



Risen Christ Lutheran School

**Parent/Student Handbook
2025-2026**

Risen Christ Lutheran School
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Office Hours
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Non-Discrimination Policy

Risen Christ Lutheran School recruits and admits students of any race, color, national or ethnic origin, religion, gender and sex to all its rights, privileges and activities. In addition, the school will not discriminate based on race, color, national or ethnic origin, religion, gender or sex in the administration of its educational programs, athletics/extracurricular activities, or in the hiring of its certified or non-certified personnel. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public-school district-initiated desegregation.

Risen Christ holds National Accreditation with National Lutheran Schools Accreditation (NLSA).

National accreditation assures parents that the school complies with national standards. It indicates the school's commitment to on-going improvement. Parents can be certain that when a school is accredited by NLSA, it has been observed by a team of qualified educators, evaluated, and recognized at national level.

Risen Christ is a chartered nonpublic school.

This classification means that the school has had its complete program (including alignment with state standards and assessments) reviewed and approved by the State of Ohio. In addition, on-site visits by the State Department of Education have been made to ensure racial nondiscriminatory compliance as well as other inspections. Once chartered, the school qualifies for transportation, auxiliary services, and administrative cost reimbursement.

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Risen Christ Lutheran School functions in obedience and response to:

God's promise that we are to *"train up a child in the way he should go, and when he is old he will not part from it."* (Proverbs 22:6)

God's command that the parents are to bring up their children *"in the nurture and admonition of the Lord."* (Ephesians 6:4)

God's commission that the church make disciples of all nations, including children, and teach them *"to observe all things commanded by the Lord."* (Matthew 28:19-20)

God's encouragement when He says, *"I will instruct you and teach you in the way you should go; I will counsel you and watch over you."* (Psalm 32:8)

Mission

We support the belief that children are precious gifts from God. Our mission is to provide, together with families, a high-quality education for the whole child within a loving, Christ-centered environment.

Vision

The vision of Risen Christ Lutheran School (RCLS) is that each student will develop and possess a lifelong love of learning, a deep love for God and a habit of prayer, a strong sense of responsibility and integrity, a respect for the inherent value of every person, a curious mind open to new ideas, and a love and respect for life.

Philosophy

Children are precious gifts from God and each is created with unique gifts and abilities. The whole child—spiritual, emotional, social, physical, and academic—is the responsibility of parents and educators. As children develop at their own individual pace and through diverse learning styles, instructional methodology and the learning environment must reflect the needs of individual children.

Above all, Christian parents and teachers desire that children grow up knowing and believing in the Lord and Savior, Jesus Christ, and that they learn to live as faithful, responsible, God-fearing citizens in the world in which God has placed them.

Children mature emotionally and socially through the support and guidance of Christian parents and teachers. Learning to interact with others in a positive, constructive manner is developed through carefully designed learning environments and adult-child interactions that foster responsibility and respect for self and others.

Physical development is supported within both small and large motor opportunities.

A variety of developmentally appropriate activities will provide both enthusiasm and involvement.

Academic excellence in all areas—reading, language arts, mathematics, social studies, health, science, and the fine arts—is the goal for each child. Academics are the second highest priority—Christian faith being the first.

Finally, the partnership between family and school is vital for the development of the whole child. Families are equal partners, rather than merely the "receivers" of school information.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

Family Values Policy

RCLS is supported by Risen Christ Lutheran Church (RCLC), which is a member congregation of The Lutheran Church-Missouri Synod (LCMS).

The LCMS practices and believes in doctrines derived from the Holy Bible. The LCMS affirms the sanctity of human life, including the life of an unborn child, the importance of stable family life, and fidelity in marriage. The LCMS opposes all homosexual lifestyles, heterosexual cohabitation, sexual relations outside the marital relationship, child predator actions, and the use of illegal drugs. These are some examples of the LCMS position on a number of contemporary questions of conduct and morals.

RCLS is a ministry of sharing Jesus Christ with its members and community. RCLS believes a Christian Education prepares students academically and spiritually.

Christian beliefs are taught at RCLS in our entire school program. The teachers, administrators, and school employees are committed to teaching Christian values and faith as a way of life.

Members of the RCLS family are expected to respect the teachings and beliefs of the LCMS. Members of the RCLS family may not promote beliefs and/or positions contrary to LCMS teachings. Recurring promotion of such beliefs and/or positions, especially those that disrupt the school, may result in the student being removed from the school or refused enrollment.

For the purpose of this policy, the decision of the Principal may be appealed to the Risen Christ Lutheran School Board (School Board).

