Redeemer Christian School

CHRIST IN ALL THINGS

Student/Parent Handbook 2026-2027

Redeemer Christian School
155 S.W. 87th Place
Ocala, FL 34474
(352)854-2999
www.redeemerlions.com

RCS Student/Parent Handbook

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WELCOME LETTER

Dear Parents:

Welcome back to Redeemer. As we begin another school year, our desire is to serve students and families through offering an excellent, Christ-centered education, focusing on God's grace while living in a vital community. In order to attempt this, we have created this handbook to serve as a guide for our actions and interactions within our school family.

Please take some time to read this Handbook with your child to become familiar with our procedures and expectations. This Handbook represents the spirit of the positive expectations of our community. We look forward to a wonderful year together!

Sincerely,

Luke Butler
Head of School

SECTION I - ALL SCHOOL

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Redeemer reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

Students who reach 18 years of age while enrolled at Redeemer are bound by all student and parent obligations in this Handbook. Such continued enrollment also evidences (1) student's agreement to permit student's parent(s)/guardians to sign and authorize any medical care, consents, or other authorizations as required by Redeemer and (2) student's agreement for Redeemer to continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with his or her administrator. If you have any questions about the Handbook or any of its policies, please contact your division administrator or the Head of School.

RCS FOUNDATIONS

History of the School

Redeemer Christian School was founded in 1999 as a ministry of Good Shepherd Presbyterian Church (PCA). Our campus home is located in the former equine veterinary clinic of Drs. Bill and Manu Lyall, whose vision that this property would one day host a K-12 Christian school has come to pass. We opened our doors originally serving students through 5th grade. Eventually, Junior High School was added, and today, we boast a Pre-K through 12th grade program. We graduated our first senior high school class in May of 2018, and we opened our new High School Building in 2019! In 2024, we graduated our 7th senior class and are serving an enrollment of around 530 students.

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 Statement

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.

RCS Statement of Faith

The following statements of faith represent what we as a school believe and 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.

Biblical Lifestyle Statement

Because 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.

Statement of Expectations

At the heart of Redeemer Christian School is a culture defined by Christian teachings with a Reformed emphasis, including without limitation respect for self and others, empathy, integrity, and leadership, as well as our commitment to the safety and health of students. All members of the community have an obligation to know and uphold the School's values and strive to embody them in word and deed.

We therefore expect that all members of the community will strive to:

- Uphold the biblical principles of relationships by seeking the good of others above self, serving others with a heart of gratitude, standing for truth and representing the Good News of Jesus in every interaction and decision
- Respect other people and their privacy and property, both within and beyond the School.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the School.

Our School cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult Interaction and Communication Policy) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, School employees are mandated reporters of suspected abuse, neglect, or abandonment as specified by Florida law. The School has conducted and will continue to conduct training for adults and students on these important issues and encourages all students and their parents to report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of

any member of our community to their Division Head or the Head of School.

All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when students can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our School values. These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the School as a whole and therefore strive to live in a way that is consistent with our values.

Portrait of a Graduate

(An aspirational statement of what we desire to instill and see grow in every student who attends and/or graduates from RCS)

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.

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 eleven 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.

RCS TRADITIONS

School Motto

Our School Motto, ***Christ in All Things***, permeates every program at every grade level across our campus. Our staff are dedicated Christ-followers who are experts in their fields. They love Jesus, their children and their subject areas passionately. We aim to prepare students academically, spiritually, emotionally, socially and physically to serve Christ in their calling over a lifetime.

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)

School Hymn

BE THOU MY VISION

1. Be thou my vision, O Lord of my heart;
Naught be all else to me save that thou art.
Thou my best thought by day and by night;
Waking or sleeping, thy presence my light.

2. Be thou my wisdom, and thou my true Word;
I ever with thee and thou with me, Lord.
Thou my great Father, I thy dear child;
Thou in me dwelling, with thee reconciled.

3. Be thou my breastplate, my sword for the fight;
Be thou my dignity, thou my delight.
Thou my soul's shelter, thou my high tow'r;
Raise thou me Heav'nward, O Pow'r of my pow'r.

4. Riches I heed not, nor vain, empty praise;
Thou mine inheritance, now and always.
Thou and thou only, first in my heart,
High King of Heaven, my treasure thou art.

5. High King of Heaven, my victory won,
May I reach Heaven's joys, O bright Heav'ns Sun!
Heart of my heart, whatever befall,
Still be my vision, O Ruler of all.

School Mascot

Lion

School Colors

Navy, Burgundy, and White

ACADEMICS

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 and Memberships

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.

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 Bible, history, language arts, math or science) may 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.

Academics and Athletics

Although sports activities are an important aspect of the education at RCS, academic achievement is even more significant. For that reason, we require that student-athletes and student-managers maintain a 2.0 ("C") cumulative grade point average. Since GPA's are figured at the end of every semester, a student-athlete and/or student-manager whose GPA falls below a 2.0 ("C") cumulative grade point average will be ineligible for interscholastic sports during the entire next semester. In order to regain eligibility, the student-athlete must raise his or her GPA to 2.0 ("C") cumulative grade point average or better to participate in athletic events occurring the following semester. Any student deemed ineligible during the course of a season will have his/her name removed from the team roster for the remainder of that season.

Grades will be checked each semester to determine academic eligibility. If a student's academic eligibility changes at the end of a semester, the student will become eligible or ineligible on the sixth school day of the next semester as published on the school's official calendar for that school year.

Plagiarism and Cheating

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

Plagiarism & Cheating. Cheating and plagiarism are academic dishonesty. *Plagiarism* is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. *Cheating* is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonesty, or, deception.

Situations involving cheating or plagiarism on School work (tests, quizzes, homework) will result in a zero, and further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants. Cheating also includes, without limitation, dishonestly storing information on calculators, computers, and cell phones, as well as text messaging, emailing, or instant messaging information to others.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own. Bots that employ Artificial Intelligence (AI), such as Chat GPT, are not to be used to compose writing that is supposed to be the student's work. Such artificially generated work will be sanctioned as plagiarism.

Standards for Written Work

All written work should be neat, orderly, complete 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.

Students are expected to complete assigned homework as directed and in the spirit in which it is assigned; to return homework assignments to the teacher by the designated time; and to submit homework assignments that reflect careful attention to detail and quality of work. Late assignments will receive a lower grade or might not be accepted at all, depending upon the discretion of the individual teacher. As both short and longer-term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. In addition, all student work must be school appropriate. When making videos, a Power Point presentation, or writing a report, students must refrain from making inappropriate sexual, drug, alcohol, violence, or cigarette/vaping references or innuendoes. Additionally, students must not ridicule others because of their disability, gender, religion, ethnic, or racial characteristics at any time.

Grading and Conduct Rating

Report cards are sent home electronically 4 times a year (at the conclusion of each 9-week grading period) to K5-12th grade students. Pre-K3 and Pre-K4 will receive report cards 3 times a year. Grades are updated weekly throughout the quarter on FACTS 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 9-week grading period. If you have any questions, please contact your child's teacher promptly.

Guidance Counselor

The Guidance Department is staffed by a professionally trained counselor. A counselor is available to help students and parents with personal or social concerns that may arise and which affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office. Services provided by the school counselor may include but are not limited to: classroom guidance lessons, small group social and emotional interventions, academic advising meetings, periodic check-ins, and at-risk evaluations as needed in case of emergencies.

Students and parents should be aware that our School's philosophy is that conversations with guidance counselors will not be treated as confidential. The guidance counselor will remind the student of the non-confidential nature of the communication and, in appropriate circumstances, will encourage the student to communicate with the student's parents or other adults regarding the circumstances disclosed. The guidance counselor may also directly inform the parent and/or administration of sensitive communications to find ways to help the student and/or family. In addition, the guidance counselor may be required to report such communications to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.

Student Records and Information

Requests for student records and transcripts must be directed in writing to the School Office. Please allow 3 business days for the office to process all records and transcript requests. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled.

In situations of divorced or separated parents, if one parent believes that the other parent is restricted in receiving information about their child(ren) from the School, visiting/picking-up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid court order to the School evidencing such restrictions. Parents are under an ongoing obligation to provide the School with new or subsequent orders, promptly upon issuance.

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.

ADMISSIONS

Admissions Philosophy

Redeemer Christian School serves Marion County as a mission school. Admission to RCS is based on academic, social, emotional and behavioral parameters and is open to children of

Christ-followers as well as to the children of those who do not follow Christ. All faculty and staff are committed Christ-followers and all curriculum and instruction is delivered from a biblical perspective. As Christians, our hope is that every student at Redeemer Christian School would know and follow Christ.

FINANCES

Fund Raising

In order to ensure a unified approach to fundraising which is in alignment with the school's strategic development plan, all fundraising activities will require the approval and oversight of our Development Director. No class, individual, or organization is to begin any money raising activity without permission from the Division Administrator AND the Development Director. No class, individual or organization may request money from any other class, individual, or organization within or outside the School without permission from the School administration. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

Payment of Tuition and Fees

The School strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School or not being allowed to take examinations. Transcripts and student records will not be forwarded to another school if there is an outstanding balance in his/her account, or if there are other outstanding debts.

GENERAL INFORMATION

Non-Discrimination Policy

The School admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

School Hours

- K3 & K4 half-day hours are 8:00 a.m. - 12:00 p.m.
- K5-5th grade and full-day preschool hours are 8:00 a.m. – 2:50 p.m.
- 6th-12th grade hours are 8:00 a.m. - 3:00 p.m.

Students may arrive on campus no earlier than 7:00 a.m. If a student arrives at school before 7:35 a.m., they are to report to Before Care.

Extended Day (Before and After Care)

All students, grades K3-12, not attending an extracurricular activity who remain on campus any later than 3:20 p.m. will be sent to Extended Day. Student athletes who are not picked up promptly at the end of practice will be taken to Extended Day and charged accordingly. After school supervision will be provided for students between the hours of 3:20 p.m.- 5:30 p.m. Please stop by or call your grade-level office for the fee schedule and sign up.

Electronic check-outs will be utilized in which you will need your "parent ID" number from FACTS to sign out your student. Each parent/emergency contact/approved pick up person has their own unique ID generated by Renweb. Everyone will continue to be asked to show their ID and input their parent ID number.

