

**REDEEMER CHRISTIAN  
SCHOOL**

**K-3 through 12<sup>th</sup> Grade  
Student/Parent Handbook  
2021-2022**

**School Motto:** *Christ In All Things*

**School Colors:** *Navy, Burgundy and White*

**School Mascot:** *Lion*

**School Office**

155 S.W. 87th Place  
Ocala, FL 34474

**Phone:** 352-854-2999

**Fax:** 352-291-9196

Effective Date: 7/1/21

**Redeemer Christian School does not discriminate  
on the basis of race, color, age, gender,  
or national or ethnic origin.**

## MISSION STATEMENT

The mission of Redeemer Christian School is to serve students through a rigorous, biblically-integrated program of instruction, educating them to live in community with grace and excellence. Faculty and staff teach, equip and train students to engage all of life through a biblical perspective.

## VISION

In humble dependence on God's Spirit and Word, the vision of Redeemer Christian School is students who are educated to set their hopes on the grace of Christ, who govern their lives by Biblical principle, and who train their minds to promote and defend the faith all to the glory of God.

## CORE VALUES

Our highest and most critical commitment is to the Triune God as revealed to mankind through the Holy Scriptures. This commitment is not assumed but serves as the foundation and cornerstone upon which all else is built. Regarding our mission, vision and core values, He is the Alpha and Omega, the Driver of all we do and the reason we exist. (Psalm 118:22,23; John 3:16; 1 Timothy 3:16-17; John 14:6; Revelation 22:12,13)

On this Foundation we claim the Core Values of:

**Excellence-** We strive to improve, grow, succeed, and lead in every aspect of our school program: academics, athletics, arts, spiritual formation, relationships, personal and corporate virtues. Excellence is not measured simply by the outcome but also through the process. Our staff seeks excellence in everything we attempt, and aims to inspire our students and families to do the same. Thus, we do not simply encourage good grades but homework done diligently. We do not simply desire to win championships but to practice passionately. We do not simply settle for a friendly community but long for a community of deep relationships. In short, we aim for excellence in every facet of our program, in all we attempt as well as in all we accomplish. (Leviticus 19:2; Ecclesiastes 9:10; Philippians 1:6; Philippians 4:8-9)

**Grace-** As we strive with and for Excellence we remember that we are growing, not grown, learning not learned. As we grow and learn we will experience corporate and personal successes as well as failures. Success will lead us to praise God and rejoice in His good gifts. Failure will remind us of our utter need for Him and of His unmerited love for us. Through Grace we will know both to be God's kindness and to act out of our gratitude for all He has done, is doing and will do in and through us. (Matthew 11:28-30; Romans 2:4; Ephesians 2:1-9)

**Community-** Redeemer exists not for itself but for its community. Therefore, we strive to be a microcosm of the community we long to see. This means we care for each individual student, staff member, and parent to equip them for their specific role in our school community as well as their role in the greater community. (Jeremiah 29:4-7; John 17:22-23; I Corinthians 12:12-31)

## PORTRAIT OF A GRADUATE

A graduate of Redeemer Christian School...

Engages all of life through the truth of God's word and his plan for the redemption of all things.

Is an articulate, well-read, critical thinker prepared to engage the world around them.

Works hard, possessing an industrious, creative and confident spirit as they pursue excellence and are undaunted by adversity.

Cares for their community, loving and serving their neighbors in the name of their Savior.

Is a Christian, humbled by God's abundant grace given to them through Christ, and is free to repent and forgive in all of their relationships.

## **STATEMENT OF FAITH**

The following statements of faith are aligned with the *Westminster Confession of Faith*:

- We believe the Bible, both Old and New Testaments, to be the only inspired, infallible and inerrant Word of God.
- We believe there is one God, eternally existing in three persons: Father, Son and Holy Spirit.
- We believe that all people are sinners by nature and are lost, totally helpless to save themselves.
- We believe in the deity of Jesus Christ, His virgin birth and His vicarious and atoning death.
- We believe in His bodily resurrection and His coming in power and glory.
- We believe that it is by grace through faith in Christ alone that a person can be justified, not as a result of works.
- We believe through the regeneration of the Spirit, people come to faith in Christ and are sealed to eternal life.

## **CHRISTIAN EDUCATION**

There are generally two religious foundations upon which all education is built: Secular Humanism and Christianity. Secular Humanism holds “truth” to be relative and assumes that God, if He exists at all, is irrelevant as a source of truth. It holds man to be autonomous, a product of natural forces, not created, and himself the measure of all truth. While humanists claim to be neutral to religion, their philosophy and teachings are manifestly anti-true religion and anti-God. Christians hold that real education must recognize God as the source of all truth, whether revealed through science, experience or the Holy Scriptures.

Education is the process whereby the individual understands, is committed to and applies God’s truth to his life. Education is for the whole person: spiritually, intellectually and physically. Spiritually, he is taught to understand his interaction with God and other individuals. Intellectually, he develops his power of reasoning and thinking to be used in God’s service. Physically, he develops a healthy body through an understanding and respect for the body as the temple of the Holy Spirit. In all these ways, the student learns the value and worth of his calling to serve God, his community and himself.

The Christian is not to retreat from the world but rather is to thrust himself into the world to present the Christian “world and life view” in all areas. Part of the process of this education is to acquaint him with the position taken by the world and then confront and challenge these views. We want to provide the tools necessary to think with the mind of Christ. Sometimes, we will use “secular” textbooks to confront issues with a Christian frame of reference. Because all truth is God’s truth, we gain much from the “secular” world when its elementary principles are screened and viewed through the eyeglasses of Scripture. We prepare the child for success in life and in the development of his God-given gifts to advance God’s kingdom in whatever vocation he enters.

## **CURRICULUM PHILOSOPHY**

Redeemer Christian School aims to prepare students to become independent, critical and sound thinkers who are equipped to fulfill their calling and serve their community as followers of Christ. Redeemer teaches from a biblical foundation, with a Reformed emphasis, with every discipline framed by the Gospel. Teachers encourage student creativity and promote learning through enjoyable and appropriately challenging methods. The curriculum is planned and delivered based on a classical understanding of child development and the best practices in contemporary classroom strategies.

## **ACCREDITATION**

Redeemer Christian School is accredited with Christian Schools of Florida (CSF) and Middle States Association. Christian Schools of Florida supports, encourages, and accredits Reformed Christian schools in the State of Florida. CSF is an association of Christian schools who have voluntarily met the accrediting standards of the association. It exists to promote, through accreditation, high quality, professional, biblically-based Christian schools.

## **ORGANIZATION**

Redeemer Christian School is a ministry of Good Shepherd Presbyterian Church. The school is governed by a Board of Directors, who are accountable to and under the authority of the Session of the Church.

## **SCHOOL BOARD**

The School Board shall be composed of up to ten voting members. One of the pastors of Good Shepherd Presbyterian

Church will always be a member of the Board. At least two of the members must have children or grandchildren enrolled in the school. The Administrator serves as *ex officio* member of the Board. No employee of Redeemer Christian School shall hold a voting position on the Board. The Board functions as a commission of the Session, and at least one Ruling Elder will be a member of the Board.

## **PARENT / SCHOOL RELATIONS**

### **COMMUNICATION**

Communication is a top priority at Redeemer Christian School. Parents are encouraged to keep in regular contact with the teacher, written and/or verbal.

### **PLANNERS**

Planners are one tool used to aid in communication between the teacher and parents. Planners are used on a daily basis throughout RCS. Teachers in K5-3rd grades check planners daily, and we ask that parents check and sign planners each evening. This is a great resource for students in developing vital habits in planning/organization as well as communication between home and school. We are partners in each child's education and must constantly communicate.

### **RENWEB AND EMAIL**

**Parents will be provided with log-in information for their student(s)' account(s) housed on the school's Renweb database. Grades, attendance, discipline, lesson plans, assignments and other pertinent information may be accessed through this database. This can be employed as one means parents use for keeping current on student academic progress. Grades and assignments are to be updated weekly by faculty, thus affording students and parents a timely appraisal of academic performance. Faculty and staff can also readily be reached via email. In the event a parent/student encounters an issue with a faculty or staff member, the first step is to contact that faculty or staff member directly to attempt resolution. Only if this is attempted first but without resolution should a parent or student contact the appropriate administrator. This process, closely following the Matthew 18 principle, allows for clear and open communication and fosters a strong and lasting partnership between parents and faculty/staff members. This benefits all involved and strengthens the community at Redeemer.**

### **PARENT – TEACHER CONFERENCES**

RCS holds formal parent-teacher conferences shortly after the first quarter concludes. Parents are encouraged to utilize conferences in order to communicate directly with their child's teachers. Conferences with a teacher at any time of the school year are both welcomed and encouraged. It is only through close home and school cooperation and communication that the true educational ideal of RCS can be achieved. If you desire a conference, please contact the teacher directly or the school office to schedule a time to meet with the teacher. Please make sure that you schedule a time to meet with the teacher so that all goals can be accomplished. We ask that you not interrupt the academic day without an appointment, including before and after school as this time is important for our teachers in planning, praying, and preparing.

### **COMPLAINT PROCEDURE**

Recognizing that disagreements and issues may arise regarding such things as the school's philosophy, methods or instructional materials, the following complaint procedures have been established.

1. Parents should meet with the teacher to discuss any questions and concerns and attempt to resolve all issues at this level.
2. If concerns remain unresolved, the concerned person should then meet with the teacher's direct administrator.
3. If the concern still remains unresolved, the parent may request to meet with the Head of School to seek resolution.
4. If an appeal is made against the decision of the Head of School, the issue may be referred to the School Board for final resolution. The Session may further rule on the issue, at their discretion.

