reasons will be determined at the discretion of the administrative staff.

Excused Tardy

- A student who arrives by 9:30 am is considered tardy.
- The tardy is considered excused if the student has an appointment that is verified in writing by a physician or health care provider and provides the school office with this verification.

Unexcused Tardy

- A student who arrives by 9:30 am is considered tardy.
- A student is considered unexcused tardy for reasons other than professional appointments such as running late, overslept, missed the bus, at my locker, and traffic.
- This list is not all inclusive, and reasons will be determined at the discretion of the administrative staff.

AM Absence

- A student who arrives between 9:30 am and noon is considered to have an AM Absence.

PM Absence

- A student who leaves between noon and 2:30 pm is considered to have a PM Absence.

Unexcused Early Departure Absence

- A student who leaves between 2:30 pm and 3:15 pm is considered to have an Early Departure Absence.
- A student is considered unexcused early departure absence for reasons other than professional appointments such as “in the area,” want to pick up my child early, a sibling has an appointment, a sibling is ill, parent’s work conflict, and spending time with another relative.
- This list is not all inclusive, and reasons will be determined at the discretion of the administrative staff.

Excused Early Departure Absence

- A student who leaves between 2:30 pm and 3:15 pm is considered to have an Early Departure Absence.
- The early departure absence is considered excused if the student has an appointment that is verified in writing by a physician or health care provider and provides the school office with this verification.

Health Guidelines & Medication

ILLNESS

If a student is mildly ill at school, he or she will be sent to the office for assessment. Depending upon the assessment, a child may be sent back to class, kept in the office for observation, or sent home. Consultation with the school nurse may take place. A phone call home may occur if the assessment deems necessary. Students who exhibit signs of a fever (100.4 degrees or higher), diarrhea, vomiting, consistent cough, a severe runny nose, undiagnosed rash, or malaise that impacts their ability to participate in school will be sent home. To return to school after a medical absence, a child must be free from fever, vomiting, and diarrhea for at least 24 hours without the use of medication. In certain cases, a doctor’s note may be required to return to school. According to the Ohio Department of Health, children should stay home from school if they have diarrhea or vomiting until they have not had an episode for 24 hours. The Ohio Administrative Code defines diarrhea as having three or more loose stools in a 24-hour period.

Since your child will come in contact with many others at school, be alert to symptoms of illness. To avoid unnecessary risk, keep your child at home if he or she shows any of the following symptoms: fever (100.4 degrees or higher), severely runny nose, excessive coughing and wheezing, sore throat, skin rashes or peeling, sores around the mouth, hands, or body, vomiting, diarrhea, or any other signs of communicable diseases.

Students with bacterial infections (i.e. pink eye, strep throat, hand-foot-and-mouth disease) must have two (2) doses of an antibiotic or be on antibiotics for a full 24 hours before returning to school.

Please report to the office or principal if a communicable disease (i.e. COVID, strep throat, chicken pox, scarlet fever, pink eye, head lice, etc.) is diagnosed.

EMERGENCY MEDICAL AUTHORIZATION FORM

Every family is required to complete a new Emergency Medical Authorization Form each school year for each student and submit it to the office. Emergency Medical Authorization Forms must be turned in within the first five days of school. Once the fifth day of school has been reached, students without Emergency Medical Authorization Forms, completed, and turned in may result in your child being unable to attend school until the forms are completed and turned in to the office. Emergency Medical Authorization Forms must be signed by the parent/legal guardian.

MEDICATION

- A. Ohio State Law 3313.713(6)(D) requires that one location within the school building be designated for the storage of drugs to be administered to students. All prescribed and over-the-counter drugs (Epipens, Inhalers, Advil, cough drops, etc.) shall be stored in our office in a secure location. Drugs that require refrigeration will be kept in the office medication refrigerator.
- B. Only the principal, secretary, school nurse, teacher, or staff member with proper training will be permitted to give medication to a student with written consent of a parent or doctor on a completed medication form as provided by the school office or medical action plan signed by a physician or health care provider and parent/legal guardian.
- C. Acetaminophen (500 mg) is available in the office for students who have been given written authorization on the Emergency Medical Authorization form, beginning in fifth grade.
- D. Children's Tylenol, cough drops, cold tablets, etc., must be provided by the parent to the office with written permission and a completed Over-the-Counter Medication Form. Medication will be kept in the office for their specific use.
- E. All medication must be in its original containers, within the expiration date, and properly labeled.
- F. Any questions need to be directed to schoolnurse@redeemerlutheran.us.

Academics

GRADING SYSTEM

Kindergarten-2nd grade

O Outstanding	P Progressing
S Satisfactory	B Beginning

A blank space means that the standard is not taught during the quarter.

Grades 3-8

A 95-100	B 85-90	C 75-80	D 65-70
A- 93-94	B- 83-84	C- 73-74	F Below 65
B+ 91-92	C+ 81-82	D+ 71-72	

HONOR ROLL

Students in grades 4-8 will be awarded honor roll status based on their GPA each grading period.

High Honors Roll	3.9-4.0
Excellence Roll	3.5-3.89
Merit Roll	3.0-3.49

POOR ACADEMIC PERFORMANCE

At RCS, we are committed to providing a learning environment that supports the success and growth of every student. We strive to work in partnership with families to address academic challenges and provide necessary interventions. However, continued poor academic performance, despite multiple supports and interventions, may indicate that our program is not the best fit for a student's educational needs. In such cases, a meeting will be scheduled and the school may recommend or require withdrawal in order to allow the student to pursue a more suitable academic environment that better supports their individual learning style and pace.

MAKE-UP SCHOOLWORK

Students with excused or planned absences will be granted one day for every day absent plus one extra day to complete missed schoolwork.