Aftercare is an extension of the school day and therefore the same behavior expectations that apply to the school day apply to aftercare. Disciplinary actions can include sitting out of activities, suspension and expulsion from aftercare. When students are signed out of aftercare, it is the expectation that students and parents are to leave campus in a timely manner.

Students staying after school to attend Youth Group, sports or another event/activity on campus that does not begin by 3:30pm will be placed in extended day and charged. High school students will need to leave the school campus following an activity/event in a timely fashion.

Attendance Policy

General: Students are expected to be at School every day and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The School requests that parents and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of School prior to a School break. Absences that are not pre-approved or considered excused due to medical appointments or family emergencies, will be considered unexcused. Whenever possible, regularly scheduled medical appointments should be made after School hours. Students with excessive absences, excused or unexcused, may be denied re-enrollment or promotion. ***See grade level attendance policy for more detailed instructions.***

Schedule and Teacher Changes

Schedule and/or teacher changes will be initiated by the School when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. The School will not entertain requests for changes based on a parent or student's dislike of a particular teacher or to accommodate friendships. Please understand that the School and administration often place students in particular classes to enhance everyone's learning experiences.

Re-Enrollment

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents' failure to meet financial obligations, or parent or family member causing disruption to the School or the School's educational mission can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

Social Guidelines and Expectations

Purpose and Goal: 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. Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. To promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

As stated above, respect for self and others and responsibility are expected of all students who are attending Redeemer Christian School. Thus, students are expected to:

- Respect every person
- Use words to encourage and bless others
- Engage all members of the student community with love and care
- Maintain healthy physical, emotional and psychological boundaries with each other

- Be considerate of others' need for quiet
- Take pride in personal care and appearance
- Dress appropriately for every occasion
- Take care of school property
- Be honest in taking tests, completing homework and writing essays/reports
- Be on time for school and prompt for class
- Participate fully and appropriately in all classroom environments
- Play fairly and encourage others in games and activities

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. Parents are expected to reinforce these goals at home and are expected to support the efforts of the School. While reasonable disagreements may be discussed in private, it is important that parents support the School with respect to expectations and consequences for student behavior. The list of rules and policies should be read carefully. Violations may result in serious consequences, up to and including suspension or dismissal from School. Students may also be held responsible for any damage or harm that they cause to individuals, property, and/or the School community at large.

On and Off-Campus Behavior: The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on **honesty, respect, trust, and safety**. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

General Conduct: Students and parents should be considerate and show respect toward other students, faculty, staff, all guests, and visitors. Students should respect school property and the personal property of other people. Students and parents, both as participants or spectators, are required to show good will, sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may

not be allowed to attend future events.

Student Conduct: Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The use of ethnic slurs, name calling, and profanity are not permitted. The “Golden Rule” will be the foundation of all personal relationships.

In addition, the health and well-being of all students is of utmost importance to the School. We expect students, at all times, both on and off campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student’s or another person’s body, self-esteem, or health. All students are expected to help create a school culture of respect for oneself and others. As examples, inappropriate internet activity, criminal activity, sexual activity, use of drugs, alcohol, tobacco, or other chemicals, or engaging in self-harming, may result in a student receiving disciplinary action, up to and including dismissal from School.

If a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please report such information to the School’s administration.

Behavior in Class/Halls/Walkways/Assemblies: Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must walk from place to place on campus. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student’s mouth, not playing in the corridors, not blocking entrances or walkways, etc.

Cooperation with School Staff: Students are expected to be honest and cooperative with school staff at all times.

Criminal Activities: A student engaging in conduct that is defined under law as a civil infraction or a crime (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under School rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at the end of the school year, the School may require discipline to be served during the summer. Transcripts and other reports pertaining to the student’s academic standing will be withheld until the completion of the assigned discipline. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the Division Head.

Destructive Acts: Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited.

Displays of Affection & Other Forms of Inappropriate Student Interaction: Students are prohibited from inappropriate displays of affection on campus or any School-related events, such as kissing, hugging, or other such behavior. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a School-related event is prohibited. Any unwanted or offensive sexual conduct occurring on school property or a school event must be immediately reported in accordance with the Harassment and Bullying Policy.

Drugs and Alcohol

General: Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other

substances), or possessing drug paraphernalia on or near School property or at School-related activities. “Mind-altering” substances include any type of substance ingested, snorted, smoked or inserted into one’s body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of alcohol and other mind-altering substances is also prohibited.

Testing: Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student’s participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student’s parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School.

Self-Reporting: The School wants to help students who may have difficulties with substance abuse. Therefore, Students who choose to self-report their use of mind-altering substances to guidance or the administration prior to being selected for testing under this policy will not be subject to discipline for the self-report or use as long as the student complies with the terms of the School’s guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on substance abuse; completing a rehabilitation program; testing for substance abuse within the School’s discretion, and other similar processes.

Consequences: In addition to determining the appropriate disciplinary action pursuant to the School’s Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor’s office for a time period and at intervals to be determined by the School’s administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.

Fighting or Horseplay: Fighting, pushing, hitting, tripping, physical horseplay, or roughhousing of any kind are prohibited and may lead to disciplinary consequences for all of the individuals.

Food, Drink, Gum: 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. Students may only consume water during school hours. There will be no chewing of gum in the School.

Honesty and Dishonesty: Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with School standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Investigations: The School will typically investigate issues and question students without a parent's presence. Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to act, including proceeding without a statement from the student, or to dismiss the student from School. A dismissal from the School during the pendency of the investigation does not preclude the School from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student was dismissed prior to the completion of the investigation, which may be shared with other schools, colleges, and universities, as well as the NCAA if applicable.

Inspection Policy: Parents and students authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator or if on a field trip or other away from campus activity, the trip or activity leader. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the School's system or any personal social media or external internet account. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law. If a student or parent interferes with, fails to cooperate with, or otherwise impedes an inspection by the School, the student will be subject to disciplinary consequences up to and including immediate dismissal.

Language: Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at School-sponsored events.

Lockers and Cubbies: Lockers and cubbies are the property of the School. Students are to keep their locker or cubby clean. Lockers are not to be shared. Personal items should be taken home each evening.The school assumes no financial responsibility for items taken from lockers or cubbies.

All lockers and cubbies are to be emptied by the last day of school. Any items or books left after

that time will be given away or discarded as appropriate.

Pornography: The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. The school reserves the right to determine what material is pornographic.

Property: 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. Students are responsible for the proper care of buildings, classrooms, restrooms, supplies, furniture, and the grounds. Students who disfigure property, or otherwise damage School and/or church property or equipment, will be required to pay for the damage done or replace the item. For the protection of furniture and carpet, gum chewing is prohibited at all times. Library books are furnished by the School and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them. Students are also subject to disciplinary action if the School determines the student willfully or negligently caused the damage or destruction of School or church property.

Smoking/Vaping/Tobacco Products: School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses or other School vehicles, adjacent properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

School Telephone Use: In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the office to relay messages to your child. This should be done prior to School. Students are not permitted to call home for homework, test papers, folders, or arrange playdates, etc. If a true emergency occurs, the School Office should be notified.

The School telephone lines are very busy and are needed to conduct School business. Therefore, we request that OUTGOING CALLS BY PARENTS AND STUDENTS BE LIMITED TO EMERGENCIES.

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.

Student Services for Students with Disabilities

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes it appropriate to outline the School's policy and general guidelines for addressing such requests.

General Policy: In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or

school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the School administration of the need. The School will then advise the parent of the type of medical documentation needed, which generally will state whether the student has an impairment, how the impairment limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Qualified Professional Provider: Sometimes, the documentation received from the qualified professional may raise questions, leave out necessary information, or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to communicate with the professional treatment provider, when necessary to clarify documentation or seek necessary additional information. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

Assessment of Request: Once the School has received a request for accommodation and the required medical documentation, appropriate persons within the administration will meet with the parent to clarify information and to discuss the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School believes is beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Accommodations: Depending on the nature of the request, the School may agree to provide the accommodation directly, through a written 504 plan; may require the student to provide the accommodation (such as taking prescribed medications), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

Release and Waiver: Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

Library

The library is designated as a quiet zone used for studying, reading, research, and checking out books. Library privileges may be denied to students who do not comply. All books, periodicals, or other cataloged materials which are checked out by students, must be returned and cleared

by the Librarian prior to taking final exams or having files forwarded to any other institution or released to any individual.

- There is to be no food, drinks etc. in the library.
- Talking or socializing is not allowed in the library.
- Students must sign out all materials at the main desk prior to leaving the library.
- Students are responsible for taking care of and returning any book checked out to them. If a book is lost or damaged while checked out to a student, that student will be expected to pay for it.

Field Trip, Class Trips, and Extracurricular Activities

Day and overnight field trips are part of the educational process. Field trips are designed to be part of the overall academic program and therefore, students are required to attend all school field trips. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend. If the School determines that a student cannot attend a field trip due to their conduct, the student is to remain home and the student will be marked absent for the day.

Students may forfeit their privilege of attending field trips, class trips, and/or extracurricular activities due to their discipline/academic record and/or being on a discipline/academic contract. This will be determined by administrative discretion.

Parents are encouraged to contact the Director of Business and Human Resources if finances are of concern for any particular trip to determine if partial funds can be awarded to help defray the cost.

If a parent has a particular concern about a field trip, the parent should contact the appropriate Division Administrator to discuss. The School will determine whether the student will be excused from the trip. Failure of the parent to discuss the concern with the Division Administrator and/or not securing an excused absence from the Division Administrator will result in the student being marked absent for the day.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

A condition of a student's or parent's participation in any field trip is the execution of the school's standard Participation Release. For any students whose parents have not executed the release, the student will have the option of attending an alternative class for the period of the field trip or remaining at home.

Siblings are not permitted on field trips.

All chaperones going or being involved on field trips, class trips, and/or extracurricular activities must have a background check completed (check with the front office) and if driving they must complete a driving form (check with the front office). All chaperones must be parents or legal guardians of the child they are chaperoning. This process is for the protection of all students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety and will willingly cooperate in this process.

