



School Handbook 2024-2025  
Our Redeemer Lutheran Church with School  
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*Lord, we ask you to be present in our school. Help us to uphold these policies and procedures to honor you and serve you more. In Jesus’ name we pray. Amen.*

## VISION AND MISSION

### OUR REDEEMER LUTHERAN SCHOOL – VISION STATEMENT

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Through connecting faith and 21<sup>st</sup> century academics, students of Our Redeemer will be equipped to excel in any classroom beyond our walls and be faithful servants in the church and community for generations to come.

### OUR REDEEMER LUTHERAN CHURCH WITH SCHOOL – MISSION STATEMENT

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United in Christ and affirmed in faith, Our Redeemer Lutheran Church with School stands **ready** to serve all people, **set** to teach all people, and together, we will **grow** in faith, fellowship, and love.

2024-2025 | Our Redeemer Lutheran Church with School

# ENDURE

"LOOKING TO JESUS, THE FOUNDER  
AND PERFECTER OF OUR FAITH"

**HEBREWS 12:2a**



## STATEMENT OF GENERAL BELIEFS

Our Redeemer Lutheran Church with School (Our Redeemer) is a ministry centered on the divinely inspired Word of God as set forth in the Holy Bible (Scripture). Our Redeemer is part of the Lutheran Church - Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on "the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone" (Eph. 2:20). With the universal Christian Church, the LCMS teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments.

Believing in the authority of Scripture and that the Lutheran Confessions are a correct interpretation and presentation thereof; Our Redeemer agrees to conform all our teaching and practice to the Scripture and the Confessions.

Our Redeemer upholds teachings and practices that are consistent with Scripture and the Lutheran Confessions, and while honoring the LCMS's convention resolutions, is self-governed and establishes policies based on local circumstance and expediency. Our Redeemer operates according to its own constitution and bylaws. Said constitution and bylaws, pursuant to the LCMS's bylaws, are reviewed and approved by the LCMS and the South Wisconsin District (the district of the LCMS in which Our Redeemer resides). Our Redeemer constitution and bylaws establish who will have the decision-making authority. Copies of Our Redeemer's constitution and bylaws are available upon request.

## STATEMENT ON CHRISTIAN CONDUCT

We believe that each person is created uniquely by God, and as such, is inherently worthy of respect and love. Acknowledging this to be true, there is no place for negative actions such as cheating, stealing, bullying, or lack of respect for authority or others. In the event that an individual is behaving in such a way that goes against Scripture, the Lutheran Confessions and Christian values, we will approach the person in Christian love to gently admonish them with the goal they would turn away from such behavior and be forgiven. In the event that no resolution can be reached, Our Redeemer has the right to discipline in Christian love or to ask an elected leader, employee, or volunteer to step down, if that action would best serve the Church.

## STATEMENT ON GENDER AND HUMAN SEXUALITY

As a congregation securely founded upon the divinely inspired Word of God, we recognize that our Lord has made us either uniquely male or uniquely female. (Genesis 1:26-27). As such, we affirm God's plan for our lives when we conform to the gender and biological sex the Lord has assigned to us at our conception and birth. Knowing this truth, members of our community will follow traditional standards for dress and bathroom use. This means that those of us born biological males must use the men's restroom and dress in a way that is traditionally male. Those of us who were born biologically female must use the women's restroom and dress in a way that is traditionally female.

Likewise, we believe that Scripture clearly provides that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful (Matt. 15:18-20; 1 Cor. 6: 9-10).

Any individual who struggles with gender dysphoria or any of the above-mentioned sexual sins, will be afforded the same love and compassion that God provides all people who are inherently sinful. God desires all people to be saved and come to the knowledge of the truth (1 Tim. 2:4) Therefore we will approach those caught in this sin or any sin for that matter, with gentleness and love and respect for them as God's precious and loved child. We will come alongside

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them to support them in their efforts to get out of the particular sin, by sharing God's Word on the matter and when they turn from their sin, we will share with them the grace and forgiveness that God desires all people to receive.

## **CLOSING**

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We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10: 1-10; 1 Cor. 6: 29-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of Our Redeemer.

Acting contrary to these Biblical beliefs constitutes good cause for Our Redeemer to terminate employment or volunteer services.

## OUR REDEEMER LUTHERAN SCHOOL PHILOSOPHY

Guided and empowered by the Holy Spirit, Our Redeemer Lutheran Church with School provides Christ-centered training in God's Word integrated with excellence in education. The central purpose of our school is to nurture each child's faith in Jesus Christ as Savior and to equip each child to live and to bear witness to that faith.

The teachers of Our Redeemer Lutheran Church with School personally and publicly bear witness to their faith in Jesus Christ. Teachers and students daily worship God and study His Word as found in the Bible. God's law is taught without apology. The Gospel of God's forgiveness through His Son, Jesus Christ, is taught daily with joy and relationships are based upon the Gospel and forgiveness. The school serves as a mission agency of our church, in that all students, regardless of church background or membership, are taught according to this philosophy. Physical evidence of the Christian faith throughout the school helps to define and bear witness to the school's mission.

Using their God-given abilities, teachers, staff, and volunteers will strive for excellence as they use effective, current learning and teaching materials. Students are prepared to become responsible stewards of their talents and treasures in a joy-filled Christian life.

Our Redeemer Lutheran Church with School holds high, yet appropriate, expectations for its students. Students need to be both challenged and helped toward success. Appropriate evaluation of student performance, both formal and informal, occurs before, during and after teaching.

Our Redeemer Lutheran Church with School seeks to develop the basic skills of learning; thinking; solving problems, making value judgments and decisions; and respecting self, others, and property. Our school also teaches children how to apply concepts such as individual responsibility, the common good, by grace alone, and living "*by faith in the Son of God who loved me and gave Himself for me*" (Galatians 2:20).

Our Redeemer Lutheran Church with School serves families by assisting parents to carry out their parental responsibilities in Christian education. We promote a close relationship between school, home, and congregation.

We encourage parents to provide the primary training of their children, to have family devotions, and to take their children to weekly worship services. The school exists as a secondary partner in the Christian and overall training of their children.

## FAITH LIFE

### CHILDREN'S WORSHIP SERVICE

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Once a week, generally on Wednesdays, our school children have a special worship service that is held in the church. These services, conducted by a Pastor, are aimed at teaching the children the true meaning of Christian worship. Students have an opportunity at these services to participate as ushers, acolytes, lectors, prayer assistants and musicians. Each week an offering is received which is used to support a school mission project as determined by the school administrator, Board of Christian Education, and teachers. These services are open to the public, and parents are encouraged to attend.

### CHURCH AND SUNDAY SCHOOL ATTENDANCE

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All students and their parents are expected to attend church and Sunday School/bible study regularly.

## PRESCHOOL

### GOALS FOR THE CHILDREN IN THE PRE-K PROGRAM

1. Taking Care of Ourselves and Our Friends
  - a) Learning to work independently
  - b) Learning to make respectful choices
  - c) Learning to problem solve
  - d) Developing a feeling of group acceptance
  - e) Developing a sense of personal worth
  - f) Developing God -given talents
  - g) Learning to feel comfortable away from a parent
  - h) Learning to communicate thoughts and feelings
  - i) Learning to empathize with others
  - j) Developing muscle skills and coordination
2. Taking Care of and Learning About our Environment
  - a) Using materials carefully and creatively
  - b) Learning by exploring God's world
  - c) Awareness and sensitivity to total environment
  - d) Recognizing God's creatures
  - e) Developing foundations for future reading skills and other academic pursuits
3. Taking Christian Responsibility
  - a) Learning to know Jesus as their friend and Savior
  - b) Learning to express thankfulness
  - c) Learning the importance of worship
  - d) Learning the power of prayer
  - e) Identifying himself/herself as a member of the family of God
  - f) Learning Old and New Testament Bible Stories
4. Taking Parental Responsibility\*
  - a) Learning to meet and work with other parents and teachers
  - b) Growing in the understanding of child development by assisting in the classroom or on field trips
  - c) Contributing to the growth and development of the future members of the church and community

\*Parental goals for the Pre-K program

### PERSONNEL

The school staff meets regularly for discussion, mutual assistance in instruction and efficient administration of activities of the school. The teacher is an experienced professional in the field of early childhood education. A teacher's aide will assist the teacher and the children with the day's events and activities.



## **PROGRAM DETAILS**

### *TYPES OF ACTIVITY*

**Arrival/Self Selection:** Children are welcomed into the classroom. They put coats and backpacks in their lockers. Take out folders and put them in the appropriate basket.

**Large Group Instruction:** A total group experience involving songs, games, finger plays, stories, and discussions relating to the theme of the week. The use of predictable charts, shared reading and modeled writing experiences help to develop auditory discrimination, general vocabulary, listening comprehension and phonemic awareness in a full group setting. The children will have the opportunity to use the interactive whiteboard daily to develop computer skills.

**Snack:** Children and teachers have an opportunity to eat and drink together and share informal conversation and learn proper table manners.

**Small Group Instruction:** A small group time, in which the teacher plans instruction to introduce a new skill, carefully observe each child's work/progress, or integrate subjects in a unique manner.

**Learning Centers:** Children choose from various learning centers set up throughout the classroom. Children work and play individually and in small groups. Learning centers include games, computers, table toys, science, math, writing, sensory, pretend, building, listening, library and art.

**Jesus Time:** The children learn that Jesus is their friend and Savior through weekly Bible stories and simple memory verses.

**Large Motor/Outdoor Play:** An emphasis on activities involving large muscle, both in and out of doors. Social interaction is maximized during structured and unstructured game play.

**Share Time/Closing Prayer:** Children gather as a final meeting summing up the day's events and providing time for each child to discuss their favorite event of the day and plans for the next class period. Teachers and children close the day by praying together.

### *ADMISSION POLICY*

Our Redeemer Lutheran School maintains its Pre-K program for the Christian training of the children of its members and as a mission outreach to the community. To enter the PK3, the child must be three 3 years old by September 1st and completely toilet trained. The children entering the program need to wear "regular" undergarments. To enter the PK 4 (All-Day), the child must be 4 years old by September 1st. Parents must complete and return all center enrollment forms before their child may begin attending.

The enrollment procedure involves completing the appropriate enrollment portal in FACTS. If there are issues in completing enrollment, please contact the school secretary.

## PARENTAL RESPONSIBILITIES

### SNACKS

#### PK3 Snacks

Parents provide snacks that make up a part of the child's total daily food intake and offer valuable experiences. We encourage snacks to be selected for their nutritional value as well as to offer a new taste experience. Fruit juice or milk should also be provided by the parents. Hi-C, soda or other sweetened beverages are not recommended. Parents should inform the teacher(s) of any allergies the child may have.

The children will be assigned snack days for each semester. Allowances have been made for birthdays, cooking experiences and "special person" treats. Please make a note of when your child is required to bring the snack and beverage.

Snack suggestions:

Cheese and crackers, fresh fruit, fresh vegetables and dip, little sandwiches (peanut butter, cheese, ham), muffins, raisins, popcorn, yogurt, fruit breads, graham crackers. If your child is required to eat a special diet, parents will be responsible for supplying their child's snack needs.

#### PK4 Snacks

4K will be having a morning nutrition break around 9:30 in our room and an afternoon nutrition break around 2:00. Students will be getting milk for the afternoon break. All snacks must be nutritious so please refrain from sending candy, cookies or high sugar content items dessert items. Ideas: fruit, yogurt, crackers, dry cereal, cheese vegetables, granola bars etc. They may keep a box of snacks in their snack box.