Risen Christ Lutheran School Memorials Contributions

Program

The honoring of a loved one, a friend, or an individual for whom one has great respect can be done through a memorial (deceased) or tribute (living) contribution to RCLS. This can be a very satisfying act to the donor, particularly when it glorifies God. A gift contribution glorifies God by supporting the mission of RCLS to continue in its Christ-centered Christian environment with a high standard of academic education built around Jesus Christ, our Savior.

Usually memorials are funded through gifts of cash or publicly traded securities. However, other ways include making the school a beneficiary in a will, insurance policies, gift annuities, trusts, or retirement plans. Specifically, these kinds of gifts may be designated to an established School Memorial Fund for the following reasons:

- A gift of thanksgiving for a person, family or group.
- A tribute gift for a living person or persons.
- A memorial in honor of a deceased person or persons.

Family and Teacher Fellowship (FTF)

All parents of RCLS are members of the Family and Teacher Fellowship (FTF), which exists to promote friendly relationships among parents, to acquaint them with the spirit of RCLS, to obtain their cooperation with its objectives for the development of their children, and to initiate the parents' involvement and support for projects and functions which aid RCLS academically, socially, and financially.

The mission of the RCLS and FTF is:

- to aid in communication between the RCLS staff/administration and the parents.
- to help the parents understand the fundamental premises upon which RCLS functions.
- to help schedule, promote, and host student and parent activities.
- to welcome new parents into the RCLS family and to instill the need for their continued involvement and support of RCLS.
- to encourage pride in the children and in RCLS.
- to assist RCLS in promoting its reputation in Springfield and its surrounding communities.

Admission

RCLS recruits and admits students of any race, color, national, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational programs and extracurricular activities.

Children entering Kindergarten must be 5 years old by September 30th of the year of admittance. Screening will be done for all entering Kindergarten students before the first day of school.

Students whose birthday falls between September 30th and December 31st may be enrolled if placement testing shows a readiness and parents, teachers, and the school administration agree this would be an appropriate measure to take.

Parents enrolling a student who is transferring to RCLS from another school must sign a "Transfer of Records" form so that RCLS will receive any and all records of past performance.

Evaluation

Students at RCLS are screened prior to entering Kindergarten. Screening includes all domains of Language, Cognition, Fine and Gross Motor, Social/Emotional Development, and Vision and Hearing. Developmental Reading and Math Assessments, the STAR Assessments, and the Ohio State Tests covering the basic skills will be given two to four times each year. Throughout the school year, each child will be carefully monitored using observation techniques, portfolios, rubrics, and daily work.

Parents are notified of their child's progress through report cards, mid-term progress reports, and monthly messages. Parent/Teacher conferences are held two times per year, in the fall and in the spring, to keep parents up to date on the progress of their child.

Special Education/ISP/IEP

RCLS will provide special education services and supports within and according to our resources.

Starting Time

School will begin promptly at 8:30 a.m. and children are considered tardy after 8:40 a.m. unless the principal identifies an unavoidable delay for all children. Parents are responsible for their children until 8:15 a.m. unless they want to take advantage of the extended care RCLS has available. Parents of children left before 8:15 a.m. will be assessed a charge for extended care in thirty-minute increments until 8:30 a.m.

Morning and Afterschool extended care are available the days RCLS is in session. Morning care is from 7:00 a.m. – 8:30 a.m. and afterschool care is from 3:30 p.m. – 5:30 p.m.

Curriculum

The instruction received by children attending RCLS is Bible-based. As Christ is the center of Christian life, so He must be and is the center of Christian education. Psalm 32:8 gives us encouragement in this area, "I will instruct you and teach you in the way you should go; I will counsel you and watch over you." Accordingly, to enhance the importance of a good spiritual beginning for every child, spiritual growth is encouraged through daily devotions and prayers. The document *Integrating the Faith* is used to provide a Christian perspective within all subject areas. All areas of study and curriculum are required of every RCLS student. This includes, but is not limited to, chapel gatherings, Christian religion class, and Bible study. Areas of study and curriculum are aligned with the vision of RCLS.

All content areas are organized to reflect the Content Standards as developed by the State of Ohio and the various content professional societies. Subject areas include: Reading, Language Arts, Phonics, Science, Mathematics, Social Studies, Health, Physical Education, Art, Music, Drama, and Religion. Whenever possible, topics are integrated across content areas. Our religion curriculum is published by Concordia Publishing House.

Dismissal Procedure

Please follow the route marked on the map page. Please keep to the perimeter of the parking lot and use only the area that is paved.