## **FINANCIAL POLICIES**

### **TUITION AND FEES**

An application fee is paid at time of application (new students only). FACTS and enrollment fees are payable annually when the student is enrolled /re-enrolled at RCS. Parents may choose to pay the tuition in the following manner:

- Total annual tuition paid in full by August 1st (eligible for 2% payment in full discount)
- Tuition paid in 10 monthly payments, beginning August 1st
- Tuition paid in 4 equal payments, due August 1, October 1, January 1, and April 1

**Any family who withdraws during the year will be responsible for that quarter's tuition.**

## **DELINQUENT ACCOUNTS**

Tuition is due according to the account parameters set up with the Business Office. Tuition not paid on time will be assessed a \$20.00 late charge. An appointment must be made with the Business Office to apply for approval of an extended grace period. The appointment must be made prior to the date payment is due. The school may grant a 30-day grace period with Board approval. If your account becomes delinquent past 60 days, your child will be subject to dismissal from the school as decided by the school board. No report card will be given or records released until all back tuition is paid. Registration for the following year will not be accepted until all financial obligations are met for the previous year. The Board reserves the right to require partial or full payment in advance.

## **RE-ENROLLMENT**

Online re-enrollment begins the second week of January and concludes the first week of February. Priority is given to current students during the re-enrollment period. Siblings of current students, provided they meet admissions requirements, shall be given priority once the open enrollment period begins—Once open enrollment begins, currently enrolled students who have not re-enrolled may be placed on a waiting list depending upon new enrollment.

## **GENERAL POLICIES GRADES K3-12**

### **ATTENDANCE**

#### **VISITORS ON CAMPUS**

Any visitor, at any time, which **includes lunch**, must sign in with the office and be given a visitor badge before visiting classes.

Parents are welcome at the school and may schedule a visit to observe the classroom in operation at any time by calling the school office. It is understood that these visits are subject to approval by the classroom teacher and the administrator and that you may be asked to schedule a different day for your visit if it would conflict with the plan for the class. On the day of your visit, please stop by the school office before going to the classroom.

#### **ABSENCES AND TARDIES**

**Because learning takes place at school each day and cannot be recaptured by simply making up work, regular attendance in class is absolutely necessary for a student to get a quality education.**

#### **TARDINESS TO SCHOOL:**

Excused Tardy Reasons:

- Medical appointment with doctor's note.
- Approved school activities.
- Everything else will be an unexcused tardy.
- Traffic/inclement weather events based on administrative approval.

**A tardy slip from the front office is required beginning promptly at 8:00 a.m. If a student arrives late for school he/she must go directly to the office to obtain a tardy slip. The student will not be admitted to class without a tardy slip.**

#### **TARDINESS TO CLASS FOR UPPER SCHOOL STUDENTS**

**All students should be in their seats and ready for each class when the tardy bell rings. If a student is not in their seat or in class when the tardy bell has rung, the teacher will mark it as an unexcused tardy for that class period. See discipline for repeated tardies to class.**

#### **SCHOOL ABSENCES**

The following are considered excused absences:

- Illness of the student. Students must bring a doctor's note stating the reason for the absence.
- Major illness (i.e. hospital visit) in the immediate family of the student.
- Medical appointment (physician note required). It is highly recommended that the appointment be scheduled outside of the school day.
- Death in the family.
- Approved school activity.
- A pre-approved absence by school administration. **Maximum of five days allowed per year with approval from school administration (i.e. family trips, church retreats).**

Absences not included in the excuses listed above shall be unexcused. **Unexcused absences may result in a zero for each class period missed in upper school.**

Students are required to hand in all missed assignments within the number of days equal to the number of days absent. If make-up work is requested by a parent while the student is absent, a 24-hour period is required for that work to be gathered.

### **K3-6<sup>th</sup> GRADE ATTENDANCE**

Elementary school students missing more than 20 class periods in a school year risk being promoted to the next grade. The guidance office will send a notification to the parents of any student absent over five absences per grading period. Once the twenty absence threshold is met, the guidance office will request a conference with the parents. Administration will work with students and parents prior to the meeting of the twenty absence threshold to prevent loss of instruction. However, if a student surpasses the limit after all reasonable interventions have been enacted, that student might be retained in his/her present grade and/or lose Step Up funding. Attendance totals are indicated on the student's report card.

### **UPPER SCHOOL ATTENDANCE**

A student who has 10 absences within a semester with or without the knowledge or consent of the student's parent or guardian is considered a habitual truant. In cases of habitual truancy the parent/guardian of the student will be required to meet with the school administration. In grades 7- 12, absences will be determined on a class-by-class basis. The tenth (10<sup>th</sup>) absence per semester may merit a "F" grade on that student's semester's report card and will be recorded as such unless an exception is requested and granted by the principal. **Absences due to illness with a doctor's note submitted to the office and/or the maximum five-day pre-approved absences are not included in this attendance count. These are the exceptions to the attendance policy.** Tardiness of 20 minutes or more to a class will count as an absence. An attendance warning notice will be sent to the parents of all students for students in grades 6<sup>th</sup> - 12<sup>th</sup> who accumulate five (5) absences in a particular subject in a semester. At that time students will be strongly encouraged to make every effort to attend classes or risk possible grade penalty.

If a student is absent from school, he/she will not be allowed to participate in any athletics or extracurricular activities that day. Students must be here for a whole day in order to participate in extracurricular activity. If a student does arrive to school after 8:00 a.m. an excused tardy is mandatory for participation in extracurricular activities.

### **Lifesize Live-stream Classroom Platform Policy-Upper School**

Lifesize use is a privilege and should only be used sparingly at home in the event of a medical, quarantine, or pre-arranged absence in accordance with Redeemer's absence policies.

- Sick students are encouraged to rest and recover and employ Lifesize only when necessary. Redeemer is not an online school, therefore, there are no extended online students.
- Lifesize does not excuse "Absent" and does not count as "Present."
- If an absent student is planning to use Lifesize for the day, they must email all of their teachers no later than 7:30 AM to request that the teacher open the class meeting.
- Use of Lifesize does not designate a student as "Present" and therefore does not qualify them for an athletic event or practice on the same day. Ten unexcused absences regardless of Lifesize use results in a course failure. Homework due dates, exam makeups, and lab completion requirements are unaffected by Lifesize use.
- Do not contact the office for notification of Lifesize use. Student Lifesize use will be at the discretion of the Upper School Director in consultation with the faculty.

### **LEAVING DURING THE SCHOOL DAY**

Redeemer Christian School is a closed campus. Once a student arrives on campus, he/she will need parent written/verbal permission to leave, given to the office prior to the time of release. Only parents or adults designated on a student's emergency form are eligible to pick students up during the school day. Parents wishing to have their children ride home with someone other than normal transportation must send a note to the office and their teacher (grades K3-6) explaining the arrangements for the day.

- If the student is ill, he/she is to report to the teacher or the office and his/her parents will be notified.
- If the student is to go to the doctor, he/she must have a parent sign them out in the front office to release the student from school. For students who drive, parent consent must be given to the office and the student must sign out.
- If the student leaves school for sickness, he cannot participate in any extracurricular activities for that day.
- Students who drive to school will not be allowed to leave during the school day without consent from his/her parent/guardian.

## **BUILDING AND GROUNDS**

Through the generous prayer, energy and contribution of those dedicated to Christian education and the development of our facilities, we are blessed with a beautiful campus. All of us must assume a personal responsibility for the care and upkeep of the buildings and grounds of our school. Any damage to the buildings, grounds or furnishings of RCS or Good Shepherd Presbyterian Church must be repaired and/or replaced at the expense of those causing the damage. Students will also be subject to disciplinary action if they willfully or negligently cause the destruction of school or church property.

## **FIELD TRIPS**

Learning occurs in different ways and in different places. The school will plan field trips throughout the year. Details will be announced in advance and a permission slip will be sent home for each trip. All field trips are designed to be part of the overall academic program. Therefore, students are required to attend all school-sponsored field trips. If finances become an issue for any student, parents are asked to make the school Business Manager aware of their need and partial funds will be provided by way of a scholarship to ensure every student can participate. If a parent does not want the student to go on a particular trip, unless otherwise arranged with the school, the student is to be kept at home and will be marked absent unexcused from school for the day. If the child comes to school, he/she must go on the trip. Due to liability and supervisory obligations, **no siblings are permitted on field trips.**

## **LOST AND FOUND**

Lost articles are to be brought to the grade-level office to be put in the lost and found. Students may check the lost and found for missing personal items and textbooks before or after school. All lost and found items will be periodically displayed. After an appropriate amount of time, unclaimed items will be donated to charity. **It is highly recommended that all personal items (clothing, water bottles, etc.) be clearly marked with the child's name.**

## **LUNCH / FOOD POLICY**

Students may not eat during class time unless specified by teachers. Food may be eaten during lunch and snack time only. No food should be brought into a classroom except for special occasions (parties, etc.). **No take-out food or drinks (McDonald's, Burger King, etc.) will be allowed.** Students may not eat in the hallways, restrooms, etc. Each class must clean designated eating areas after the lunch period. Soda may not be purchased or brought to school at any time during the school day by students unless given special permission by their teacher or the administration. Soda is reserved for special occasions.

## **PARTIES AND HOLIDAYS**

*Birthdays:* Your student may celebrate his/her birthday at school with classmates. Arrangements must be made with your student's teacher in the elementary school as to the date and time. The parents are to furnish all the refreshments. **Students are not to hand deliver party invitations or gifts on campus.**

RCS respects the right of parents to celebrate the holidays of Halloween, Christmas and Easter with their families as they wish. Within the school program, however, the following principles will serve as our school guidelines:

*Halloween:* RCS emphasizes a harvest theme at this time of year and recognizes Reformation Day. The traditional Halloween themes and symbols including witches, monsters, ghosts, death, superstition and fear will be de-emphasized. In general, smiling pumpkins, stalks of wheat, displays of produce and the like are acceptable harvest symbols.

*Christmas and Easter:* RCS treats these holidays as joyous times of the year to enthusiastically celebrate and emphasize both the birth of Jesus Christ and His resurrection. Activities and symbols which compliment these emphases are prominent in our classrooms. Myths and symbols, such as Santa Claus, elves, the Easter bunny, etc., which compete with these are de-emphasized.

## **SCHOOL HOURS / AFTER SCHOOL SUPERVISION**

K3 half-day hours are 8:00 am - 12:00 pm. VPK hours are 8:45 a.m. – 12:00 p.m with Specials schedule beginning at 8:00. K5-6<sup>th</sup> grade and full-day preschool hours are 8:00 am – 3:00 pm. 7<sup>th</sup>-12<sup>th</sup> grade hours are 8:00 am - 3:15 pm. Students may arrive on campus no earlier than 7:15 am. If a student arrives at school before 7:40 a.m., they are to report to Before Care.