## REPORTING CHILD PROGRESS

Parent-teacher conferences will be held in the Fall. Conferences may be held at other times at the request of the teacher or parents/guardians. The teacher will present the children with progress reports following the second and third quarters. Parents are welcome to consult the teacher at any time as to their child's development or to set a conference with the teacher.

## FIELD TRIPS

Field trips for PreK-4's are conducted at various times throughout the school year. Parent/guardians will be informed of an upcoming field trip through the newsletter and monthly calendar sent electronically via e-mail.

## ARRIVAL AND DISMISSAL

All 3K student arrivals and departures occur using the upper parking lot located at the WEST side of the building.

#### Please note:

Children **WILL NOT** be released to anyone without the express written consent of the parents/guardians. For the protection and care for your children **we will not make exceptions** for any reason. If a family will be utilizing a carpool, the office and classroom teacher will need a list of the children and the authorized adult drivers before the school faculty/staff will release the students.

- Our Redeemer is a secure building during the school day. This means that all exterior doors are locked, and all visitors must enter through the Child Care/Main door (from the upper lot) by pressing the intercom button and identifying yourself.
- If you are picking up or dropping off your child/children and you intend to enter the building, please park in the designated parking area in the middle of the upper parking lot. It is anticipated that adults will accompany the child/children from the car to the building and then to the classroom.

- **For the month of September**

We recognize that the first month is a transition for both parents and students. In order to help everyone become comfortable and adjust during the transition we provide our preschool parents the opportunity to bring their children into the building during the **first two weeks** in September. To ensure safety and flow within the building please:

- Use the parking lot on the west side of the building (upper lot).
  - Enter through the parking lot door between the garage and the school.
  - Walk your child to their locker and assist them with their personal items.
  - Guide them where to put their nightly folder.
  - Walk your child over to the sink to wash their hands.
  - Make every attempt to limit your time in the classroom to minimize the number of individuals in the room and to assist in teaching transition.
  - Encourage your child to be independent by having them take responsibility for the morning routine – showing you where everything goes.
  - Allow the teacher to engage your student if they are crying or not wanting to separate. They are uniquely qualified and prepared to assist your student in joining the class. They will be loving, but firm, so students can find comfort in their new surroundings.
- Beginning for the 3<sup>rd</sup> week of school in September parents will begin dropping their children off in the regular school arrival/departure location on the East side (lower lot) of the building. Parents should not be entering the building at arrival/departure unless there is a scheduled appointment with the teacher or extenuating circumstances.
  - If your child is half day only, pick-up will occur at the child-care entrance at 11:00 a.m.

## SCHOOL VISITATION

School visitation by parents/guardians or extended family will not be permitted while school is in session. However, parents/guardians will be permitted to enter the school for meetings, field trips, and special invitation school activities. If a parent-teacher discussion is requested by either the parent/guardian or teacher, the meeting will be held during appropriate after-school hours when class is not in session.

## FEES

We use the FACTS online school management software to collect our tuition for Pre-K. All families will enroll their children in FACTS and set up a tuition agreement.

Refunds and credits are not given for absenteeism, weather closings, family vacations or holidays. There is no refund or credit for days missed due to illness.

Refunds or credits will be made if the child must be withdrawn (due to illness, family moving or other major changes.)

## GENERAL SCHOOL INFORMATION

### REGISTRATION

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A new student to Our Redeemer Lutheran Church with School must have an application submitted in our FACTS online student management system; after this application is accepted, parents/guardians will log back into FACTS to complete the enrollment process and tuition agreement. Once your child is enrolled at Our Redeemer, they will automatically be re-enrolled for the following school year, unless the school is notified. Parents/guardians will still need to complete a new tuition agreement for each school year.

### SCHOOL HOURS

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8:25 AM – 11:00 AM	PK3 & PK4 AM
8:25 AM – 3:00 PM	PK3 & PK4 Full Day and PK4 (3 Day)
8:25 AM – 3:20 PM	Kindergarten – 8 <sup>th</sup> Grade

Students should not arrive before 8:00AM.

Students who do not ride the buses daily should not arrive at school before 8:00 AM and are expected to leave as soon as possible after school dismissal, no later than 3:30 PM. If students arrive before 8:00 AM or stay after 3:30 PM, the family will be *required to enroll the child* in Our Redeemer Child Care. If parents feel that an exception should be made for their child, the matter should be discussed with the school administrator.

All parents must be out of the classrooms and halls by 8:15 AM so teachers can prepare their class for the beginning of school.

### BUS SERVICE

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School bus service is provided by the Delavan-Darien School District for those children living within the district. This service is currently provided by Dousman Transport Company. Call Dousman at 262-728-2166 to sign your child up for bus service and to find out the route numbers.

Our Redeemer students will be bused from their homes/bus pickup locations to Turtle Creek Elementary School, and will then take a second bus to Our Redeemer; at the end of the school day, they are bused to Turtle Creek again, from which they will board their homebound buses.

### BICYCLES

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Students may ride bicycles to and from school. The bicycles must be parked in the racks located near the school garage off the upper parking lot, located on the west side of the building, and left there until school is dismissed. Bicycle riding is not permitted on the playground. Our Redeemer Lutheran School is not responsible for any damage to, or loss of a bicycle parked at the school. Therefore, students are encouraged to purchase locks for their bicycles.

## **ARRIVAL AND DEPARTURE PROCEDURES FOR KINDERGARTEN – EIGHTH GRADES**

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For arrival and departure drivers should enter the driveway on Coburn Street (East side – lower lot) and pull forward to the Family Life Center doors. Drivers should remain in their cars as members of our faculty and/or staff will be at the door to welcome students. Students will enter through the Family Life Center doors. When parents leave the parking lot, they will leave via the Coburn Street driveway.

## **EARLY STUDENT DEPARTURE**

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Sometimes it is necessary for a student to leave during the school day for various appointments or family commitments. Parents should inform the office and classroom teacher in writing of the intended departure time of the student. Parents should enter through the upper lot door and proceed to the school office to sign the student out. Children will not be permitted to leave the building without a parent present.

## **FIRE DRILLS - TORNADO DRILLS – SAFETY DRILLS**

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The children in each classroom are instructed as to the proper procedures for leaving the classroom in case of a fire, tornado or crisis. Drills are held at regular intervals under the supervision of the school administrator.

## **CRISIS MANAGEMENT**

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Safety is a priority at Our Redeemer Lutheran School and a Crisis Management Plan has been created in consultation with the Delavan-Dairen School District. Our administration reviews the plan annually to ensure compliance and relevance to the current activity and operation of the campus. Faculty review the plan annually to ensure familiarity with the plan.

## **SCHOOL LIBRARY/MEDIA CENTER**

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The school does maintain a library from which students may check out books at any time. The school will continue to update its library collection to try and meet the needs of the students. At times, the school library may not have the materials needed by the student. If this is the case, students and parents are encouraged to make use of the public library facilities in the area.

The library provides opportunities for children to pursue individual reading and projects as a part of classroom activities or on their own initiative. We strive to provide books which enrich quality of thought and expression and which contribute to the development of informed and responsible Christians.

### **Class Visits**

Each class will schedule a weekly time to visit the library. This will be scheduled at the beginning of each school year. In addition to providing resource materials. The library is used for individual, small group, and whole class instruction as arranged by teachers and the library director.

### **Lost or Damaged Book Policy**

- Students may take books checked out home provided that they assume the responsibility for the care of these books. No fines are charged for overdue books, but check out of additional books is denied until the books are returned. If a book is returned to the library damaged, a replacement fee will be charged to the student borrower and the parents of that student.
- Library books and materials issued to a child or teacher become the responsibility of that person. Replacement costs will be assessed for loss, or excessive wear or damage.

### **INVITATIONS**

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Party invitations are not to be distributed on school grounds.

## CURRICULUM & INSTRUCTION

The underlying philosophy governing the teaching of all subjects has as its basis the Word of God. The chief purpose for the existence of our school is to give our children instruction in the Word of God. Daily instruction in this most important subject prepares our children to be better citizens of this world, God's earthly kingdom, and of the world to come, God's Heavenly Kingdom. Christ is the center of all our instruction in the school.

Our Redeemer's curriculum is documented in Curriculum Trak. It is a blend of Common Core, Wisconsin State Standards and the National Lutheran Schools Association (NLSA). Grade level subjects are faith-based. We make every attempt to secure teachers trained in our synodical schools and certified by the Lutheran Church - Missouri Synod as Minister of Religion - Commissioned. Our teachers are expected to teach Christian doctrine and the philosophy of Christian education.

Teachers at our school are certified by the State of Wisconsin Department of Public Instruction as required by Wisconsin state law. In addition, they are also encouraged to be certified by the Lutheran Church - Missouri Synod. Several of the faculty members have also continued their education by earning a master's degree in a field related to education.

Students attending Our Redeemer Lutheran Church with School are accepted by the public elementary and high schools upon our recommendation. A mutual and friendly relationship exists and is fostered by each group.

In 2020 we were accredited by the National Lutheran School Accreditation (NLSA). We abide by those standards and adhere to them to continue to grow and improve.

### ACADEMIC STANDARDS

Our Redeemer Lutheran School adopted the pupil academic standards as issued by the governor as executive order no. 326, dated January 13, 1998 (Wisconsin Model Academic Standards). These standards are the basis for our curriculum which has been approved by the National Lutheran School Accreditation. A copy of these academic standards is available by visiting the Wisconsin Department of Public Instruction web page Wisconsin State Standards or by requesting a paper copy from the school administrator.

### HONOR ROLL

The purpose of the honor roll is to recognize outstanding academic achievement on the part of those students in grades 5-8. Students are evaluated for honor roll in all classes that use an achievement scale and thus contribute to the student's grade point average (GPA). Students in grades 5-8 must have a quarterly grade point average of 3.5 to 3.74 to make Honor Roll. Students who earn 3.75 and above will be on the High Honor Roll. However, because of national standards related to admission, the National Junior Honors Society (NJHS) will admit only 6<sup>th</sup>-8<sup>th</sup> grade students.

### STUDENT PROMOTION

Students who have shown satisfactory progress during the school year will be promoted to the next grade level. In cases where a student's retention (repeat of a grade level) would serve to assist the student in his or her educational experience, the parents will be informed and will have the opportunity to discuss the matter with the teacher and school administrator. A meeting may be scheduled to discuss the child's education needs with faculty members and parents to help determine the best course of action for the student.

The decision for retention is made by the school administrator in consultation with the classroom teacher and parents.

## **STANDARDIZED TESTING**

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NWEA Measure of Academic Progress (MAP) tests will be administered to all students (1st-8th grade) three times a year: fall, winter, and spring in the following grade appropriate categories:

1st & 2nd grade - Math, Reading  
3rd & 4th grade - Math, Reading, Language Usage  
5th-8th grade - Math, Reading, Language Usage, Science

MAP tests are unique in that they adapt to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. The results of these tests will be filed in the student's permanent record and serve as a guide for teachers and student learning.

## **CURRICULUM/GRADE PLACEMENT – ACCELERATION AND REMEDIATION**

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It is an expectation that classroom teachers utilize differentiation strategies combined with learning taxonomies to provide the best educational experience for each student. Title and resource programs will offer extended learning opportunities for students whose MAP scores, classroom performance and teacher recommendations indicate the need to do so. Performance-based Curriculum Placement protocol and procedures support our resource programs and may be viewed separately in FACTS.