CUMULATIVE RECORDS

We maintain a complete cumulative record for each child. This record contains the following information: grades, attendance record, behavioral record, health, immunizations, health history, eye exams, hearing tests, dental records, standardized test results from year to year, biographical data, and any other pertinent data.

GENERAL SCHOOL SUPPLIES

General school supplies are being provided by a grant for all students for the 2025 – 2026 school year. A detailed list of other supplies that are needed will be sent to all parents in the summer mailing or will be available on the school website. There will also be notes from teachers from time to time if additional supplies are needed. If you request an extra set of textbooks for the student, there is a required, refundable \$50 deposit per textbook. Please see the principal to make arrangements.

SCHOOL LIBRARY

A library of over 6,000 books and periodicals is available to all pupils during specified school hours. A fee will be assessed for any lost items.

RECESS

All children who have recess will go outside for recess at the direction of the teacher. Please dress your student for the weather conditions. Children will not go outside if it is colder than 20°F with wind chill. If the student is not permitted to go outside or actively participate, you must send a note signed by your doctor or health care provider.

PHYSICAL EDUCATION

For physical education classes, it is required to have secure gym shoes for safety. Kindergarten through eighth grade students are required to have gym uniforms and are to be purchased from the school. Unless properly dressed, the student will not be permitted to take physical education, negatively affecting their grade. A note from parents, guardians, doctor, or health care provider is required before a child will be excused from physical education.

CHAPEL SERVICES

Growth in worship life is the chief goal of these services. Once a week, the kindergarten through eighth grade student body worships in God's house. The service begins at 8:50 am and the children return to the classroom at approximately 9:30 am. The children's weekly mission offerings are collected at the services. Each grading quarter, the students and faculty will determine a worthy cause to receive the offerings. Parents and other family members are encouraged and welcome to worship with us!

School Hours

SCHOOL HOURS

The hours for kindergarten through eighth grade are from 8:45 am to 3:15 pm. We urge that the students do not arrive at school prior to 8:30 am unless riding the school bus. All kindergarten through eighth grade students arriving before 8:30 am will be sent to Child Watch and fees will be billed monthly.

SCHOOL CLOSING

When school is closed because of inclement weather, it will be announced via email, text message, or social media. It may also be announced on television channels 3, 5, and 8.

VISITING SCHOOL

- A. Everyone enters and exits out of the office doors from 7 am to 6 pm when school is in session. Everyone who wishes to enter the building will be vetted via the intercom system. After stating your name and the nature of your visit, please follow the instructions to proceed to the main office window.
- B. Visitors will not be allowed beyond the office unless the visit has been approved by a faculty or staff member. Visitors are allowed to attend chapel services and special events. See Volunteer Policy regarding special events.
- C. Once you are at the office window:
 1. If you are dropping off something (lunch, instrument, folder, etc.) for a student, you will be asked to leave the item(s) with the office personnel, and the student(s) will be called down to retrieve the items.
 2. If you are dropping off your child(ren) to school late, you will need to walk them into the school to sign in your student. You may then exit campus while your child(ren) will be sent to their classrooms. Your child(ren)'s teachers will be notified that your child(ren) is on campus.
 3. If you are picking up your child(ren) early from school, you will be asked to wait by the main office while your child(ren) comes to the office. Once your child(ren) arrives, please sign them out via the early dismissal log.
- D. Anyone desiring to meet with a teacher must have a scheduled appointment.
- E. Entrance and exit procedures for concerts, graduations, sporting events, and other school events will be posted or announced as needed.

FORGOTTEN LUNCH

If your child forgets his or her lunch, a student may call home to see if someone can bring a lunch. Place names on all containers, particularly lunch boxes. Please bring it to the school office. The student will

come to the office to pick it up when his or her class is dismissed for lunch. A student can receive a hot lunch if a lunch cannot be dropped off at school. Bills for hot lunches are issued monthly.

MILK

Milk is available for purchase at lunch on a daily basis. Milk can be purchased without purchasing hot lunch.

