

REDEEMER CHRISTIAN SCHOOL

K-3 through 12th Grade Student/Parent Handbook 2017-2018

School Motto: *Christ In All Things*

School Colors: *Navy, Burgundy and White*

School Mascot: *Lion*

School Office

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Ocala, FL 34474

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Effective Date: 6/15/17

**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 equip children to fulfill God's purpose for their lives for the advancement of His kingdom from a Biblical perspective.

VISION

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

GOALS

- To provide excellent academic education from a Christ-centered perspective. To motivate children to excel as students and develop high aspirations for a life that impacts our culture and society for Christ.
- To teach children to think for themselves by nurturing critical and creative thinking.
- To recognize individual differences while developing students spiritually, morally, emotionally, physically and socially.
- To provide the best possible environment, staff and support to insure the achievement of our mission and goals.

STATEMENT OF PURPOSE

We believe that all of life is to be God-centered. It is imperative that the teaching of truth and the training in the classroom then also be "God-centered." We find knowledge of God from a variety of perspectives. When we know ourselves, our world and His Revelation, we know the truth of God. When we learn of the world around us, we learn about the Creator. We know something of our Redeemer when we learn the intricacy of our human creation. Education of the redeemed person in Christ is never adequate until the student is prepared to see the world, history, science, literature, social institutions, even one's own person, through the eyeglasses of God's revelation. Only then is one informed to help shape his environment, family, profession, art, business and government to conform to the teaching of God's revealed will. Only then can one begin to know truly what God has designed for His people. (Adapted from Dr. Norman E. Harper's *Making Disciples* and Dr. John Frame's *The Doctrine of the Knowledge of God*)

We wish to train the student to see all of life through the eyeglasses of the Scriptures. We believe that the privilege of preparing children for life in our world rests with the parents. The school is an extension of the family, to help in this process. The school supports the work that belongs to the parent. The school and the family must work together. In providing the proper tools for education, we are committed to a curriculum orientation that reflects truth as it is revealed in the Holy Scriptures. We believe the Bible is fairly summarized in the *Westminster Confession of Faith* and the Larger and Shorter Catechisms. Redeemer Christian School is open to all parents and students who will accept the standards of our philosophy of Christian education.

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 SACS. 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

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 administrator.
3. If the concern still remains unresolved, a committee comprised of the administrator, a teacher and at least one impartial lay person, appointed by the School Board, shall meet to study the issue and make a decision for an appropriate resolution.
4. If an appeal is made against the decision of the committee, the issue will be referred to the School Board for final resolution, as far as the school is concerned. The Session may further rule on the issue, at their discretion.

VISITORS ON CAMPUS

Any visitor, at any time **including 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.

FINANCIAL POLICIES

TUITION AND FEES

Application fee is paid at time of application (new students only). The enrollment fee is paid when the student is enrolled /reenrolled at RCS. Parents may choose to pay the tuition in the following manner:

- Total annual tuition paid in full by August 1st.
- Tuition paid in 11 monthly payments, beginning July 1st.
- Tuition paid in 10 monthly payments, beginning August 1st, upon approval.
- Tuition paid in 4 equal payments at the beginning of each school quarter, beginning June 1st.

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 Financial Secretary. Tuition not paid on time will be assessed a \$20.00 late charge. An appointment must be made with the Administrator 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

All students for the current school year will be automatically re-enrolled unless parents notify the school office before the deadline given. The re-enrollment fee will be applied to the family's FACTS account on February 20th unless other arrangements have been made with the financial administrator.

ATTENDANCE

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.

Upon the fourth unexcused tardy during a semester, the parents will be notified and the student may be placed on a behavior contract. An additional day of absence will also be assigned to the student on the next report card. 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 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 note from home signed by a parent or legal guardian or a doctor's note stating the reason for the absence.
- Major illness 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 preapproved 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. **Un-excused absences may result in a zero for each class period missed in upper school.** After the third non-excused absence, a parent conference will be scheduled and an appropriate course of discipline will be developed by the student, Dean of Students, and parent. The Dean of Students will monitor progress.

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.

A student who has 10 or more unexcused absences within 90 calendar days 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 (10th) regular absence per semester may merit "F" grades on that student's semester's report card and will be recorded as such unless an exception is requested and granted by the principal. An attendance warning notice will be sent to the parents of all students who accumulate five (5) regular absence days, or for students in grades 7th-12th 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.

HIGH SCHOOL ATTENDANCE

High school students missing more than 20 class periods in a school year risk losing credit for the class in which they are absent. Tardiness of 20 minutes or more to a class will count as an absence. The office will send a notification to the parents of any student absent ten times from a class, and then again at fifteen absences. Once the twenty absence threshold is met, the office will send notification regarding the awarding of credit in that course. Administration will work with students and parents prior to the meeting of the twenty absence threshold to prevent loss of credit. However, if a student surpasses the limit after all reasonable interventions have been enacted, that student will lose credit for the course in question. This will be indicated on the student's transcript and will not be subject to appeal.