All students, grades K3-8, not attending an extracurricular activity who remain on campus any later than 3:30 pm will be sent to Aftercare. High school students must either be supervised by a faculty/staff member. Student athletes who are not picked up promptly at the end of practice will be taken to Aftercare and charged accordingly. After school supervision will be provided for students between the hours of 3:30 - 5:30 pm. Please stop by or call your grade-level office for the fee schedule and sign up.

High school students will need to leave the school campus following an activity/event in a timely fashion.

## **SCHOOL PICTURES**

An approved photographer will take school pictures in the fall. These pictures will be used for our yearbooks and will also be made available to parents and families for purchase.

## **SEVERE WEATHER**

No school will be held when a tornado or hurricane warning is issued. There may be school when a tornado or hurricane watch is in effect. The Administration will call in “No School” to the local radio stations. In times of emergencies, due to tornado or hurricane warnings, RCS will close school early. Parents will be contacted as quickly as possible, and dismissal will be coordinated with all possible attention being given to our students’ safety. When/if the public schools close, RCS will also close. In the event school is closed due to inclement weather, make-up days may be scheduled to ensure adequate instructional time for all students and faculty in order to accomplish school year instructional goals.

## **TELEPHONES**

Students may use their division-level office telephone with permission from the office staff. Students will not be called to the office telephone except in the case of an emergency. Parents may leave messages concerning transportation, etc. and they will be delivered to the student.

## **CELL PHONES AND OTHER PORTABLE ELECTRONIC DEVICES ON CAMPUS**

Students bringing cell phones and/or other portable electronic devices on campus do so at their own risk. Redeemer Christian School shall not be responsible for loss, damage, theft, or misuse of these devices. We understand the value of cell phone usage for our students who need to contact parents when our office and school buildings are closed (after practice and games). In consideration of our classroom environment and daily instruction, however, all student cell phones must remain in backpacks or lockers and turned off (including vibrations and text messages) while school is in session. Students may not use their cell phones as educational devices. The school day starts when carline opens at 7:40 am and ends when carline closes at 3:30 pm. In cases of noncompliance, administration reserves the right to confiscate a student’s cell phone and return it to parents.

Any content accessed on cell phones/portable electronic devices while on campus may trigger disciplinary action. Refer to the Network Access Policy in the appendix of the student handbook for details on this policy.

## **TEXTBOOKS**

Textbooks are the property of RCS. Students are responsible for the care and protection of those textbooks. The student will be charged for any textbooks that are lost or unreasonably worn or damaged. Report cards will be withheld until the textbook charge is paid.

# **DRESS CODES**

## **ELEMENTARY DRESS CODE**

**K-3 and K-4:** No uniform is required. See Preschool Handbook for specifics.

**DRESS AND APPEARANCE STANDARDS FOR ELEMENTARY SCHOOL (K5-6th grade):** All students in grades K5-6<sup>th</sup> are required to wear the school uniform and to have a neat, clean appearance (i.e., shirts tucked in, belts on and in loops, etc.). High school dress code is below.

**SHIRTS:** Boys and girls may choose shirts from the following colors: navy, hunter green, burgundy, white and light blue, as well as light pink for girls. All shirts must be knit polo style shirts with a collar. **The Redeemer Christian School logo is required.** Girls may wear white blouses under jumpers. **All undershirts (whether long or short sleeve) must be of one of the previous listed colors.**

**PANTS/SKIRTS/SKORTS/SHORTS:** All students must wear khaki or navy school uniform bottoms. Uniform-style cargo pants and shorts are allowed. Walking shorts should be appropriate fit and Bermuda length (no shorter than four inches above the knee). They can be plain or pleated in the front with slight pockets in the back. No baggies or low hip rider pants are allowed. Girls may wear uniform-style walking shorts, pants, capris, skirts, skorts, and jumpers in solid colors of khaki or navy, as well as green or burgundy plaid. Knit polo dresses with the RCS logo may be worn in navy, burgundy, hunter green, white, light blue or pink. Undershorts must be worn with jumpers, dresses and skirts.

**WINTER CLOTHING:** All sweatshirt and sweatshirt-like outer clothing (short-sleeve, long-sleeve, hooded, and/or zippered) must be in approved Redeemer colors. They must also have the REDEEMER LOGO. Any other sweaters, coats or jackets are not required to be Redeemer colors or have the REDEEMER LOGO. Jean jackets are not allowed.

**BELTS:** Students must wear belts. A belt must be worn with pants, capris, skirts, skorts or shorts with belt loops.

**SHOES:** Shoes must be dress or sneakers. **No sandals are allowed.** All shoes must be completely enclosed.

**HAIR:** All hair should be of natural color, well groomed, and of appropriate style and length.

### **JUNIOR HIGH DRESS CODE (GRADES 7-8)**

Our goal is for students to have the freedom to express individuality while doing so in an appropriate and professional manner. Appropriate is defined as “set apart for a specific reason.” Professional is defined as “skilled practitioner, an expert.”

**DRESS AND APPEARANCE STANDARDS** All students are required to wear the school uniform and to have a neat, clean appearance (i.e., shirts tucked in, belts on and in loops, etc.).

**SHIRTS:** Boys and girls may choose shirts from the following colors: navy, hunter green, burgundy, white and light blue, as well as light pink for girls. All shirts must be knit polo style shirts with a collar. **The Redeemer Christian School logo is required.** Girls may wear white blouses under jumpers. **All undershirts (whether long or short sleeve) must be of one of the previous listed colors.**

**PANTS/SKIRTS/SKORTS/SHORTS:** All students must wear khaki or navy school uniform bottoms. Uniform-style cargo pants and shorts are allowed. Walking shorts should be appropriate fit and Bermuda length (no shorter than four inches above the knee). They can be plain or pleated in the front with slight pockets in the back. No baggies or low hip rider pants are allowed. Girls may wear uniform-style walking shorts, pants, capris, skirts, skorts, and jumpers in solid colors of khaki or navy, as well as green or burgundy plaid. Knit polo dresses with the RCS logo may be worn in navy, burgundy, hunter green, white, light blue or pink. Undershorts must be worn with jumpers, dresses and skirts.

**WINTER CLOTHING:** All sweatshirt and sweatshirt-like outer clothing (short-sleeve, long-sleeve, hooded, and/or zippered) must be in approved Redeemer colors. They must also have the REDEEMER LOGO. Any other sweaters, coats or jackets are not required to be Redeemer colors or have the REDEEMER LOGO. Jean jackets are not allowed.

**BELTS:** Students must wear belts. A belt must be worn with pants, capris, skirts, skorts or shorts with belt loops.

**SHOES:** Girls may select dressy sandals with a back strap, as well as closed toe shoes. Shoes must be appropriate and professional. Boys may select any style closed toe shoe that is appropriate and professional. No flip-flops, slides, Birkenstocks, crocs, camp shoes, etc.

### **GIRLS:**

**TOPS:** Girls may select any **school approved color (navy, hunter green, burgundy, white, light pink or light blue) traditional polo (collared) style shirt or white button-up shirt.** All shirts must have the Redeemer Christian School logo on them. The shirts may be short sleeve or long sleeve. Girls are required to tuck their shirts in and a belt should be worn if belt loops are provided. Our desire is for students to look professional during their school day.

**BOTTOM CLOTHING:** Girls will be required to wear navy or khaki **uniform style** skirt, skort, shorts, capris, or pants. Girls may also wear the burgundy/gray plaid or classic navy/green plaid skirt available through Lands’ End. No athletic or cargo style shorts or pants are allowed. Girls must use the following protocol when selecting: **shorts, skirts and skorts should be no more than four inches above the knee and of appropriate fit (not tight, clingy, excessively baggy, etc.).**

### **BOYS:**

**TOPS:** Boys may select any **school color (navy, hunter green, burgundy, white or light blue) traditional polo (collared) style shirt or white button-up shirt.** All shirts must have the Redeemer Christian School logo on them. The shirts may be short or long sleeved. Boys are required to tuck their shirts in and a belt should be worn if belt loops are provided. Our desire is for students to look professional during their school day.

**BOTTOM CLOTHING:** Boys will be required to wear navy or khaki **uniform style** bottoms, including uniform-style cargo shorts. No athletic shorts or pants are allowed. Bottom clothing should be of appropriate size and fit (not too loose or too tight). No undergarments should be visible at any time.

**HAIR, etc...:** Hair should be neatly groomed and of a natural color. Facial hair must be kept neat and facial piercings are not permitted to be worn at school or at school events.

**P.E. DRESS CODE:** Middle School students will be required to dress out for P.E. in navy mesh athletic shorts and solid gray t-shirt (no log required). All shirts should be labeled with the student's name. Shorts can be purchased from numerous stores including Land's End. Shorts must be mid-thigh length or longer. Students must also have athletic shoes for P.E.

## **HIGH SCHOOL DRESS CODE (GRADES 9-12)**

High School students will have an increased level of freedom to express individuality, while continuing to maintain an appropriate and professional look. Redeemer High school will have an ethos of excellence, and we expect students' dress to align with the broader vision of the school.

### **GIRLS:**

**TOPS:** Girls may select *any solid color* feminine fit traditional polo or dri-fit polo styled shirt. Styles are available at Land's End but may be purchased from any vendor provided they are polo styled shirts. The shirts may be long or short sleeve. If shirt is excessively long, girls are required to tuck their shirt in. Girls will also be allowed to wear any button-down dress shirt. Button-down shirts must have no more than two buttons unbuttoned. **All shirts must have the approved Redeemer Christian High School logo.**

**BOTTOMS:** Girls will be required to wear navy or khaki pants, shorts, capris, or skirts, or traditional blue jeans (no jeggings). No holes, tears, or rips in pants and no other colors are allowed. **Girls may also wear the burgundy/gray plaid or classic navy/green plaid skirt available through Lands' End.** No athletic pants, shorts, or capris are allowed. A belt must be worn if belt loops are provided. No undergarments should be visible at any time. **Pants must not be excessively tight, according to the discretion of female staff. Shorts, skirts and skorts should be no more than four inches above the knee.**

**DRESSES:** Girls are allowed to wear dresses that are Redeemer colors and have the Redeemer LOGO. Dresses must be no higher than 4" above the knee and no tank top or spaghetti straps at the shoulders.