Grade retention, promotion, and acceleration (typically single subject) will be determined through a combination of MAP scores, classroom and overall performance, teacher recommendations, and additionally by any newly enacted state guidelines.

The Remediation and Acceleration policy has been adopted by the Board of Christian Education for all students enrolled at Our Redeemer Lutheran School. The students impacted by this policy are those who consistently demonstrate learning performance below or above average. The remediation threshold has been established for students consistently performing below 60% and acceleration for those students consistently performing above 95% as measured by standardized tests and classroom performance.

Before any subject acceleration or remediation occurs, the school administrator will form a consultation team responsible for reviewing the student classroom progress, social and emotional maturity, attendance, and standardized testing outcomes. The team will consist of:

- School Administrator(s)
- Classroom Teacher(s)
- Academic Support Program Coordinator
- Title Teacher (if applicable)
- Parents/Guardians

### *General Provisions*

- Eligible students will not be accelerated or remediated more than one subject grade level.
- Any knowledge gaps created by subject acceleration or remediation will be part of the student success plan and regularly evaluated.
- Once a child is accelerated or remediated it is anticipated they will follow the student success plan for the remainder of their time at Our Redeemer unless circumstances and performance changes.



- All subjects are considered for the student success plan; however, a single subject may be decided upon.
- Parents must be in agreement with the student success plan and will be regularly consulted regarding student progress.
- Course offerings may be through our faculty, a contracted professional instructor, or through a partnership with the Delavan-Darrian School District or another parochial/private school. Dual delivery courses will be considered if the on-line content includes an opportunity for in-person engagement/tutoring/instruction.

## STANDARD GRADE SCALE

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Our preschool and Kindergarten evaluations are a comprehensive method not adequately reflected in our standard grade scale. Parents are encouraged to consult with the school administrator or classroom teacher regarding the accepted evaluation for Preschool and Kindergarten students.

1<sup>st</sup> through 8<sup>th</sup> grades utilize the following scale for evaluation of student performance:

<b>A+</b>	97-100	Superior	<b>I</b>	Incomplete
<b>A</b>	94-96		<b>X</b>	Credit Given
<b>A-</b>	90-93		<b>+</b>	Outstanding Effort
<b>B+</b>	87-89	Good	<b>✓</b>	Satisfactory Effort
<b>B</b>	84-86		<b>-</b>	Unsatisfactory Effort
<b>B-</b>	80-83		<b>P</b>	Pass
<b>C+</b>	77-79	Fair	<b>F</b>	Fail
<b>C</b>	74-76			
<b>C-</b>	70-73			
<b>D+</b>	67-69	Poor		
<b>D</b>	64-66			
<b>D-</b>	60-63			
<b>F</b>	0-59	Failing		

## GRADUATION REQUIREMENTS

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Students must successfully complete each grade level, K-8, and complete all the required courses of study prior to graduation as determined by the Wisconsin Department of Public Instruction and the Board of Christian Education of Our Redeemer Lutheran Church with School. It shall be the responsibility of the school administrator to ensure that students complete grades K-8 with the minimum requirements for 8th grade graduation.

Special education students may meet individual graduation requirements as stated in their individual education plan (IEP) and/or Service Plan. In the event extraordinary circumstances necessitate an adjustment for an individual student, the school administrators in consultation with the classroom and resource teachers will make a final recommendation to the Board of Christian Education for adjustment to the requirements.

## TEXTBOOKS AND SUPPLIES

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All books are supplied to the child by the school. Supplies such as pencils, paper, glue, etc. must be supplied by the student.

At the end of the school year if a child has lost or badly damaged a textbook, the parents will be charged a fee for the replacement of the book. The children are to take a responsible attitude toward the care of the school's textbooks. All books are to be covered after school begins and are to remain covered until collected at the end of the school year.

## PHYSICAL EDUCATION

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With the facilities of our outdoor playground, soccer field, and Family Life Center, a well-rounded physical education and extracurricular athletic program is provided for the children. Every student is given an opportunity to use his or her God given ability to participate in physical education.

Each child in K-8 is to have one (1) pair of tennis shoes for their physical education class. In addition, starting in fifth grade and continuing through eighth grade, students are required to wear a physical education uniform, shorts and shirt, to participate in the class. These P.E. uniforms are available to be purchased at the beginning of the school year.

- Kindergarten through grade eight physical education - required
  - A pair of tennis shoes must be worn for indoor gym periods.
- Grades five through eight physical education class - required
  - Our Redeemer Physical Education T-Shirt
  - Our Redeemer Physical Education Shorts
  - Gym shoes
  - Gym socks

## TRANSFER CREDIT POLICY

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The school will consider accepting school credit from other institutions to the extent that the coursework at the previous institution is documented and in accordance with the school academic standards as adopted under 118.30(1g)(a). Wisconsin State Legislature General School Guidelines. Consideration will also be given to private and home school credits that are not in accordance with 118.30(1g)(a). All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school administrator.

## POLICIES & GUIDELINES

### ENROLLMENT

Deciding where a family will attend school is a very important decision. At Our Redeemer, our faculty and staff understand this and make every effort to partner with families in this decision.

The *School Selection Consultation* is the first and most important component in our admissions process. This consultation is designed to actively engage and support parents as they decide where their family will learn and grow.

During this conversation, the focus will be on family aspirations and academic goals, discussing how Our Redeemer can help the family achieve those goals.

Some of the topics covered include:

- What are the strengths, abilities and areas of need for the family?
- What are the family's academic goals?
- How can our curriculum, teachers and school meet those goals?
- What additional academic opportunities are parents seeking as part of the educational experience?
- Is School Choice an option or will financial aid be available
- Do members of the family qualify for our Academic Support Program?

The following is a list of procedures regarding admissions at Our Redeemer Lutheran School:

1. Each student must be the following age on or before September 1st of the school year for grade placement:

Pre-School 3-year-old Program	3 years old
Pre-School 4-year-old Program	4 years old
Kindergarten	5 years old
Grades One to Eight	Parents of students applying for admittance to these grades must provide a transcript of previous passing status and meet all testing requirements.

2. Our Redeemer Lutheran Church with School reserves the right to determine final grade placement for any applicant or present student based on educational need.
3. Our Redeemer Lutheran Church with School admits students of any race, creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school - administered programs.
4. The School Administrator will consult with the appropriate faculty and staff following a campus tour and discussion with the parents and student(s).
5. The decision to admit a student may include a discussion with the Academic Support Program Coordinator if there are any specialized education needs of the student.
6. All Admission decisions are made by the school administrator and can be appealed to the Board of Christian Education within 7 days of a denied admission.

7. Enrollment priority is given in the following order:

- First priority is given to members of Our Redeemer Lutheran Church with School (in good standing). Must be current in their tuition and enrolled in FACTS.
- Second priority are students who have previously attended Our Redeemer Lutheran Church with School (in the past year).
- Third priority of enrollment is granted to siblings of students already enrolled in Our Redeemer.
- The order of re-enrollment, and the waiting list for all students who have completed the re-enrollment process by the deadline as published in the school and/or church newsletters, weekly church bulletin, or social media sites will be determined with priority being given to families with the longest enrollment history. If several families have the same enrollment history, the priority will be determined by whoever enrolled first.

8. Upon admission to the school and when updates are requested, parents must provide the following information on forms provided by the school:

- Physician's Health Statement (Physical form)
- Copy of Birth Certificate
- Transcript (First through Eighth Grade)
- Field Trip Authorization (permission slip)
- Emergency Contact Information
- Emergency Medical Authorization
- Immunization Record

9. Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy and purposes of Our Redeemer Lutheran Church with School.

## **ATTENDANCE**

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Our Redeemer Lutheran Church with School is obligated to plan carefully and administer adequately an attendance system which functions in harmony with the philosophy of the school. This system must be positive in its approach, and must be set up and administered with the view of helping the student, aiding the home, and improving the school.

A good attendance system must stress the importance of punctual and regular attendance, but it must also concern itself with the factors underlying non-attendance. It must, therefore, provide for individual counseling and guidance. It must also build up good home/school relationships.

These policies and procedures have been established in the hope that they will result in regularity of school attendance on the part of each student, more effective teaching, and student happiness and satisfaction.

In accordance with state laws, all students are held to regular and punctual attendance. In the case of a student absence the following procedure must be followed:

- The parent must call the school office before 8:15 AM. If you call before 8:00 AM you will likely have to leave a voicemail. Please leave the following information:
  - Child's Name
  - Grade-Teacher
  - Reason for absence
- If the child is going to be on vacation, please notify the school office in advance.

- If a child is absent on consecutive days due to illness, the parent must call in each day.
- ALL ABSENCES MUST BE CALLED INTO THE SCHOOL OFFICE. THE SCHOOL OFFICE WILL NOTIFY THE TEACHER OF ANY ABSENCES.
- Do not tell siblings to report an absence to the school office. This must be done by an adult prior to 8:15 AM
- If for some reason the student arrives late to school (medical appointment, missed ride to school, etc.), the student must report to the school office and sign in for that day.
- If a child needs to leave school during class time for some reason, there must be notification from the parent stating the reason for the early dismissal. Before the student leaves, they must go to the school office and sign out.
- Students who have left school and are coming back the same day must sign back in at the office.

Students who are absent from school will make up the work on the following time schedule -- one school day for each day's excused absence. Example: A student is ill on Monday and returns Tuesday. Make-up work will be completed on Wednesday.

Ten days of parent excused absences are allowed for the year. After 10 days, absences will be considered unexcused, unless written verification of an excused absence is provided or the school administrator is contacted by the parents to discuss the absence. Excused absences are:

1. Written doctor's excuse – Illness or injury
2. Written excuse for Doctor/Ortho/Dentist/Counseling Appointments
3. Written excuse to attend a funeral
4. Written request for vacation

If doctor's excuses are not provided in either of the first two situations, the absence will be considered unexcused. All written excuses listed above must be submitted to the school office.

## **TIMELINESS AND TARDINESS**

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Tardiness is unacceptable. In order to be considered on time, students must be seated at their desks ready to begin work **by 8:25 AM**. At 8:25 AM the day begins with a prayer and the Pledge of Allegiance. Therefore, it is important that children are ready to begin at 8:25 AM.

Wisconsin Statute 118.16 which defines a habitual truant as "a pupil who is absent without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester." All students who are classified as being habitually truant are in violation of Wisconsin law.

**Parents/guardians are encouraged to consider having their children at school by 8:10 am so that their children understand the importance of being on time.** This is especially true for younger children who take 5-10 minutes to get situated, especially when wearing winter clothing. There are two types of tardies at ORLS – **Tardy-Late** and **Tardy-Not Ready**.

## Tardy-Late

This policy applies to all students in grades K-8. **Tardy-late** is when a student arrives at school after 8:25am, or so close to 8:25 am that he/she is not able to be ready for instruction that begins at 8:25am in each classroom.

Excused Tardy: The first four tardy-lates during each quarter are excused. A good reason for the tardy is always appreciated, but there is no distinction between a good reason and a bad reason. *The only exception is a regularly scheduled appointment or an appointment that is pre-scheduled and the school is notified at least one day in advance.* If your child receives one or more tardies in a given week, you will receive a letter from the school administrator, to be signed and returned in your child's folder.

