

Redeemer Lutheran School

K-8 Student Handbook

WELS

(Wisconsin Evangelical Lutheran Synod)

*606 Forest Avenue
Fond du Lac, WI 54935
920-921-4020*

2017-2018 School Year



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Those teachers who have served in our school

Miss Janet Witt	Mrs. Kristen Schulz
Mrs. Larry Kremer	Mr. Robert Fink
Mr. Leroy Robbert, Prin.	Mrs. Joann Albrecht
Miss Kathleen Hilty	Mr. David Nell, Prin.
Mr. Thomas Koepsell, Prin.	Mrs. Faye Kemnitz
Mrs. Thomas Koepsell	Miss Julie Kalbus
Mrs. Charles Schwartz	Miss Sarah Zuercher
Miss Susan Schroeder	Mrs. Mary Nell
Mrs. Linda Graf	Mrs. Joanne Hoff
Miss Gloria Schrimpf	Miss Susan Callaway
Mr. Paul Schulz	Mrs. Debbie Rogers
Miss Barbara Lange	Miss Gloria Jean Reitz
Miss Julianne Zelanel	Mrs. Tanya Suprenand
Miss Magdalene Pabst	Miss Tracy Leintz
Mrs. Ann Rautenberg	Mrs. Cindy Thiesfeldt
Miss Susanne Arndt	Mrs. Holly Schwefel
Mrs. Lois Robbert	Mr. Kip Wilson, Prin.
Miss Karen Sievert	Miss Jennifer Birr
Mrs. Gerald Meyer	Mrs. Beth Kramp (PK)
	Mr. Jeremy Thiesfeldt, Prin.
	Mrs. Susan Schmitz

NOTES:

In 1966 Redeemer School expanded its education program to include kindergarten. Kindergarten enrollment the first year was 8. Class was held in the mother's room.

During the summer of 1969, two new classrooms were built into the existing fellowship hall. One was used to accommodate the growing kindergarten class, numbering 13, and the other was used as a middle-grade classroom. The faculty was expanded to four teachers.

The beginning of the 1971-72 school year saw a fifth teacher added to the staff. Kindergarten was moved to the rear of the church as an emergency measure.

With the enrollment passing the 100 mark a building committee was again appointed in the fall of 1972 to draw up plans for an addition. During this time additional land was purchased to the west extending the church property to Peter's Ave.

During the summer of 1974 an addition containing a large kindergarten room, school lavatory facilities, and a multipurpose hall began to take shape. Dedication of this addition was held on October 13, 1974.

In 1991 the enrollment of the school surpassed the 140 mark. The existing fellowship hall was divided into two classrooms. A seventh faculty member, Mrs. Ann Rautenberg, was called to teach fifth grade. A building committee was formed to develop plans for future expansion.

In spring of 1994 ground was broken for that needed expansion. The new addition included a large fellowship room, kitchen, locker rooms, and gymnasium. This addition was dedicated on November 13, 1994.

In 2012 a 50th school anniversary celebration was held. Teachers, former students, congregational members, and friends were invited to the special service where former Pastor Gerald Meyer preached. A short program was held after the noon meal in the gymnasium.

During the summer of 2013 new windows, air conditioning, and a peaked roof were added to the school. A new front entrance was built.

In 2014, Principal David Nell retired after 35 years of ministry at Redeemer. At the same time, Mr. Paul Schulz retired after serving Redeemer for 42 years. A gathering was held after Ascension service to thank these men for their long-standing dedication and faithful service to the school and to their Savior.

In 2017, Mrs. Mary Nell retired after 37 years of ministry, with 36 years at Redeemer. Our church family celebrated her ministry in May to thank her for her dedicated service in music and classroom teaching.

Also, in 2017, Mrs. Beth Kramp was called to start our Preschool for the 2017-18 school year. May the work of the Lord continue with this new addition to Redeemer.

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DIRECTORY

School		921-4020
Principal	Jeremy Thiesfeldt	933-2086
Pastor	James Borgwardt	204-4015
Office Manager	Kathy Heiman	921-4080
Faculty	Mrs. Susan Schmitz (7-8)	539-7181
	Miss Jennifer Birr (5-6)	507-381-1927
	Mrs. Tanya Suprenand (3-4)	517-3302
	Mrs. Cindy Thiesfeldt (1-2)	273-9405
	Mrs. Holly Schwefel (K)	238-1441
	Mrs. Beth Kramp (Preschool)	414-840-8120
	Mrs. Mary Nell (Music)	238-5752
Board of Youth Education		
	Chad Muche, Chairman	922-3148
	Brian Behnke, Secretary	265-2709
	Henry Meyer	414-708-3633
	Chris Schultz	923-0893
	Marty Nell, WLA Board	251-2121
Band Instructor	Kevin Ehlke	921-4930

each day after school, when this program is helpful to our families. Any families in need of supervision of their school-age children during this time should contact the school office to learn the details of the program. Please make initial arrangements the week prior to using the program. This is a fee-based service.

NOTE TO PARENTS

Upon enrolling their children in Redeemer Lutheran School, parents are subscribing to the policies stated in this handbook. If there are any questions regarding school policy as stated herein, please bring them to the principal, teachers, or any youth education board member.

Our desire is that this handbook will clearly set forth the policies of our school and will therefore lead to mutual understanding and cooperation between parents and faculty as we assist families in the sound, well-rounded Christian education of their children.