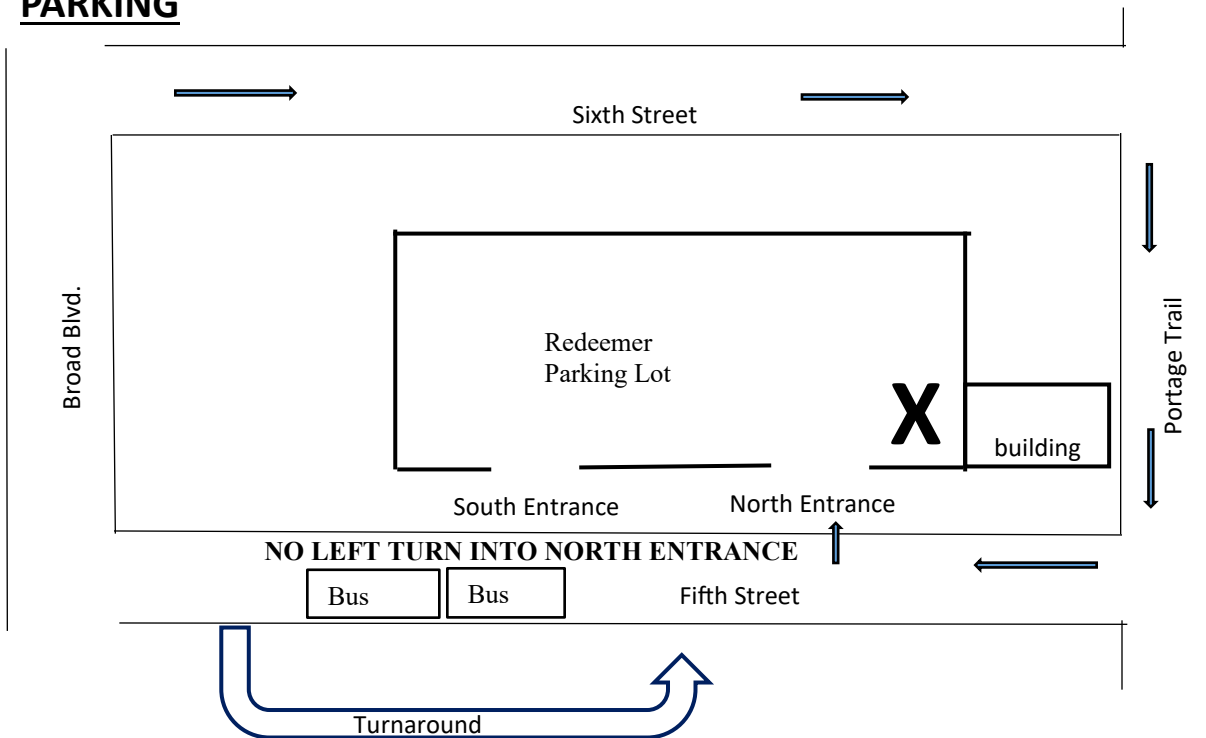
FREE AND REDUCED LUNCH

Those who qualify for free and reduced lunch receive one lunch free or at the reduced rate. Additional lunches or an extra milk will be charged to the student's account and must be paid in full. RCS is not permitted to deny a student a meal or milk, even if it is an additional one.

SCHOOL BUS

- A. If you have any questions regarding bussing for your district, please call your local district's school bus garage. The RCS school office can provide phone numbers for your transportation office within your district.
- B. If for some reason students who regularly ride the bus will not be riding home on the bus, please notify the office via phone call or written note as soon as possible.
- C. Bus drivers will not be responsible for any riders other than the children already assigned to that particular bus. Thus, riding the bus to a friend's house, even with a note, MIGHT NOT BE PERMITTED.
- D. Any student who misses the bus at dismissal will call home and then be directed to go to Child Watch.

PARKING



- A. Parking in St. Luke's parking lot is not permitted unless there is an all school event. On those occasions, we receive special permission and will announce that the parking lot is available.
- B. City ordinance permits NO stopping and parking in the school zone (in front of the school) on 5th Street Mondays through Fridays between 7:30 a.m. and 4:40 p.m.
- C. Do not leave your car unattended in the turnaround from 7am until 6pm on school days.
- D. The turnaround is one way only in the direction of the above arrow.

BEFORE SCHOOL DROP-OFF

- A. Before 8:30 am, students may be dropped off in the turnaround to walk into the school building. They will need to press the buzzer to enter the building at that time.
- B. Students dropped off before 8:30 am are required to go to Child Watch.
- C. From 8:30 am to 8:45 am, students may be dropped off in the turnaround. An RCS adult will be outside to provide direction and help unload students from their cars.
- D. Please be courteous to your fellow RCS families by waiting in line in the parking lot for drop-off. If you cut ahead in the line by turning directly into the turn around, you will be asked to go to the end of the line before dropping of your child(ren). If cutting in line persists, it may result in dismissal from Redeemer Christian School.

AFTER SCHOOL PICK-UP

- A. Only primary guardians of a child, an adult listed on the EMA, or a driver with the identification tag passed out to the parents by the school will be allowed to pick up a child from school.
- B. If we have not met the person picking up your child, they may be asked to show a photo ID even if they are listed on the EMA.
- C. If someone who is not listed on the EMA needs to pick up your child from school, please call the school ahead of time to give the office the name of this person. This person will need to show a photo ID before being allowed to leave with your child.
- D. When arriving at school, come from Portage Trail so that you can turn right into the north entrance. **NEVER** turn left into the parking lot.
- E. Stay in your vehicle and form a line starting at the south entrance and wrapping around to the north entrance.
- F. At approximately 3:10 pm, an RCS adult will come out to start taking the names of students whose ride is waiting in the parking lot for them.
- G. When told by the RCS adult, drivers will start pulling into the turn around and wait in line for their child to come outside for pickup. An adult will be available to help your child into the vehicle.
- H. Please be courteous to your fellow RCS families by waiting in line in the parking lot for pick-up. If you cut ahead in the line by turning directly into the turn around, you will be asked to go to the end of the line before picking up your child(ren). If cutting in line persists, it may result in dismissal from Redeemer Christian School.
- I. Once a child has left RCS for the day, they will not be allowed back into the building to retrieve items that have been left in the building including classrooms, lockers, and cubbies.

PERMISSION TO LEAVE SCHOOL GROUNDS

By enrolling the child into RCS, the parent or guardian places the child under the control and discipline of the faculty and staff during school hours. Since the school assumes authority during these hours, the school will **require written permission** with specific dates and instructions from parents or guardians for any child to leave the school grounds during any part of the school day.

Enrollment

CLASS SIZE

Class size is limited to twenty-four (24) students. Any exception to this limit must be authorized by the School Advisory Team (SAT) at a regular or special meeting. Names of applicants for a full class will be placed on a waiting list. If multiple classrooms are available for a particular grade, parents are NOT given a choice as to which teacher their child(ren) has.

CURRENT STUDENTS

Students currently enrolled at RCS will have an opportunity to continue their education by starting the re-enrollment process in February. Families will receive a re-enrollment form. The \$150 enrollment fee per student must be paid in full and the re-enrollment form must be received by the office before the child is considered enrolled. If the enrollment fee is paid by April 30th, the supplemental fee will be reduced from \$500 to \$350. We begin filling open seats with our new applicants on March 1st.

NEW STUDENTS

Applications for new students are accepted anytime. The office dates the applications when they are received and prioritizes them according to the earliest date. New applicants are considered after the re-enrollment process is complete for our current students. During the enrollment process, an academic assessment will be completed. There is a nonrefundable fee of \$25 for the assessment due prior to or on the day of the assessment. Based on the successful results of the assessment, the completion of all required forms, and a review of all academic and behavior transcripts, a decision will be made regarding admission of the new student. As a new student, the entire enrollment fee of \$150 is due with the application. It is nonrefundable unless it is determined that RCS cannot meet the needs of a student. A formal letter will be sent recognizing acceptance or denial of the student's enrollment.