Unexcused Tardy: The responsibility for arriving at school before 8:25am every day lies with parents/guardians. Transportation or childcare problems are not considered an excuse for tardiness. Therefore, the consequence is for the parent/guardian, and every tardy after the fourth tardy in each quarter/grading period is marked as unexcused.

Upon the fifth tardy-late, parents/guardians will be contacted by the school administrator to discuss the tardiness, and parent/Guardian will need to meet with the school administrator.

- The parent/guardian will make a commitment to arrive at or before 8:10am for the remainder of the quarter.
- Continued tardiness issues beyond 15 days may result in probationary plan as determined by the school administrator.
- If tardiness issues are still not resolved, it could result in a student being unenrolled.

## Tardy-Not Ready

For students in grades 1-8 only, a **tardy-not ready** is marked when a student was not ready for instruction to begin at 8:25am. Being ready to begin learning at 8:25am is the responsibility of the student. To be ready for instruction, students need to have completed the following:

- Unpacked book bag
- Turned in homework
- Have all materials on desk by 8:25am

The first four tardy-not ready during each quarter/grading period are excused. You will receive a letter from the school administrator that will need to be signed and returned in your child's folder at the end of each week. Since the responsibility is upon the student to be ready, the consequence is for the student.

**Upon the fifth Tardy-Not Ready** parents/guardians will be contacted by an administrator to discuss the tardiness and the student will serve a lunch detention.

Those who develop chronic tardiness issues will be referred to the school administrator.

## UNSCHEDULED VACATIONS

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If parents choose to remove their child from the structured class for private vacations, the following stipulations must be adhered to:

1. Requests for homework must be submitted one week in advance of the absence.
2. Homework will be issued after arrangements are made between the teacher and the parent.
3. The student will be given one school day for each day's absence to make up the homework.
4. Incomplete work will receive a failing grade.
5. A teacher may choose to have the student do the make-up work on his or her return to class.

## **HOMEWORK**

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### **Philosophy**

Our Redeemer Lutheran Church with School seeks to develop the basic skills of learning; thinking; solving problems, making value judgments and decisions; and respecting self, others, and property. Our school also teaches children how to apply concepts such as individual responsibility, the common good, by grace alone, and living *“by faith in the Son of God who loved me and gave Himself for ME” (Galatians 2:20)*

### **Homework Policy for 1<sup>st</sup>-4<sup>th</sup> Grade**

Every child will be required to complete assignments given in class by due dates. If not completed in class, the student will be expected to finish these assignments at home and return them the following day.

The nationally accepted minimal standard for homework is one hour each night. Homework given to individuals or classes is at the classroom teacher's discretion. This applies to all classrooms K-8. Each student will have access to a memory packet for practice. As parents, it is highly recommended that you require 30 minutes of reading each night along with any extra learning materials you may have in the home in the absence of homework. The two skills most necessary for success are reading and mathematics.

All work should be turned in by the given due date. If the student is absent, they have the number of days they were absent to make up the work.

Students will be held accountable for any homework not completed. If at any time, a parent is concerned about the amount of homework their child is being assigned, they should make an appointment to speak with their child's classroom teacher.

### **Homework Policy for Middle School (5<sup>th</sup>-8<sup>th</sup> Grade)**

Students would be well served to spend time studying memory work, studying for a test, completing work that wasn't finished in class, reading required texts from teachers, or any other work assigned from a teacher, but not listed here. Teachers will also require work to be completed during class and during study halls. Adequate time will be given in school to complete those assignments. If class time and study hall time are not used appropriately or if a study hall is not available, a student might find it necessary to do additional homework outside of school hours beyond their nightly math minutes.

Homework is a practice that benefits the student in many ways, including, but not limited to: time management, prioritization, executive functioning skills and work ethic development.

For more specific details for each class, please refer to the teacher's classroom guidelines. If at any time, a parent is concerned about the amount of homework their child is being assigned, they should make an appointment to speak with their child's classroom teacher.

### **Homework and Late Work Notices (Pink Sheets):**

1. All students grades 5-8 are expected to do the work assigned by a teacher and to turn it in by the due date.
2. Students in grades 5-8 who are found to have incomplete assignments when they are due will receive a verbal and/or written late notice from that teacher noting the extended due date.
3. If a student does not complete an assignment by the extended due date, the student will receive a Late Work Notice (pink sheet) for the incomplete work from that teacher.

4. Late Work Notices are to be returned to the teacher the day after it has been received by the student found to have incomplete or late work.
  - a. All late notices are to be signed by the parent.
  - b. Completed work is to be returned with the late notice.
5. For every three (3) late notices received by a student, one (1) lunch recess detention will be served.

**Signed Materials - Tests, Parent Reports:**

1. All tests or special parent reports requiring a parent's signature are to be returned to the teacher within two (2) days after the student receives it.
2. Failure to return signed materials by the due date will be considered an incomplete assignment and a late notice will be received by the student.

## **SERVICE HOURS**

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Students in grades 6-8 are required to acquire service hours.

- 6th grade - 10 hours (minimum)
- 7th grade - 15 hours (minimum)
- 8th grade - 20 hours (minimum)

If a student does not complete required service hours for graduation, it will be noted on their permanent record. Service hours should be completed and turned in by May 1 of the specific school year. Completed service hours will be recognized in the 8th grade graduation service and passed on to the high school that the student will be attending. A form for recording service hours, as well as a list of acceptable service projects, is available online and in the office.

## **SCHOOL CANCELLATION**

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If, for any reason, and especially during inclement weather, it becomes necessary to change the operational hours of the school, parents/guardians will receive an automated text message and/or email message to the number(s) each family provides to the school office at the beginning of the school year. We will also list time adjustments or closings on the school Facebook Page.

If Delavan-Darien Public is canceled, we will be also, unless specifically noted.

Information about school closings is sent to area media outlets including WISN and WTMJ.

## **INCLEMENT WEATHER - OUTDOOR PLAY POLICY -EXTREME COLD WEATHER RECESSES**

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When the temperature or wind chill factor is below zero degrees Fahrenheit, recess will be moved indoors. This is also true when there is inclement weather.

When the temperature and wind chill factor are above zero during the noon recess, all students will go outdoors except those retained by teachers and those with written excuses from home. When outside, children will not be permitted to play in any snow unless they have waterproof boots; these are to be removed upon reentry into the building.



## **PRAYER AND PLEDGE OF ALLEGIANCE**

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Prayer is inseparable from the spiritual life of a believer; it is the heartbeat of faith and a clear exhibition of trust in our Heavenly Father. We pray daily by word of mouth, sung or spoken, but also through thoughts and meditations. Children will be involved in daily prayer over the school intercom and 4<sup>th</sup> – 8<sup>th</sup> grade students will serve as prayer assistants during Chapel.

As citizens of the United States of America and followers of Christ, our students should have the opportunity to develop feelings of loyalty and patriotism to their country and faith. A part of this is learning and reciting the “Pledge of Allegiance”. Teachers will ensure that their students are given the opportunity to join in saying the Pledge. Time should also be spent in discussing the meaning of the Pledge so that their recitation does not become an empty mouthing of words.

## **HEALTH AND HEALTH SERVICES**

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The school strives to guard the health of its students. First Aid materials are available in case of a minor injury. In case of serious illness or injury, parents are immediately notified, so that the child can be placed in the care of the family doctor. At no time are any internal medicines administered to any student unless arrangements have been made between the parents and the teacher. Parents must consult a competent physician and get a health, dental, and immunizations report on their child and enter them on the FACTS portal.

Students who are displaying any of the following symptoms or illnesses should not attend school:

- Fever—100.4 or greater (needs to be fever free for 24 hours before returning to school).
- Diarrhea
- Vomiting
- COVID-19
- Norovirus
- RSV
- Strep throat
- Certain rashes like chickenpox, measles, and hand, foot and mouth disease
- Communicable disease, such as pink eye or conjunctivitis (may return to school after being treated with medication for at least 24 hours.)

Please call the school office by 8:15 AM to communicate that your student will not be in attendance. In the event of absence, homework can be picked up by a guardian, sent home with a sibling, or sent home with the student upon return to school.

## **MEDICATION POLICY**

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Students requiring medication at school shall be identified by parents to the administrator. The parent/guardian, in turn, shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older, reliable student from assuming this responsibility for themselves with the approval of parents and physician. Written statements shall be required using the following guidelines:

- The parents/guardians shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician.
- If more knowledge is needed by the school authorities to exercise prudent judgment for the safety and protection of the student on medication, permission should be obtained from the parents to contact the

physician, or the pharmacist shall be requested by the parents to supply a properly labeled bottle of medication for the school authorities.

- The prescription medication shall be kept in a locked cubicle or other safe place at school. The label on the bottle shall contain the name and telephone number of the physician, name of the drug, and the dosage to be given.
- Taking medication shall be supervised by designated school personnel at a time conforming with the indicated schedule.

## **CELL PHONE/PERSONAL ELECTRONIC DEVICES POLICY**

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Cell phones and smart watches, Bluetooth headphones, and other personal electronic devices are permitted at school, only upon approval from parents using a written permission form provided by the school.

- When the student arrives at school, the electronic device will be collected and kept in an electronic device box in the office.
- If students arrive after 8:10 a.m. they will drop their electronic device off in the school office upon arrival.
- The student's electronic device(s) will be turned off when they are turned in to the office.

Students not adhering to this policy will incur the following consequences:

- On the first offense, they will have their electronic device confiscated and returned at the end of the day.
- On the second offense, the parent will be required to pick up the electronic device.
- After any offense beyond the second, a detention will be issued.

If a student arrives at school with an electronic device without a parent permission form signed in advance, the student will incur the following consequences:

- On the first offense, the electronic device will be confiscated, and the parent will be required to pick up the electronic device.
- On the second offense, the parent will pick up the electronic device and a detention will be issued to the student.

Keep in mind the following regarding personal electronic devices:

- No picture or recording of any student, teacher, administrator, or personnel may be done without prior authorization from the person(s) themselves.
- All personal electronic devices must have teacher pre-authorization to be present at school.
- Our Redeemer is not responsible for lost or damaged cell phones and other personal electronic devices.
- The use of electronic devices in bathrooms or locker rooms is prohibited.

## **COMPUTER EDUCATION**

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Students in Grades 1-8 will use Chromebooks daily. Students in PK & K will have access to Chromebooks.

## **TECHNOLOGY USE POLICY**

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Students using computers, tablets, and Chromebooks will be informed of the acceptable use guidelines in relation to the Internet, security, research, etc. Violations of guidelines will result in disciplinary action. Parents and students receive and must sign a Technology Acceptable Use Policy for each year.

## STUDENT DRESS CODE

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Wearing proper and modest clothing is a part of Christian training. Good health habits demand that children are dressed properly for the weather as well as promoting cleanliness and personal hygiene.