### **BOYS:**

**TOPS:** Boys may select *any solid color* men's traditional polo or dri-fit polo styled shirt. Styles are available from Land's End but may be purchased from any vendor provided they are polo-styled shirts. Also, boys may wear any color button-down dress shirt. **All shirts must have the Redeemer Christian High School logo on them.** The shirts may be long or short sleeve. Boys are required to tuck their shirts in.

**BOTTOMS:** Boys will be required to wear navy or khaki pants, shorts, or jeans. *Boys may not wear skinny jeans.* No athletic shorts or pants are allowed. A belt must be worn at all times. No undergarments should be visible at any time.

**BELTS:** Students must wear a belt that fits appropriately.

**SHOES:** Girls may select dressy sandals with a back strap, as well as closed toe shoes. Shoes must be appropriate and professional. Boys may select any style closed toe shoe that is appropriate and professional. **No flip-flops, slides, Birkenstocks, crocs, camp shoes, etc.**

**HAIR, etc...:** Hair should be neatly groomed and of a natural color. Facial hair must be kept neat and facial piercings are not permitted to be worn at school or at school events.

**WINTER CLOTHING:** All sweatshirt and sweatshirt-like outer clothing (short-sleeve, long-sleeve, hooded, and/or zippered) must be in approved Redeemer colors. They must also have the REDEEMER LOGO. Any other sweaters, coats or

jackets are not required to be Redeemer colors or have the REDEEMER LOGO. Jean jackets are not allowed.

## **JEANS AND NO UNIFORM DAYS**

**JEANS DAY:** Jeans Days are set aside to allow Redeemer to give back to charity organizations in our community. If students give \$1 on Fridays, they are allowed to wear jeans and school spirit logoed shirts. Otherwise students will be in school uniform on Fridays.

**NO UNIFORM DAYS:** Fridays are designated as No Uniform days. To dress down a student must have a No-Uniform pass and submit it to the office upon arrival at school. No-Uniform passes are not allowed any other day of the week. While this day is intended to be fun and casual, the following clothing items/styles are prohibited: pajamas, running shorts, yoga pants/leggings, and cami-styled shirts.

**Companies available for purchasing school uniforms:** Lands' End, Evolution Signs Plus in Ocala and Bee Personal in Ocala have our logo on file if you need an item logoed.

## **DISCIPLINE PLAN**

The mission of Redeemer Christian School is to serve students through a rigorous, biblically-integrated program of instruction, educating them to live in community with grace and excellence. To this end, we will teach our students a faith revealing, holistic approach to relationships, in which they show proper respect as well as cultivate and practice a sexual ethic that shows them the beauty of God's good design for human sexuality. We want to provide a safe school environment that is free of bullying, harassment and sexual harassment between students and insure clear boundaries for our students and clear protocols for dealing with incidents, disciplinary action, and protective measures.

Please see Appendix for Acceptable Use Policy and Bullying/Harassment/Sexual Harassment Policy

Redeemer Christian School students are invited:

- To respect every person
- To use words to encourage and bless others
- To engage all members of the student community with love and care
- To maintain healthy physical, emotional and psychological boundaries with each other
- To be considerate of others' need for quiet
- To take pride in personal care and appearance
- To dress appropriately for every occasion
- To take care of school property
- To be honest in taking tests, completing homework and writing essays/reports
- To be on time for school and prompt for class
- To participate fully and appropriately in all classroom environments
- To play fairly and encourage others in games and activities

Respect and responsibility are expected of all students who are attending Redeemer Christian School. To ensure that the learning process is not interrupted and remains strong at RCS, the following plan is in place to help students who choose to **NOT** demonstrate appropriate behavior. Our goal is to encourage students to make sound decisions from a communal perspective. We are committed to providing a positive, engaging classroom environment, which fosters mutual respect between teachers and students as well as between students. With this goal in mind, it is essential that parents, students and school staff work as a team in support of the endeavor.

## **CLASSROOM DISCIPLINE PLAN**

All teachers in grades K-3 through 12th will encourage appropriate behavior through positive reinforcements. Teachers will use a variety of techniques as they implement positive reinforcements appropriate for his/her grade level.

Parents should expect the following method to be used throughout Redeemer Christian School when positive reinforcement does not work:

## **Discipline Plan (K3-6th Grade)**

Teachers (K3-6th grade) will follow the three step process below.

1. Teachers will follow his/her classroom policy, which consists of a three-step plan.
  - First warning - Teacher addresses student/stops behavior/redirects
  - Second warning - Teacher issues a time-out/other intervention
  - Third warning - Student loses privilege/note to parent
- 2.. Each classroom teacher will incorporate his/her classroom policy, in addition to school policy . Students are required to follow all guidelines, classroom and school, during each day at Redeemer Chisistian School. A student is removed from the classroom and sent to the Principal's office when (1) the child continues to disregard the classroom guidelines (2) instruction is hindered due the student's actions or (3) the steps above have already been in place. If necessary, the child will be sent home for the day or remain in the Principal's office for a duration of time. Consequences for disciplinary actions should be progressive in nature as well as be scheduled immediately after the incident occurred.
- 3.. Parents are notified of continued unacceptable behavior. A conference will be scheduled and a discipline referral will be filed in the student's records.

After these warnings have been exhausted, or at the discretion of the teacher, students may receive a lunch detention.

### **LUNCH DETENTION**

Lunch detentions may be used as an interim step between verbal warnings and after school detention. Refer to the following bullet points as to how lunch detention will be used.

- Why: Lunch detention will be issued for such behaviors including gum chewing, cell phone misuse, accumulating four unexcused tardies, dress code violations, class disruption, and other minor offenses.
- When: During the student's lunch period the day of the offense or the day following.
- Where: Will be served either in the teacher's classroom or the Dean's office.
- How: May be a silent period of detention or based on the teacher/offense could involve work or discussion with the teacher.
- What: Dean of Students, working with the staff, will keep track of lunch detentions for each student. An accumulation of lunch detentions will warrant discussion and further action from the administration.

Parents are notified of continued unacceptable behavior and a conference will be scheduled. The administrator will also be notified and may be involved in the conference when appropriate. Each classroom teacher will incorporate his/her classroom policy, in addition to school policy. Students are required to follow all guidelines, classroom and school, during each day at Redeemer Christian School.

### **REFERRAL SYSTEM OF DISCIPLINE FOR UPPER SCHOOL (7TH-12TH GRADES)**

When a student's actions elevates beyond a warning for an infraction, the issue is recorded in RenWeb under Student Behavior. Parents will receive notification of a disciplinary issue and be able to view the cumulative merits and demerits given to the student.

Teachers will submit a discipline referral for each infraction that a student has committed and send it to the dean of students. When the student has accumulated three demerits the following disciplinary action will take place:

Three Demerits - Lunch Detention

Four- Six Demerits – After School Detention

Seven Demerits – In School Suspension (ISS)

Eight Demerits – Out of School Suspension (OSS) and the student will be put on a Behavioral Contract.

Students will be told when they receive a demerit and parents will be notified by phone and/or e-mail. We highly recommend that parents and students track demerits and discipline issues on RenWeb.

Accumulation of demerits will be on a quarterly basis. Students will begin each quarter with no demerits. Behavioral Contracts will be the exception as they will continue for the contracted time period.

Infractions will differ in the number of demerits given depending on the severity of the infraction.

<u>Demerits</u>	<u>Infraction</u>
1	Dress Code violation
1	Tardy
1	Unprepared for class
1	Gum chewing
1-2	Class disruption
1-2	Public Display of Affection
4-6	Inappropriate Language
1-4	Disrespect
4-6	Dishonesty to Teachers and Staff
6-8	Cheating
6-8	Bullying
6-8	Fighting
6-8	Skipping Class and/or Leaving Campus
6-8	Drugs, Alcohol, Tobacco

*The above list is an example of infractions and is not exhaustive. It is at the discretion of the administrators to impose or enforce the degree of all sanctions.*

#### **ADMINISTRATIVE BEHAVIOR PLAN**

While teachers rule their individual classrooms as God's co-regents, administration may need to intervene in certain behavioral situations. The Dean of Students, along with fellow administrators, will work together with the student and his/her family to address major discipline issues. Major discipline can be defined as, but not limited to, the following:

- Repeated disrespect/defiance
- Fighting/physical aggression
- Cheating/plagiarism
- Theft
- Repeated vulgar/inappropriate language
- Skipping class/school
- Bullying/interpersonal offenses
- Other offenses deemed major by administration

#### **AFTER SCHOOL DETENTION (GRADES 7TH-12TH)**

Teachers and administration may assign after school detention for repeated minor offenses (as listed above) or in the case of major offenses. The Dean of Students/administration will administer the after school detention program, keeping track of students receiving such detention. After school detentions will operate under the following guidelines:

- Why: Given for major offenses or repeated minor offenses at the discretion of or with the approval of the dean of students.
- When: To be served on Wednesday after school from 3:30-4:30 p.m.
- Where: In a designated classroom or outside depending on the detention proctor.
- How: At the detention proctor's discretion, after school detention may be served in silence or in a work project. This time will not be used as a study hall or to complete school work unless by the approval of the dean of students.
- What: Dean of students, working with the staff, will keep track of after school detentions for each student. An accumulation of after school detentions will warrant discussion and further action from the administration.

#### **EXTREME AND SERIOUS BEHAVIOR**

There may be instances of extreme and serious behavior where one or more of the teacher's interventions will be bypassed and suspension or expulsion will be assigned as the first consequence. Examples of these include fighting, inappropriate language, stealing, threats, possession or use of alcohol or drugs, possession of anything that may be determined to be a weapon, and any behavior, whether inside or outside of school, that is detrimental to the reputation of the school.

Suspensions may range from 1-5 days and can be served as in school or off campus suspensions at the discretion of administration. Suspended students also forgo all privileges, activities, athletic events, etc. during the time discipline is

administered. Admittance back to school requires a parent meeting with administration. Serious or repeated suspendable offenses may be referred to the school board for expulsion.