Redeemer's handbook does not contractually bind the school in any way. Redeemer's handbook is subject to change without notice by Redeemer's Board of Youth Education. Each year the handbook is updated in print for the upcoming school year.

All parents and 7th/8th grade students must sign a written acknowledgement affirming that they have read, are in agreement with, and are willing to abide by the established standards of Redeemer Lutheran School as outlined in this handbook.

GENERAL SCHOOL POLICY

Redeemer Lutheran School, supported and maintained by Redeemer Lutheran Church, seeks to aid parents in their God-given calling toward their children to *"bring them up in the nurture and instruction of the Lord."* (Eph.6:4)

Redeemer congregation assumes full responsibility in offering an education which meets all government requirements, while offering that education from a Christ-centered viewpoint. Such Christian training aims to build up the individual in Christian faith, and thereby purposes also to motivate him to live as a Christian in all phases of life. As members of Redeemer Lutheran Church, we carry out such Christian training with the conviction that, in the Holy Scriptures, we have an infallible norm and guide for everything that pertains to Christian faith and life.

STUDENT RECORD FILES: All new students will accumulate on file in the school office these necessary items:

- *Standardized Testing Results (testing for 2017-2018 yet to be determined)*
- *All reports cards*
- *Kindergarten health form*
- *Enrollment record and attendance form*

K. TRANSFER OF RECORDS

No student records will be transferred to another school until all fees have been paid at Redeemer. Please contact the principal if you have a question. When a transfer is being done, the school administration will request sending of records to the new school.

XI. REDEEMER SCHOOL HISTORY

Since many of the members of Redeemer had received the blessing of Christian Day School education through their mother congregation, St. Peter's it is not surprising that the tuition which the congregation paid for this privilege was far less than the actual cost incurred by St. Peter's to educate their children.

In September of 1956, Redeemer provided a full-time teacher for St. Peter's faculty in the person of Miss Caroline Templin (now Mrs. Gary Carmichael), who served the school during the school year 1956--57. During the ensuing years, until 1961, the following teachers were called by Redeemer to serve on the St. Peter's faculty; Mrs. Delbert Waldschmidt (1957-58), Mrs. Elroy Schroeder (1958-59), and Miss Nereda Niemuth (now Mrs. Warren Marty) (1959-61). During the 1961-62 school year, Redeemer again paid tuition to St. Peter's.

With the Lord's blessing and guidance, the people of Redeemer looked forward to the ultimate goal of having their own school. In the fall of 1959 a school building fund had been inaugurated. Preliminary plans were drawn for a separate school building to be erected on the property south of the church. However, this plan was rejected by the congregation, and plans were then made to erect a two-classroom school and fellowship hall addition as a wing on the northwest corner of the church. This plan was adopted on March 11, 1962 and groundbreaking ceremonies were held on June 5.

Thus just five years after dedicating a new church Redeemer realized the blessing of its own Christian Day School. Dedication was held on Sunday, September 12, 1962, with Pastor W.O. Pless of Milwaukee preaching the sermon. School had already opened on September 5 with an enrollment of 44 in grades 1-8. Classes were held in spite of a few handicaps those first weeks, including the absence of glass in the classroom windows.

During the summer of 1964 the congregation purchased a house at 557 W. Scott St. to serve as a home for its principal, Mr. Leroy Robert, and his wife.

year. There are parent-teacher conference dates and contact days built into the school calendar. November is the traditional conference time, but January and March dates have also been set aside if parents wish to meet with teachers. If any concern should arise, parents are encouraged to contact the teacher for private consultations at any time. All grades receive report cards four times a year. Please sign and return report card envelopes no later than one day after the issuing date.

Grades 1-8 have updated scores/grades posted online and these can be accessed at any time during the school year.

G. REDEEMER PARENT SOCIETY

The RPS (Redeemer Parent Society) supports Redeemer Lutheran School by providing additional opportunities for students and their families to grow in faith and enjoy Christian fellowship. (formerly known as the PTS)

Examples of these opportunities are assisting teachers in the classroom, providing a room parent to help organize classroom events, offering fellowship gatherings, or searching for public speakers on various topics for individual or family growth.

H. SINGING IN CHURCH

All school children are asked to sing occasionally with their classes for services. Parents are notified through the newsletter and singing schedule on such occasions. We ask for parental cooperation in getting children to these specific services at the time appointed. It is unfair both to teachers and classmates when, after much diligent work, others fail to be present in the service for which they were scheduled to sing. If children can't be present for singing, notify the teacher as soon as possible.

I. TECHNOLOGY EXPECTATIONS

Students and parents will be expected to sign a Technology Acceptable Use Policy in order to use any device or Google applications at Redeemer. Parents should read and explain the guidelines for grades K-2 and sign for them. Students and parents for grades 3-8 are expected to read and sign the policy. One form can be used for one family. See Acceptable Use Policy for the exact details and expectations.