Organizations - Athletics and Clubs

Our School offers a variety of activities including an athletic program and varied selection of non-athletic clubs and organizations. School is a lot more fun for those who participate - go out for a team or join a club! Listen to the announcements or stop in the office to find out more about the activities program.

RCS offers athletic programs for 5th-12th graders. The 5th and 6th grade teams are instructionally based while encouraging competition. The 7th and 8th grade teams focus more on competition. High school teams will prioritize skill over participation and compete with the goal to win. 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. Education is first - this is stressed at all times. All athletes must meet scholastic requirements as outlined in this Handbook. (Discipline is a prime factor in any athletic success - off the field, on the field, in locker rooms, on trips, and in School. Athletes are to conduct themselves on the highest possible level, being sure that their actions and words are beyond reproach. In order to participate in interscholastic athletic competition at RCS a student must meet the qualifications of the FHSAA handbook. See www.fhsaa.org. Students must also maintain exemplary conduct and any discipline issues may affect participation in athletic competitions. We do require parents to provide appropriate insurance for athletes. The School assumes no responsibility for injury to students participating in athletics or other School activities.

Intellectual Property

By enrolling the student in the School, the parent and student acknowledge that during student's attendance at the School all student Intellectual Property (defined below) related to or used in connection with the student's participation in any joint or group School activity (classroom, homework, athletic, artistic, scientific, etc.) is the exclusive property of the School. Intellectual Property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the School's students in conjunction with other students and/or School personnel. To be clear, if a student works on a project alone (such as a painting or music), such project is not Intellectual Property covered by this policy. Any parent or student who believes that they are eligible for a waiver to this policy should contact the Head of School to discuss the specific circumstances.

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. Parents are responsible for checking with the appropriate grade-level office for any lost and found items. Every two weeks, 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.

Residence

It is the School's position that in order for students to have the foundation necessary to excel in school and other endeavors, students must have appropriate living accommodations, support, and supervision. As a result, the School requires that all students, regardless of age, continuously live with a parent or Florida court-appointed legal guardian at least 25 years of age so long as the student is enrolled at the School. Failure to do so will result in the student's dismissal from the School. Living with friends, distant relatives, nannies, by themselves, etc. is not acceptable. There will be no refund of tuition where such enforced withdrawal occurs. A parent or legal guardian must immediately notify the School should a student's living arrangements change during the school year. The School reserves the right to request at any time and from time to time, satisfactory proof (in the School's sole discretion) of a Student's living arrangements, including, without limitation, verification of with whom the student lives and where the student is living.

School Closure or Modifications due to a Force Majeure Event

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (length of school day, length of school year, and/or means of learning and teaching methods, including, without

limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver of liability in order for their children to participate in on-campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect and the School shall not be liable for any such failure or delay in its performance. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

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.

School Business Office Hours

The School's Business Office is open from 8:00 a.m. to 3:30 p.m. Monday through Friday. The office will be closed during all scheduled school breaks and holidays. Additionally, summer hours will be 9:00 a.m. to 3:00 p.m. Monday through Thursday, unless otherwise noted.

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.

HEALTH AND SAFETY

Child Abuse Reporting

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or

similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Texting a student without including the student's parent or a School Administrator in the text;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

Sexual Misconduct

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (See School's Student/Adult Interaction and Communication Policy);
- Any sexual activity between students;
- Any sexual activity with someone who is a minor, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
- Any digital media stalking and/or the recording of sexual behavior and the sharing of any recording; or
- Sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's Harassment/Bullying policy for additional information on sexual harassment).

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived to be by those involved as positive, healthy, and appropriate to their age and experience. However, sexual conduct between or among students, whether it occurs on or off campus, and affects the student's ability to be comfortable in the school environment is a violation of our School values.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our

students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate Division Head or the Head of School. In accordance with Florida law, the School reports suspected instances of sexual misconduct to the Department of Children and Families.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the school community, the School may take immediate action, including removing the student from School, restricting the student's movement on campus, and so on.

As stated elsewhere, the School expects that students will treat all persons with dignity both at School and beyond. The School reserves the right to act if it learns that a student's actions violate the School's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

Sexting

"Sexting" is the term used to describe a minor's sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually-related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the School's systems or using their own electronic devices regardless of where the student was when the sexting occurred. Any student receiving such a photo must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action, but could lead to a report to law enforcement. The School will comply with all state and local laws regarding sexting.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit . To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website.

Harassment and Bullying

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 believe all humans are created in the image of God (Genesis 1:26-28) and we are dedicated to providing a safe and secure school environment. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or

touch another student's "private parts," to pull down another child's pants, to look up a girl's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the School the same way you would like to be treated."

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Head of School (or his designee). We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact an administrator and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to an administrator. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Weapons and Threats

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and toy weapons to School (including, without limitation, parking lots, athletic fields, and out buildings) or School-sponsored events. This prohibition includes, without limitation, knives (all types including, without limitation, pocket knives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that indicates that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

Visitors

This is a closed campus. Outside visitors are not allowed to visit a student's class (which includes lunch period) without prior permission from the student's teacher and administration. 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 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 to get a visitor badge.

Parents or guardians who need to visit campus during School hours are asked to follow these guidelines:

1. **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.
2. **Check-in in the main office:** When you arrive on campus, please report directly to the School Office for authorization. If you need to proceed from there to any other part of the campus you will be issued a visitor badge.

3. **I.D. Check:** If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

Please Note: For the safety and security of our students, anyone seen on campus during School hours without a visitor badge will be reminded to obtain one or asked to leave campus.

Accidents

Any accident/injury in a School building, on the School property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students should not assume that someone in authority knows there was an accident or injury.

Animal Policy

Due to concerns about the health, safety, and welfare of people in the School community, no animals (other than designated service animals) are allowed on School property or at School-related events without the express, written permission of the Head of School. This means that animals may not be brought onto School property for any reason (even if the animal remains in a vehicle or on a leash), including drop off, pick up, parties, games, and activities, and may not be brought to School-related events on or off campus.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Health Care, Immunizations, Medications, and Clinic

Prior to the beginning of School, a physical examination must be completed or transferred for each student entering the School. In addition, immunization or a certificate of waiver is required for all students. Immunizations must be kept current, and an original (no photocopies) Certificate of Immunization, signed by a physician, or an immunization waiver, valid and provided in accordance with Florida law, must be kept on file in the School office. Students may not attend School without an appropriate immunization record (this includes, without limitation, a current immunization record, in accordance with state requirements, at all times) or valid waiver.

Many students must have medication available at School for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without explicit written parental/guardian permission. A permission form completed by the parent/guardian is required in the event a student must receive medicine at School. The medicine, in its original container, labeled with the student's name, name of medicine, dose and time to be given, doctor's name (if prescribed) and possible side effects, must include a signed permission form. **ALL medication must be delivered to and secured by the Office as designated below:**

- **Abbott Hall Elementary Office - K3 through 1st Grade AND Portables**
- **High School Office - Grades 4-12**

Students are not permitted to carry medications except for epi pens and then only with specific physician instructions and a signed release from the parents.

Students who return to School after an extended illness or surgery or who may not participate in sports or physical education classes following an extended illness or surgery require a physician's statement confirming the student's ability to return to School and any necessary limitations or restrictions.

Parents are responsible for informing the appropriate Division Head of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being during the school day. In addition, parents must immediately contact the appropriate Division Head or RCS Guidance Counselor about behavior, comments, or other concerns that potentially evidence that their child could harm himself or any other individual.

Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the appropriate office. Teachers will be informed of the student's dismissal for illness. To prevent the

spread of infection through direct contamination (coughing, sneezing, talking, sharing articles**,** etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/ students have a “reasonable basis” for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to their Division Head if their child has a confirmed communicable disease that poses a risk to others in the School community. The Florida Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School’s communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

Drills

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.

A map can be found in each room showing the quickest and safest route for leaving the building. Please familiarize yourself with these maps. Students will be appointed to turn off lights and air conditioners and to close the windows and doors during drills or an evacuation.

Students should move quickly and quietly to the designated area. Movement and noise during drills should be kept to a minimum. Talking is prohibited.

Inclement Weather Policy

School will not be held when a tornado or hurricane warning is issued in Marion County. School may be held when a tornado or hurricane watch is in effect. The Administration will notify parents of school closures directly through email, text, or, in the event of a blackout of those avenues, will call in “No School” to the local media/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 Marion County public schools close, RCS may 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.

PARENT EXPECTATIONS

Rationale

A positive relationship between school representatives (teachers, administrators, coaches, etc.) and families at Redeemer Christian School is one of the most important elements of an effective education and creating a Christ-centered environment. This policy statement provides structure to several phases of the relationship. We believe in Christ-centered conflict resolution and interaction between all members of the Redeemer community. Please read the following set of expectations and procedures used to maintain a healthy relationship between our families and school representatives.

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. We as a school will also attempt at all times to proactively communicate important dates, events, deadlines and other information. We will also employ telephone, email, FACTS texting, Seesaw, school-wide newsletters as well as individual teacher and division level communications. We will even use paper communications when appropriate.

FACTS 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.

Principles and Expectations Relating to the Parent/School Relationship

We have ten expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

1. As a part of our joint role to help students grow and mature, parents are expected to encourage their students to address perceived inequities appropriately and independently, including reporting if necessary.
2. Parents can encourage their child, at appropriate stages in their maturity, to make decisions and stand on their own two feet. This will allow him/her to learn and grow in the skills of self-advocacy and confident communication.
3. Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose, including the student's teacher(s),, administrator, coaches or other person installed on campus.
4. When parents contact the school without the student's knowledge ("John doesn't know I'm calling, but . . ."), the school may need to address the issue directly with the student, but may also need to include them in the conversation. Depending on the situation, we may also include them in our plan to resolve the issue.
5. The School will typically investigate issues and question students without the parent's presence. This helps us move quickly to resolve issues.
6. Although your student's issue is important, concerns take time to address. Please be patient and know that we are attempting to resolve the issue with all due speed and wisdom.
7. We will not communicate disciplinary consequences imposed on other students. We attempt with all care to keep in confidence such information for everyone's sake and would ask you to help us in this process.
8. Ask your student about his/her day when you pick them up or eat dinner together every night.