### **SEARCH AND SEIZURE**

Administration reserves the right to search lockers, desks, person and personal belongings of a student when it is believed to be necessary for maintenance of the educational process, or to protect the health, safety and welfare of other students. Students are advised that their desks, persons and personal belongings are subject to search for forbidden, dangerous, or illegal substances.

### **TOBACCO, ALCOHOL AND DRUGS**

**Students will not be permitted to use or possess tobacco in any form while on school grounds or while in attendance at any school related event. Use or possession of tobacco or illegal drugs, both on and off campus, may result in suspension or expulsion.**

### **DRESS CODE VIOLATION FOR K5-6TH GRADE:**

The following protocol will be followed for dress code violations each nine weeks:

- First Offense - Student will be given a warning and may be required to call home to have his/her parent/guardian bring in the appropriate uniform clothing. The office will document.
- Second Offense – Student will receive a second warning and parents will be notified in writing. Student will call home to have his/her parent/guardian bring in the appropriate uniform clothing. The office will document.
- Third Offense - Student will meet with parent and administrator to determine appropriate/effective course of action which can include lunch detention.

**Administration reserves the right to determine whether a student's dress meets RCS standards.**

### **BIBLICAL LIFESTYLE STATEMENT**

Since Redeemer Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like, RCS students should have a lifestyle that reflects the biblical perspective of integrity and of appropriate personal and family relationships. Each student should maintain a lifestyle based on biblical standards of moral conduct and support the moral principles of the school. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

## **INSTRUCTIONAL PROGRAM**

### **CLASSROOM RULES**

In order to promote a quality learning environment in each classroom and to develop good manners, students are expected to follow the guidelines below in addition to individual classroom guidelines.

- All students should be in their classrooms and seated by 8:00 am.
- Students are not to speak out or express disapproval when another student or a teacher has the floor. Our attitude and manners should reflect a desire to follow Christ's command to love one another.
- Students are to come to class with the proper supplies, i.e., textbooks, notebook, homework, paper and writing utensils.
- Students should knock before entering a class that is in session.
- Students should wait to be recognized by the teacher before making a request.
- Window shades, air conditioning and lighting should be adjusted by the teacher or at the teacher's direction only.

### **STANDARDS FOR WRITTEN WORK**

All written work should be neat, orderly, complete, correct, and checked. Students should only submit their best work. Teachers may return or refuse to accept work that does not meet the previously stated standards.

### **HOMEWORK**

Homework is considered to be an essential part of the academic program of RCS. Homework is intended to reinforce what teachers are teaching in the classroom, help individualize instruction, improve student performance, help students develop effective study habits, and provide an important day-to-day link between home and school. To make this happen, teachers must provide appropriate assignments, parents must provide support and motivation at home, and students must do the work themselves and to the best of their ability.

Homework assignments are expected to be handed in on time. Late assignments will receive a lower grade or might not be accepted at all, depending upon the discretion of the individual teacher. Students who are absent are required to hand in all missed assignments within the number of days equal to the number of days absent.

No homework will be given on Wednesdays in K5-3rd grade. It is an expectation that children in K5-3rd grade will read with or be read to by a parent each night for 20-30 minutes.

### **Elementary Homework**

A small amount of homework should be assigned in the **primary grades**. Remedial help in spelling, math and reading, etc., may be necessary for some students. On occasion, parental help is needed with a special project or school activity.

As academic responsibilities increase in the intermediate grades, with certain assignments at home. Parents may help their students in doing assignment-related projects.

- 3rd grade - 30 minutes (daily average)
- 4<sup>th</sup> grade – 40 minutes (daily average)
- 5<sup>th</sup> grade – 50 minutes (daily average)
- 6th grade - 60 (daily average)

### **Junior High School**

Remembering that each child is different and that homework time for one student may not be the same for another; there is a standard rule for calculating a “reasonable” or “normal” load for homework: simply multiply the grade level by 10-15 minutes. This is an average account.

- 
- 7th grade - 70 (daily average)
- 8th grade - 80 (daily average)

Other guidelines involving homework for middle school include:

- Homework may be assigned on Wednesday.
- Friday is considered a school day so students may receive homework on Fridays; however, they should not receive additional homework over the weekend with the exception of long-term work on a project/paper assigned in advance.
- A week’s notice must be given for all tests. Quizzes will be given at the teacher’s discretion.

### **High School**

In addition to the aforementioned policies, homework in grades 9th-12th grades affords the opportunity for students to become well-read and critical thinkers. Homework may be differentiated to accommodate different type learners or for Honors purposes. Since reading assignments and essays comprise a great deal of the high school student’s homework responsibilities, at least 2 hours daily average should be expected. Due to the university level expectations of AP courses, the general expectation is 3 hours daily average.

## **CURRICULUM**

### **ELEMENTARY CURRICULUM (K5-6<sup>th</sup> grade)**

The elementary curriculum consists of Eureka Math, Logic of English, trade books/novels, McGraw Hill Science, Shurley Grammar, Wordly Wise, and internal curriculum. Students also have Bible and PE daily as well as art, music, media, Spanish, computer and Chapel weekly.

### **JUNIOR HIGH SCHOOL (7th - 8th grade) CURRICULUM**

- Language Arts: Shurley Grammar, Grammar with Writing, Wordly Wise, Institute for Excellence in Writing, and trade book study for literature
- Math - Saxon
- Science – Internal and Bob Jones
- History – Holt McDougal
- Bible-Commentaries, Internal
- PE & HEALTH
- Electives: Computer, Band, Art, etc.

## **HIGH SCHOOL CURRICULUM**

All high school curriculum will be chosen based on best practices, college-readiness, teacher and administrative review, and will fall into a logical scope and sequence as determined by the RCS curriculum maps and course objectives.

- English - 4 credits
- Bible - 4 credits
- History - 4 credits
- Science - 4 credits (2 with lab component)
- Math - 4 credits
- PE/HOPE - 1 credit
- Fine Arts - 1 credit
- Foreign Language - 2 credits
- Elective - 2 credits

## **BIBLICAL TEACHING**

Specific biblical instruction is based upon the Bible as well as materials from Christian Schools International (Biblical instruction), the Westminster Confession of Faith Children's Catechism, and internal curriculum.

## **HONORS AND ADVANCED PLACEMENT COURSEWORK**

High school honors or AP courses are open to students who meet the following criteria:

- Earned a minimum of a B in the last same-subject course, and, for English and History courses, a minimum of a B in the last English course.
- Have the recommendation of the instructor in the last same-subject course.
- Are committed to the demands of the course.
- All students enrolling in an honors or AP course will enter on a nine-week probationary basis. To ensure an academic classroom environment and to promote the most potential success for individual students, the instructor will determine if students are satisfying the following honors criteria: committed work ethic, ability to understand assignment criteria, ability to execute assignments, accomplished writing skills which do not interfere with (and preferably promote) communication of assignments.

For a student who is not keeping up with the established honors/AP course demands, the instructor may recommend a course level change during the first nine weeks.

The following additional guidelines apply for AP coursework:

1. At the end of the first semester, AP students will be allowed to change to the non-AP level of a required course for the second semester. Students should weigh their decision carefully to drop an AP class and confer with the guidance counselor on an adequate schedule that is still in line with required credits for graduation. A drop/add at mid-year must include parent written request, instructor's signature, and submittal to the guidance office.
2. Students taking an AP class are required to take the AP exam at their own expense.

After the AP Exam in May, students will continue to have the opportunity in class to do further academic research, laboratory work, and other additional learning. There will be no final exam other than taking the AP Exam in May.

## **REPORT CARDS & GRADING PROCEDURE**

Report cards are sent home electronically four times each year at the conclusion of each nine-week grading period. Conferences can be requested at any time during the school year by the teacher and/or parent.

Report cards may include comments and marks for Christian character, behavior, study and work habits.

## **PROGRESS REPORTS**

Grades are updated weekly throughout the quarter on Renweb and can be tracked by both parents and students on a weekly basis. Progress reports will be sent home electronically at the midpoint of each nine-week grading period. If you have any questions, please contact your child's teacher promptly.

## **ACADEMIC INTERVENTION**

**It is the goal of Redeemer Christian School that each student is motivated and encouraged to use their talents and abilities to the highest potential God has given them.** The guidance counselor will issue Academic Warnings for any student with at least one F average for a course. The Warnings will be sent to parents after the 1<sup>st</sup> grading period and the 3<sup>rd</sup> grading period with strategies for improvement before the end of the semester. Failure notices will be issued with the

semester report for any student who has a F at the semester. The notice will state actions towards credit recovery.

**RETENTION AND REMEDIATION**

The standard policy for retention holds that students who fail two or more core subject areas for the year (a 60% or below in language arts and math) will be retained the following year and required to repeat their present grade level if they choose to return to Redeemer Christian School. Students who fail one core subject area are required to complete a summer program of remediation work in that subject area, passing it successfully with a “C” or higher.

**SCHOOL RECORDS**

Cumulative files for each student are kept in the school guidance office. These files include attendance, grades, standardized test scores, evaluations, discipline records and other pertinent information. Information from the cumulative files will not be released outside of the school without parental permission.

**GRADING SCALE**

**K4-2ND Grade:** Students in these grades will be assessed through a rating system based on grade-level expectations in specific content areas.

**3rd - 8th:**

PERCENTAGE	
90-100	A*
80-89	B*
70-79	C
60-69	D
0-59	F

**ELEMENTARY CONDUCT**

Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

**HIGH SCHOOL GRADING SCALE**

Redeemer high school courses will be measured on a 4.0 grade point scale, weighting/crediting Honors and AP classes on a 5.0 scale for 10th-12th graders. GPA weights will be gradually adjusted during the next three years beginning in the 2020-2021 school year in alignment with state and college weighting factors.