J. EXTENDED CARE PROGRAM

Redeemer has offered an Extended Care Program from 3:30-5:30

- *Birth Certificate (upon entering Redeemer)*
- *Immunization Records*
- *Yearly Record of Physical Development*

I. WELS SCHOOLS

The Wisconsin Lutheran Evangelical Lutheran Synod (WELS) has a long tradition of high academic quality in its elementary and high schools. The WELS (www.wels.net) has operated elementary schools for over 150 years. Currently, WELS congregations and associations of congregations operate around 400 early childhood ministries, around 340 elementary schools, and 23 high schools across the country. Christ-centered education is the purpose of our schools, but high academic excellence is also something for which we strive. This desire for excellence is reflected in the number of children enrolled in our schools. The WELS has provided excellent instructors for these schools by training its own teachers at Martin Luther College (www.mlc-wels.edu) and its predecessor, Dr. Martin Luther College, since 1884. On average, students attending Lutheran schools tend to score higher than their peers on national achievement tests. Praise be to God for the wonderful blessings he has given our WELS schools!

II. MISSION STATEMENT AND FOCUS

A. MISSION STATEMENT

Redeemer Lutheran School assists parents in training their children to know Jesus and to live for Him. This coincides with our church's Mission Statement that The Redeemer family *GATHERS* for Worship & Fellowship, *GROWS* in Faith through Bible Study, and *GOES* to Share the Gospel with Others

B. FOCUS

Our Lord tells us that children are a gift of his grace, and that parents are responsible for their children in a number of areas, such as providing a home, clothing, food, and love. However, the most important area of parental responsibility is spiritual training. God's directions to parents are clear:

"These commandments that I give you today are to be upon your hearts. Impress them on your children." Deuteronomy 6:6-7

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

"Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord." Ephesians 6:4

The primary responsibility for spiritual training lies with parents, not the church. Redeemer Lutheran Church operates this school to assist Christians in carrying out their directive from Christ to “*Feed my lambs,*” (John 21:15), and “*Teaching them to obey everything I have commanded you.*” (Matthew 28:20)

Redeemer Lutheran Church is also privileged to reach out with the gospel to others not affiliated with our congregation, and so when circumstances permit, children who are not affiliated with our congregation may be enrolled in our school.

III. PHILOSOPHY AND PURPOSE WITH OBJECTIVES

A. PHILOSOPHY AND PURPOSE

Redeemer Lutheran School's philosophy is based on the eternal truths of God's Word. These truths include the sure knowledge that:

- “*All Scripture is God-breathed, useful for teaching, rebuking, correcting, and training in righteousness.*” 2 Timothy 3:16
- There is one true, triune God: Father, Son, and Holy Spirit. Matthew 3:16-17
- God the Father is the Maker and Preserver of heaven and earth and all that is in them. Exodus 20:11
- Man by nature is sinful, fully deserving God's wrath. Psalm 51:5
- The same holy and just God “*so loved the world that he gave his one and only Son, that whoever believes in him shall not perish, but have eternal life.*” John 3:16
- All who through the work of the Holy Spirit believe that Jesus is their Savior receive the forgiveness of sins, life and salvation. “*Whoever believes and is baptized will be saved, but whoever does not believe will be condemned.*” Mark 16:16
- God in his grace has given us different talents and gifts. Romans 12:6-8
- Believers will strive to use those gifts in ways that will give God the glory and show love for him and all people. Psalm 96:3
- Believers will desire to gain a greater knowledge of the Holy Scriptures that they might be able to tell those who ask the reason for their hope of eternal life. 1 Peter 3:15
- Believers will look for opportunities to proclaim the good news of salvation to all people. Mark 16:15
- Believers will uphold God's institution of marriage as a lifelong union between one man and one woman, which brings the blessings of companionship, chastity, and children. Genesis 2:24

B. MISSION OFFERINGS

Each Friday, the school holds a chapel service to begin the day. Mission Offering envelopes are sent home the night before chapel, for the children to give toward a quarterly mission project. These mission projects are selected by the faculty to acquaint the children with specific mission fields around the world where the good news of Jesus is being shared, and to train the children in giving their first-fruit offerings to their Savior. The total offerings for each quarter are sent to support the gospel ministry of each field.

Children may bring their offerings on the last school day of each week. However, if parents want to train their children in the giving of a regular offering during the weekly church service, children can bring their offerings at that time. They will still be counted with the school's mission offering.

C. HOME VISITS

Prior to the start of the school year, each teacher will arrange a time to travel to meet with their students and parents in their home setting. Most visits last no more than an hour. This is an excellent time for all parties to meet or catch up on the events of the past summer. During this visit, each teacher will share information on classroom and school procedures, and attempt to answer questions each family may have. In the event that a home visit is not possible, a meeting should be arranged at another appropriate location or at school.

D. PICTURES

School pictures are taken by a professional photographer each year. Parents may buy these pictures, but are not obligated to do so. Your comments on price and quality are our guide to choosing a company.

E. REGISTRATION

Registration is held before school starts. All parents are required to register their children at this time. Members of the Board of Youth Education will be present to accept payment of fees (milk, tuition, bookstore items). In cases of financial difficulties, special arrangements for payment of fees may be made at this time.

F. REPORTING STUDENT PROGRESS

In addition to regular report cards, parents will be asked to meet with individual teachers for private consultations during the school

Other specific activities such as art fairs, science fairs, forensic meets, math meets, band contests, choral competitions, piano recitals, and spelling bees are sponsored by the school during the year. All events will be posted on the Google school or athletic calendars.

Any student participating in extra-curricular sports must sign and return the appropriate form giving permission to compete, and will be expected to pay the proper fees prior to the first practice.