If you have questions about anything regarding their daily schedule, friends, activities, etc… that they cannot articulate well to you, then please reach out to the appropriate teacher or administrator to find out what you are curious about.

9. We will regularly, through FACTS, communicate with you regarding your child's academic progress. Individual teachers as well as division offices will communicate with parents regularly regarding calendared events and upcoming notables. If you are concerned about a specific issue regarding your child, please reach out to the appropriate teacher or administrator with your concerns.
10. All communications between the parents and any person at the school must be professional, cooperative, and appropriate. We desire to do all things with excellence, seasoned with grace in order to build and strengthen community. Together, we can work towards that end.

Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family members (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If any family member of a student engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, otherwise interferes with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to place restrictions on the family member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the family member from the community. The School may also place restrictions on a family member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. Any determination of a violation of this policy shall be in the School's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

When Concerns Arise

Recognizing that concerns and issues may arise regarding such things as the School's 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.

Divorced or Separated Parents Protocols

It is the policy of Redeemer Christian School to serve students and families fairly and lovingly, especially when there exists disagreement between parents regarding custody, records, pick-up and access to their student(s). We aim to work with all custodial parties to provide care for every student. In the event a dispute arises between custodial parties, we, the agents of Redeemer Christian School, will make all attempts to provide all parties fair and reasonable access to the student and will request the parties to seek

resolution to said disputes through the proper channels outside of the school environment.

- Until otherwise documented, custodial parties will have reasonable access to student(s), including pick-up, access to grades, communication with teachers and all other services rendered to custodial parties.
- Please present your grade level office(s) with any court orders, parenting plans, or other legally binding documents as soon as possible if they have any bearing on custody, pick-up, or contact with student(s) affected.
- Redeemer will work with our attorney and law enforcement partners should questions arise on any of the legal paperwork submitted.
- Agents of Redeemer Christian School will not voluntarily testify for/against any custodial party in matters pertaining to custody/contact, etc...

All efforts will be made to accommodate custodial parties within reason. Should the dispute between custodial(or even non-custodial) parties rise to the level of disruption of normal school functions or culture, disputing parties and all affected students may be asked by the Administration to dis-enroll.

Parent/Teacher Conferences

Parents may request a conference with their child's teacher by making arrangements in advance with the teacher or School office. In consideration of the great demands placed on teachers, the administration requests that you refrain from engaging teachers in a discussion at times when their attention needs to be on their class.

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.

Messages

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the office to relay messages to your child. This should be done prior to School. Students are not permitted to call home for homework, test papers, folders, etc. If a true emergency occurs then the office should be notified.

Transportation

Parent(s) are expected to provide transportation for their son(s) and daughter(s). The School will be glad to help identify neighboring families; however, School personnel cannot be responsible for the formation of carpools. Students must go home with their own driver or carpool unless prior arrangements have been made, and the School has been notified. A note to the classroom teacher, a fax to the office or, in an emergency, a telephone call to the office will serve as notification.

- **Ride Sharing**
  - The School will not allow students under the age of 18 to use any Uber, Lyft, or similar transportation services to obtain transportation to or from School or any School-related activity, unless accompanied by an Uber or Lyft account holder who is over the age of 18.
  - Both Uber and Lyft prohibit persons under the age of 18 from utilizing their services without an adult present. Please be advised that the School will treat violations of this policy as it would treat other violations of School rules and policies. In addition, should the School become aware of a violation, it will contact the third-party car service and report it.

Photos and Social Media

Please do not post any photos taken at Redeemer Christian Preschool that include children (other than your own) on any public social media platform, such as Facebook, Instagram, Snapchat, Tik Tik or YouTube. Thank you for respecting the privacy of other families in this regard.

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 and teachers 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.

TECHNOLOGY

Use of Surveillance Equipment

The School utilizes surveillance video cameras in its non-private areas to assist with student and employee safety and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that your (students and parents) activities are being recorded and maybe monitored. These video recordings are the property of the School.

Students are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including expulsion.

Cell Phones, Laptops, and Other Electronics

To the extent that a student brings any electronic devices to school or to school activities (smart/cell phones laptops, earbuds, smart watches, iPads, PlayStation, etc.), the student does so at his/her own risk. The School will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school or school activities must comply with all rules and regulations regarding the same.

All electronic devices other than laptops used for classwork must be turned off and stored during school hours 7:35 - 3:10). Students may use electronic devices only before School and after School hours. Students may not use electronic devices in any way that is inappropriate, harassing or disruptive to the educational environment. The visible/audible content stored on an electronic device such as images, wallpapers, and ringtones are to be school-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos, videotape or record classes, send text messages to other students in class, or in ways that would otherwise violate a School

rule. Students are not permitted to use electronic devices in restrooms, locker rooms, or the library.

Any student found to have an electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

Students who violate this policy will have their cell phones or electronics confiscated. In such cases, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Parents will be required to come to the School office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

Computer and Systems Usage Policy

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPads, smart watches, smart/cellular phones, video cameras, etc.) on School property or at a School-related event or used at or away from School for school work on a regular or intermittent basis. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers and devices should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege: The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The School community--students, faculty, administrators and staff-- have the privilege of access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive email, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the School's local or network hard drives.

The School Does Provide a Filtering System, However…: no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety: Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and

student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term “pirated software” refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student’s own software brought to School for personal use. Students are not permitted to download or install software onto any school device.

Network Access/Passwords: Accessing or attempting to gain access to passwords, accounts, and files of others is prohibited. Attempting to impair the School’s network, to bypass restrictions set by the network administrator, or to create links to the School’s web page is prohibited. Obtaining another’s password or rights to another’s directory or e-mail on the School’s network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else’s password or posting a message using another’s log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. **Guard your** password. You will be responsible for any activity done on the School’s system under your password.

School’s Right To Inspect: The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus, to a School-related event, or used at or away from School for school work on a regular or intermittent basis. In such cases, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Do not assume that any messages or materials on your computer/electronic device or the School’s systems are private.

Electronic Communication: Students are expected to use their school provided email for all school related work and communication. Students are expected to check their email daily. Electronic communication, such as email and text messaging, may not be used to harass or threaten others. The School reserves the right to randomly check electronic communication. Electronic communication must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted emails can be retrieved.

Any person who believes that they have been harassed or threatened by any electronic communication should immediately report the concern in accordance with the School’s *No Harassment/No Bullying* policy.

Viruses and Other Risks: Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. Further, students use the School’s computers and systems at their own risk. Such risks may include loss of data resulting from delays, "mis-deliveries", or service interruptions, whether caused by the School’s negligence or by a student’s errors or omissions. The School bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities. The School will not be responsible for any damages or expenses students incur while using its computers or systems or for the transmission of any virus

or for damage suffered from a virus.

Care of School Computers: Members of the School community will not abuse, tamper with, or willfully damage any computer or other technology-related equipment, use the computer or other technology-related equipment for other than appropriate work or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via email, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the administrator for the student's division so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

AI Policy

Redeemer Christian School is committed to using Artificial Intelligence (AI) technologies in an ethical, transparent, and responsible manner. We acknowledge that AI technologies have the potential to enhance student learning and engagement, but we also recognize the importance of protecting student privacy and ensuring that the use of these technologies is consistent with ethical considerations. AI is an emerging and rapidly changing technology and the guidelines on its use at RCS will certainly need to be revised over time.

The use of AI technologies at RCS aligns with our purpose of providing an education that prepares our students for success. AI technologies have the potential to support personalized learning and help teachers identify areas where students need extra support. They can also support research and writing activities and provide opportunities for students to develop skills related to critical thinking, problem-solving, and digital literacy.

While AI tools can contribute to brainstorming ideas, exploring possible responses to questions or problems and creatively engaging with class materials and ideas, it is the expectation that all assignments will be fully prepared by the student. Developing strong competencies in the skills associated with each course will prepare students for success at RCS and beyond. Each teacher is responsible for giving clear instructions on the acceptable use of AI in their class(es). **It is the responsibility of each student to clearly cite the use of any AI tools anytime they are used**. **The use of AI without permission and/or the uncited use of AI will be treated as plagiarism.**

Online Learning Management Systems and COPPA Information

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Google Education, Microsoft Education, Code.org, Typing.com, YBLive.com, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs. A complete list of the programs with the privacy policy for each can be found on our School website.

In order for our students to use these programs and services, certain personal identifying information must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service

provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit:

https://www.ftc.gov/tips-advice/businesscenter/guidance/ complying-coppa frequently-asked-questions.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for our School to provide personally identifying information for your child. Such information may include your child's first name, last name, email address, username, profile picture and other information your child has added to their profile; contacts and calendar information; settings, such as audio and video settings and screen sharing settings; device information such as IP address, WiFi information, and device features; product usage, such as mouse movements and keystrokes, whether your child sends message and with whom they message, actions (using mute/unmute, video on or off, etc.) and other user actions; and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others and both may be recorded. The recording may also include images, messages, Q&A, and other content shared by your child and other participants. The recordings of your child's image, voice, identity, and content may be used for any purpose deemed appropriate by the school, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify your child's administrator.

Social Media and Networking Policies

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

- **Use at School or a School-Related Event:** We do not permit students to access social media and/or social networking sites while on School property or at a School-related event, unless such use is on a School social media platform or School sanctioned site **and** the use is for school related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.
- **Use Away from School Property:** It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees, impact the School rights, or disrupt the school's mission or activities, and we do reserve the right to regulate those activities. All students should ensure that they are familiar with the School's conduct policies to avoid any online communications that might violate those policies, whether on or off campus.
- **Guidelines:** You should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and

may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

- **Creation of Social Media Accounts**: Any School-affiliated groups, clubs, organizations, etc. are not permitted to create a social media account without written consent from the Head of School.
- **Your Identity Online:** You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets. What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.
- **School's Right to Inspect:** The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet or on private social media sites brought to the School' attention, and to discipline students for any violation of these guidelines.