PERCENTAGE	GRADE	GPA-REGULAR	20-21 10TH-12TH HONORS/ AP CLASSES	9th GPA-HONORS CLASSES
90-100	A	4.0	5.0	4.5
80-89	B	3.0	4.0	3.5
70-79	C	2.0	3.0	2.5
60-69	D	1.0	2.0	1.5
0-59	F	0.0	0.0	0.0

**\*HIGH HONOR ROLL:** All “A’s.” **HONOR ROLL:** All “A’s” and “B’s.”

**SEMESTER EXAMS**

**SIXTH GRADE AND JUNIOR HIGH SCHOOL (7th-8th grade) EXAMS**

The purpose and intent of requiring middle school semester exams is to train our students how to prepare for comprehensive exams as well as to help the faculty monitor student academic retention. Sixth grade and junior high semester exams will be administered during the last week of both the fall and spring semesters. These exams will cover material from the entire semester and will count 1/7 of the semester average. Two review days will be set aside prior to the beginning of the exam schedule, and students will be expected to cooperate and participate in these review days responsibly. No homework, tests, quizzes, or other projects will be given during review and exam days. Sixth grade and junior high school exams will be a maximum of 90 minutes. Teachers will conference with each student concerning their grades so students will know their academic standing prior to walking into each examination. A special schedule for exam days, along with specific regulations and policies, will be published during the second and fourth quarter of the school year.

## **HIGH SCHOOL EXAMS**

Redeemer high school students will take semester exams for all transcribed courses. Exams will be cumulative of all work and content covered during the current semester and may, when appropriate, cover material from a previous semester. The purpose of exams in high school is to assess learning as well as to prepare our students for college and beyond. With this in mind, exams will cover data from the assessed course and will require critical thinking from students. Exams may be a combination of multiple choice, matching, true/false, short answer and essay questions. High school exams will count for 1/5th of the semester average in each class. High school exams will be a maximum of 90 minutes. Unless otherwise noted, all high school courses will include semester exams. In certain instances, with proper notice and administrative approval, instructors may substitute a culminating project for a semester exam. The class syllabus will note all academic requirements for each class.

## **STANDARDIZED TESTING K5-9th**

Kindergarten through 9th grade students will take yearly standardized tests in order to assess a wide array of content, skills, and school ability. Testing lasts between three and five days, depending on the grade level. Standardized testing is used to measure student growth and performance and is also employed in measuring teacher and curriculum effectiveness. We do not place undue emphasis upon the scores gained through such testing, realizing that they are but one point of data. On the other hand, we will appropriately employ such data in shaping, improving and informing curricular decisions and teacher practice.

## **UPPER SCHOOL STANDARDIZED TESTING**

High school students will be assessed through a number of nationally-recognized standardized instruments, among them the SAT and ACT. All Redeemer high school students will be required to take all of these assessments during the appropriate grade levels and will be assisted by the guidance counselor through the registration, preparation, assessment and reporting process. Seventh through ninth graders will take MAP Growth tests during the course of the year. Eight through eleventh graders will take practice tests for the SAT in the fall (PSAT for 8th and 9th graders; regular PSAT for 10th and 11th graders) and practice tests for the ACT (Pre-Act) in the spring. Seniors will take both the SAT and ACT as many times as they desire. The guidance counselor will advise students and parents throughout the four years regarding the optimum utilization of these test instruments.

# **Upper School Policies (Grades 7-12)**

## **STUDENT LIFE**

### **SERVICE**

We seek to foster a school culture where sacrificial service is encouraged in everyday life. Believing that Christian service is not merely tokenistic volunteering, we regularly call all our students to lives of loving service to their fellow classmates, teachers, and all those they interact with every day. Students will also be encouraged to serve the community through various formal and informal opportunities throughout their time at Redeemer Christian School. Younger students may have opportunities to visit the elderly and infirm at nursing homes and assisted living facilities. Others will participate in bell ringing for the Salvation Army during the Christmas season. Middle school students can serve at Interfaith or Skill Day ministries and may also work to establish relationships with other ministries in town.

High school students will be required to accumulate a minimum of twenty-five (25) service hours each year for a total of one hundred (100) hours over the course of their high school career at RCS. Students must work with the guidance counselor to get approval for service opportunities to ensure that all hours will count towards their total minimum hours. Of course, students are encouraged to surpass the minimum if they feel so led. Service hour totals may be viewed on RenWeb under Student Information.

### **STUDENT DRIVERS AND PARKING**

Being allowed to drive to and park at school is a privilege that comes with important responsibilities. Student drivers must use great caution at all times. As our school grows, so does the number of drivers and cars on campus. Our school serves children of all ages, and young children are often not aware of the potential danger around them from traffic. It is, therefore, incumbent upon drivers to pay extra attention to people walking through the driving and parking areas. Guidelines for student drivers include:

1. Student drivers must provide a copy of: Driver's License, Proof of Insurance and registration along with the Student Driver Form (found in the front office) and a \$5.00 permit fee. Once the Student Driver Form and required documentation is returned to the Dean of Students, a parking permit will be issued. This permit is required to hang from the rear view mirror.
2. Students may park in designated areas only, as assigned by the administration.

3. Seniors will have the privilege of a reserved student parking space. This space will have a 4'x4' white painted canvas. In this canvas area, a student can decorate his/her space on a day/time designated by the Dean of Students. Each student must submit a sketch of the decoration prior to the designated date. Paint and supplies are the responsibility of each student driver.
4. The speed limit on campus is 10 mph.
5. Loud music may not be blaring from vehicles on campus.
6. Students may not drive off campus during school hours for any reason without parental and administrative permission.
7. Students may not go to their vehicle during school hours without administrative permission.
8. School officials have the right to inspect the interior, exterior, or any compartment of any vehicle brought on campus if it is suspected that the vehicle may contain items that are illegal or prohibited.
9. Driving and parking is at the student's own risk. Redeemer Christian School will not be held responsible for any damage incurred because of another person's recklessness.

At any time that a student's driving, parking, or misuse of a vehicle puts the safety of others at risk, driving privileges will be suspended. Students who choose to disregard these guidelines will receive disciplinary action. For liability reasons, school policy prohibits participating RCS students driving other students to officially sponsored, school-supervised activities originating from school, such as field trips, after school sporting events, etc. Student fans who wish to voluntarily attend such after-school events are exempt from this rule.

### **NATIONAL HONOR SOCIETY (High School) AND NATIONAL JUNIOR HONOR SOCIETY (Junior High)**

The purpose of the NHS and NJHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Membership in the RCS chapter is an honor and is based on scholarship, leadership, character, and service. Candidates for selection to NHS include those students in grades 10-12 who have achieved a minimum cumulative grade point average of 3.5 on a weighted scale and have been in residence no less than one semester. These candidates are notified of their eligibility by letter during the second semester of their sophomore year and must then go through a selection process. Candidates are required to submit an essay (topic to be determined by the Faculty Council), a faculty recommendation, and a character reference from an adult outside their family or school. The Faculty Council will evaluate each candidate with regard to the student's leadership, character, and service. Selection of each member will be by majority vote of the Council. An induction ceremony for new members will take place during the spring semester.

RCS also offers membership in the National Junior Honor Society to students in grades 7-9. Students with a minimum cumulative GPA of 3.5 will be notified of their eligibility by letter, and those students may then apply for membership during the third quarter. A separate NJHS Faculty Council will vote on the applicants, and an induction ceremony will be held in the spring.

NHS members from other schools who transfer to RCS are responsible for having a letter sent verifying their membership in good standing. The transferring members must meet the RCS standards within one semester.

### **RCS HYBRID STUDENT PROGRAM**

#### **PHILOSOPHY**

RCS exists to assist families in the raising and nurture of their children. Therefore, we offer a limited number of slots for homeschool students whose parents desire for them to participate in a maximum of two traditional, daily on-campus classes.

#### **PARAMETERS**

A middle school student wishing to take up to two (2) courses at RCS must first complete the student application process, provide all required references and documentation, sit for a formal administrator interview and entrance testing (if applicable), and pay required fees. Only mission appropriate students will be admitted. All Hybrid students will adhere to RCS rules, policies and requirements found in the handbooks and communicated by the teachers and staff. RCS will admit only a limited number of Hybrid students, based upon availability, class schedules, and overall mission-appropriateness of applicants. Based upon availability and administrative approval, a hybrid student may take more than two classes per year.

### **Athletic Policy**

## **Eligibility**

Athletics engages students at different ages, beginning in fifth grade all the way up through high school. In the early years, our coaches gear their practices and drills toward developing the player's skill set. Once the student reaches the high school ranks, competition increases and a greater emphasis is put on winning. Because of this competitive nature and limited roster space, tryouts may be necessary.

### **Academic Eligibility**

"Student-Athlete" – In that word, the word "student" always comes first. It is hard work to maintain excellence in the classroom, while also striving for excellence in the athletic arena. However, as stated by the FHSAA, a student must maintain an unweighted 2.0 cumulative GPA at the conclusion of each semester." If a student receives an "F" in any class at the end of a quarter, they will be ineligible until the interim report, or at the discretion of the Athletic Director and Dean of Discipline. This requirement applies for both RCS students and homeschool students.

### **Physical Eligibility**

Before participating in pre-season conditioning, tryouts, practices, workouts, etc. the student must have the following forms on file with the athletic department:

- FHSAA EL2 (Physical Form)
- FHSAA EL3 (Consent and Release from Reliability)
- Parent Conduct Covenant (RCS form found on website)

Students-athletes must also complete the following NFHS courses before the beginning of any sports in which they are participating in (Course information can be found at <https://nfhslearn.com/>):

- Concussion in Sports
- Heat Illness Prevention
- Sudden Cardiac Arrest

If you're competing in multiple sports, then you would only need to complete the courses once per school year. Please do not sign and turn in your EL3 form until your student-athlete has completed the NFHS courses. Signing and turning in the EL3 form is an acknowledgment that your child has met the course requirements.

### **Homeschool Participation**

Redeemer Christian School welcomes homeschool students to participate on our middle school and high school athletic teams. Prior to your student participating in athletics at RCS, they are required to be interviewed by the Head of School and the Athletic Director. If they are accepted, your student can qualify as a homeschool student-athlete if they are a full-time homeschool curriculum student or a "FLVS Flex for Homeschool" student. The athletic department must also receive all required FHSAA forms, including the homeschool forms required (EL7, EL7V & GA4). It will also be required that the student-athlete pays the participation fee for that sport, as well as any sport-specific fee. If you have any questions, please contact the athletic department. Thank you for considering RCS as your child's athletic home. We look forward to their participation.