KINDERGARTEN

Students need to be five years old by August 1st of the upcoming school year. All kindergarten students will be screened in the spring with a kindergarten readiness assessment. There is a nonrefundable fee of \$25 for the assessment due prior to or on the day of the assessment. Enrollment of the student in kindergarten is dependent on the results of the assessment. These results will be shared with families.

Financial Aid & Tuition

FINANCIAL SCHOLARSHIP

Information regarding financial scholarships for the upcoming year will be sent home at the appropriate time. The dates vary depending on the available financial scholarship programs.

TUITION

Please contact the school office for the current tuition. Financial assistance is available to any family based on need and availability. Please contact the Director of Admissions for details. By enrolling your student(s) at RCS, you agree to pay all tuition and fees that occur with enrollment. Students withdrawing from school after the start of a semester will be charged tuition for that semester. Students dismissed from RCS at any time will be charged pro rata tuition for the time enrolled per semester in which the dismissal occurs.

LATE/UNPAID TUITION

Preparing RCS students spiritually, academically, and socially is a financial commitment for both families and Redeemer. We take as many steps as possible to keep tuition at a balanced level of affordability for families while keeping RCS operational and evolving. On-time tuition payments make operating and advancing RCS smooth. But there are moments when tuition payments aren't made.

- A. If you anticipate that a payment will be missed or you are having financial difficulties, contact the principal to make arrangements for payments.
- B. Failure to follow through with the arranged payments could lead to your child being unable to attend school until payments are made in full.

CHILD WATCH PROGRAM (before and after school)

- A. **Before School Child Watch** (7am to 8:30am) – Students dropped off prior to 8:30 am must enter Child Watch. Students need to enter through the office door. They must check in at the main office then proceed to Child Watch. They will be permitted to play quiet games, do homework, talk quietly, and weather permitting, will go outside to the playground.
- B. **After School Child Watch** (3:30pm to 6pm) — Students must report and check in with the Child Watch Supervisor upon dismissal from the classroom. All students not picked up by 3:30 pm or students who miss a bus will be signed into the Child Watch program. Failure to pick up your child by 6:00 pm will result in a \$20 per half-hour fee per student. If you will be delayed past 6:00 pm, you **MUST** call the office (330.923.1280) to inform staff.
- C. When picking up your child(ren) from Child Watch please enter through the main office doors. The administrative assistant at the front desk will vete you. A phone call will be made to the Child Watch Supervisor to get your child(ren) to come to the main office to meet you. Your child(ren) will walk to the main office on their own.
- D. If you call into the office to have your child walk out to your vehicle, your vehicle **MUST** be seen by the office administrative assistant in the camera before your child will be called from Child Watch.
- E. Parents may send a light, nutritional snack with their child for both before and after school Child Watch.
- F. Once children are logged into Child Watch, they will not be permitted to leave Child Watch to retrieve items left in the classroom, lockers, or cubbies.

- G. Child Watch payments must be current (30 days) or privileges could be suspended. A \$25 late fee will be assessed per family.
- H. All school rules are applicable during Child Watch. Failure to follow these rules could result in suspended privileges. Cell phones are NOT permitted to be used during these times.

PAYMENTS

- A. Insufficient funds - In the event any payment is made via check or credit/debit card and there are insufficient funds to process the payment, a service fee equaling the amount of the bank fee will be charged per instance of insufficient funds.
- B. Past due balances – Students who have a past due balance will not be able to participate in graduation ceremonies until the balance is paid in full.

Extracurricular Activities

INTER-SCHOLASTIC SPORTS AND CHEERLEADING

Based on interest, we offer the following:

- Girls' Volleyball (fifth through eighth grade)
- Boys' and Girls' Basketball (fifth through eighth grade)
- Cheerleading (kindergarten through eighth grade)
- Co-Ed Softball Weekend Tournament (eighth grade)
- Track & Field Weekend Tournament (fifth through eighth grade)

Our Redeemer Raider athletic teams participate in the Cleveland Lutheran Elementary League. The teams are typically split into fifth/sixth grade and seventh/eighth grade teams. The fifth/sixth grade teams play league games and tournaments with an emphasis on learning the rules of the game and even playing time. The seventh/eighth grade teams play in a strictly competitive setting for the league games and tournaments. See the Policies and Standards section regarding eligibility (pages 26-29).

FAN CODE OF CONDUCT

Athletic competitions for RCS students provide opportunities of spiritual growth through team play and activities that encourage morals, values, peer groups, role models, and family relationships. Keeping this in mind, everyone attending an athletic event (whether at RCS or at another location) is respectfully asked to adhere to the following guidelines.

- Respect the referee's decisions (even when they are wrong).
- Respect every coach.
- Respect every player.
- Learn the rules of the game.
- Show dignity in losing and humility in winning.

In the end, please keep your words and actions positive or sit and watch quietly. Fans that can't follow through on these expectations may be asked to leave an athletic event or asked to not attend future athletic events.

FINE ARTS

Based on interest, we offer the following:

- Band (fourth through eighth grade)
- Chorus (fourth through eighth grade)
- Chime or Bell Choir (fourth through eighth grade)
- Fall Play (grades vary)
- Spring Musical (grades vary)

See the Policies and Standards section regarding eligibility (page 26-29).