SECTION II - K'S (K3 - K5)

ACADEMICS

Attendance and Promotion

Written Student Assessment Plan

- STAR assessment occurs twice a year Fall and Spring (unless student is low, then will be tested again in winter)
- Data is printed and sent home with students in Fall and Spring
- If the student is not on level, a parent/teacher conference is scheduled. Teachers and parents will come up with a plan of action to guide students back on track or discuss next steps (possibly retention or not serving further).
- Formative assessments
    - Students are formatively assessed throughout the day in all subject areas.
    - Teachers immediately address misconceptions during small group as well as notate their names to pull them back later to reteach one on one
    - Summative assessments
        - Students are summatively assessed a mid-points and/or end-of-units
        - Data is used to plan upcoming units of learning
    - K4 - Additional summative assessments: KRT (Kindergarten Readiness Test)
        - Students are summatively assessed utilizing the KRT at the end of the year (Spring) to gain entry to the Kindergarten program.
        - Teachers are in contact with parents well in advance if retention is suspected

DISCIPLINE

Discipline Plan for Kindergarteners

Classroom teachers will share expectations, goals, and community rules with each class at the start of the year, post them in the room, and provide them to parents at the beginning of the year. Each grade level will aim to grow student maturity as expectations for self-control, organization and thoughtfulness will increase. The teachers will communicate directly with parents concerning patterns of behavior and any major behavioral incidents should they occur. The Elementary Director and Dean of Students may also participate in discipline as needed. See your child's classroom teacher for more information.

DRESS CODE

Philosophy

At Redeemer Christian School, we uphold a standard of dress that promotes a focused, academic environment and enhances community spirit. All students are required to abide by the dress code outlined below, and to maintain a neat, clean appearance.

Students are expected to dress modestly for all school-related activities; whether on campus, off campus or after school hours. School staff may address dress code concerns in a respectful and appropriate manner when needed. The administration reserves the right to make judgements on all matters not explicitly outlined in this policy and to assess the appropriateness of a manner of dress.

Dress Code

Boys And Girls Tops: Boys and girls may select any of the following color t-shirts with the Preschool logo: Navy, Burgundy, Light Blue, Light Pink or Grey. The K3 & K4 students may also wear the traditional polo or dri-fit polo style shirt with a collar in the same above colors with the Redeemer Logo. Long sleeve shirts beneath school uniforms must be solid colors. All dresses must be appropriate fit and length. No tank tops or spaghetti straps at the shoulders are allowed.

Boys And Girls Bottoms: All students must wear khaki or navy school uniform bottoms. Girls may

also wear skirts or skorts of appropriate fit and length in solid colors of khaki or navy. Girls have the option to wear the grey t-shirt style dress with the Redeemer Christian School Preschool logo. Undershorts must be worn with dresses and skirts.

Please have your child wear socks and closed-toed shoes. Flip-flops are not acceptable shoes for school. Clothing should be easy for the child to manipulate when using the bathroom. Outside play is on the schedule each day, so consider the weather conditions when dressing your child.

At the beginning of the year, please send a complete change of clothes (including socks and underpants) in a gallon Ziploc bag labeled with your child's name. In the event your child has an accident (potty or spill) we will send the dirty clothing home in the plastic bag. Remember to return the bag with fresh clothing the next school day.

Guidelines:

- **K3-K5 Attire**: 'Little Lion' t-shirts purchased from RCS. Bottoms may be khaki or navy.
- **Fridays:** Students are permitted to wear lionwear t-shirts, sweatshirts or hoodies along with approved uniform bottoms

GENERAL INFORMATION

Entrance Age

Children must meet the following age requirements by September 1 to be eligible for enrollment:

- K-3: 3 years old
- K-4: 4 years old
- Kindergarten: 5 years old
- First Grade: 6 years old

Redeemer Christian School, in alignment with the State of Florida, understands that children born between **February 1 and August 31** may not yet be fully ready—socially, emotionally, academically, or developmentally—for our early childhood programs.

Our **Early Elementary Director** will work closely with families to determine the most appropriate placement, ensuring each child is set up for long-term success in school.

As an exception to this age requirement, a child who was a legal resident of one or more other states for a period of two or more years immediately prior to moving to this state and who was legally enrolled in a public kindergarten or first grade, or a regional association, shall be eligible for enrollment if such child will attain the age of five (5) for kindergarten or six (6) for first grade by December 31 of the fiscal year.

Chapel

Our K-3, K-4 and K-5 classes participate in chapel weekly. Chapel is a special time of worship for our children led by the Ministry of Good Shepherd Presbyterian Church. We offer Family Chapel once a quarter where we invite families to join us in hearing God's Word together as a K's community.

Communication

We consider communication between home and school to be of utmost importance. The preschool department utilizes the class app, Seesaw. You will receive an invitation to download your personal Seesaw app. This application will be used for in class and at home instruction as well as home/school daily communication. Please check your app daily for an overview of our day and personal communication. Feel

free to respond through the Seesaw app. Your child will also have a “take home” folder that will contain any work completed by your child. The work is yours to keep, please remove and return the folder the following day. Teachers will also utilize email and/or phone to correspond with families. Please keep up to date email addresses and phone numbers current with the office.

Remember that changes at home affect a child’s behavior at school. Please let us know the joyous happenings, the upsetting experiences, or important changes at home that may affect your child. It is also important to let teachers know what a child has been told about an impending birth, serious illness, adoption, or a recent death, so that any conversations with your child can follow with complete empathy. In all events, we consider this school year a joint venture with you in the continuing development of your child.

K-3/K-4 Early Birds

K-3 and K-4 children who are half day are considered “Early Birds” students. They will be packed up and dismissed from the double glass doors at the entrance of Abbott Hall. Please be sure to be on time; however, if you experience unexpected delays your child will be dismissed from the elementary office. It is important that after we release your child in your care that you supervise them when on school property.

Restroom Expectations

Redeemer Christian Preschool provides a bathroom within the classroom area for students to use during class time. On the first day of school, teachers will discuss proper hygiene and the correct use of the facilities with the students. The children are encouraged to use the bathroom on a self-serve basis. Your child is expected to:

- Enter the restroom, remove appropriate clothing
- Take care of his/her needs
- Independently wipe bottom utilizing the appropriate amount of toilet paper
- Flush, redress
- Properly wash hands using soap, water and paper towels

Please discuss and reinforce these bathroom procedures with your child. Your child is required to be potty trained to be a student at Redeemer Christian Preschool. If your child has repeated bathroom accidents, you will be contacted and a solution to the problem will be discussed and implemented.

Parent Involvement

We love having volunteers in our classrooms! If you would like to spend some time in the class, please let your child’s teacher know in advance. As long as your child’s behavior and performance will not be affected or disrupted in the classroom, we welcome you. Please be sure to sign in at the office before entering the classroom for security purposes and have a government issued ID with you for check-in procedures.

Areas we regularly have parent volunteers:

- Small Group Centers
- Scheduled toy cleaning
- Holiday parties & special celebrations
- Field trips

Snacks/Lunch

Each day there is a designated snack time. Growing bodies need healthy snacks to sustain energy and mental clarity for daily activities. During snack time, we allow the children to open two snacks plus a drink from their lunchbox. Any packed desserts are encouraged to be saved for after lunch. With this in mind, if your child leaves early, please limit their morning snack to healthy options. Some healthy examples

are: crackers, cheese, fruit, veggies, granola, pretzels, yogurt, goldfish etc. We strongly encourage you to make sugary snacks like cakes, candy, and other treats a rare and special addition to your child's lunch.

Please label all lunchboxes with your child's name as well as any plastic containers you would like returned. Please be sure all food is cut & peeled (apples, oranges etc.) Don't forget napkins, spoons & forks when needed.

SECTION III - ELEMENTARY (1st - 5th)

ACADEMICS

Attendance and Promotion

Students missing more than 20 days (excused or unexcused) in a school year risk eligibility of being promoted to the next grade. The office will send a notification to the parents of any student who has been absent more than 5 days per grading period. Administration will endeavor to work with students and parents prior to the meeting of the twenty-absence threshold to prevent loss of instruction. Once the twenty-absence threshold is met, the guidance office will request a conference with the parents. A student who misses more than 20 days may be retained in his/her present grade and/or lose Step Up funding (if the student receives such funding). Attendance totals are indicated on the student's report card each quarter.

Elementary Attendance Policy

Excused Absences

1. Illness validated by a parent or guardian. For an extensive illness lasting 5 consecutive days or more, the School will require a statement from a physician for the student's absences to be considered excused. When a student is unable to attend School because of health reasons or other emergencies, parents (regardless of the student's age) should email the appropriate School Office by 9:00am. If a student is absent and prior notice has not been received by 9:00am of that school day, the office will reach out to the parent regarding the absence.
2. School sponsored trips and activities.
3. School athletic team competitions (5th grade).
4. Death in the immediate family.

Unexcused Absences: All other absences from School will be considered unexcused, subject however to the review and discretion of the appropriate division head.

Tardies: Students are to be in class by 8:00 a.m. Anyone who arrives after the bell has rung will be considered tardy. Students who arrive after 8:00 a.m. should report to the office with their parent to be signed in for a tardy slip. Late students will not be admitted to class without a tardy slip.

Excused Tardies may be executed with **written documentation** for medical appointments, traffic, or inclement weather based on administrative approval. All students with excessive tardies will have a parent/teacher conference. **Please remember that punctuality is important. We are building the foundation for your child's future.**

Make Up Work: It is the responsibility of the individual student to see his/her teacher(s) to make up any graded work missed because of an absence. If a parent would like to pick up the work to make-up, a 24-hour notice period is needed. Students will have as many day(s) to make up work, as they are consecutively absent. Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test. Students or parents may request homework assignments for extended absences.

Truancy: A student is truant if he/she is absent from School without the permission of a parent or guardian (regardless of age) or leaves the School grounds once he/she has reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified immediately and the student will be subject to disciplinary action.

Sign-in and Sign-out Procedures: 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 School 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. There are specific procedures for signing a student in and out of School.

Dismissal: All students who leave campus other than during normal dismissal times must be dismissed through one of the division offices and only to a parent or other guardian who is on their approved pick-up list. No teacher or other employee may excuse a child to any adult before the regular dismissal time.