### **FEES**

Hybrid students will be assessed the following fees upon acceptance to RCS.

- **Application fee:** \$125
- **Enrollment fee:** \$100/course (not to exceed \$400)
- **Tuition:** \$1650-\$1850 per class depending on grade
- **Miscellaneous:** Any field trips, yearbook, hot lunch or other incidental expenses are not covered in the above fees and will be due as charged.

### **GRADING AND REPORTING**

Hybrid students will receive a report card detailing their grade and attendance for the class(es) taken. Report card will state that all other classes/grades for said student will be produced by the homeschool instructor in compliance with all local and state laws and regulations.

Hybrid students may, with administrative and teacher approval, participate in a range of clubs, athletics and activities, provided there is space and availability.

## **EARLY GRADUATION PROGRAM**

The Early Graduation Program allows for interested students to combine their junior and senior credits through careful planning allowing them to graduate a year early. This program is not for everyone and comes with careful consideration on whether this is right for the student. Students who successfully meet the criteria below realize that they would be starting college a year early and compete with the other applicants who would have had four years of high school. The bar is high for this program since Redeemer does not want to jeopardize the college experience in any way. The Early Graduation Program sets up interested students for success and to be ready to seamlessly enter college. Additionally, it also allows these students to make their mark on campus through their leadership before graduation.

Students must complete:

- A minimum of 26 credits and 100 service hours completed by May of the graduating year. The 26 credits must include minimum credits in each department.
- Requirements for either Florida Academic or Florida Medallion Bright Futures Scholarship. Students must have at least a 3.0 cumulative GPA, a minimum 1210 SAT score, or 25 ACT score. This guarantees SAT/ACT targets are met and credits/grades are completed.
- Approval for early graduation from at least 3 colleges. Students are ensuring that their targeted colleges support this Early Graduation program.
- Acceptance to at least one college 1st semester
- Completion of at least 4 AP classes upon graduation
- Acceptance of a proposal and completion of Redeemer project addressing a solution to a high school issue.
- Submittal of letter of recommendation from one Redeemer high school teacher.

Early graduation planning means doubling up on some credits and summer classes and early registration to take the ACT or SAT as soon as possible. Interested students wanting to enroll in this program should meet with the guidance counselor in planning for the completion of the above criteria.

## **DUAL ENROLLMENT CREDITING POLICY**

All Dual Enrollment courses taken on the RCS campus are posted on the student's transcript and are included in GPA calculations. Dual Enrollment courses credited toward RCS graduation requirements are generally defined as:

- Courses taught on the RCS campus by RCS faculty.
- Courses taken off campus that have been pre-approved by the RCS administration for compelling educational reasons.

## **RCS' Position Regarding Dual Enrollment**

It is our belief at Redeemer Christian School that while the advantages of dual enrollment may seem obvious and many, there are also disadvantages which must be discussed and prayerfully considered by the school, the parents, and by the students.

The obvious advantages of dual enrollment for a Christian school student include the following:

1. Achievement of college courses during the high school years that allows a student to complete college a bit sooner than the typical 4-year program. This is obviously at less expense to the student and family.
2. The broad range of subjects offered at state college in most cases far exceeds the number of courses typically available to the typical private school student or public school student, for that matter.
3. Advanced students (for whom the dual enrollment program is primarily in place) are offered academic challenges that might not be provided by the high school program.

Some disadvantages we at RCS see for dual enrollment include the following:

1. For Christian school students, it involves taking courses in a non-Christian environment, with older students, from teachers who most likely will have little or no commitment to a biblical view of learning or life. This is contrary to the very reason for which most parents are sending their children to Redeemer Christian School in the first place.
2. These college classes may take away from the time and energy which should be devoted to core subjects offered in high school, which at this point in their life may be more important than college study.

3. We believe that high school teachers are more geared to meeting the needs of high school students, as opposed to college professors who tend to teach material less creatively and on a more adult level.
4. Time involved in a college class may not match the amount of time and effort and direct teaching that a typical high school class does. This extended time, more classes, more opportunity for teacher/student feedback, etc., we believe, will provide a more thorough form of instruction than the college course.
5. If a student spends a great deal of time taking college courses that count toward high school, we believe the loss of social time and the loss of ability to be involved in many high school activities students remember for a lifetime is something a student might regret missing in the long run.
6. Scheduling conflicts, which, if allowed, would disrupt the entire Christian school schedule.

### **Dual Enrollment Policies**

At Redeemer Christian School we believe the primary purpose of dual enrollment is to provide enrichment classes for high achieving students who on their own time would wish to begin their college career early or who wish to explore various course subjects unavailable at Redeemer Christian School.

Dual enrollment provides courses for students who enrolled at Redeemer Christian School after the ninth grade and who are unable, due to scheduling problems, to complete the core courses needed for an RCS diploma.

Redeemer Christian School students will be allowed to take courses at College of Central Florida as part of the dual enrollment program and such courses will be included on their transcripts, provided they take these courses at afternoons, evenings, on weekends or in the summers. In other words, Redeemer Christian School students will not be allowed to leave the campus during school hours if it causes them to miss any RCS scheduled activities. All dual enrollment courses must be pre-approved by the RCS guidance counselor and/or the Administration.

Courses taken at College of Central Florida as part of dual enrollment do not affect the student's tuition responsibilities.

### **FLORIDA VIRTUAL SCHOOL**

In accordance with our mission, RCS believes in the necessity of strong Christian classroom instruction. Therefore, courses offered on the RCS campus may not be substituted with a Florida Virtual School course except with administrator approval. Exceptions may include:

- Courses taken for the purpose of repeating a failed course already taken on the RCS campus (grade included in GPA calculation).
- Courses taken for the purpose of catching up to grade level (grade included in GPA calculation).
- Due to a scheduling conflict, the course is necessary to stay on a given track.

RCS may employ an FLVS course to fill curricular needs. The courses will be counted towards graduation requirements and the grade will be included in GPA calculations.

### **DROP/ADD PROCEDURE**

**Students may opt to drop or add a class if their schedule is too heavy or too light (only one study period per day is allowed), if they will be unable to successfully complete a course, or if they change their educational long-range plans. The following guidelines apply to the drop/add procedure.**

1. **Courses may be dropped or added only during the first ten (10) school days of a semester, except in emergency situations. Students adding courses after the 10-day window may need additional tutoring at the expense of the parents.**
2. **If considering drop/add, a student must meet with the teacher and complete the drop/add form only after meeting with the teacher.**
3. **The drop/add form must be signed by a parent.**
4. **Then the drop/add form must be signed by the teacher from the class dropped and the class added.**
5. **The student must then turn the signed form into the RCS Guidance Counselor.**
6. **If the parents will not sign the form, no change will be authorized.**
7. **If either teacher will not sign the form, the student can appeal to the RCS Administration.**
8. **The RCS Administration's final decision in the matter will stand.**

## **ATHLETICS**

RCS offers athletic programs for 5th-8th grade. The 5th and 6th grade teams are instructionally based while encouraging competition. The 7th and 8th grade teams focus more on competition.

As Christians dedicated to honoring God in all that we do, we believe our student athletes can and should do their best in academics as well as athletics. In order to participate in interscholastic athletic competition at RCS a student must meet the qualifications of the FHSAA handbook. See [www.fhsaa.org](http://www.fhsaa.org) (9.4 Academic Requirements). Students must also maintain exemplary conduct and any discipline issues may affect participation in athletic competitions.

If there is a question regarding athletic participation, the following protocol should be followed:

1. See the team coach to discuss concerns.
2. If the problem is not resolved with the coach, the Athletic Director should be contacted.
3. If the problem remains unresolved, the School Administration should be notified.

## **HEALTH AND SAFETY**

### **HEALTH RECORDS**

RCS requires that all new students have a physical examination within 12 months prior to the first day of attendance at RCS. Students must have all immunizations up to date prior to the first day of school each year. Parents must provide documentation of the physical examination and immunizations to the school for their child's cumulative file.

### **HEALTH CARE POLICIES**

Please keep your child home if he/she shows any of the following symptoms: acute cold, sore throat or earache, discharge from eyes or nose, nausea, vomiting, diarrhea, skin rash, or fever. These symptoms must be gone for at least twenty-four hours (or one full school day) **without the aid of medications before returning your child to school**. If your child shows any of the above symptoms, you will be notified and expected to pick up your child immediately, to prevent the spread of infection. Notify the school immediately if your child contracts any communicable disease or condition. All students returning to school after a serious or contagious illness or injury must be cleared by the office before being admitted to class. A physician's written statement confirming the student's ability to return to school and any necessary limitations or restrictions may be required.

Students who become ill during the school day will be taken to the office. Their parent will be notified immediately. No child with a temperature of 100 degrees or above will be allowed to remain in school. If the child seems ill, he may be removed from class even though his temperature has not reached 100 degrees. Parents are expected to cooperate with the school in minimizing the spread of communicable disease among children. Students are not to attend school with a fever, upset stomach, rash, bad cough, severe headache, vomiting, diarrhea or general sick feeling. If a fever occurs, the student is not to return to school until their body temperature has been normal for 24 hours without the use of medications.

### **PRESCRIPTION AND NON-PRESCRIPTION DRUGS**

If at all possible, all medication should be administered at home before or after school. School administration can only administer prescription medication. **No non-prescription medication will be administered by the school**. In cases where it is necessary to administer medications during the school day, the following procedures must be followed:

All prescription medication will be kept in locked storage in the school office. Students will not be allowed to keep medication in their possession during the school day. They or their parents must bring the medication to the school office each morning and pick it up, if it is to go home daily, at the end of each school day.

Medicine must be in the prescription bottle as prepared by the pharmacist. The label must bear the doctor's name, student's name, name of the drug, date and directions for the amount and frequency of administration. A signed request from the parent must accompany the medication. Any changes in the above orders must be in writing to the Administrator and signed by the parent. Only personnel designated by the Administrator will dispense prescription medication. Students are not permitted to self-administer any medication. Teachers are not allowed to dispense prescription medication.

### **FIRE DRILL, TORNADO DRILL, AND RED DRILL**

Since RCS is genuinely concerned with the safety and welfare of its children, frequent fire drills are held to provide practice in receiving directions for the safe and expeditious evacuation of the school buildings, if the need arises. Tornado drills and red drills are also held so that the students will be well informed of safety precautions. The "red drill" is the procedure used if there is a suspicious person on campus.