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/or teacher explaining the arrangements for the day.

- If the student is ill, he/she is to report to the teacher 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.

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.

GENERAL POLICIES

BIRTHDAYS

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

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. If a parent does not want the child to go on a particular trip, the child is to be kept at home on that day. If the child comes to school, he/she must go on the trip. **No siblings are permitted on field trips.**

LOST AND FOUND

Lost articles are to be brought to the main 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 (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

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 8:00 a.m. – 11:15 a.m. K5-3rd grade and full-day preschool hours are 8:00 am – 2:45 pm. 4th-12th grade hours are 8:00 am - 3:05 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.

Students not attending an extracurricular activity who remain on campus any later than 3:30 pm will be sent to Aftercare. 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 the office for fee schedule and sign up.

Redeemer Christian School will not provide after school supervision for high school students. Any high school student

remaining in the building must be under adult supervision.

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.

SCHOOL PICTURES

An approved photographer will take school pictures in the fall.

SEVERE WEATHER

No school will be held when a tornado or hurricane warning is issued. There will be school when a tornado or hurricane watch is in effect. The Administrator 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.

TELEPHONES

Students may use the office telephone with permission from the office. 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 cellphones as educational devices. The school day starts when carline opens at 7:40 am and ends when carline closes at 3:15 pm. In cases of noncompliance, administration reserves the right to confiscate a student's cell phone and return 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 student handbook.

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.

POLICY FOR SCHOOL BEHAVIOR AND DISCIPLINE

It is our desire to promote a positive school climate in which students can enjoy learning. With this in mind, regulation must be in place and enforced to encourage this environment. The policy we have in place will promote the learning situation we desire. This policy will be enforced to help maintain order within the school so that all students are free to learn and grow. It is the responsibility of the parents to make sure that their children understand and observe these rules and regulations.

Our policy is based on a mutual respect students have for one another and for the adult members of the school community. To facilitate growth, students must be guided; at times encouraged and rewarded; and also corrected and held accountable. We seek to provide a clear policy at Redeemer Christian School for behavior; positive as well as negative reinforcements and consistent guidance from those who influence the student's life. **It is our mission here at Redeemer Christian School to impact the lives of our students so that they can in turn transform their culture for Christ. We aim for heart change and pray God would use His Word to bring about such heart transformation.**

- Redeemer Christian School students are expected:
- To respect every person
- To avoid bullying behavior
- To avoid foul language
- To avoid any form of Personal Display of Affection
- To be considerate of others' need for quiet
- To take pride in your personal care and appearance
- To wear complete uniform, regular and P.E.
- To take excellent care of school property
- To be honest in taking tests, completing homework and writing essays/reports
- To be honest at all times
- To remain on campus at all times during normal and after-school activities
- To make up missed assignments when absent
- To be on time for school and prompt for class
- To be prepared for each class
- To be considerate of other students
- To complete assignments on time
- To help classmates and teachers maintain clean, orderly classrooms
- To play fairly and encourage others in games and activities
- To use time wisely by studying, completing assignments, or reading
- To return library books on time
- To take all school notices home the day they are received
- To not chew gum on campus

The above list is not limited to just those expectations, but is just a clear start in maintaining the environment we desire to foster here at Redeemer Christian School. Students who consistently fail to follow these guidelines as well as the policy in their classroom are, in effect, saying that they do not wish to be a member of this community. Consequences for inappropriate behavior will be dealt with in a manner consistent with the age and grade level of the student. Specific consequences are listed in this policy; however, this list is not exhaustive. Students who choose to continually break school policy will be withdrawn from school.

DISCIPLINE PLAN/REFERRAL SYSTEM

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 Christ-like perspective. We are committed to providing a positive, engaging, Christian classroom environment, which fosters mutual respect between teachers and students as well 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 BEHAVIOR PLAN

All teachers in grades K-3 through 11th 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:

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

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 office during lunch.
- 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.

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

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 Thursdays 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.

APPEARANCE AND DRESS

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

DRESS AND APPEARANCE STANDARDS FOR ELEMENTARY SCHOOL (K5-5th grade): All students in grades K5-8th 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: **Students may select from a solid-colored sweatshirt, cardigan, or jacket in the above listed, school approved colors. LOGO IS REQUIRED. All undershirts must also be of the above listed, school approved solid colors.**

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

SHOES & SOCKS: Students should wear solid-color, matching socks. 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.

MIDDLE SCHOOL DRESS CODE (6th-8th grade): 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.”

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.

WINTER CLOTHING: **Students may select from a solid-colored sweatshirt, cardigan, or jacket in the above listed, school approved colors. LOGO IS REQUIRED. All undershirts must also be of the above listed, school approved solid colors.**

BELTS: All students must wear a belt that fits appropriately.

SOCKS: Students should wear solid-color, matching socks.