If a student's regular routine of pick-up changes, a parent must first inform the School Office and provide a note to the student's teacher explaining the arrangements for the day. A State issued ID will be required, as well as prior authorization from the parent via email (we cannot accept authorization over the phone), this person must also be included on the students FACTS "Pickup" list.

Curriculum

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

Grading and Conduct Rating

Students are evaluated using the grading scale below. Teachers often provide comments (all grade levels) for example on Christian character, behavior, study and work habits. Please note, report cards and electronic access to report cards may be withheld for nonpayment of tuition or fees.

- Grades 1 – 2: Students in these grades will be assessed through a rating system based on grade-level expectations in specific content areas.

Report Card

90-100	E (excellent)
80-89	VG (very good)
70-79	S (satisfactory)
60-69	NI (needs improvement)
0-59	U (unsatisfactory)

- Grades 3 – 5:

PERCENTAGE

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

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

Homework

Elementary Homework - Homework will be assigned in the **primary grades**. 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. The daily averages below are in addition to the nightly expectations of reading, studying for tests, etc.

- 2nd grade - 20 minutes (daily average)
- 3rd grade - 30 minutes (daily average)
- 4th grade – 40 minutes (daily average)
- 5th grade – 50 minutes (daily average)

Written Student Assessment Plan

- NWEA MAP assessment occurs twice a year (fall and spring)

    - Data is printed and sent home with students in fall and spring
    - Students take reading and math MAP assessments
    - For 2nd-6th grade, reading and math MAP assessments are split up into multiple testing sessions to encourage best effort each session (1st the test is shorter and read aloud to students)
- IXL benchmarks (reading and math) is given twice a year in 3rd-6th grade in reading and math
    - Creates recommendations for students to work on throughout the week/year on IXL
- IXL diagnostic assessment is taken weekly for ELA in 3rd-6th grade
    - Creates and updates recommendations for students to work on throughout the week/year on IXL
- Formative assessments
    - Students are formatively assessed throughout the day in all subject areas
    - Teachers immediately address misconceptions during small group or one on one
- Summative assessments
    - Students are summatively assessed a mid-points and/or end-of-units
    - Data is used to plan upcoming units of learning
- Assessment is designed to gather data on student achievement level at the time of assessment. Data is used to plan instruction (whole group, small group, one on one). Data is cross-analyzed and used to address school-wide areas of focus down to grade level areas of focus.

DISCIPLINE

Major Disciplinary Infractions

Because Redeemer Christian School is cultivating a biblical culture with Christ as our focus (and for the safety of our students and staff), a single violation in any of the following areas may result in suspension or dismissal from the school depending on the severity of the infraction and according to administrator discretion:

- Sexual misconduct
- Bullying/Harassment
- Pornography
- Language
- Weapons/Threats
- Drugs/Alcohol
- Smoking/Vaping/Tobacco Products
- Fighting/Horseplay

Disciplinary Procedures

Teachers, as God's co-regents, are in charge of the ordinary discipline in their classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with the teacher is at variance with conduct expected from all students and parents. Each situation will be disciplined at the School's discretion in accordance with the School's rules, policies, and practices, as well as general common sense.

Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to appropriate consequences. The level of disciplinary response for any violation of School rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or School disruption caused by the student's behavior;
- The number, if any, of prior infractions of School rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were illegal or prohibited substances (for example, drugs, alcohol, tobacco,

vaping products, etc.);
- Whether the student had been earlier warned about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved;
- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

The range of possible disciplinary actions include one or more of the following:

Disciplinary Report: Written notice of the infraction will be emailed to the parent. It is also recorded in RenWeb under Student Behavior. For more significant behavioral issues, a teacher, the Dean of Students or another agent of the school will call to discuss the issue as well as to set up a plan of action to help the student.

Detention: The student must spend a period of time in the teacher's classroom, Dean's Office or other designated area; this may be during the school day, including a lunch detention. Detentions may be required to be served in silence or in a work project. It is not time to complete school assignments. If the student is late or absent from detention, an additional detention will be assigned.

Disciplinary Warning Status: Students who have serious or repeat infractions will be placed on disciplinary warning status, which means that further infractions will result in probation, suspension, or expulsion. A written plan of action will be developed by the administrator or dean, signed by the student, parent(s) and the administrator.

Probation: A student on probation is in jeopardy of being expelled if found guilty of a major offense. Probation lasts for a full semester. Students on probation lose privileges (such as participating in extracurricular activities, holding office, participating in student council, etc.).

In School Suspension: Students required to be on campus at a designated area but are not allowed to attend class or events. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Admittance back to class required a parent meeting with the administration. Suspension becomes a permanent part of a student's record.

Out of School Suspension: Students are banned from all School activities, including classes, and are to remain at home. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Admittance back to class requires a parent meeting with the administration. Suspension becomes a permanent part of a student's record.

Expulsion: Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the Administration directly may be grounds for expulsion.

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

Discipline Plan for 1st - 2nd Grade

Classroom teachers will share expectations, goals, and community rules with each class at the start of the year, post them in the room, and provide them to parents at the beginning of the year. Each grade level will aim to grow student maturity as expectations for self-control, organization and thoughtfulness will increase. The teachers will communicate directly with parents concerning patterns of behavior and any major behavioral incidents should they occur. The Elementary Director may also participate in discipline as needed. See your child's classroom teacher for more information.

Referral System for 3rd - 5th Grade

When a student's actions elevate 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.

Students will begin each new academic quarter with zero demerits. Any demerits acquired during each quarter will result in consequences for that quarter. Quarterly demerits will then be reflected on annual total.

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 – Additional Lunch Detention (3rd-5th grade only)
- Seven Demerits – In School Suspension (ISS) and the student may be put on a Behavioral Contract.
- 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 referral and parents will be notified via email when a student receives a referral. The Dean of Students will call parents regarding infractions judged to be particularly serious. We highly recommend that parents and students track referrals, demerits, and discipline issues on RenWeb.

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 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
- 2-6 Offensive Language
- 2-6 Disrespect
- 2-8 Dishonesty
- 4-8 Cheating
- 4-8 Bullying
- 4-8 Fighting

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

DRESS CODE

Philosophy

At Redeemer Christian School, we uphold a standard of dress that promotes a focused, academic environment and enhances community spirit. All students are required to abide by the dress code outlined below, and to maintain a neat, clean appearance.

Students are expected to dress modestly for all school-related activities; whether on campus, off campus or after school hours. School staff may address dress code concerns in a respectful and

appropriate manner when needed. The administration reserves the right to make judgements on all matters not explicitly outlined in this policy and to assess the appropriateness of a manner of dress.

Dress Code

Preferred Uniform Vendor: Lands' End (Items with * may be purchased from other vendors)

GIRLS: 1st - 5th Grade

Polo Shirts	Polo style shirt w/Redeemer logo (Navy/Burgundy/White/Gray/Hunter Green/Pink/Light Blue)
Skirts	Box pleat skirt (navy or khaki)
Shorts	Uniform style shorts (khaki or navy only) - no athletic material
Skorts	Navy or khaki
Slacks	Uniform style pants - Flat front or pleated front (navy or khaki)
Jumpers/Dresses (1st-5th)	Jumpers (khaki or navy), Polo-style dresses w/Redeemer logo (navy or burgundy only)
Blouses (1st-5th)	White blouse must be worn under jumpers
Sweatshirts	Lionwear sweatshirts purchased through our spirit store are allowed with a collared shirt underneath
Outerwear	Solid color jacket, w/Redeemer logo OR approved RCS organization/team jacket. Jean jackets are not allowed.
Tights/Leggings	Solid white, or navy (under dresses or skirts only)
Shoes	Must wear sneakers.

BOYS: 1st - 5th Grade

Polo Shirts	Polo style shirt w/Redeemer logo (Navy/Burgundy/White/Gray/Hunter Green/Pink/Light Blue)
Shorts	Uniform style shorts (khaki or navy only) - no athletic material
Slacks	Flat front or pleated front (navy or khaki)
Sweatshirts	Lionwear sweatshirts purchased through our spirit store are allowed with a collared shirt underneath
Outerwear	Solid color jacket w/Redeemer logo OR approved RCS organization/team jacket. Jean jackets are not allowed.
Belts	Brown or black leather
Shoes	Must wear sneakers

Dress Code Guidelines

- **1st-5th girls** must wear shorts under jumpers/dresses
- Collared shirts must be worn under all sweatshirts
- Skirts, skorts dresses and shorts are to be longer than the student's longest finger when arms are fully extended at the student's side.
- **Polo shirts do not need to be tucked in, but must be appropriate length (not too short to be immodest or too long to look sloppy). Teachers and administrators reserve the right to make judgments regarding this.**
- **Winter coats** (not considered uniform) may be worn outside but must be stored in lockers while in the buildings. Approved RCS organization/team jackets may be worn in the building.
- **Hats and Head Coverings** are not to be worn on campus at any time unless preapproved
- **Hair, Piercings & Makeup:** hair and makeup should be a natural color and appropriately applied. Gothic styles are not permitted. Facial piercings are not permitted to be worn at school or at school events.

Dress Code Enforcement and Consequences

Attire may be checked at any time. If a teacher, staff member, or administrator believes an article of clothing is in violation of uniform guidelines, they will issue a dress code referral and/or bring it to the attention of an administrator. The student will be spoken to and appropriate measures will be taken. If the student is a female, a female administrator will talk to the student.

Please refer to the discipline section of the handbook for the consequences of not abiding by the dress code.

SECTION IV - UPPER SCHOOL (6th - 12th)

ACADEMICS

Attendance and Promotion

A student who has 10 or more absences in a semester (excused or unexcused) 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) Unexcused Absence in the semester may merit a "F" grade on that student's semester's report card and transcript will be recorded as such unless an exception is requested and granted by the Upper School Director. **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.** Unexcused Tardiness of 10 minutes or more to a class will count as an unexcused absence. An attendance warning notice will be sent by the Director of Guidance at the end of the 1st and 3rd 9 week grading periods to the parents of all students in grades 7-12 who accumulate five (5) unexcused 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 penalties.