Behavioral Expectations

“Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.” (Ephesians 4:29-32)

GENERAL RULES FOR STUDENTS

- A. Be regular in attendance and arrive on time to every class. See attendance policy (pages 5-8) for information regarding consequences for accumulated tardies.
- B. No gum chewing on school premises.
- C. GPS, child location devices, smart watches, cell phones, eReaders, tablets, and personal mobile devices are highly discouraged at school. When brought to school they should be turned off and stored in a backpack during the day, including before and after school Child Watch. If they are seen by an adult, the device will be confiscated. It can only be picked up, then, by the parent or guardian in the office.
- D. The kitchens are off-limits to students unless permission is granted by a RCS employee.
- E. There is to be no throwing of dangerous objects.
- F. Toys, Frisbees, baseball, and softball equipment, electronic game systems, and weapons are NOT to be brought to school.
- G. A lightweight rubber playground ball is the only type permitted for kickball.
- H. Offenses such as fighting, threatening others, cheating, stealing, and lying will be treated with serious disciplinary action.
- I. The use of profanity and coarse, vulgar language will not be tolerated.
- J. No running in the halls or on the stairs. Only one step at a time on the stairs. Make every effort to walk only on the right side of the halls and stairs.
- K. There must be silence during tornado, fire, and evacuation drills.
- L. Willful damage, defacing to, or destruction of school and church property will not be tolerated. All damage must be paid for by the parent or guardian, whether accidental or willful.
- M. Items brought from home that are not part of the RCS learning plan are not permitted at school or the bus.
- N. Do not bring glass containers.
- O. A student at RCS should act respectfully.

STUDENT DRESS CODE

Philosophy:

- We believe that the student dress code is a valid concern of a Christian school and the Christian parent.
- We believe that the student dress is primarily the duty and responsibility of parents.
- We believe that the dress of our students directly reflects on our school and affects the self-image of the students and the learning environment in general.
- We ask that you sign the **Signature Page** to acknowledge that you have read and understand the Dress Code policy and that you will adhere to the Dress Code policy.

The principal, teachers, and staff have the authority to make the decision regarding the appropriateness of a student's clothing based on the following objectives:

The objectives of the dress code at RCS:

- Provide a Christian witness.
- Preserve and protect the health and safety of the students, staff, and property of the school.
- Promote a productive learning environment.
- Reduce and eliminate unnecessary distractions.

This is the best rule: When in doubt... don't wear it!

All Students

Shirts

- A. Solid color polos or plain button down oxfords (long or short sleeve) - *white, red, or black only*.
- B. No logos beyond school approved, pocket-sized logos.
- C. All shirts **MUST** be tucked in at all times.
- D. Solid color (white, red, or black only) turtlenecks or long sleeve shirts (white, red, or black only) may be worn under a school approved polo.
- E. Navy or red crewneck sweatshirts with the approved school logo (available in the school office), navy or red sweater vests or navy or red cardigan sweaters maybe worn over approved school collared shirt.

Pants/ Shorts

- A. Cotton dress pants and shorts (Bermuda style) - pleated or flat front— khaki, navy, or black only.
- B. Kindergarten through fifth grade may wear elastic waist cotton slacks.
- C. If pants are designed with belt loops then a belt **MUST** be worn for first through eighth grade.
- D. No denim, corduroy, cargo pants, wide legs, elastic at the ankle, yoga pants, skinny pants, leggings (without a skirt), jeggings, drawstrings, pajamas, or rivets. No logos are to appear on pants and shorts.
- E. No cargo shorts! Shorts may be worn year round. Length of all shorts must be appropriate. A rule to follow is an inch past the fingertips when student is standing up straight with arms relaxed to the side.

Outerwear

- A. All students must have appropriate outerwear for the weather conditions.
- B. Rain or snow boots are not allowed to be worn in the classroom.
- C. A heavier weight coat, hat, gloves or mittens, snow pants, and boots are required to go out for recess when the temperature is 32°F and below or if snow is still on the ground.

Other

- A. Hair must be kept neat and clean and not dyed an unnatural color. No distracting hairstyles or hair accessories. Boy's hair must not cover the ears, eyebrows, or collar, and boys cannot wear man buns or ponytails.
- B. Only stud earrings are permitted for girls. No other earrings are permitted. Boys may not wear earrings. It is highly encouraged that students not wear stud earrings of significant value to school. RCS will not be held responsible for lost, stolen, or damaged jewelry.
- C. Only one simple necklace with a single pendant no bigger than a quarter may be worn by both boys and girls. No other jewelry is permitted. It is highly encouraged that students not wear necklaces of significant value to school. RCS will not be held responsible for lost, stolen, or damaged jewelry.
- D. No temporary tattoos or body piercings.
- E. Socks are required. Socks must be matching and solid neutral colors only (black, navy, white, or gray with no visible logo).
- F. Shoes must be a matching pair, neat and clean, with no holes and non-marking soles. No sandals, dress shoes, clogs, crocs, boots, or shoes with lights or wheels. Shoes must fully encircle the foot.
- G. Clothes must not be excessively worn, stained, or have holes.
- H. 6th, 7th, and 8th grade girls – modest makeup is permitted.
- I. All clothing must be appropriate size, nothing too tight or oversized.
- J. Hoodies are not allowed in the classroom but can be worn on dress-down days and as outerwear.

GIRLS

Shorts/Skirts/Jumpers/Polo Dresses

- A. Shorts, skirts, jumpers, and polo dresses in khaki, navy or black only. Jumpers must be worn over a school approved collared shirt.
- B. Modesty shorts are required when wearing dresses and skirts. Leggings, in navy or black only, may be worn under skirts, jumpers, and polo dresses.
- C. No logos are to appear on jumpers or polo dresses.
- D. Length of all uniforms must be appropriate. A rule to follow is an inch past the fingertips when student is standing up straight with arms relaxed to the side.

ASSIGNED DRESS-DOWN

- A. Occasionally, the student body will be allowed dress-down days. If there is a theme day, the student must dress to the theme or wear the school uniform.
- B. Clothes must not be excessively worn, stained, have holes, or inappropriate, political, or suggestive graphics. Shorts and skirts must be appropriate length. Yoga pants, skinny exercise pants, leggings worn as pants, jeggings worn as pants, pajamas, or skinny jeans are not allowed.
- C. Shirts must have sleeves. Tank tops or spaghetti strap tops must be worn with a shirt over the top

or underneath the straps.