B. EXTRA CURRICULAR PARTICIPATION

Students at Redeemer are encouraged to participate in all extracurricular activities designed for their grade level. It is certain that such activities add enjoyment to the daily school routine. It is the responsibility of the student to see that his/her studies are kept up to par before he/she joins in such activities. Because all students have different levels of academic ability, no definite grade average must be maintained.

However, each case of below standard achievement will be evaluated with parent, teacher, and principal to determine participation in an activity.

The Board of Youth Education has also set a policy regarding school attendance and participation in extra-curricular activities. If it should happen that a student needs to be missing from school for a planned absence such as a funeral, doctor appointment, vacation, etc., a signed note from the parent explaining the circumstances will be accepted and the student may participate. If the student is ill for the day, he/she may not participate in the extracurricular activity scheduled for that day. If the student is feeling ill in the morning but feels better and returns to school by 10:00 AM that child may participate in the after school activity.

X. ADDITIONAL SCHOOL INFORMATION

A. HOT LUNCH PROGRAM

Redeemer offers hot lunch every day. Lunches are purchased from the FDL School District. The monthly menu is attached to the Messenger one week before the month begins. On Monday, students may order and pay for the meals they wish to take for the week. A form for choosing meals is included with the menu. Parents are asked to volunteer in serving meals or washing the dishes.

If any parents have a change in income and feel they are eligible for free or reduced lunches, they may stop in the office and ask for an application at any time.

This philosophy will guide our school's every decision, activity and relationship. As we impart these truths to our children, the Lord will guide them in the maximum development of the spiritual, physical, and mental abilities he has given them.

B. OBJECTIVES

- *Teach God's Word diligently*
- *Support Christian parenting and home life, thereby strengthening the base of human society*
- *Foster a rich devotional life as a source of spiritual strength in our students*
- *Nurture the dedication to God of time, talents, and treasures in a life of faithful service*
- *Promote Christian citizenship grounded in obedience to God and his Word*
- *Strengthen the congregation and the church in general through the training of Christian lay-people*
- *Teach the elementary and middle school curriculums with excellence*
- *Foster daily Christian student fellowship as an important factor in building character and in training for Christian living*

IV. ADMISSION POLICY

A. PROCEDURES

All potential new families to Redeemer Lutheran School must apply to enroll their children at Redeemer. All families will receive a packet of information which includes an application form, handbook, and a clear explanation of our school's mission and beliefs. Each new family and student must meet with the principal and potential new teacher(s) in each classroom prior to approval. During this pre-enrollment conference, the teacher(s) should discuss the child's spiritual background and willingness of the family and student(s) to support Redeemer's philosophy of education. Also included in the pre-conference would be academic performance, any academic challenges, and family expectations of the teacher and for the prospective child(ren). Any behavioral and personal considerations of each child should be discussed as well. School admission will never be automatic.

Families will submit a student application form and a signed form stating they have read and agree with the student handbook before admission may occur. Following a final principal and teacher discussion, the principal will communicate in writing (letter or email) and with a phone call a notice of admission or denial to Redeemer

Lutheran School. Upon approval, all new enrolling students will have on file a copy of his/her birth certificate. These records will be retained at Redeemer for an appropriate length of time in their permanent record.

After all the admissions procedures have been followed including the Board of Youth Education approval, each family's integration to Redeemer will be probationary, and will be reviewed at least 3 times during that family's first school year. If Redeemer is unable to support the family or to meet a child's educational needs, it may be determined that Redeemer is not the best fit for the child. In such a case, the Board of Youth Education may terminate current enrollment or deny a future enrollment.

Non-WELS (Wisconsin Evangelical Lutheran Synod) tuition students may enroll at Redeemer Lutheran School if approved through the application process and if space is available within the classroom. During the first year of enrollment, parent(s) of these children are required to take appropriate classes in Christian doctrine as confessed and practiced by Redeemer and the WELS. These classes are taught multiple times during the week throughout the year by Redeemer's pastor. Non-WELS tuition students are required to take part in all subjects taught in their grades, including the devotional and Biblical subjects taught by the pastors and teachers of the congregation. In the event that a child would cause confusion in the hearts of our students by the promotion of his personal beliefs, the parents would be asked to withdraw the child from Redeemer Lutheran School under the Code of Conduct policy.

The approved policy at Redeemer Lutheran School states that when one parent is a member of Redeemer, in order for the child to attend at the member rate, the child must be a member also and attend worship on a regular basis. If not a Redeemer member, the child attends at the non-member tuition rate.

B. NONDISCRIMINATORY POLICY

Redeemer Lutheran School admits students of any race, color, national and ethnic origin to all the privileges, programs, and activities 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, scholarship and loan programs, athletic and other school-administered programs.

C. KINDERGARTEN ENTRANCE REQUIREMENTS

All children having reached the age of five on or before September 1 are eligible enroll in kindergarten.

4. Redeemer Lutheran School's Philosophy of Education is listed on pages 6-7. Redeemer has the right to discipline or ask a student to withdraw for any lawful reason. Failure to comply with expected standards of conduct, whether on or off campus, will subject the student to potential disciplinary action, up to and including expulsion.