Attendance Policy

Excused Absences

1. An illness or emergency validated by a parent or guardian.When a student is unable to attend School because of health reasons or other emergencies, parents (regardless of the student's age) must email the appropriate School Office by 9:00am that day in order for the absence to be considered excused. If a student is absent and prior notice has not been received by 9:00am of that school day, the office will reach out to the parent regarding the absence. For an extensive illness lasting 5 consecutive days or more, the School will require a statement from a physician for the student's absences to be considered excused.
2. School sponsored trips and activities.
3. School athletic team competitions.
4. Death in the immediate family.
5. A pre-approved absence by School Administration. Upper School Students must complete a Trip Absence form from the High School Office. **Each Student is allotted a maximum of five (5) days per school year** (e.g., family trip or church retreat).

Students excused from classes for field trips or for special reasons are required to obtain assignments and be prepared for class, including tests, the next day.

Any student not well enough to attend all of his or her classes during the school day may not participate in any co-curricular, extra-curricular, or athletic activity that afternoon or evening, except with the specific approval of the School Office. If a student arrives at school after 8:00 a.m. an excused tardy is mandatory in order to participate in extracurricular activities. Students are not guaranteed to receive an excused absence if they do not fall under the parameters listed above.

Unexcused Absences: All other absences from School will be considered unexcused, subject however to the review and discretion of the appropriate division head. When an absence is considered unexcused, students are not permitted to make up tests, examinations, or quizzes that are missed. Further, 10 unexcused absences in any class may result in failing that class despite the grade in the grade book.These guidelines apply to all School days including those immediately before and after vacations.

Tardies: Students are to be in class by 8:00 a.m. Anyone who arrives after the bell has rung will be considered tardy. Students who arrive after 8:00 a.m. should report to the office for a tardy slip. Late students will not be admitted to class without a tardy slip.

Upper school students must 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 an

unexcused tardy for that class period. A tardy in excess of 10 minutes or more will count as an unexcused absence in the class. An unexcused tardy equals one demerit. For more information regarding demerits, refer to the Discipline section of the handbook.

Students who have 3 or more unexcused tardies will serve a lunch detention. Excused Tardies may be executed with **written documentation** for medical appointments, traffic, or inclement weather based on administrative approval. All students with excessive tardies will have a parent/teacher conference. **Please remember that punctuality is important. We are building the foundation for your child's future.**

Make Up Work for Excused Absences: It is the responsibility of the individual student to see his/her teacher(s) to make up any graded work missed because of an excused absence. If a parent would like to pick up the work to make-up, a 24-hour notice period is needed. Students will have as many day(s) to make up work, as they are consecutively absent. Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test. Students or parents may request homework assignments for extended absences. A student returning to School during the school day is required to locate the teacher of each class missed to get any assignment(s) and/or take any test(s) missed.

Truancy: A student is truant if he/she is absent from School without the permission of a parent or guardian (regardless of age) or leaves the School grounds once he/she has reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified immediately and the student will be subject to disciplinary action.

Sign-in and Sign-out Procedures: 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 School 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. There are specific procedures for signing a student in and out of School.

Any student who arrives on campus after the bell has rung is considered tardy. Non-driving students who arrive late to School must have their parents sign them in the School Office, and then receive a tardy slip to go to class. Driving students must report to the School Office to sign in, and then receive a tardy slip to go to class.

Students who find it necessary to leave campus during the School day must notify the School Office. The office will notify the teacher. They must sign out when leaving and if returning to the School campus, sign in upon return. For non-driving students, a parent must be present when a student signs in or out of School. The School will not allow a student to leave School early with another person unless authorized by the parent to do so. In order for a student driver to check-out, an **email must** be sent to the Upper School Office from a parent or legal guardian granting permission. Phone calls or texts on a student's phone will not be accepted; written permission in the form of an email is the only acceptable method of communication regarding this matter.

For student athletes, coaches will assign a check-out time that students will be dismissed from class for early dismissal game days. **Prior to game day, parents are asked to email the Upper School Office granting permission for their student to ride with another parent of a student athlete.** Students are NOT permitted to be driven by another student during school hours, this includes away games. <u>All student athletes MUST check out at the Upper School Office when leaving early for a dismissal.</u>

Students will not be allowed to leave the School grounds, except for an authorized School trip, or under the conditions described above. Students who remain after School for sports or other activities will not be allowed to leave the School grounds and then return for pick-up.

Dismissal: All students who leave campus other than during normal dismissal times must be dismissed through one of the division offices and only to a parent or other guardian who is on their approved pick-up list. No teacher or other employee may excuse a child to any adult before the regular dismissal time.

If a K3-8th grade student's regular routine of pick-up changes, a parent must first inform the School Office and provide a note to the student's teacher explaining the arrangements for the day. A State issued ID will be required, as well as prior authorization from the parent by fax or email (we cannot accept authorization over the phone), this person must also be included on the students FACTS "Pickup" list.

Curriculum

Junior High School Curriculum (7th-8th Grade)

- Language Arts - Grammar for Writing, Institute for Excellence in Writing, and select novel studies
- Math - Saxon
- Science - Life Science (7th), Physical Science (8th)
- History - Houghton-Mifflin
- Bible - Study of Genesis & Exodus (7th), Study of Luke (8th)
- PE & Health
- Electives - Computer, Band, and Art

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. All full time high school students enrolled at RCS for a complete school year are required to take one full English, Math, and Bible credit at RCS.

- 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

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 first semester 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 semester.

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. Payment for AP exams is due January 31 and is nonrefundable. Payment can be made for AP exams online via FACTS.

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.

Grading and Conduct Rating

Students are evaluated using the grading scale below. Teachers often provide comments (all grade levels) for example on Christian character, behavior, study and work habits. Please note, report cards and electronic access to report cards may be withheld for nonpayment of tuition or fees.

- Middle School (6th-8th):

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

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

- High School (9th-12th)l: High school courses will be measured on a 4.0 grade point scale with the following exceptions:
  - All honors classes will be weighted on a 4.5 scale
  - All Advanced Placement classes and Dual Enrollment classes will be weighted on a 5.0 scale

Percentage	Grade	GPA- Regular	AP Classes	9th -12th 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

HIGH HONOR ROLL: 3.5 GPA or Higher; HONOR ROLL: 3.0 GPA

Academic Accountability

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 1st grading period and the 3rd 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. S

Semester Exams

Middle 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. 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. 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: 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 conducted in a 2-hour block. 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.

Homework

- Middle 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:
  - 6th grade - 60 minutes (daily average)
  - 7th grade - 70 minutes (daily average)
  - 8th grade - 80 minutes (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.

Written Student Assessment Plan

- Middle School
  - NWEA MAP assessment occurs twice a year (fall and spring)
    - Student progress reports are shared with families twice a year (fall and spring)
    - 6th Grade Students take reading and math MAP assessments, split up into multiple testing sessions to encourage best effort each session
    - 7th-8th Grade Students take reading, language and math MAP assessments
  - IXL benchmarks (reading and math) is given twice a year in 6th grade in reading and

math
        - Creates recommendations for students to work on throughout the week/year on IXL
    - IXL diagnostic assessment is taken weekly for ELA in 6th grade
        - Creates and updates recommendations for students to work on throughout the week/year on IXL
    - Formative assessments
        - Teachers use formative assessments (ex: student observation, strategic questioning, group discussion) throughout every lesson to gauge student understanding
        - Data is used to determine student mastery, inform decisions about retention, the need to reinforce concepts, etc.
    - Summative assessments
        - Quizzes are used at the midpoints of units
        - Tests are used at the end of units
        - Exams are used twice a year (December and May)
        - Data from each form of summative assessment is used to determine student mastery, inform decisions about retention, the need to reinforce concepts.

- <u>High School</u>
    - Formative assessments
        - Teachers use formative assessments (ex: student observation, strategic questioning, group discussion) throughout every lesson to gauge student understanding
        - Data is used to determine student mastery, inform decisions about retention, the need to reinforce concepts.
    - Summative assessments
        - Quizzes are used at the midpoints of units
        - Tests are used at the end of units
        - Exams are used twice a year (December and May)
        - Data from each form of summative assessment is used to determine student mastery, inform decisions about retention, the need to reinforce concepts, etc.
    - PSAT
        - Administered to 10th and 11th grades (Fall)
    - Pre-ACT
        - Administered to 10th and 11th grades (Spring)
    - SAT
        - Students take 11th and 12th grade year more than once as needed
    - ACT
        - Students take 11th and 12th grade year more than once as needed
    - Data from each form of summative assessment is used to determine student mastery of concepts, inform decisions about retention for the subsequent school year, and designing effective lesson plans that address concepts requiring reinforcement.

Dual Enrollment

<u>RCS' Position Regarding Dual Enrollment</u> - 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. It is strongly recommended that students who wish to dual enroll meet with an academic advisor from the College of Central Florida to assist them in regards to the specific courses they offer. All dual enrollment courses must be pre-approved by the RCS guidance counselor and/or the Administration.

Students who wish to participate in Dual Enrollment for the fall semester must turn in a completed Dual Enrollment packet to the Director of Guidance by May 1st of the previous school year. No dual enrollment packets will be processed by Redeemer Christian School during the summer. It is the responsibility of the student to know all Dual Enrollment deadlines at CF.

Dual enrollment courses may be taken in addition to Redeemer Christian School graduation requirements. One dual enrollment course may be used as a graduation requirement for Redeemer Christian School, during a student's senior year. The course used as a graduation requirement must be pre-approved by the Director of Guidance. Generally, pre-approved courses that will be used as a graduation requirement will be in the subject areas of reading and math.

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 in person outside of Redeemer Christian school hours and/or online. Redeemer Christian School students will not be allowed to leave the campus during school hours to attend classes at CF.

The cost for dual enrollment is the family's responsibility and is to be paid via FACTS (Note: If an articulation agreement is provided from the College of Central Florida stating that tuition is free for private school students then there will be no cost to families). Articulation agreements are made on a year-to-year basis. Courses taken at the College of Central Florida as part of dual enrollment do not affect the student's tuition responsibilities at Redeemer Christian School.

Dual Enrollment Crediting Policy: All Dual Enrollment courses taken through CF are posted on the student's transcript and are included in GPA calculations. All Dual Enrollment courses are weighted on a 5.0 scale.