DRESS CODE VIOLATIONS

Preschool through Eighth - A request for the parent or guardian to bring appropriate clothing before the child can return to the classroom may be made depending on the violation.

Kindergarten through Eighth - Dress code violations will be tracked via Gradelink. When a violation occurs, an email will be automatically generated to the email address updated in Gradelink. The first violation will result in a verbal warning. The second violation can result in missed recess, lunch detention, or other age appropriate consequence. After three (3) dress code violations, a parent or legal guardian must meet with the principal, either in person or via phone call, to discuss the Dress Code policy. Excessive violations of the Dress Code policy may result in refusal of re-enrollment for the following school year.

DISCIPLINE POLICY

The following procedures will be used in handling behavior at RCS:

- A. We will recognize and appreciate GOOD BEHAVIOR. We will find occasions to thank each other for helpful actions, both on an individual and class basis. We will thank God for blessing us with His Spirit so that we can love each other.
- B. When students are disruptive to the learning process, consequences will be determined based on the behavior of the students. This will be handled individually by classroom teachers and when necessary by the principal. Communication with parents will be a vital part of this process.
- C. At all times children will be treated with the respect and love that they are expected to show others.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property, on a school bus, or during any school sponsored event that constitutes harassment, intimidation, or bullying is strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the school principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to the staff members in the vicinity of the incident.
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the staff members in the vicinity of the stated incident.
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify the school principal.

- D. The school principal shall investigate written reports of incidents turned in to staff members in the vicinity of the stated incident and document findings.
- E. The school principal shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed.

Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, “harassment, intimidation, or bullying” means any of the following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or staff member which:
 - 1. Causes mental or physical harm to the other person; and
 - 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student or the other student; or
 - 3. Violence within a dating relationship
- B. “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. Please see the Social Media Code of Conduct in the Policy and Standards section of this handbook.
- C. The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate, or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words or gestures).
- D. Extortion or stealing of money or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based and online sites (also known as “cyber bullying”), such as the following:
 - 1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
 - 2. Sending abusive or threatening instant messages;
 - 3. Using camera phones to take embarrassing or inappropriate photographs of themselves or other students and posting them online;
 - 4. Using Web sites to circulate gossip and rumors to other students;
 - 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.
- G. Violence within a dating relationship.

Complaint Process

A. Formal Complaints

Students, parents, or guardians may file written reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the alleged conduct, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports should be filed with the staff members that were in the vicinity of the stated incidents.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the school principal of the event observed and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to the staff members within the vicinity of the stated incidents. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the alleged conduct, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. A school staff member who receives an informal complaint shall promptly place the complaint in writing, including the information provided. Such a written report by the school staff member shall be promptly forwarded to the school principal.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with RCS’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the SAT's interest in a fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents or guardians. A copy of the report shall also be sent to the SAT.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future enrollment, grades, or work assignments. Further, the school principal is directed to implement strategies for protecting a victim from retaliation following a report.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the school principal that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end.

Harassment, intimidation, or bullying behavior can take many forms, can vary in how serious it is, and can vary in what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the principal.

Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension or expulsion may be consequences for a student found responsible for harassment, intimidation, or bullying by an electronic act.

In addition to the an investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, intervention strategies shall serve as a resource for the school principal and school personnel.

This policy shall appear in student handbooks and in the RCS SAT archives. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians.

A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

RCS shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it.

RULES FOR SUSPENSION AND EXPULSION

A student who is a member of RCS may be suspended or expelled for the following reasons:

- A. Showing open or persistent defiance of authority or school rules and regulations.
- B. Insubordination to authorized school personnel — repeatedly failing to comply with directions of teachers, substitute teachers, teacher aides, principal, pastor, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.
- C. Repeated and deliberate disruption of the school learning environment.
- D. Coercion — forcing another by action or threat to do something against his or her will.
- E. Leaving the school premises without the permission of the principal or supervising teacher during the time when the student is due on school property.
- F. Conviction of any delinquent act in the Juvenile Court.
- G. Possession or use of drugs, placebos, paraphernalia, marijuana, tobacco, electronic nicotine delivery systems (a vape pen), or alcohol on school premises or during school sanctioned activities.

- H. Non-accidental damage, defacement, or destruction of church and school property.
- I. Fighting with or injuring another person in any way.
- J. Harassment, intimidation, or bullying of any person in any way.
- K. Bringing a weapon, any part of a weapon, or anything perceived as a weapon onto school property.
- L. Cheating or plagiarism.

In all incidents the principal and student's teacher will meet to discuss the best way to deal with such incidents. A meeting with the parents and student will also be required in such incidents. Each student and incident is unique and will be dealt with on an individual basis.

PROCEDURES DEALING WITH SUSPENSION AND EXPULSION

The principal has the authority to suspend a student for a period of up to ten days. The principal and the SAT in consensus have the right and the authority to expel a student from RCS. The principal shall provide an opportunity for an informal hearing for the student at which time the rule violated is specified and the reasons for the charge given. An opportunity to respond to the charge at a later date shall be provided to the student and the parent. Prior notice and hearing are not required in cases of normal disciplinary procedures where a student is removed from a curricular or extra-curricular activity for less than twenty-four hours and is not subject to suspension or expulsion.