### **EMERGENCY NUMBERS AND MEDICAL RELEASE FORMS REQUIRED**

We request that at least one emergency phone number be on file in the school office and on Renweb. In addition to a home phone number, the school requires a work phone number or the number of a close friend or neighbor who could be contacted

in an emergency. The school also requires a medical release form for each student be on file in the school office completed through Renweb. This form allows physicians to perform emergency treatment in the event a parent or legal guardian cannot be reached. Every effort will be made to contact the parent or guardian in case of medical emergency.

## **Appendix**

### **ACCEPTABLE USE: NETWORK ACCESS AND ELECTRONIC NOTEBOOK POLICY AND GUIDELINES**

Redeemer Christian School believes network access is an exciting opportunity to expand learning for educators, students and parents. The fundamental goal of the network is to provide Redeemer students and educators with equal access to the educational computing resources. Redeemer Christian School will have the capacity to connect to the Internet, World Wide Web, electronic mail, and each other. With this opportunity comes the responsibility of appropriate use.

It is general policy that the network will be used in a responsible, efficient, ethical and legal manner in accordance with the mission of Redeemer Christian School. Users must acknowledge their understanding and agreement with the Acceptable Use Policy and Guidelines as a condition of receiving access. Failure to adhere to the Policy and Guidelines may result in access privileges being suspended or revoked. In addition, school disciplinary action and/or appropriate legal action may be taken.

#### **NETWORK RESOURCES**

Classroom resources will be expanded enormously by making information and people from all over the world available to the students, teachers and others. It brings instant access to the original source material, general information, data images and computer software. It makes contact with people possible, bringing into the classroom experts from all over the world. Such access spawns individual and group projects, collaboration, curriculum materials and idea sharing. As a hands-on tool, the network can motivate students.

#### **NETWORK WARNING**

With access to computers and to people all over the world, there will be some material that may not be considered to be of educational value. There may be some material, individual contacts or communication, which is not suitable for school-age children. Redeemer Christian School supports only those materials, which will enhance the research and inquiry of the learner within the context of a school setting.

However, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. Redeemer Christian School cannot prevent the possibility that some users may access material that is not consistent with the school's educational mission, goals and policies.

#### **ELECTRONIC NOTEBOOK POLICY**

Redeemer Christian School allows students on campus use of electronic notebooks (Ipad, Kindle...) only according to a teacher's directives. Any activity other than usage directed by teachers will result in the suspension of this privilege. Students are required to be responsible for their personal property. Redeemer is not responsible for lost, broken or stolen electronic notebooks. Redeemer will not provide any technical support for any student devices brought on campus.

## **Redeemer Christian School Policy Regarding Bullying and Sexual Harassment**

The mission of Redeemer Christian School is to serve students through a rigorous, biblically-integrated program of instruction, educating them to live in community with grace and excellence. To this end, we will teach our students a biblically-informed, holistic approach to relationships, in which they show proper respect as well as cultivate and practice a sexual ethic that shows them the beauty of God's good

design for human sexuality. We want to provide a safe school environment that is free of bullying, harassment and sexual harassment between students and ensure clear boundaries for our students and clear protocols for dealing with incidents, disciplinary action, and protective measures.

**\*\*Please note: Any reference to “bullying”, “harassment” and “sexual harassment” includes cyberbullying and cyber harassment, whether or not specifically stated.**

**a. Statement prohibiting bullying and harassment:**

We believe all humans are created in the image of God (Genesis 1:26-28) and do therefore declare that it is the policy of Redeemer Christian School that all of its students and school employees have an educational setting that is safe, secure, and free from harassment, sexual harassment and bullying of any kind. Conduct that constitutes bullying, harassment and sexual harassment, as defined herein, is prohibited.

**b. Definition of bullying and a definition of harassment:**

**Bullying** includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with a student or RCS staff member’s work performance or community participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threats
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property

**Cyberbullying** means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer

software, or written, verbal or physical conduct directed against a student or RCS staff member that:

1. Places a student or RCS staff member in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of Redeemer Christian School's normal instructional day for teachers and students.

**Sexual Harassment** means unwelcome conduct or communication of a sexual nature which is sufficiently severe, pervasive, or persistent as to:

1. substantially interfere with a student's ability to participate or benefit from an educational program, school-sponsored activity, or any other aspect of a student's education;
2. create a hostile, offensive, or intimidating school environment; or
3. otherwise adversely affect a student's educational opportunities.

**Sexual Harassment** may include but is not limited to:

- pressure or requests for sexual activity or favors;
- engaging in sexually violent or coercive behavior;
- engaging in unwelcomed physical conduct of a sexual nature such as touching an individual's body or clothes, patting, kissing, pinching, grabbing;
- making sexual comments, innuendoes, remarks, insults, threats, teasing, "kidding" and/or jokes or asking unwelcome questions of a sexual nature or exposing oneself;
- making suggestive, graphic, verbal, or written comments about an individual's body;
- making obscene gestures;
- leering, sexual flirtations, or propositions;
- Unwanted, ongoing pursuit of a non-professional, sexual relationship.
- Condoning or not reporting any of the above.

**Bullying and harassment** also encompasses:

1. Retaliation against a student or RCS staff member by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or RCS staff member by:
  - a. Incitement or coercion
  - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of Redeemer Christian School's IT system
  - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

**Cyberstalking** as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**\*\*Please note:** Redeemer Christian School has the flexibility to add additional specific categories for students or staff members to which bullying and harassment is prohibited in excess of what is listed.

**c. Description of the type of behavior expected from each student and staff member of Redeemer Christian School:**

Redeemer Christian School expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and RCS staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Redeemer Christian School believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for RCS property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

Redeemer Christian School declares that bullying, harassment or sexual harassment of any student or RCS staff member is prohibited:

- a) During any education program or activity conducted by Redeemer Christian School (either on campus, online or at an off-campus location);
- b) During any school-related or school-sponsored program or activity;
- c) When using any form of transportation (ie. chartered bus or through the use of designated car pools by parents or RCS staff members) to an event in which students, parents or RCS staff may be participating in for sporting events, field trips, band concerts or other educational programs;
- d) Through the use of data or computer software that is accessed through a computer, computer system, or computer network of Redeemer Christian School within the scope of Redeemer Christian School's campus, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- e) Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by Redeemer Christian School or substantially disrupts the education process or orderly operation of RCS.
- f) The above section (e) does not require Redeemer Christian School to staff or monitor any non-school-related activity, function, or program.

**d. Consequences for a student or staff member of Redeemer Christian School who commits an act of bullying or harassment:**

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. **The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.** Consequences and appropriate remedial action for students who are found to have committed acts of bullying or harassment may range from positive behavioral interventions up to and including

suspension or expulsion, as outlined in the RCS Code of Student Conduct. An RCS employee bullying or harassment may be disciplined in accordance with Redeemer Christian School's employment policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. (See State Board of Education Rule 6B-1.006, FAC., *The Principles of Professional Conduct of the Education Profession in Florida*.) Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by Redeemer Christian School's administration after consideration of the nature and circumstances of the act, and may include reports to appropriate law enforcement officials.

**e. Consequences for a student or employee of Redeemer Christian School who is found to have wrongfully and intentionally accused another of an act of bullying or harassment:**

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the RCS Code of Student Conduct. Consequences and appropriate remedial action for a RCS employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with Redeemer Christian School's policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by Redeemer Christian School's Head of School after consideration of the nature and circumstances of the act, and may include reports to appropriate law enforcement officials.

**f. A procedure for receiving reports of an alleged act of bullying, harassment or sexual harassment, including provisions that permit a person to anonymously report such an act.**

At Redeemer Christian School, the Head of School or designee is responsible for receiving complaints alleging violations of this policy. All RCS staff members are required to report alleged violations of this policy to the Head of School or designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Head of School or designee.

The Head of School/Administration shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying, harassment or sexual harassment may be filed either in-person or anonymously and how this report will be acted upon. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. A school employee, school volunteer, student, parent/legal guardian or other person who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the district policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

g. A procedure for the prompt investigation of a report of bullying or harassment and the persons responsible for the investigation. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act:

At Redeemer Christian School, the Procedures for Investigating Bullying and/or Harassment include:

- The Head of School or appropriate Administrator trained in investigative procedures will initiate the investigation. The investigator may not be the accused perpetrator (harasser or bully) or victim.
- Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and **are confidential**. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- The investigator shall collect and evaluate the facts including, but not limited to:
  - o Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
  - o How often the conduct occurred;
  - o Whether there were past incidents or past continuing patterns of behavior;
  - o The relationship between the parties involved;
  - o The characteristics of parties involved (i.e., grade, age, etc.);
  - o The identity and number of individuals who participated in bullying or harassing behavior;
  - o Where the alleged incident(s) occurred;
  - o Whether the conduct adversely affected the student's education or educational environment;
  - o Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  - o The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
- Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
  - o Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
  - o A written final report to the Head of School and appropriate Administrator.
- The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

The trained designee(s) will provide a report on results of the investigation with recommendations for the Head of School in order to decide if an act of bullying or harassment falls within the scope of Redeemer Christian School's purview.

- If it is within the scope of RCS's purview, the Head of School or designee(s) will decide the appropriate action based on Redeemer Christian School's Student Conduct Policy which could include in-school suspension, out-of-school suspension or dismissal from RCS.

- If it is outside the scope of RCS's purview, and determined a criminal act, RCS will refer documents and investigation to appropriate law enforcement agencies.
- If it is outside the scope of RCS's purview and determined not to be a criminal act, RCS will inform parents/legal guardians of all students involved.

**h. A procedure for providing immediate notification to the parents/legal guardians of a victim of bullying, harassment or sexual harassment and the parents/legal guardians of the perpetrator of an act of bullying or harassment as well as, notification to all local agencies where criminal charges may be pursued against the perpetrator:**

The Head of School, or designee, shall promptly **report, by either phone conference, in-person conference, and/or in email, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved** on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

**i. A procedure for regularly reporting to a victim's parents/legal guardians the legal actions taken to protect the victim:**

According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).