- All clothing should be neatly and properly worn.
- Clothing (or emblems or other worn items) containing questionable content, or that may cause distractions or imply an un-Christian witness, will not be permitted. This includes but is not limited to suggestive sexual connotations, unpatriotic content, alcoholic and tobacco names or symbols, satanic symbols, anything related to or implying gang membership, and anything that might imply an un-Christian witness.
- Outer coats and jackets may not be worn in the classrooms.
- Ripped clothing is not considered appropriate for school.
- Modest mid-thigh shorts may be worn from April 15 through October 15 during hot weather. Adherence to the dates stated is at the discretion of the school administration. Parents will be notified by email prior to any temporary/seasonal related change.
- All students' pants must be worn appropriately, not allowing any undergarments to be seen.
- All shirts and tops MUST be long enough to either be tucked in or go past the hips. No midriffs or bare backs can be exposed. Bare skin must NOT be visible between the shirt or top and the pants, shorts or skirt.
- Students may not wear halter-tops, tank tops of any type, or any clothing that is low cut in the front and reveals cleavage.
- All skirts must reach mid-thigh.
- Any clothing designed as sleepwear (pajama pants)/ underwear or to look like underwear-type garments are not to be worn as outerwear or to be worn with the intent of being visible.
- Shoes must be fully enclosed. No open-toed shoes, clogs, slingbacks, flip-flops, slides or sandals will be allowed.
- As the weather changes, coats appropriate for the weather are to be worn. Hats, earmuffs, mittens and/or gloves are to be worn during cold weather.
- During the winter months, as stated earlier in this handbook, students are to wear boots to play in the snow. Students without boots may not play in the snow, however, students without boots are not required to stay inside at the request of a teacher will remain on the cleared sidewalks or cleared blacktop section of the playground nearest the school entrance.
- Leggings may be worn with a dress, skirt or shorts that conform to the mid-thigh policy.

Specific situations not covered in the previous points will be dealt with on a case-by-case basis by the school administrator.

### Parental Role

While the faculty and staff have the responsibility to review and respond to student appearance, the school expects the parents to monitor the appearance of their children before the child even enters the building. As a reminder, parents need to supervise their child's clothing choices and guide them in making the correct choice. We expect the basic philosophy at home to be this: *if it is questionable whether an item of clothing would be acceptable, then do not wear it to school.*

When there is a question regarding the school dress code, the school administrator shall have the final authority in interpreting all dress code guidelines and principles.

### Enforcement of Student Dress Code

Our faculty and staff reserve the right to make judgments concerning what we consider to be proper or improper dress for school based on the stated principles. For those people who have not exercised good judgment regarding their appearance the following steps will be followed:

1. The Teacher/school administrator will discuss the problem with the student and will require that the student call home for the parent to bring more appropriate attire
2. On the second offense, the student will receive a DCV (dress code violation) note to take home, a change of clothing must be brought for the student, (student will remain in office until clothing arrives) or the offensive clothing will be covered with school-provided clothing. The school-provided clothing should be returned the next day.
3. On the third offense, the school administrator will schedule a meeting with the student's parent(s) and or guardian.
4. A fourth violation warrants detention served during their lunch period.

## **PARENT TRANSPORT OF STUDENTS TO SCHOOL ACTIVITIES BY BUS, CAR OR VAN**

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Teachers and coaches are required to make certain that the following steps are adhered to when planning an activity away from the school and bus transportation is not provided.

- All persons transporting children, other than their own, to any school-related activity must meet the following criteria:
- Sign a Certified Driver Form.
- Provide the office with a copy of a valid driver's license.
- Not have any DUI violations (Driving Under the Influence) in the last 36 months and no more than one moving violation in the last six months.
- Show proof of adequate insurance, including minimum liability coverage as required by the Wisconsin State Division of Motor Vehicles for all passengers.
- Be at least 21 years of age.
- Agree to require all passengers to use a seat belt.
- Agree to comply with all traffic laws.
- Complete a background check through a school selected agency.
- Photocopies of driver's license, insurance coverage, and Certified Driver Form must be kept on file in the office and must be renewed each year or if a change occurs during the course of a school year.

## **VOLUNTEERS**

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Schools thrive on the joyful service of others, and we encourage parents/guardians and retired church members to serve as volunteers at Our Redeemer. Volunteers permit students to have increased individual time with their teacher, assist in providing an effective learning environment, and offers opportunities for individuals to use their vocational skills and aptitudes while serving the Lord and His Church.

All volunteers will be required to have a background check and participate in a training workshop with the school administrator. To volunteer please contact the school office or talk with your child's teacher.

## **ORLCS BOARD OF CHRISTIAN EDUCATION INFORMATION TRANSPARENCY POLICY**

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### **Purpose**

The Our Redeemer Lutheran Church With School (ORLCS) Board of Christian Education (BOCE) policy on information transparency is to ensure that members of the ORLCS community are informed and knowledgeable of the functions of the BOCE.

## **Responsibility**

The Board of Christian Education is responsible for recording minutes of regular meetings and sharing needed information with the ORLCS community. Sensitive topics regarding individual staff, issues of personnel, information from special meetings and executive or closed sessions shall remain confidential and are not subject to publication.

## **Policy**

Approval of all regular meeting minutes shall be voted on by the BOCE for accuracy at the following regular meeting. Upon approval of minutes the BOE recording secretary shall submit a digital copy of the meeting minutes to both the ORLCS church secretary and the school secretary. The minutes shall then be published in the next congregational and school newsletters. The date and time of the next scheduled BOCE regular meeting shall be attached to the published minutes:

- Regular meetings of the BOE are open to the ORLCS community members (members of ORLCS and parent/guardians of ORLS students).
- ORLCS community members may observe BOE regular meetings.
- The BOE will hear from non BOE members after a remittance and approval of an agenda item is requested and the item is approved by the BOE Chairperson.
- Non BOE members will be asked to leave the meeting prior to any closed or executive session portion of a meeting.
- BOE members will practice confidentiality and discretion in all matters of closed or executive sessions.

## **NON-DISCRIMINATION POLICY**

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Our Redeemer Lutheran Church with School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school - administered programs.

## CONDUCT AND DISCIPLINE

### DISCIPLINE

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To disciple means to make a “disciple” or “follower.” That implies that someone follows an example willingly rather than being forced. Our Redeemer’s goal is to train students to follow the loving example of Jesus. That means loving God first, others second and self last. That also means being willing to help and serve others.

We therefore commit ourselves to a cooperative effort with parents and children to provide a God-pleasing atmosphere that includes:

1. Students who demonstrate their faith in Christ through words and actions.
2. Students who exhibit pride in their school, in their learning and accomplishments and the accomplishments of other students and faculty.
3. Students who know and obey rules and decisions of those in authority.
4. Students who are accountable for their own actions realizing that with privilege comes responsibility.

We believe that Our Redeemer must keep an orderly environment where disruptions will not interrupt learning. Students must be given opportunities to practice responsibility and self-discipline. Students must also accept reasonable exercise of authority. We affirm that good education cannot proceed without good discipline, fairly and consistently applied. Student misconduct in the school, on the school grounds, and at school-related activities will be cause for discipline. Teachers and school administrators will hold students accountable for their failure to obey school rules.

### GENERAL EXPECTATIONS OF BEHAVIOR

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Treat all people in a kind, loving, Christian manner. Obey all school and church authority. This includes teachers, pastors, aides, secretaries, lunch personnel, after-school workers, and school administrators. Respect school property, church property, personal property and the property of others. Be polite and courteous. Walk in the hallways in a courteous, orderly, and quiet fashion always.

### SPECIFIC BEHAVIORAL EXPECTATIONS

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1. No fighting. Bodily harm, physical abuse and/or moral misconduct are serious offenses. Students in grades six through eight who are involved in fighting will be suspended from school for at least one day. Other discipline will be administered by the school administrator as deemed appropriate.
2. Threatening, name-calling, harassing and bullying of students or staff is forbidden. Casual references to weapons and/or threats of weapons or violence is not acceptable and will be taken very seriously by school authorities.
3. Weapons of any kind are not permitted at school or on school grounds.
4. The possession, use or distribution of alcohol, drugs-of any type (other than prescription medication), or drug paraphernalia at school or at any school sponsored activity is strictly forbidden and will generally result in suspension or expulsion.
5. Cheating is not permitted.
6. Swearing and using God’s name in vain is not permitted.
7. Students may not sell items at school.

8. Damage or stealing of any property is forbidden.
9. No one is permitted to leave school grounds unsupervised.
10. Snowball throwing is not permitted.
11. Gum chewing is not permitted.

## CONSEQUENCES OF MISCONDUCT

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Sometimes it is necessary to issue detentions. Detentions are served at the discretion of school personnel and availability of a proctor.

Detentions are issued for the following reasons, but not limited to:

- Inappropriate hallway behavior
- Leaving the classroom without permission from the teacher
- Disrespect of and for authority
- Inappropriate language or gestures
- Willful disruption of property, personal or others
- Fighting or overt aggressive behavior
- Cheating
- Possession of inappropriate materials
- Bus referral
- Failure to follow lunchtime rules
- Failure to follow the directions of teachers/supervisors/staff
- Failure to follow technology use policy/Internet network agreement

If discipline attempts are unsuccessful, the teacher will inform parents of the discipline problem and the concern the teacher has for the child. The parents and child are also informed of the procedures that will follow if the child continues the offensive behavior. If the situation does not improve, the teacher will consult with the school administrator. The school administrator will provide Christian counseling, reprimands or other disciplinary action and will notify the parents of the continuing problem. The child and parents are cautioned that a continuation of the problem may result in suspension or possible expulsion from school.

The school administrator has the authority to suspend, up to but not exceeding two school days any student whose presence in school is detrimental to the best interests of their self or other students in the school. Written notice of such action shall immediately be sent to the parent or guardian, and a pastor.

Students forfeit their privilege to an education at Our Redeemer Lutheran School if the student's continued presence in school will be of no substantial benefit to them or will be injurious to the health, morals, welfare or education of other students in the school. In this instance, the school administrator will recommend expulsion from the school and the Board of Christian Education will be advised of that recommendation.

## SUSPENSION/EXPULSION APPEALS PROCEDURE

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### Suspension

If a student or parent wishes to appeal a suspension they must notify the school administrator in writing within 24 hours of the suspension notification. Upon receipt of the written suspension appeal, the school administrator will schedule an appeal hearing to take place within 48 hours. In the interim, the student will be allowed to attend school, but will only be allowed in the classroom at the discretion of the school administrator. The school administrator, guardian(s), and student will be present at this appeal. If requested by any party, the chairperson of the Board of Christian Education, or

a member of the Board of Education appointed by the chairperson, may mediate the appeal, but has no decision-making authority in this process. Upon completion of the appeal hearing, the school administrator will inform the guardian(s) of the decision within 24 hours. The decision of the school administrator is final.

## **Expulsion**

The Board of Christian Education retains the authority to expel a student. If a student is expelled, the parents shall be informed of their option of appealing the decision. Should a student or guardian(s) wish to appeal an expulsion, they must notify the chairperson of the Board of Christian Education within 24 hours of the expulsion hearing decision. The chairperson of the Board of Christian Education will arrange for the pastor of the congregation to mediate the appeal. The parents have the right to legal representation or to be represented by another person of their choosing at their own expense. After the appeal hearing, the Chairperson of the Board of Christian Education will notify the guardian(s) of his/her decision. The decision of the Board of Christian education is final.

## **ILLEGAL BEHAVIOR**

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Illegal behavior is not tolerated. This would include assault, battery, involvement with weapons or items that could be construed as weapons, involvement with alcohol or drugs, burglary, theft of valuable property, robbery, arson, extortion, vandalism which causes significant damage to property, or other illegal conduct.