REQUIRED DRILLS

RCS participates in all school drills required by the State of Ohio. These include fire and rapid dismissal drills, tornado drills, and safety drills (including lock down drills). Drills are conducted multiple times throughout the school year at different times of the school day per Ohio law and administrative rules. Fire drills, also referred to as rapid dismissal drills, prepare all school staff and students in the building to leave as efficiently as possible. These drills are important to help students and staff familiarize themselves with the process so that evacuations can be done in a safe and orderly fashion. Tornado drills must be conducted during tornado season. Ohio law also mandates that schools conduct safety drills. Similar to fire drills, these follow emergency evacuation protocol. However, they respond to a safety threat, such as an active aggressor. Every school must complete three safety drills during the school year. One additional school safety drill is required each year to practice when a safety threat requires all school staff and students to remain in the building (lockdown drill). By enrolling at RCS, you acknowledge and commit to your child(ren)'s participation in above mentioned drills.

CONFLICT RESOLUTION POLICY

RCS strives to be a ministry that allows open dialogue and reaching agreement in a Christ-like fashion with all stakeholders. As a member of the LCMS, RCS does not use litigation as a means to reconcile differences. Rather, mediation with RCS leaders and possibly Ambassadors of Reconciliation Ministry (an LCMS resource) are the means that RCS uses if an agreement cannot be done initially between the original parties. Likewise, RCS has the same expectations for students, parents, and anyone affiliated with our school families.

Students, parents, and anyone affiliated with our school families agree to not pursue litigation against RCS or any of its employees. They agree to attempt to resolve any issue through a mutually-agreeable Christian dispute resolution process. If the parties fail to agree on a process, the parties agree to utilize

the service of the Ambassadors of Reconciliation Ministry to fully and finally resolve any and all legal disputes through mediation and, if mediation is unsuccessful, final and binding arbitration.

Families that do not follow this policy will be asked to leave RCS.

PRINT AND SOCIAL MEDIA CODE OF CONDUCT

Mission Statement: Redeemer Lutheran Church and Christian School is a Christ-centered community of believers who are called to serve with love so that all may know Jesus.

Social media is a quick and accessible way for people to connect with family, friends, and acquaintances for fun and professional reasons. Sometimes, social media is used as an outlet to share thoughts and opinions. Print media can be used for the same reasons.

In order to carry out our mission, every parent or legal guardian whose child is enrolled at RCS must be respectful and supportive of the school, its faculty and staff, its students, and the school and church administration.

RCS seeks to partner with parents and guardians in every student's educational journey. We expect parents and guardians to act as partners with us as well.

We respect parents' and guardians' opinions that may differ from our own. However, we ask that opinions and criticism be shared respectfully and privately.

TO THAT END, IN ADDITION TO EXPECTING THAT ALL GUIDELINES IN THIS HANDBOOK BE FOLLOWED, THE ACTIONS SPECIFIED BELOW WILL NOT BE TOLERATED:

Harassment or disrespect of teachers, staff members, or administration, whether directly or indirectly, by email, in person, in print, or otherwise;

Negative social media posts about the school, its faculty, staff, administration, policies or events;

Committing, tolerating, or being otherwise involved in any negative or unkind treatment of a student; and

Any other derogatory, negative, or unsupportive behavior that serves no purpose other than to undermine the mission of the school.

Church and school administration reserve the right to expand this list as warranted.

ANY PERSON WHO COMMITS ANY OF THE ABOVE ACTIONS, OR SIMILAR ACTIONS NOT SPECIFICALLY LISTED ABOVE, WILL BE REQUIRED TO MEET IN PERSON WITH THE PRINCIPAL.

Please understand that, as a private Christian school, the continued enrollment of every student is subject to approval by the administration. Severe or repeated infractions of the above nature or refusing to enter into the conflict resolution process may result in a family being asked to leave the school. Your cooperation is expected.

Policies and Standards

Photo Release for Minors

RCS does take photographs or videos of the students and/or schoolwork completed during the school year. These photographs or videos may be used on, but not limited to, school brochures, bulletin boards, the school website, social media sites, local newspapers or newsletters. According to Ohio Revised Code, RCS is not responsible for posted pictures and videos taken by a third party at public events. On the **Signature Page** you may consent or decline to have your child's image used in the above mentioned formats. When you sign, you are either accepting or declining all forms of photos and videos – you cannot pick and choose.

Unexcused Tardies Policy

Students are considered to have an unexcused tardy if they are tardy for reasons other than professional appointments with a doctor's note. Running late, traffic, oversleeping, missing a bus, being at my locker, and wandering the building or classroom are not valid reasons for being tardy. A student is also considered to have an unexcused tardy if he or she is not in their classroom seat by 8:45 am. **Scholarships can be forfeited due to unexcused tardies.**

Contact will be made by the principal after four unexcused tardies in one quarter. Eight (8) unexcused tardies in one quarter will require a letter to be signed by the parents and result in a lunch detention for students in grades three through eight. Eight (8) unexcused tardies in one quarter will result in a four (4) week ineligibility for extracurricular activities.

Social Media, School Hardware, and Internet Policy

Computer & Internet Use: Computers, mobile devices, and the internet are provided at RCS for students to use as tools in the learning process. Students are responsible for good behavior on the school computer network, just as they are in the classroom, in the school hallway, or on computers at home. Access to the computers and internet services at RCS is given to students who agree to act in a responsible and ethical manner. Access is a privilege – not a right. Access entails responsibility. Malicious or negligent damage to property of RCS can result in a family or guardian being financially responsible for the equipment.

Responsible device management includes the following:

- A. Always zip up your Chromebook inside the case before carrying it to a new location.
- B. When carrying your Chromebook either carry it by the Chromebook case's handle OR carry it as close as possible to the top of the stack of items you are carrying.
- C. Never place your Chromebook on the floor.
- D. Do NOT loan your Chromebook, charger, or case to another student, even if it is an RCS student.
- E. Do NOT allow other RCS students to log into your Chromebook.
- F. Do NOT share your login and password information with others.
- G. Do NOT remove the labels that we have attached to the Chromebook, charger, and case.
- H. Do NOT place tape or stickers on the Chromebook, charger, or case.
- I. Do NOT eat or drink by your Chromebook.