Florida Virtual School

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

- Courses taken for the purpose of repeating a failed course already taken at RCS (grade included in GPA calculation)
- Major scheduling conflicts - to be determined by Director of Guidance
- Courses not offered by RCS

In order to receive a high school diploma from Redeemer Christian School, students can take a maximum of 6 credit hours through Florida Virtual School to be applied to the 26 required credit hours for graduation (Note: Students may take more than 6 credit hours through Florida Virtual School, but only 6 may be applied toward RCS graduation requirements). Parents are responsible for paying for all FLVS courses. The fee for each course is determined by FLVS.

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

Drop/Add Procedures

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 eight (8) school days of a semester, except in emergency situations. Students adding courses after the 8-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 Director of Guidance reserves the right not to change a student's schedule even if the add/drop procedure has been followed. In this case, the Administration has the final decision and the matter will stand.

DISCIPLINE

Major Disciplinary Infractions

Because Redeemer Christian School is cultivating a biblical culture with Christ as our focus (and for the safety of our students and staff), a single violation in any of the following areas may result in suspension or dismissal from the school depending on the severity of the infraction and according to administrator discretion:

- Sexual misconduct
- Bullying/Harassment
- Pornography
- Language
- Weapons/Threats
- Drugs/Alcohol
- Smoking/Vaping/Tobacco Products
- Fighting/Horseplay

Disciplinary Procedures

Teachers, as God's co-regents, are in charge of the ordinary discipline in their classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with the teacher is at variance with conduct expected from all students and parents. Each situation will be disciplined at the School's discretion in accordance with the School's rules, policies, and practices, as well as general common sense.

Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to appropriate consequences. The level of disciplinary response for any violation of School rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or School disruption caused by the student's behavior;
- The number, if any, of prior infractions of School rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were illegal or prohibited substances (for example, drugs, alcohol, tobacco, vaping products, etc.);
- Whether the student had been earlier warned about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved;
- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

The range of possible disciplinary actions include one or more of the following:

Disciplinary Report: Written notice of the infraction will be emailed to the parent. It is also recorded in RenWeb under Student Behavior. For more significant behavioral issues, a teacher, the Dean of Students or another agent of the school will call to discuss the issue as well as to set up a plan of action to help the student.

Detention: The student must spend a period of time in the teacher's classroom, Dean's Office or other designated area; this may be during the school day, including a lunch detention, or after school. After school detentions are served from 3:30 p.m. to 4:30 p.m on days specified by the Dean of Students. Detentions may be required to be served in silence or in a work project. It is not time to complete school assignments. If the student is late or absent from detention, an additional detention will be assigned.

Disciplinary Warning Status: Students who have serious or repeat infractions will be placed on disciplinary warning status, which means that further infractions will result in probation, suspension, or expulsion. A written plan of action will be developed by the administrator or dean, signed by the student, parent(s) and the administrator.

Probation: A student on probation is in jeopardy of being expelled if found guilty of a major offense. Probation lasts for a full semester. Students on probation lose privileges (such as participating in extracurricular activities, holding office, participating in student council, etc.).

In School Suspension: Students required to be on campus at a designated area but are not allowed to attend class or events. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Admittance back to class required a parent meeting with the administration. Suspension becomes a permanent part of a student's record.

Out of School Suspension: OSS is an unexcused absence. Students are banned from all School activities, including classes, and are to remain at home. Admittance back to class requires a parent

meeting with the administration. Suspension becomes a permanent part of a student's record.

Expulsion: Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the Administration directly may be grounds for expulsion.

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

Referral System

When a student's actions elevate beyond a warning for an infraction, the issue is recorded in RenWeb/FACTS 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.

Students will begin each new academic quarter with zero demerits. Any demerits acquired during each quarter will result in consequences for that quarter. Quarterly demerits will then be reflected on annual total.

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 (7th-12th grade only)
- 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 referral and parents will be notified via email when a student receives a referral. The Dean of Students will call parents regarding infractions judged to be particularly serious. We highly recommend that parents and students track referrals, demerits, and discipline issues on RenWeb.

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.

Demerits Infraction:

- 1 Dress Code violation
- 1 Tardy
- 1 Unprepared for class
- 1 Gum chewing
- 1-2 Class disruption
- 1-2 Public Display of Affection
- 2-6 Offensive Language
- 2-6 Disrespect
- 2-8 Dishonesty
- 4-8 Cheating
- 4-8 Bullying
- 4-8 Fighting

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

Reporting of Infractions to Colleges/Universities and Schools

Students and parents are responsible for understanding the obligation to report and update information in a student's college application pursuant to the college's or university's reporting guidelines. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student's college counselor will also inform the college or university of such an incident.

DRESS CODE

Philosophy

At Redeemer Christian School, we uphold a standard of dress that promotes a focused, academic environment and enhances community spirit. All students are required to abide by the dress code outlined below, and to maintain a neat, clean appearance.

Students are expected to dress modestly for all school-related activities; whether on campus, off campus or after school hours. School staff may address dress code concerns in a respectful and appropriate manner when needed. The administration reserves the right to make judgements on all matters not explicitly outlined in this policy and to assess the appropriateness of a manner of dress.

Dress Code

Preferred Uniform Vendor: Lands' End

GIRLS: 6th - 12th Grade

Polo Shirts (6th-12th)	Polo style shirt w/Redeemer logo (Any solid color)
Skirts	Box pleat skirt (navy or khaki)
Shorts	Uniform style shorts (khaki or navy only) - no athletic material
Skorts	Navy or khaki
Slacks	Uniform style pants - Flat front or pleated front (navy or khaki)
Jeans	Traditional style blue jeans (solid light or dark blue only). No holes, tears, rips or designs.
Sweatshirts	Lionwear sweatshirts purchased through our spirit store are allowed with a collared shirt underneath
Outerwear	Solid color jacket, w/Redeemer logo OR approved RCS organization/team jacket. Jean jackets are not allowed.
Shoes	Must wear closed shoes. No boots, sandals, flip-flops, slides, crocs, Uggs, rubber shoes, etc.

BOYS: 6th - 12th Grade

Polo Shirts (6th-12th)	Polo style shirt w/Redeemer logo (Any solid color)
Shorts	Uniform style shorts (khaki or navy only) - no athletic material
Slacks	Flat front or pleated front (navy or khaki)
Jeans	Traditional style blue jeans (solid light or dark blue only). No holes, tears, rips or designs.
Sweatshirts	Lionwear sweatshirts purchased through our spirit store are allowed with a collared shirt underneath
Outerwear	Solid color jacket w/Redeemer logo OR approved RCS organization/team jacket. Jean jackets are not allowed.
Belts	Brown or black leather
Shoes	Must wear closed shoes. No boots, sandals, flip-flops, slides, crocs, Uggs, rubber shoes, etc.

Dress Code Guidelines:

- Collared shirts must be worn under all sweatshirts
- Skirts, skorts dresses and shorts are to be longer than the student's longest finger when arms are fully extended at the student's side.
- Boys undergarments cannot be visible below the hem of the shorts or above the waistline
- **Polo shirts do not need to be tucked in, but must be appropriate length (not too short to be immodest or too long to look sloppy). Teachers and administrators reserve the right to make judgments regarding this.**
- **Winter coats** (not considered uniform) may be worn outside but must be stored in lockers while in the buildings. Approved RCS organization/team jackets may be worn in the building.
- **PE Dress Code**: 7th-12th grade students will be required to dress out for PE in order to receive full credit for that day. PE uniform to be purchased through our Spirit Store. Students must wear athletic shoes during PE. Students must change back into their school clothing before leaving campus at the end of the day unless they leave directly from the gym or go directly to their transportation.
- **Hats and Head Coverings** are not to be worn on campus at any time
- **Hair, Piercings & Makeup:** hair and makeup should be a natural color and appropriately applied. Gothic styles are not permitted. Facial hair must be kept neat. Facial piercings are not permitted to be worn at school or at school events.

Dress Code Enforcement and Consequences

Attire may be checked at any time. If a teacher, staff member, or administrator believes an article of clothing is in violation of uniform guidelines, they will issue a dress code referral and/or bring it to the attention of an administrator. The student will be spoken to and appropriate measures will be taken. If the student is a female, a female administrator will talk to the student.

Please refer to the discipline section of the handbook for the consequences of not abiding by the

dress code.

GENERAL INFORMATION

Chapel Days

Chapel is an integral part of Redeemer Christian School. Upper School Chapel occurs every Wednesday at 8:00 am in the Church Sanctuary. It is a requirement of ALL students to attend, regardless of their schedule. If a student does not have a 1st period class, that student is still required to attend Chapel. Students who do not have a first period class will be assigned a study hall on Wednesdays only. Those students must report to school by 8:00 for attendance with their study hall teacher and will then be dismissed from study hall to Chapel. Those students will then remain on campus for their first period study hall. If a student has an unexcused tardy or absence for Chapel, then that unexcused attendance will be reflected in the attendance section of their 1st period class.

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.

National Junior Honor Society and National Honor Society

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 first semester of their sophomore year and must then go through a selection process. 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 first semester. 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.

Leaving School Campus

Redeemer is a closed campus, requiring students to sign out/be signed out by the appropriate parent/guardian. It is a serious infraction to leave campus without authorization. Students who do so will face disciplinary action, can jeopardize their senior privilege and may be required to submit to a drug or alcohol test.

Student Drivers

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 rearview mirror.
2. Students may park in designated areas only, as assigned by the administration.
3. The speed limit on campus is 10 mph.
4. Loud music may not be blaring from vehicles on campus.
5. Students may not drive off campus during school hours for any reason without parental and administrative permission.
6. Students may not go to their vehicle during school hours without administrative permission.
7. 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.
8. 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.

Posters and Announcements

All posters must be approved at the office before they are displayed in School. If a student wishes to put up a poster, he/she should bring it to the office first. General announcements are made in the morning. Club or class announcements must be signed by an advisor. Any announcement originating from a student must be cleared by administration.

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 3rd-8th 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.

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. Parents/ guardians and students over age 8 must sign the form below.

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

_____	_____
Student Name	Student Age
_____	_____
Student Signature	Date
_____	_____
Parent/Guardian Name	Relationship to Student
_____	_____
Parent/Guardian Signature	Date