This type of behavior will be reported directly to the proper legal authorities. Possession and/or use of smoking materials, drugs, alcohol, fireworks, weapons and the like, will automatically be referred to the administrator for disciplinary action and the Board of Christian Education will be notified. Any of these behaviors are grounds for automatic suspension/expulsion.

## **ANTI-BULLYING/HARASSMENT POLICY**

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We are committed to making our school a safe and caring place for all students to grow as God's dear children. In response to God's love for us and by His power, we will treat each other with Christian love and respect, and we will refuse to tolerate bullying at school.

At Our Redeemer Lutheran Church with School, we acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus' commands us to love God and to love one another.

*Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.'" Matthew 22:37-39*

At the heart of following Jesus' command is a commitment by the faculty and staff of Our Redeemer Lutheran Church with School to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s) and to take immediate action in stopping the bullying behavior(s).

Because of the grace shown to us in Christ Jesus, we embrace a conflict resolution model that emphasizes accepting responsibility for our actions and forgiving one another. Character education focusing on God pleasing character traits is routinely taught and nurtured.



**Bullying is defined as:** Any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress to one or more students in the school, on school grounds, or at school activities, sanctioned events or in transit to activities or events.

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending him or herself.

Bullying can take many forms:

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation, using gestures, or social exclusion)

## **Harassment**

Our Redeemer Lutheran Church with School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student or employee by any other student or employee is prohibited. The church and school will treat allegations of harassment seriously, and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment or an environment which is hostile or intimidating because of a person's race, creed, color, national origin, physical disability, or gender.

Harassment can occur any time and includes, but is not limited to any or all of the following:

**Verbal/Digital/Cellular/Cyber/Electronic Harassment:** Derogatory comments or jokes with intent to harass; threatening or obscene words spoken to another person or through digital means, such as texts, posts, emails.

**Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal movement.

**Visual Harassment:** Publicly displaying or making obscene gestures with the intent to harass; derogatory or inflammatory posters, cartoons, written words or drawings.

**Sexual Harassment:** Includes unwelcome sexual advances, unwelcome requests for sexual favors, and unwelcome verbal or physical conduct of a sexual nature.

**Reporting of harassment:** Students or employees who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If students or employees do not feel comfortable doing this or are unable to do so, they shall direct their complaint to the school administrator, a teacher, or any pastor of the congregation.

### **Conflict vs. Bullying**

Conflict is normal. Bullying is not normal conflict. Use the table below to see the difference between conflict and bullying. When someone makes a conscious choice to hurt, humiliate, harass, make fun of, degrade, or put down another human being, the individual being targeted becomes a victim.

<b>Normal Conflict</b>	<b>Bullying</b>
Equal power between friends	Display of power, not in friendship
Occasional	Frequent
Accidental	Purposeful
Demonstrates concern	Demonstrates pleasure
Takes responsibility	Blames others
Tries to solve the problem	No effort to resolve issue
Occurs anywhere	Occurs where bully is not seen by teachers

### **Teasing vs. Taunting**

Use the table below to tell the difference between teasing between friends as compared to taunting by a bully.

<b>Teasing Between Friends</b>	<b>Taunting by a Bully</b>
Swaps roles with ease	Based on an imbalance of power
Not intended to hurt	Intended to harm
Maintains dignity	Meant to humiliate or demean
Pokes fun in lighthearted, clever ways	Comments or acts are bigoted
Innocent in motive	Sinister in motive
Only one part of the friendship interaction	Continuous action toward the target
Discontinued when person targeted becomes upset	Continues or increases when target becomes distressed or objects

Students who believe they have seen or experienced any form of harassment or bullying shall report, in confidence, the conduct to the school administrator, a pastor, or a trusted adult. Any staff member who observes harassment or bullying shall stop it and report it to the school administrator. The school administrator will investigate the incident, and may present the findings and recommendations to the Board of Education. Action could include the termination of employment or enrollment.

### **Consequences**

Students who engage in any act of bullying or harassment are subject to appropriate disciplinary action, which may include classroom discipline, discipline by the school administrator, and/or referral to law enforcement authorities. The severity and pattern of the bullying or harassment shall be taken into consideration when disciplinary decisions are made

## ATHLETICS

Our Redeemer's after-school sports program is open to all students from Grades Five through Eight, who show genuine interest and desire to play on a team or in individual events, such as track. The seasonal sports offered are

### Fall

Boys and Girls Cross Country

Boys and Girls Soccer

### Winter

Boys and Girls Basketball

## Philosophy

The Apostle Paul says, *"You know that at sports all the runners run the race, though only one wins the prize. Like them, run to win"* (1 Corinthians 9:24). Naturally we want the desire to win to be found in our athletes at Our Redeemer Lutheran School, but our sense of winning is different from that of many organizations.

We believe that no matter how rewarding or self-satisfying winning is, we must consider it in light of Paul's statement that to strive to win in sports is a pursuit after *"...a fading wreath,"* whereas the goal of a Christian is the pursuit of, *"...a wreath that never fades."*

It is with the far greater purpose of life in Jesus Christ that each student and parent is welcomed to join the athletic contests because we are faithful followers. He has promised to be with us, to guide us and to strengthen us. We are assured in winning and in losing that all things work for good in life, and athletic competition is a positive part of the total development that students experience at Our Redeemer.

This is the foundation on which Our Redeemer Lutheran School's Athletic program stands. Our prayer is that the student athlete remains faithful while growing in Jesus Christ and be a fitting participant in our worthwhile athletic program.

## Eligibility Policy

Our Redeemer students must have the following to be eligible to participate in practices, competitions and/or or games:

1. Have an emergency/athletic card on file in the school office for the current school year.
2. Have a permission form signed by parent and student.
3. Attend class for at least half a day (3.5 hours) to be eligible to participate in practice, competition, or games for that day.
4. Signed 'Parents' and 'Student Athletes' Christian sports pledge.

To be a participant in extracurricular activities, a student must remain eligible. That responsibility belongs to the student. The following standards must be met in order to participate in extra-curricular activities at Our Redeemer:

1. Students must maintain a 70% or better in every subject.
2. Adhere to the "Code of Conduct for Students."

If any of these guidelines are not followed the following procedure will apply:

1. Grades and conduct of students participating in extracurriculars will reported by teachers on Monday mornings.
2. Each teacher will sign an eligibility sheet for the subjects they teach, indicating whether students are eligible.
3. Eligibility forms will be given to the coach to indicate students who might be struggling or at risk of becoming ineligible, or are ineligible.

Students not eligible will not participate in practice, competition, or games for a period of one week starting from Monday through to Sunday.

1. Parents will receive a letter and/or phone call from the athletic director and/or school administrator, indicating their child's ineligibility.
2. If, after a week of non-participation, the student's grade is not 70% or better, the student will be ineligible for an additional week.

If after two weeks of ineligibility, a meeting with coach/athletic director/teacher/school administrator/parent/student or any combination of the above, will take place to discuss the next plan of action which could be, but is not limited to suspension from the team, probation, or an individual plan that is agreed upon by all parties that helps that student positively move forward.

Parents are encouraged to regularly check their child's grades in FACTS so our students don't find themselves in this situation.

At times, a student may face challenges in the classroom, which are simply beyond his or her academic ability or the student may face a difficult personal situation. The faculty and staff understand these individual situations. At Our Redeemer, every effort will be made to extend grace to and/or assist students who find themselves in a difficult circumstance.

The school administrator, athletic director and the Board of Education will have the final say in all eligibility determinations.

## **Conduct Code**

Students will:

1. Know and adhere to the Christian philosophy and objectives of Our Redeemer Lutheran School.
2. Meet all attendance and academic requirements as practical evidence of loyalty to school and team, and a proper philosophy of school-sponsored athletics.
3. Observe completely all policies regarding conduct, doing so as a duty to God, school, team, and self.
4. Counsel with the athletic director/school administrator over questions of eligibility.
5. Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and opponents in defeat.
6. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
7. Demonstrate respect for opponents and officials before, during, and after contests.
8. Know that participation in any sport requires an acceptance of risk of injury.

## **Conduct Eligibility**

- Each student has the responsibility of being a leader in the school. If the conduct of any student is unacceptable according to the behavior guidelines stated in the school handbook, or such that it impairs the school or classroom environment, then ineligibility may follow as a consequence. Conduct should reflect Christ in all that is done.
- Consideration for conduct ineligibility may be brought to the school administrator by any member of the staff (teachers, coaches, cooks, janitors, pastors, or secretary).
- If the school administrator determines that action may be needed, the school administrator and the student's homeroom teacher will discuss the conduct. A unanimous decision must be reached by the school administrator and homeroom teacher for conduct ineligibility to be declared. Conduct ineligibility for practices, games, or events will remain in effect for a period of one week or more if deemed necessary by the school administrator and homeroom teacher.

- A coach or advisor may find it necessary to dismiss a student from a team or activity for reasons not mentioned here. If this happens, the student and his or her parent(s) will need to meet with the coach or advisor to discuss the problem. If the problem cannot be resolved, the student will not be allowed to rejoin the team or activity.

#### Probation and Eligibility

- **Probation:** The student may fully participate in extracurricular activities. Probation is meant to be a warning that the student is struggling academically and/or behaviorally. This probation will be indicated on a weekly progress report from teachers to coaches.
- **Ineligibility:** The student is to be given the opportunity to focus on academics. When a student is ineligible, the student may not participate in a practice, contest or performance, but may be expected to attend.

### Ethical Behavior for Christian Athletes

Student athletes and their fans must observe the following guidelines:

**RULE #1** - Keep things in perspective! In our sports-crazy society, we are tempted to believe that winning games is among the most noble ambitions we can have. As a participant in our sports program we hope you experience enjoyment, exercise, and lessons in Christian living, but understand that sports competition has very little importance when measured against the things that have real meaning: accepting Jesus Christ as Lord and Savior and living life in service to God and our fellow men and women.

**RULE #2** - Understand the equal importance of all team members! Every player on a team is as important as every other member. Some may have more sports skills than others, some may try harder than others, and some may score more points than others. Even so, together you and your teammates are a team, and together you share the winning, losing, and enjoyment of being part of a team.

**RULE #3** - Let your light shine! As a member, you will be in a very public position. You will have golden opportunities to demonstrate publicly the meaning of the words from Scripture: "Whatever you do, do all to the glory of God." (1 Corinthians 10:31) Try hard to improve your skills of relating in Christian love to teammates, opponents, coaches, other students, referees, and fans. Ask God to help you let your light shine.

**RULE #4** - Exhibit good sportsmanship! Try your hardest to win, but always play by the rules. Control your mouth and your temper. Do not dispute the referee's decisions. Do not speak or act in a way that would show your disagreement with officials or opponents. Of course, referees will make mistakes -- every game. In any event, always abide by their decisions and work hard to exhibit good Christian sportsmanship.

**RULE #5** - Have fun! Sports are meant to be enjoyed. We hope you will have a good time as a member of a team, and that you will help your teammates, coaches, opponents, and officials to have fun also.

**RULE #6** - Win graciously! Enjoy the victory; be happy. You were fortunate enough, and you worked hard enough, to achieve the win, and you ought to enjoy it. Remember, the other team may have tried and worked just as hard -- or harder -- than you did. Be thankful you won, but always remember, winning a game does not make you a better human being than the members of the losing team. Never put down other teams or players in any way. Never try to humiliate or degrade any player or team. Compete vigorously, but always respect your opponents as fellow human beings and friends.