D. CONDUCT REFERRAL REGULATIONS:

- The program begins on the first day of each school year and ends on the last day of school. (Each student begins the new school year with zero conduct referrals in the file, unless previous referrals resulted in suspension. Referrals resulting in suspension must be kept on file for future reference.)
- In case of suspension, the student and a parent must meet with the classroom teacher, at school, to discuss the situation.
- The teacher and principal will determine whether each suspension will be an on-campus or off-campus suspension. Length of time may be adjusted by the principal or Board of Education.
- Redeemer's Discipline Policy applies to students from the time they arrive on school property in the morning until they leave school property, which may be after extra-curricular practice or after the 3:30pm dismissal time.
- At four conduct referrals, the student will receive a one-day suspension. The student will be ineligible for any extra-curricular, school-sponsored activities for two weeks from the date the student received the suspension.
- At seven conduct referrals, the student will receive a three-day suspension. The student will be ineligible for any extra-curricular, school-sponsored activities for four weeks from the date the student received the second suspension.
- At ten conduct referrals, the student will be subject to review by the Board of Education, with expulsion being the likely result. Expulsion may take place only after consultation with the parents by the administration and the Board of Education.

IX. EXTRA-CURRICULAR ACTIVITIES

A. INFORMATION

Our school participates in soccer, volleyball, basketball, and softball leagues, and also in an invitational track meet. Boys and girls in grades 5-8 are allowed to participate in interscholastic sports. School colors are green and white. Our mascot is the Hornet.

- c. If the classroom teacher is unsuccessful in dealing with a serious infraction or persistent behavior problem, the issue will be handled according to the following steps:
 - i. The principal, teacher, and parent(s) will meet to discuss the issue. The principal will take fitting measures, including possible suspension, to eliminate the problem.
 - ii. If it becomes necessary, due to the seriousness of the problem, the student may be expelled. However, this action must have Board of Christian Education approval.

C. CODE OF CONDUCT POLICY

1. A conduct referral will be given to a student for disciplinary purposes. The intent of the conduct referral is to lovingly show the student the error of his/her actions in order to call him/her to repentance. The conduct referral will be recorded by the principal and sent home for a parent's signature. The teacher and/or principal will discuss the conduct referral with a parent after school or on the phone that evening. A photocopy of the original document will be given to the parents once all requested signatures have been obtained. The original document will be placed in the student's file in the principal's office. This will be accomplished promptly, within two days.
2. A conduct referral will be given for the following, and could result in an instant suspension:
 - Stealing
 - Fighting/Physical aggression
 - Vandalism
 - Cheating or plagiarism
 - Improper contact between students
3. The following behaviors will be dealt with by the teacher in the classroom first. If these behaviors persist, reoccur, or escalate a conduct referral will be given:
 - Cursing or obscene language
 - Defiance
 - Disruption
 - Dress Code Violation
 - Harassment/Teasing/Taunting/Bullying
 - Other situations which the teacher determines warrant a conduct referral

D. PRESCHOOL ENTRANCE REQUIREMENTS

See separate *Preschool Handbook*

V. FEES AND TUITION

A. FEES

Books which must be purchased as part of the required school supplies can be obtained through our own book store.

Milk may be purchased to drink with lunches brought from home or, in the case of kindergarten students, with their milk break. Any kindergarten student may send 40¢ for each day they drink milk. Since that can be difficult to remember, there is an option to pay weekly on the first school day each week. However, the most popular form of payment is to pay \$70 at registration and have it covered for the entire year.

In grades 1-8, any student may bring 40¢ each day with a cold lunch or pay by the week on the first school day of each week. There will be either 2% white milk or 1% chocolate. If a student elects to purchase a hot lunch, the cost of milk is included within the price of the hot lunch.

Athletic fees will apply to all participants in extracurricular athletics. These amount of the fee varies by sport, and will be paid at registration prior to the school year.

Each class will likely travel on an educational field trip(s) during the course of the school year. These trips are often not determined prior to the start of the school year. Costs will be requested from parents as the trips occur. Every effort will be made to keep the cost of these trips to a minimum.

B. TUITION

Redeemer Lutheran Church has a long history of providing education at a reduced cost to both members and non-members of the church. The church has decided that the majority of its weekly offerings will go toward teacher salaries and other expenses necessary in providing a Christian school for its members. School families are reminded that worshipping and bringing their first-fruit gift offerings to our weekly church services, show love and appreciation for the many blessings from our gracious God, and are a vital component in providing for this education.

The full tuition cost for each student at Redeemer Lutheran School in '17-18 will be \$4700. Even though this amount is lower than

other private schools in the area, it is still substantial. Understanding the importance of Christian education and the difficulty for families to afford such an amount, our congregation provides generous scholarships for all students at our school. For students in grades 1-8, the discounted tuition for members of our congregation will be \$650, and non-members will be \$1800. If a family enrolls more than one child in our school, the discounted tuition rate will apply in descending order of grades with the 3rd child receiving an additional discount, and any subsequent children will be free of charge.

In an effort to use our school to reach new families just beginning the formal education of their child(ren), an equal discounted tuition charge of \$365 for kindergarten will be applied to both Redeemer members and non-members. If a kindergarten student is the 3rd in a family enrolled, the charge will be \$200, or if the 4th (or subsequent), there will be no charge.

At the time of registration each family is encouraged to pay the entire amount of tuition for the school year. If this is not possible, a number of payment plan options will be made available, including automatic deposit/withdrawal. An initial payment of \$200/child (\$140 for kindergarten) is expected on registration day, unless prior arrangements have been made with the school board.