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.**

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: 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.**

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.

SOCKS: Students should wear solid-color, matching socks that look professional.

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.**

WINTER CLOTHING: Students may select from any solid-color sweatshirt, cardigan, or jacket. **LOGO IS REQUIRED.**

DRESS CODE VIOLATION

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.

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.

JEAN 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.

PROGRAM OF INSTRUCTION

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.

Middle School and 5th Grade

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.

- 4th grade – 40-60 minutes (daily average)
- 5th grade - 50-75 minutes (daily average)
- 6th grade - 60-90 minutes (daily average)
- 7th grade - 70-105 minutes (daily average)
- 8th grade - 80-120 minutes (daily average)

Other guidelines involving homework for 5th grade, middle school and high 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.

MIDDLE SCHOOL (6th-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. Middle school 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. Middle school exams will be a maximum of 60 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 K5-6TH

Kindergarten through 6th 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, and generally occurs sometime in the late March to mid-April timeframe. 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 eleventh graders will take practice tests for the SAT in the fall (Readistep for 7th graders and PSAT for 8th through 11th graders) and practice tests for the ACT (Aspire) in the spring. Seniors will take both the SAT and ACT again. The guidance counselor will advise students and parents throughout the four years regarding the optimum utilization of these test instruments.

NATIONAL HONOR SOCIETY (High School) AND NATIONAL JUNIOR HONOR SOCIETY (Middle School)

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.

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:** \$1150 per middle school class; \$1550 per high school class
- **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.

CURRICULUM

ELEMENTARY CURRICULUM (K5-5th grade)

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

MIDDLE SCHOOL (6th - 8th grade) CURRICULUM

- Language Arts: Grammar with Writing, Wordly Wise, Institute for Excellence in Writing, and trade book study for literature
- Math - Saxon
- Science - Internal

- History – Holt McDougal
- Bible
- PE
- 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 - 3 credits (2 with lab component)
- Math - 4 credits (Algebra1 and Geometry required)
- PE/HOPE - 1 credit
- Fine Arts - 2 credit
- Foreign Language - 2 credits
- Elective - 4 credits (includes 1 online course)

BIBLICAL TEACHING

Specific religious-oriented instruction is based upon the Bible as well as materials from Christian Schools International (Bible instruction), the Westminster Confession of Faith Children's Catechism, Concerned Communication (writing skills using Scripture), 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. However, at that point, the first semester course will no longer be eligible for the AP designation and will be changed to a non-AP course title. A course may only receive the AP designation if the student completes the entire year at the AP level and takes the end-of-year AP exam. Weighted GPA designation will be given according to the course in which the student finishes the year.
2. At the end of the first semester, AP students will be allowed to drop an elective AP course and reschedule another course after consulting with the Academic Advisor. As stated above, the first semester course will then no longer be eligible for the AP designation and will be changed to a non-AP course title. A course may only receive the AP designation if the student completes the entire year at the AP level and takes the end-of-year exam.
3. 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. **Ask Pete his thoughts on this.

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 a CCS 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 (UPPER SCHOOL)

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 Administration.
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.
9. Any student who is removed from class for disciplinary reasons after the first three weeks will receive a failing grade for the entire semester.

REPORT CARDS & GRADING PROCEDURE

Report cards are sent home 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.

GRADING SCALE K5-8TH

PERCENTAGE/CONDUCT	3rd-8th	K-2nd
90-100	A*	E
80-89	B*	VG
70-79	C	S
60-69	D	N
0-59	F	U
Satisfactory	S	S
Needs Improvement	N	N
Unsatisfactory	U	U

*HIGH HONOR ROLL: All "A's." HONOR ROLL: All "A's" and "B's."

HIGH SCHOOL GRADING SCALE

All 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.

PERCENTAGE	GRADE	GPA-REGULAR CLASSES	GPA-HONORS/AP CLASSES
90-100	A	4.0	5.0
80-89	B	3.0	4.0
70-79	C	2.0	3.0
60-69	D	1.0	2.0
0-59	F	0.0	0.0

PROGRESS REPORTS

Progress reports will be sent home each nine-week grading period at midpoint. Parents must sign and return the progress report to the teacher. 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. In order to ensure the positive progress of students, any parent with a student that is in jeopardy of failing will be contacted and a meeting with the teacher will be set up to plan a course of action.

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.

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.

Middle school students will also have daily planners in which to record assignments and due dates but will keep their papers in a 3-ring binder notebook in order to be organized for test and exam preparation.

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.

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 (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

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.

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 direction 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. 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. 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.

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 (Leviticus 18:22; Romans 1:21-27; I Corinthians 6:9-20). Moral misconduct includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, sexual activity outside of marriage as defined by one man/one woman, homosexual activity, bisexual activity, lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, inappropriate cell phone or other electronic transmissions, and sexual abuse or improprieties as defined by Scripture and federal or state law. 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.