*Revised: October 21, 2024*

**RULE #7** - MOST IMPORTANTLY, LOSE GRACIOUSLY!! Lose with dignity and give your opponents credit for winning. That does not mean you will like to lose, but do not react to defeat with anger, complaint, or excuses. Exhibit graciousness, self-control, good sportsmanship, and Christian love for others, whether you are on the winning or losing side of the score.

## ATHLETIC CONCERNS PROCESS

The purpose for this process is to create an avenue for constructive communication. Our goal is to create this effective means of communication in which discrepancies may exist and can be rectified. However, it is not to be a means of complaint. This would only create dissention and division rather than bring about unity and edification of our Lord and Savior, Jesus Christ.

If you feel that a situation in Our Redeemer Lutheran School's athletic program has arisen, we are asking you to maintain your emotions for the sake of all students, athletes, parents, coaches and ORLS professional staff. Please take some time (about 24 hours) to prayerfully consider the situation and put it into perspective. Then, if you feel the situation deems it necessary, take time to fill out this form, sign, date and return it to the school office in an envelope marked "Athletic Director." You will be contacted within 48 hours of our receiving this form. Additional forms will be made available through the school office.

Please keep in mind that our number one goal is to provide the opportunities to engage in athletic competition and develop a sense of Christian unity among all that are involved in athletics. It is of the utmost importance that we, as adults, witness our faith by how we deal with problems. Children emulate what they see and hear. This is why it is crucial to be respectful of our coaching staff and the teams with which they are entrusted. Thank you for praying for the success of our athletic program and working together to edify our Savior, Jesus Christ.

*"So whether you eat or drink or whatever you do, do it all for the glory of God."*

*1 Corinthians 10:31*

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ State your concern in the space below. Please use the back as needed.

## SPORTSMANSHIP POLICY STATEMENT

### CODE OF CONDUCT FOR STUDENTS

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A student must:

- Know and adhere to the Christian philosophy and objectives of Our Redeemer Lutheran School and its athletic department.
- Meet all attendance and academic requirements as practical evidence of loyalty to school and team, and a proper philosophy of school-sponsored athletics.
- Observe completely all policies regarding conduct, doing so as a duty to God, school, team, and self.
- Counsel with the athletic director and school administrator over questions of eligibility.
- Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and opponents in defeat.
- Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
- Demonstrate respect for opponents and officials before, during, and after contests.
- Know that participation in any sport requires an acceptance of risk of injury.

### CODE OF CONDUCT FOR COACHES AND PARENTS

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The coach and staff supervisors along with the athletic director are responsible to see that:

- Parents/fans and supporters of our parish athletic program do not use abusive language.
- Parents/fans and supporters of our parish athletic team treat all officials with respect and refrain from criticizing officials during and after games.
- Parents and fans are reminded that their actions reflect the reputation and good name of Our Redeemer Lutheran Church with School.
- The actions of parents and fans promote good sportsmanship among everyone present.

Any parent or fan disregarding these guidelines shall be asked to leave the gym or playing field. If the parent or fan disregards the request to vacate the area, the game shall not continue until the person or persons leave and could result in the forfeiture of the game. The coaches of both teams shall see that these regulations are enforced. Any parent or fan that consistently violates these regulations shall not be allowed to attend games until such time as determined by the school administrator or Athletic Director.



## PARENTS' AND STUDENT ATHLETES' CHRISTIAN SPORTS PLEDGE

Our family is registering our student-athlete in Our Redeemer Lutheran Church with School's athletic program. We recognize that this program is a privilege for our student-athlete and will emphasize Christian values during practices and games. We understand that each team will practice hard and participants will play their games to the best of their abilities. Our Redeemer's emphasis is on faith, growth and witness for Jesus Christ – not just winning. This will be the most important goal of each athletic season.

Our family realizes that our student-athlete will be expected to adhere to the athletic code at Our Redeemer as well as behave in a Christian fashion throughout the season(s). Family and friends who attend games will also be expected to be respectful and act in a manner appropriate for a program dedicated to living the faith that we profess. We also realize that as a family, we will be expected to regularly attend worship services together and reinforce Christian values.

We realize that inappropriate behavior on the part of our student-athlete and our family members reflects negatively on our Savior, Jesus Christ and on our Christian Day School. This behavior could result in the suspension of our student-athlete from his/her athletic season(s). Student-athletes are held accountable by way of our school's athletic code as written and found in Our Redeemer's Parent Handbook.

We pledge to do our part to witness Christian values at home and on the field of play. We further pledge to support the coaches, assistants and Athletic Director in their attempts to develop and unify our athletic programs into faith communities. Finally, we pledge to take seriously the opportunity to participate in extracurricular athletics.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(student-athlete)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(parent/guardian)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(parent/guardian)

## ACADEMIC ATHLETIC POLICY VIOLATION

Dear \_\_\_\_\_,

We regret to inform you that your child, \_\_\_\_\_, has dropped below 70%

In \_\_\_\_\_  
(subject)s

On \_\_\_\_\_  
(date)

We, as athletic director/school administrator/teacher, are concerned about your child's academic achievement and therefore are implementing the following course of action based on the guidelines of the Student Athletic Eligibility policy of Our Redeemer Lutheran School. Please sign and return this form to me by \_\_\_\_\_.  
(date)

We appreciate your support in working together to help guide your child towards academic improvement.

\_\_\_\_\_ One-week athletic suspension including all games and practices. (first offense)

Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

If your child remains ineligible for extracurricular activities for a period of more than two weeks, the following step(s) will be taken to try to enable your child to become the student/athlete God desires.

\_\_\_\_\_ REQUIRED – meeting with athletic director/parent/teacher/student/school administrator

\_\_\_\_\_ 2-week suspension from practice and games

\_\_\_\_\_ Individual plan specific to individual needs

\_\_\_\_\_ Other

Thank you for your help and support,

Athletic Director

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

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

## CONDUCT ATHLETIC POLICY VIOLATION

Dear \_\_\_\_\_,

We regret to inform you that your child will be ineligible due to their conduct. We are concerned about your child's behavior and request your help in guiding and directing \_\_\_\_\_'s behavior.

As a result of this, please note the following information below, sign and return this form to the athletic director by: \_\_\_\_\_.

Conduct Ineligibility Begins: \_\_\_\_\_

Conduct Ineligibility Ends: \_\_\_\_\_

**OR**

\_\_\_\_\_ Dismissal from team

Description of Conduct Infraction:

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Individual Requesting Conduct Review: \_\_\_\_\_

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

Thank you for your help and support,

Athletic Director

## OTHER ACTIVITIES

### MUSIC AND SPECIAL PROGRAM PARTICIPATION

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Our Redeemer offers experiences in ensemble instrumental music. The largest of these is the Our Redeemer Band. Individual instruction is offered at the school by a qualified instructor. These lessons are offered during school hours. The cost for these lessons and the instrument is paid for by the student's parents.

Students in Grades Five through Eight also can perform with one of the Our Redeemer Children's Handbell Choirs. Selection for the Handbell choir is based on musical experience and ability.

Our Redeemer Lutheran Church with School gives students an opportunity to sing in grade levels during church services and other special occasions. All children are expected to be present at choir appearances.

In addition, Our Redeemer Lutheran Church with School offers a select choir experience. Gabriel's Choir is comprised of students in Grades Five through Eight who have auditioned and rehearse weekly. This choir provides a number of performance opportunities, and they sing during a worship service once a month.

All students are expected to participate in special programs presented such as the annual Christmas Concert "Sounds of the Season", singing during worship services, and participating in the Spring concert. Occasionally ensembles will travel to local nursing homes to provide music for residents. All performances and events are graded and should be viewed as an important part of the growth and experience of our students.

### FIELD TRIPS

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Field trips are conducted at various times throughout the school year. Each child must have the written permission of his/her parents in order to participate in class field trips. Teachers and other volunteers will supervise such activities.

### OUTDOOR EDUCATION

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During the fall of every school year, our sixth-grade class spends three days at Camp LuWiSoMo located near Wild Rose, Wisconsin. Students are under the direction of their teacher and the staff from the camp. Their activities are devoted to nature study, orienteering, archery and other areas of interest which can be taught most effectively in an outdoor setting.

## FINANCIAL INFORMATION

### TUITION

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FACTS Tuition Management Service is used by Our Redeemer Lutheran School to collect all tuition/fees.

### FINANCIAL SUPPORT BY CONGREGATION MEMBERS

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All congregation families are assessed a tuition fee that is less than the actual cost to educate a child. As a result, they are expected to support the total work and mission of the church through gifts of time, talent, and resource. When all our families give a percentage of their blessings back to the Lord through their work and offerings, we are obeying the Lord and giving witness to our faith by helping to spread Christ's love to others. The expenses of the school are financed by these gifts and offerings, as well as all the other activities of nurture, outreach, and education that the congregation supports.

### LITTLE LAMBS FUND - FINANCIAL AID

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Jesus said, *"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these"* (Matthew 19:14).

**Purpose:** The purpose of the fund is to assist Our Redeemer Lutheran School families who need financial assistance for their child's Christian Education here at Our Redeemer Lutheran School.

#### Procedure for requesting Funds

1. After reviewing financial documents submitted by an individual requesting Little Lambs, FACTS will suggest an amount, determined numerically, that FACTS feels the applicant can afford. This is submitted to the school administrator and a board of education member for approval. Upon approval or disapproval, the amount will be awarded to the individual and a letter will be sent to the applicants informing them of the award.
2. If funds are limited in our "Little Lambs" account, funds will first be prioritized to members of Our Redeemer Lutheran Church with School.
3. If seats in our Christian Day School are open and non-members request financial aid, this will be determined on a case- by- case basis.

#### Criteria for receiving assistance from the "Little Lambs Fund"

1. Disclosure of Financial Information
2. Firm commitment to Our Redeemer Lutheran Church with School or your home church
3. Number of open seats in our classrooms

*"Train a child in the way he should go, and when he is old he will not turn from it"* (Proverbs 22:6).

## COMMUNICATION

### REPORTING STUDENT PROGRESS (CONFERENCES AND REPORT CARDS)

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Preschool evaluations and conferences are conducted periodically throughout the year. Parents are notified in the Preschool newsletter as to when these conferences will take place and how to sign up for them.

For others we use “Kindergarten Progress Report” and Report Cards. Report cards are sent home with students 4 times a year, at the end of every quarter for grades 1-8. Mid-quarter report cards will be sent home with students in grades one through eight for the first quarter only. All other mid-quarter report cards can be viewed online.

Parents are encouraged to check their child’s progress online through the use of our FACTS online student management system. Access will be provided to the parents at the beginning of every year via a username and password. Additional information will be included in FACTS including daily attendance (including tardies), church, Sunday school and Bible study attendance as well as conduct evaluations.

### PARENT - TEACHER CONFERENCES

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In working together for the best interests of the children, it is important that the lines of communication between home and school be maintain and information flows both ways. For that reason, the school issues formal grade reports at the end of each quarter. One private conference is scheduled after the first quarter to provide both parents and the teacher an opportunity to discuss matters of importance.

In spring, a second set of conferences will be held for Grades K-8 upon teacher or parent request only.

If parents desire further consultation, they should call the school and schedule a meeting with the teacher. Since the need for a conference is not restricted to report cards, both parents and teachers are encouraged to contact one another any time they think it necessary.