It is of the utmost importance that the bus parking spot and path for the bus to exit are not blocked at any time. Also, the driveway entrance and exit areas are not to be blocked. Please see the map for the bus parking spot and exit route.

Cars must be in a single-file line at all times. If any areas mentioned above would be blocked by your vehicle, please park in a parking spot until the line is short enough to proceed.

If someone other than the normal parent/guardian will be picking up your student(s), please inform the office prior to 3:15 p.m. Remember, we can only release your student(s) to those on your authorized pickup form.

Please be courteous and patient with the staff, other drivers, and parents/children walking in the parking lot. Use caution at all times.

To pick up an Extended Care student, please park in a designated parking spot and come inside to sign your child out of the program.

To ensure compliance with all applicable State and Federal regulations, parking parallel to the curb is not permitted at any time.



Visitor Sign In

When visiting the school during regular school hours all guests, including volunteers, parents, and family members, must sign in at the front desk or school office and wear a visitor's badge.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled in the fall and spring. At the conference, parents and the teachers may discuss the child's progress, behavior, social, and/or physical needs. All conferences will be documented in writing and the documentation kept on file in the school office.

Inclement Weather, Weather Delays, and Closings

TV Stations:	WHIO - TV Channel 7
	WDTN - TV News Center 2
Radio Stations:	1290 WHIO - AM
	99.1 WHKO - FM
Websites:	whio.com
	wdtn.com

SmartSend: RCLS uses the SmartSend system for inclement weather and other notifications. SmartSend is an automated telephone/email messaging system that delivers school messages to all RCLS families within a few minutes. We ask each student to list up to two (2) contact numbers as a part of this service.

Delayed opening plans are as follows:

1 - hour delay	School students arrive at 9:30 a.m.
2 - hour delay	School students arrive at 10:30 a.m.

Morning Care will begin at **8:30 a.m.** when there is a **weather delay**. If school is closed due to weather or other emergency (ex. power outage), there will be NO morning care or afternoon care.

Bus Riders, watch for the name of your public-school district. Your bus will run as posted for your public-school district. On severe weather days, you may be responsible for your own transportation to school. If your public-school district has a delay but RCLS does not, your child will not be counted tardy. If RCLS has a delay but your public-school district does not, remember that RCLS will not have staff in the building until 8:30 a.m. Students on buses that arrive before 8:30 a.m. will need to provide their own transportation on severe weather days.

Confidentiality of Student Records

Confidential student information (i.e. psycho-education assessment, RTI, IEP/ISP) is kept in a file separate from the general student information file. A colored dot on the general student information file will indicate a confidential file exists. This confidential file will be forwarded to the next school with the parent's signed permission. Student roster information is not shared with other school families or any other agencies. Student files are available for review to the parent/legal guardian of the student, the teaching staff of the student, the school counselor, the school special education team, and the school administrator. Student files will be forwarded to other schools, counselors and/or the student's doctors only by written request of the parent/legal guardian.

Child Protection Records

All records of child protection or child welfare concerns, disclosures, or allegations are treated as sensitive information and will be kept together, secure, and separate from the student's general school file. The information will be shared with all those who need to have it, whether to enable them to take appropriate steps to safeguard the pupil or to enable them to carry out their own duties. It will not be shared wider than that. These records must be stored in a secure (locked) easily-accessible filing cabinet or cupboard and only accessible through the Director of Records or School Principal.

Confidentiality of Student Records

All student records are stored in a secure (locked) easily-accessible filing cabinet and only accessible through the Director or Records or the School Principal. Student information is shared only with licensed staff who need the information to carry out their contracted duties (i.e. classroom teacher, counselor).

Students and Their Parents

The child who is the subject of a child protection record has a right to access their personal record, unless to do so would affect their health/well-being or that of another person, or would be likely to prejudice an ongoing criminal investigation.

Parents (i.e. those with parental responsibility in law) are entitled to see their child's child protection file, on behalf of their child, with the same exceptions as apply to the child's right to access to the records. Note that an older pupil may be entitled to refuse access to their parents. Parent requests to access records on a child's behalf, must be done in writing.

Other professionals

Child protection information shall not ordinarily be shared with agencies other than Social Services, Health, the Police and/or Sheriff's Dept.

Transfer of Records

When a student transfers from one school to another, his/her child protection record (if any) shall be forwarded to the new school without delay, separate from

his/her main pupil file. Care will be taken to ensure confidentiality is maintained and the transfer process is as safe as possible. If a student with a child protection record leaves RCLS without providing a forwarding address for home and/or new school information within 10 school days, the Clark County Sheriff's Department will be informed. Tracking procedures will be instigated if the child's whereabouts are deemed unknown.