It is expected that all tuition payments will be made in a timely fashion so that school expenses may be kept on track. In the event that a family's tuition account is in arrears at the end of the school year, the child(ren) will not receive their report card, and enrollment for the following school year will be denied until proper payment arrangements are made. Subsequently, if the parents request to transfer their child(ren) to another school, student records will be withheld until payment arrangements are made. For students who withdraw mid-year, parents have the option of requesting in writing a prorated refund of prepaid tuition from the school board.

C. TUITION ASSISTANCE

Redeemer members who qualify for federal free or reduced hot lunches may apply for tuition assistance at the beginning of every school year. Forms are provided to all families with registration materials or are available in the school office. Forms should be filled out between August 15 and September 15 of the present school year. Interest from the Hilda Hamberger Estate and special gifts provide tuition assistance money which will then be divided evenly among all the applicants.

3. Awareness

- a. The principal will annually review bullying policy with teachers. Because adults must take the initiative in combating bullying, they must be watchful for bullying warnings signs by closely supervising students on the campus, in the classroom, hallways, rest rooms, gym, etc.
- b. Students will annually be educated on bullying issues.
- c. Students will understand that without reporting a bullying incident, the situation will not improve.
- d. Students will be trained each year in reporting options: verbal, written, or anonymous.

4. Reporting

- a. Any teacher that witnesses a suspected bullying incident shall address the matter immediately. The faculty/staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved immediately. Not all conflict constitutes bullying.
- b. If behavior meets criteria for bullying, the teacher will document the incident, notify the principal, and contact the parents of both parties. Appropriate disciplinary action will be taken.

The process will be done in the following manner:

- i. Reporting Form #1 will be filled out by any person to report a potential bullying behavior. This will be done as soon as possible, whether it is considered a pattern of bullying or an isolated event. Each form will stay on file until graduation of each person involved in the incident(s).
- ii. Reporting Form #2 will be used to investigate the situation and report any resulting action, if necessary.

Forms will be filed and updated upon reported incidents. Copies will be put into the student file if the code of conduct policy is enforced at any point of time.

5. Disciplinary Procedures: In the event of student misbehavior, a discipline process is initiated as follows:
 - a. Minor disciplinary matters will be handled by the classroom teacher.
 - b. In the event of a serious infraction or persistent behavior problem, parents will be contacted and a course of disciplinary action will be determined.

a Board of Youth Education meeting will be called to discuss the problem and prescribe action. The parents will be present at this meeting.

- e. If the child and/or family are not receptive to the admonishment, expulsion may be necessary. This action must have Board of Youth Education approval.
4. Property of the school which is damaged or destroyed by careless behavior or vandalism is the responsibility of the student(s) who caused the damage. Compensation (full replacement value) for damaged or destroyed property will have to be made by the student or family responsible. Failure to pay within a reasonable amount of time will result in the suspension of the student(s). The Redeemer Board of Youth Education will serve as a forum of appeal.

B. BULLYING

1. Romans 12:10 reminds us, *“Be devoted to one another in brotherly love. Honor one another above yourselves.”* It is the policy of Redeemer Lutheran School to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity toward others. All forms of bullying are prohibited.
2. Bullying will not be tolerated at Redeemer Lutheran School. Bullying is defined as follows:
 - a. Verbal bullying: Includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications, anonymous notes, and all similar behaviors.
 - b. Physical bullying: Includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothing and personal property, threatening gestures, setting fires, assault with a weapon, stealing, and all similar behaviors.
 - c. Social or Relational bullying: Includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing and or looks, giving dirty looks, aggressive stares, and all similar behavior.

VI. HOME AND SCHOOL

A. COOPERATION

The Lord, through His word, has bound the home and school together as one unit with one and the same purpose when He said: *“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”* (Deuteronomy 6:6-8) Parents dare not give up this God-given responsibility when they send their children to school. The teacher's part is to give additional training so that the work of making our children wise unto salvation to the glory of God might continue uninterrupted and unhindered. Parents and teachers must join hands so that nothing may rob our children of the Crown of Glory laid up for them in heaven. In order to bring about cooperation in the great and responsible task the Lord has given us, we must be sure of our aims and objectives. It is self-evident that the source of our aims, objectives, and methods of child-training is found in God's infallible Word. Jesus says: *“If anyone would come after me, he must deny himself and take up his cross and follow me.”* (Matthew 16:24) Christian parents and teachers must dedicate themselves to an even greater study of God's Word so they may become more proficient in carrying out their task in a God-pleasing manner.

As parents and teachers work together to help children grow closer to their Savior, Redeemer asks parents to allow God's Word to guide all the phases of daily life:

- Engage in regular family devotions and prayer.
- Make weekly worship the highest priority of your family's weekly activities.
- Promote church fellowship and continued spiritual growth.
- Demonstrate respect for faculty in thoughts, word, and deed.
- Refrain from critical discussion regarding school procedures in the presence of children.
- Resolve any concerns with a teacher, pastor, coach, or fellow parent in person if possible. Do not use texting, social media, or email to resolve conflict.
- Encourage children to show kindness to all children, whether at school or in other social situations.
- Limit children from bringing items to school that may serve as distractions, including electronic devices.
- Show children the importance of being active in many facets of school life.
- Make Christian education a priority in the family.