- J. The Chromebook should be used for school assignments ONLY even when you have it at home.
- K. Only use the assigned charger to charge your Chromebook.

If the Chromebook is damaged, inform an adult immediately.

- A. If it is damaged or not working due to normal usage, the Chromebook will be repaired.
- B. Your classroom teacher will have a Chromebook in the classroom that can be used if your Chromebook has been turned in to be repaired. The classroom Chromebook should be left IN THE CLASSROOM. You should NOT take it home.
- C. If the damage is due to negligence or maliciousness on your part, the repairs or replacement of the Chromebook will need to be paid for before you will receive a new Chromebook. Your teacher may choose to not allow you to use the classroom Chromebook until payment is received as well.
- D. If the family has an outstanding bill for technology, technology will NOT be issued to any immediate family member until the bill is paid.
- E. Before receiving a new Chromebook, you and your parents will need to sign a new Equipment Agreement.

At the end of each school year, your Chromebook, charger, and case will be collected to perform necessary maintenance as well as to be inspected for damage. If you return to RCS the following school year, you will be assigned the same Chromebook, charger, and case.

Computer/Chromebooks/Mobile Devices/Internet Use

The following actions are **NOT** allowed on RCS devices.

- A. Damaging computers, computer systems, or computer networks.
- B. Destroying data of another user.
- C. Violating copyright laws.
- D. Employing or using the Internet for commercial uses.
- E. Accessing social media sites.
- F. AI should not be used to create any part of an assignment.
- G. Using computers in such a way that it interferes with the educational process of RCS.
- H. Other violations deemed unacceptable by the general standards of our faith and the policies of our school.

In addition to the inappropriate behaviors listed above, also included are these ground rules.

- A. Do NOT give out personal information such as your address, telephone number, parents' work address, or telephone number, or the name and location of our school without permission.
- B. Do NOT enter chat areas. At some sites there may be an opportunity to enter a chat area. You are NOT to do this.
- C. At some sites, there are questionnaires to fill out. You are NOT to do this without permission from your teacher.
- D. At some sites, there is advertising. There may be order forms to purchase something. You are NOT to fill out any of these forms.
- E. If you arrive at a site that is offensive to Christians, use the back button to leave the site and report it immediately to the teacher.

Those students who violate the above policy may lose the right to use technology and the computers at school for the amount of time deemed appropriate by teacher, principal, and/or SAT. In addition, school disciplinary action may be taken including, if necessary, appropriate legal action.

Parental Consent for Google Applications

RCS uses Google Apps for Education (GAFE) as part of the learning process. On the **Signature Page** we ask you to sign giving us permission for your child to use the apps associated with GAFE at RCS.

Extra-Curricular Eligibility Standards

We are very happy to offer a number of extra-curricular activities for our students to participate in during their years at RCS. We feel that, in addition to academics, there is much to be gained by becoming involved in other activities. We do, however, believe that, participation is a privilege. Students who do not meet academic, behavioral, and attendance standards will lose that privilege for a time.

The following guidelines will be used:

- A. The OHSAA Athletic Packet (which can be found on the RCS website) must be filled out in its entirety and be on file before students are considered eligible for extracurricular sports.
- B. Any student who has a combination of two failing grades (D's or F's) at mid-quarter or at the end of a quarter will be ineligible until the next mid-quarter or end of quarter.
- C. Any student who receives two detentions during one quarter or three detentions during a semester will be ineligible for four weeks.
- D. Eight (8) unexcused tardies in one quarter will result in four (4) weeks ineligibility from extracurricular activities.

These restrictions will apply to all extra-curricular activity practices, games and performances, including: intramural sports, interscholastic sports, certain bands, dramas and musicals, RCS Singers, cheerleading, safety patrol, and Christian Leaders.

Throughout the school year, we will work with students to help keep them in good academic standing. We will also assist students in returning to good academic standing as soon as possible.

Service Opportunity

From time to time, due to the very nature of the combined use of our facilities by the church and school and the multi-use of several rooms, it becomes necessary to ask the students in the upper grades for assistance in moving tables, chairs, portable chalkboards, supplies, and other items. These actions give the students an opportunity to contribute to the needs of the situation in a tangible way. Being aware of these situations, on the **Signature Page** you may consent or decline to have your child participate in these service opportunities.

Dress Code Policy

See the Dress Code Policy within the handbook on pages 18-20.



Redeemer Christian School Signature Page

2025-2026

This form must be filled out and returned to the school office for each school year and for each student enrolled at Redeemer Christian School. A signature is required in each box that pertains to your child.

Student Name (Printed): _____ Date: _____

Student Grade: _____ Parent Name (Printed): _____

Photo Release *(required for all students)*

I hereby (consent____) (decline____) that the photographs or videos taken of my child and/or schoolwork completed during the school year while enrolled as a student may be used on, but not limited to, school brochures, bulletin boards, the school website, social media sites, local newspapers or newsletters.

Parent Signature: _____

Google Applications *(required for all students)*

I hereby consent for my child to use all apps associated with GAFE at RCS.

Parent Signature: _____

Service Opportunity *(required of Grades 5 – 8)*

I hereby (consent____) (decline____) for my child to assist the school as described in the Service Opportunity Statement. It is understood that any assistance needed will be supervised by a member of the staff.

Parent Signature: _____

Student Signature: _____

Parent and Student Handbook *(required for all students)*

By signing our respective names below, my child and I are stating that we have read, understand, and will abide by the expectations set forth in this handbook.

Parent Signature: _____

Student Signature: _____

Dress Code Policy *(required for all students)*

By signing below, I acknowledge that I have read, understand, and will abide by the Dress Code policy contained in this handbook and that I am aware of the consequences of excessive violations.

Parent Signature: _____