### CONFLICT RESOLUTION

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In an effort to keep Our Redeemer operating in righteousness and in accordance with Biblical standards, all parents/guardians, employees, board members and students need to follow the Matthew 18 principle: *“If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother”* (Matthew 18:15). If there is a conflict, these steps need to be followed:

1. First, pray about it.
2. Second, arrange a time to meet and privately discuss the problem with the individual(s) directly involved.
3. Third, during the meeting, discuss the matter in a respectful and calm manner with a goal of reconciliation.
4. Fourth, if understanding has not been achieved, arrange a meeting with the next chain of command: teacher/staff, school administrator, Board of Education.

Consequences for not handling conflicts as stated above are at the discretion of the school administrator and the Board of Education and may include probation, suspension or dismissal.

#### DO NOT:

- Gossip about the problem or slander the person.

- Discuss the details of the problem with others while waiting to arrange a meeting with the party/parties involved.
- Harbor bitterness.
- Make the matter public by speaking in front of others, including our students.

As stated in the Christian Day School Commitment Form, we will seek to resolve any problem with the person(s) involved without involving those outside of the situation.

## **PARENT BULLETINS - SCHOOL NEWSLETTERS**

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Specific information about the activities and events of the school is given weekly through the School Newsletter. All communication between home & school will be done electronically. Newsletters, calendars, hot lunch menus, notes from the office or classroom will be e-mailed to an e-mail address that you provide to us. FACTS will keep you updated with phone calls, texts, and e-mails. Weekly newsletters can also be found on the church/school website [www.orlcs.org](http://www.orlcs.org). If you are unable to receive emails, you may pick up a hard copy of these documents on Thursdays from the school office.

## **SCHOOL CALENDAR**

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Our Redeemer Lutheran Church with School follows the public school calendar as closely as possible for major holidays such as Labor Day, Thanksgiving, Christmas Break, spring break, and Memorial Day. Usually, the school also follows their calendar for the first and last day of school and Walworth County Fair. We also have additional days off, different from the public schools, for such activities as teacher in-service and conferences, parent/teacher conferences, Good Friday, and Easter Monday. A copy of this year's school calendar is attached to the end of this handbook for your convenience and scheduling of dentist appointments, major orthodontist appointments, doctor's appointments, or vacations.

## OUR REDEEMER LUTHERAN SCHOOL SERVICES

### SPECIAL STUDENT SERVICES

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Our Redeemer is committed to providing high-quality educational services to all students who are admitted. This includes students with individual needs. The following support is available to students as needed and appropriate:

#### In Class Support

In class support includes:

- Small group work with a teacher or support teacher
- One-on-one work with a teacher or support teacher
- Small group and/or one-on-one work with a volunteer tutor

#### Academic Support Program

The Academic Support Program (ASP) at Our Redeemer Lutheran School is an instructional program designed for students in grades Kindergarten through eight. Pre-Kindergarten students who exhibit behavior issues will also be provided support in a way that prepares them for their academic progression.

The focus of ASP is intended to provide individualized basic skill instruction to improve skills in the areas of reading, writing, mathematics, and behavior. Specifically, the ASP faculty will provide a structured system for the additional instruction and evidence-based interventions ensuring that students meet grade level expectations.

Our ASP Faculty member will:

- Accept responsibility for academic and/or behavior program planning.
- Assist administration and faculty in assessing the needs of students.
- Include the principal, faculty, parents, and students in the development of an individualized plan.
- Work with classroom teachers to ensure that ASP student needs are included in classroom plans.
- Report effectiveness, twice a quarter, to parents, faculty, and administration.
- Maintain accurate records, reports, and assessment results for dissemination as required.
- Provide advocacy for student success and improvement through best practices and successful model replication.



Identifiable Tiers in the Program:

	<b>Tier I: Standard – Instruction/Core Curriculum</b>	<b>Tier II: Secondary - Intervention</b>	<b>Tier III: Intensive Intervention</b>
Focus	All students who may need classroom accommodations to be successful on grade level. Be mindful of students who have grade of 70% or lower, or score at or below the 59 percentile on standardized testing.	Students identified through screening and other data sources who are in need of enrichment/acceleration or are at risk of reduced learning and/or behavioral outcomes	Students who have not responded to Tier I or Tier II interventions or who are in need of enrichment or acceleration
Instruction	Approved curriculum and instructional practices that are evidence-based; aligned with NLSA standards; and incorporate differentiated instruction	Supplemental instruction and/or intervention delivered in the classroom setting or pull out small groups targeted to the area of need	Intensive, supplemental instruction delivered to small groups or individuals targeting the area of need
Setting	Standard classroom	Standard classroom or small group setting	Small group or individualized setting
Assessment	Screening, teacher monitoring for progress, and outcome measures or summative assessments	Progress monitoring and diagnostic	Progress monitoring, additional assessments, and regular conferencing

Eligibility Determination Process-Academic Standards

Students may be eligible for Tier II or Tier II services if they meet at least 1 of the following criteria:

**Tier 1**

- Student performs at a 70% or lower on daily classroom assignments and tests.
- Receives a MAP score in the 59<sup>th</sup> percentile or lower.

**Tier II**

- Receiving a grade of a D/F/I
- Attendance-on track for truancy
- Parent or teacher request
- Tier 1 accommodations prove unsuccessful.
- MAP and/or IXL Diagnostic testing one grade level below/26-50 Percentile
- 25<sup>th</sup> Percentile on on-grade level easyCBM assessment

**Tier III**

- Regular grades of D/F/I list for the majority of classes
- Chronic absenteeism
- Little to no improvement in Tier 2
- MAP or IXL Diagnostic 2 or more grade levels below/25<sup>th</sup> Percentile or lower

- 50<sup>th</sup> Percentile on below-grade level easyCMB assessment

### **Behavior Support – Academic Support Program**

#### **Eligibility Determination Process-Behavioral Standards**

Students may be eligible for Tier II or Tier II services if they meet at least 1 of the following criteria:

##### **Tier 1**

- Struggles with day to day classroom rules and procedures
- Behavior struggles interfere with academic performance.
- Behavior struggles cause disruption of learning for others
- Teacher has safety concerns due to behavior

##### **Tier II**

- Receiving a grade of D/F/I
- Attendance-on track for truancy
- Parent Request
- Repeated minor referrals for the same offense
- Repeated minor referrals for different offenses
- A major referral

##### **Tier III**

- Regular grades of D/F/I for the majority of classes
- Chronic absenteeism
- Admittance to a behavioral health institution
- Excessive discipline referrals (6 referrals in a grading period)
- In an active crisis situation (divorce, domestic violence, attempted suicide, homelessness)
- No response to Tier 1 and Tier 2 supports and interventions
- ASP team referral with teacher input
- Untreated mental health disorder
- The need for special education services that provide a behavior plan and goals

### **Title I**

Title funds are awarded and allocated annually through the Delavan-Darien School District. Fund availability, student need, and available resources are all considered when distributing and utilizing these funds. Title I funds can be utilized in the areas of math or reading or both.

### **Speech and Language**

Speech and language support is available through the Delavan-Darien School District. Students must be referred and evaluated before access to this program is granted.

## Special Education

Students at Our Redeemer can be referred for a special education evaluation. The Delavan-Darien School District provides the testing and evaluation. Special education is not always available through our school, but an “Individual Service Plan” can be implemented at Our Redeemer, which is not a legally binding document but a plan that documents how we can best serve your child here at Our Redeemer. Lutheran Special School in Milwaukee assists us with this evaluation and implementation of a plan unique to your child.

## HOT LUNCH AND MILK PROGRAMS/SNACK BREAKS

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Our Redeemer participates in the National School Lunch Program to make hot lunches available to students, along with milk to go with cold lunches and for daily milk breaks. The food and other supplies for the hot lunch program are provided by the Delavan-Darien School District, through our joint agreement.

### Hot Lunch Program

Hot lunch menus are provided electronically and are available at <http://dds.schools.nutrislice.com/menu/our-redeemer-school/lunch/>. All menus are subject to change without notice.

Each student who is at school during the lunch periods – that is, students in the PK programs or in Kindergarten through 8<sup>th</sup> grade – has a hot lunch account into which families can deposit money for hot lunch, or for milk to go with cold lunch, by paying online through FACTS Educate or bringing cash or a check to the school office. We encourage you to prepay on your student’s account at the beginning of the school year.

If a family qualifies for free hot lunches, either through direct certification or through an application, each student in the household is eligible for free hot lunches for the rest of the school year, and for 30 operating days into the next school year. Milk to go with cold lunch does not fall under the free and reduced program – students must always pay for milk to go with cold lunch.

We send out weekly email statements letting you know your household lunch account balance. The following **Unpaid Meal Charge Policy** applies to the collection of negative hot lunch account balances:

1. Families are encouraged to apply for free and reduced price meal benefit. The current-year **Household Application for Free and Reduced Price School Meals** is always available in the school office – you can pick one up, or call to have one mailed to you. You can also apply online at <https://snacs.dpi.wi.gov/SchoolMealApplication/Register.aspx>. Any family that remains in a negative balance for a period of three months will receive a written notification to encourage them to apply for free or reduced price meal benefits. *(See the Civil Rights Statement at the end of this section.)*
2. Families will be notified of the school’s Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student.
3. Families whose accounts are overdue will receive an email stating how much is overdue and will be asked to pay immediately. If there is no response after three months, a bill will be sent via the United States Postal Service. If there is no response to the mail, telephone calls will be made to attempt to collect the funds. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.

4. If a student brings money to purchase a reduced price or paid meal at the time of the meal service, the student must be provided a meal. Our Redeemer may not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.
5. Our Redeemer may continue to attempt repayment plans and to continue pursuing collection efforts when students change schools within the district or move to a new school outside the district. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt."

The price for a hot lunch is subject to change each year, and will be communicated in the packet of information sent prior to the all-school registration in August, and also in the first few school newsletters.

### **Milk Breaks**

A daily milk break is available to all students in PK3-Full Day through 8<sup>th</sup> grades, though it is optional, not required. (Preschool students who are AM-only will not have a daily milk break.) Families can pay for the milk break for the entire year, or per semester.

The price for milk is subject to change each year, and will be communicated in the packet of information sent prior to the all-school registration in August, and also in the first few school newsletters.

### **Snack Breaks**

The school also offers the opportunity for students in 1<sup>st</sup> through 8<sup>th</sup> grades to bring a "Nutritional Snack" item to eat at break time. Speak to your student's teacher, the school administrator or the school office to see what are considered to be appropriate items for this snack break, or see the school's **Wellness Policy** at <http://orlcs.org/orlcs/wellness-policy/>.

### **Summer Food Service Program**

The Delavan-Darien School District offers a Summer Food Service Program, which provides free breakfast and lunch to children in the district during the summer months. Visit <https://www.ddschools.org/> for information.

### **Civil Rights Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

*Revised: October 21, 2024*

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: **program.intake@usda.gov**.

This institution is an equal opportunity provider.

## **NOTICE OF ASBESTOS MANAGEMENT PLAN AVAILABILITY**

In accordance with the requirements set forth 40 CFR 763.93 (g) (4) and 763.84 (c) of the Asbestos Hazard Emergency Response Act (AHERA), our Redeemer Lutheran School hereby notifies all interested parties that the asbestos management plan for Our Redeemer Lutheran School is available for inspection and review in the school office. The management plan contains information regarding inspections, response actions and for post-response action activities such as periodic surveillance and re-inspections which are planned or in progress. A minimum charge for copies may apply.