B. ABSENCES

When your child will be absent from school, we ask that the PARENT, call the office no later than fifteen minutes before the start of the school day (8:00am). This policy is designed for your child's protection. Please cooperate 100%. If your child must leave early, please call the school office, send a note to school, or text the teacher on his/her cell phone (if texting, do not expect an immediate response). Absentee calls will be accepted from responsible adults only. Parents are urged to try to make appointments with dentists and doctors during non-school hours or days off, if at all possible. Please check the school calendar or the online school Google calendar, which is the most current calendar and found on the school website, before planning vacations during the school year.

C. ANNOUNCEMENTS

A weekly newsletter will be distributed to the children of each family every Monday. It will be printed on green paper, and also sent home via email. Special announcements may be attached to the newsletter or emailed. *Please faithfully read the newsletter and announcements.*

D. ARRIVAL AND DISMISSAL

Parents should make arrangements to have their children arrive at school between 7:50 - 8:10 AM and no earlier. If this is impossible, please contact the principal to discuss a different arrangement. In some cases, children will be allowed in earlier. School doors are unlocked at 7:50 AM. If children arrive earlier, they must stand outside the back door. No supervision is available. When the bell rings and the doors are unlocked, the children should go directly to their classroom.

After school is dismissed for the day at 3:15 PM, children walking home should leave the grounds immediately. Those who ride home in vehicles should carefully proceed to their ride. Please pick children up by 3:30 PM. Parents are cautioned about driving through the playground after school. Watch for children crossing in front of you. Children are to wait in the designated area of the blacktop if their ride is late. A teacher will supervise until the 3:30 PM bell. If the weather is inclement, children may wait inside where a teacher is supervising.

If children are after school for discipline, piano lessons, or athletic practices, they are to wait in their classroom until that activity begins.

When a child cannot curb his own behavior it must be curbed for him. Punishment should be appropriate to the occasion where possible. Children may be kept after school for reasonable cause, and parents will be informed.

It must be understood that Law and Gospel are the motivating forces which determine the discipline of our school. The school assumes the role of the parent when the children are under its care.

We plead that parents refrain from standing in judgment over disciplinary actions of the school. If any misunderstandings or problems should arise, we expect that parents WILL DISCUSS THEM PRIVATELY WITH THE TEACHER in a manner becoming to a Christian.

A. DISCIPLINARY ACTION

1. Disciplinary matters will be handled by the classroom teacher unless the problem is of such a serious nature that it must be out of necessity involve others. (see Code of Conduct Policy or form) Examples are: Students fighting, exhibiting harassment, endangering others, possessing illegal substances, causing major disruptions, and threatening, or possessing weapons.
2. If a child persists in unacceptable behavior, (abuse of another pupil, incorrigible or unmanageable conduct, disrespectful conduct, chronic unpreparedness) parents will be contacted by the classroom teacher.
3. If the classroom teacher is unsuccessful in attempts to deal with a disciplinary problem in cooperation with the parents of the child involved, the problem should be handled according to the following steps:
 - a. The principal (with faculty cooperation) deals with the child. The principal will take measures to eliminate the problem by using whatever disciplinary action he judges to be fitting. At times, dismissal of a student for the remainder of a school day, or suspension for one or two days may be necessary. Before re-admittance to school, the suspended child's parents will meet with the teacher and principal. All time missed from school will be made up in after school detention at times arranged by the classroom teacher.
 - b. If necessary, the parents, teacher, principal, and child meet about the problem.
 - c. If the problem deals with physical abuse, Social Services may be called to help with the problem.
 - d. If it becomes necessary due to the seriousness of a problem,

should pick up children during the school day in the front of school on Forest Avenue. Parents may park by the curb and enter school by the office. This access is easier for the Office Manager to see both adults and children who are waiting for their parents. This also prevents disruption of other classrooms due to lesser use of the doorbell. Children must remain on the school grounds during the lunch period.

M. MEDICATION POLICY

Students requiring medication during the school day will be given such medication by the office manager or principal. Parents must completely fill out a Medical Request Form, which is available in the school office. The medication must be provided in a bottle, labeled by the pharmacy which filled the prescription and listing all the pertinent information. This applies to all medication, including aspirin. The school reserves the right to refuse to give medication, but will notify parents of such a decision. Medicines should be given to the office manager, who will place them in a secure place. Medications will be given by the office manager or the principal.

VII. COMMUNICABLE DISEASE CHART

Disease	Usual time from exposure to first signs	Restrictions and Regulations
Chicken Pox	14-21 days	Sick child should be kept home for 7 days from onset
German Measles	10-21 days	Sick child should be kept home for 3 days from onset
Impetigo	Within 5 days often 2 days	Exclude child from school until crust disappears
Measles	10-21 days	Sick child should be kept home for 7 days after onset of symptoms or longer if fever persists
Mumps	16-26 days Usually 18 days	Sick child should be kept home for at least one week or until swelling disappears

Keep in mind that any child with a fever should remain at home until the child is fever free, without medication. (24 hr guideline)

VIII. SCHOOL DISCIPLINE

E. BICYCLES

Bicycles brought to school must be parked in the space provided and may not be ridden during school hours.

F. CELL PHONE /TELEPHONE USE (AND ALL COMMUNICATION OR ELECTRONIC DEVICES) FOR STUDENTS AND TEACHERS

Many students bring cell phones/iPods to school. These devices are allowed at school, but must be turned off at 7:50am and are to remain in the student's backpack during the entire school day. After the bell rings at 3:30pm, devices may be used outside of the school building. Electronic devices may be used in the fellowship hall or gymnasium during after-school/evening athletic contests. Children who need to make a call during the school day should do so in the school office, after obtaining permission from a teacher or the office manager.

If a student does not abide by these expectations, the device will be confiscated and placed in the principal's office, to be picked up by a parent at the end of the day. Any devices not picked up after school will be locked in the principal's office overnight. Faculty members will not make a separate trip back to school if a device was left to be held overnight. If the practice of using electronic devices during the school day becomes a habitual problem, the student will no longer be allowed to bring them to school.

With the rapid changes in technology, teachers have begun to use smartphone technology on a more regular basis, and school-related usage sometimes occurs during the school day. To avoid misunderstanding, parents are expected to help students realize the intention of the teacher's use of smartphone technology within the classroom setting. Be reminded that cellular signals are not always consistent/strong inside the building, which means teachers may not always receive pertinent information promptly. Emails/texts may be delayed or even go undelivered. Feel free to text or email teachers during the day, but do not expect an immediate response. If an eventual teachers response to a message is necessary, indicate this by typing "please reply." Always call the office if immediate attention to a matter is needed. Please do not use texting or email to communicate concerns. These matters are best resolved with face-to-face or verbal communication.

Calls to the school while school is in session should be kept to a minimum. Teachers and students will be called to the telephone only in cases of emergency. Please make all necessary arrange-

ments with your child before he leaves home in the morning.

G. WORSHIP ATTENDANCE

Attending worship regularly as a family is expected of all parents who wish to train their children in Christian living. God's abundant grace to us in Christ compels us to make worship of our Savior a first priority. It's only natural for the children to attend services at Redeemer, or a sister congregation, regularly. *"I rejoiced with those who said to me, 'Let us go to the house of the Lord'."* (Psalm 122:1)

H. CONFIRMATION

Confirmation classes are held for the seventh and eighth grade students two days a week during school hours. The pastor teaches the confirmation course, which uses the Bible and Luther's Small Catechism to teach the main doctrines of Scripture. Students will be confirmed when they faithfully complete and understand their catechetical studies and demonstrate they are prepared to take their confirmation vows, which includes the promise of regular worship attendance. Church members will encourage confirmands as they continue to live their Christian lives, now as communicant members of our Redeemer family. Confirmation Sunday is the third Sunday in May.

I. DRESS CODE

Christian children are witnesses and can express their faith by their outward appearance. The LORD encourages us in 1 Corinthians 6:19,20: *"Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies."* Therefore, guidelines for dress and appearance have been established regarding clothes that are appropriate for our students during the school day as well as for school related activities after school hours.

It is important that all children report to school neat and clean in appearance. Clean clothes and a clean body have a definite influence on the proper attitude and work habits of children. Immodest, torn, or ragged-looking clothes are not acceptable standards of clothing for boys and girls. All lettering or imprinting on clothing and accessories must conform to Christian principles. No printing will be permitted which could be interpreted as promoting the work of our three greatest enemies, namely: the devil, the world, or our sinful flesh. Furthermore, no hair color alterations or unnatural hair

colors are allowed, except during Spirit Week.

Shorts will be allowed at school from May 1 to Sept. 30.

Students in Grades 3-8 will not be allowed to wear tank tops. Skirts and shorts must be of appropriate length. Appropriate length can be determined by measuring the relationship of the skirt/shorts to the tip of the extended hand along the side of the leg, or having a 4 inch inseam or hemline. Pants should be worn so that no undergarments are visible or seen through the outer garment. Grades 5-8 should not wear short running shorts or skin tight leggings (unless worn under other clothing). All leggings must go past the kneecap. A t-shirt or sweatshirt must cover the torso (stomach) and the entire posterior or bottom area at all times if appropriate leggings are worn. Necklines must be worn no lower than 2 inches below the collarbone. Parents, please help our teachers enforce these guidelines by checking before children leave for school.

Since the dress code is subjective in nature, the teachers and principal reserve the right to use their discretion in judging the appropriateness of student dress and appearance. Cooperative judgment will be used by the faculty.

J. EMERGENCY CLOSING

Announcements regarding the closing of school due to weather will be made over KFIZ and WFON radio. Please listen to the radio, watch TV, or check local websites rather than calling school to see if school is closing. If the Fond du Lac Public Schools close due to weather, we will also close. If the Fond du Lac Public Schools have a delayed start, we will follow the same start time. However, Kindergarten will not have school on delayed start school days. Also, just a reminder, we do not follow what decisions WLA makes pertaining to cancellation or delayed start school days.

K. HEALTH

The Fond du Lac Health Department keeps a record of each child.

A county nurse stops in periodically at school. This nurse is ready to serve both children and their parents in any way she can. Vision screenings and hearing tests are conducted at Redeemer.

L. LEAVING SCHOOL

Students leaving the school grounds at any time during the school day for a good reason must have permission from their parents and permission from their teachers. Where such permission has been given, full responsibility lies with the parents of the child. Parents