Attendance

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline.

Parents are to report all absences to the front office by 9:00 a.m. on the day of the absence. Students are not to report their own absences.

When absent, students will be given the same number of days they were absent to make up missed homework and classwork. For example, if a student misses four (4) days of school, he/she will have 4 days to make up the work completed in class and assigned as homework. Work not turned in on time will receive a grade of 0%. Parents may request a homework extension if there are extenuating circumstances that would deem an extension appropriate.

Students that miss more than 9.5 days total within a school year must present a doctor's note for all further absences. Students failing to turn in a doctor's note upon return to school will receive 0% for all missed work.

Students, who are dismissed from school early, for any reason, must be signed out at the office.

Tardy/Absence Form

RCLS is required by law to have a note for each student's absence and/or tardy in the student's office record. A tardy/absence form sheet is included. Please make a copy of it and complete one of the absent/tardy forms each time your child is absent/tardy. If another sheet is needed, please contact the office or your child's teacher.

One form may be used for successive days absent. For example, your child is absent Monday-Wednesday June 6-8 of a week, the form excuse dates would be written as June 6-8.. If there is a break between days, a separate form is needed for each day. Example, your child is absent on Monday, June 6, and again on Wednesday, June 8, a form is needed for June 6 **and** for June 8.

Each form requires an adult's signature and contact information.

If an absence is known in advance, please send in a note with the dates of absence. This will help the teacher(s) prepare work to be sent home.

Please excuse _____ on _____.
(name of student) (date)

His / Her absence / tardy was due to _____.
(Circle one) (Circle one) (List reason)

Parent/Guardian Signature _____ Phone number _____

Please excuse _____ on _____.
(name of student) (date)

His / Her absence / tardy was due to _____.
(Circle one) (Circle one) (List reason)

Parent/Guardian Signature _____ Phone number _____

Please excuse _____ on _____.
(name of student) (date)

His / Her absence / tardy was due to _____.
(Circle one) (Circle one) (List reason)

Parent/Guardian Signature _____ Phone number _____

Please excuse _____ on _____.
(name of student) (date)

His / Her absence / tardy was due to _____.
(Circle one) (Circle one) (List reason)

Parent/Guardian Signature _____ Phone number _____

Please excuse _____ on _____.
(name of student) (date)

His / Her absence / tardy was due to _____.
(Circle one) (Circle one) (List reason)

Parent/Guardian Signature _____ Phone number _____

Please excuse _____ on _____.
(name of student) (date)

His / Her absence / tardy was due to _____.
(Circle one) (Circle one) (List reason)

Parent/Guardian Signature _____ Phone number _____

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Tuition Information and Policy

The monthly payment is due on or before the student's first session of each month, beginning August 1 through May 1. Tuition must be kept current. A late charge of \$20.00 will be assessed if payment is not received by the 10th of each month. A child may not continue in the program after one month of non-payment, unless the RCLS Board has granted special approval in writing. A discount in tuition will be given for each parent who refers a student to RCLS and there is a subsequent enrollment.

Thirty days notice in writing, or one month's tuition, must be given before a student's withdrawal. In the event of a withdrawal, transfer, or expulsion, the parent or legal guardian is responsible for full payment of tuition and other fees. RCLS reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the Student Handbook Agreement, you are authorizing RCLS to withhold report cards and other records until tuition and other fees have been paid in full.

Grade Scale 3rd – 8th Grade

Excellent

A+ 100, 99
A 98, 97, 96, 95
A- 94, 93

Below Average

D+ 76, 75
D 74, 73, 72
D- 71, 70

Above Average

B+ 92, 91
B 90, 89, 88
B- 87, 86

Failing

F 69 and below

Average

C+ 85, 84, 83
C 82, 81, 80
C- 79, 78, 77

S=Satisfactory

U=Unsatisfactory

I=Incomplete

W=Withdraw

Grading Standards

An "A" student generally exhibits these characteristics:

1. Consistently does more work **than** required.
2. All work is prompt, neat, and thorough.
3. Exercises superior ability in speaking and writing.
4. Knows how to use books and is a rapid worker.
5. Has the ability to associate and rethink problems.
6. Makes voluntary and worthwhile contributions to class work.

A "B" student generally exhibits these characteristics:

1. Completes the assigned work on time.
2. Frequently does more than required.
3. Has good study habits.
4. Exercises above average ability in speaking and writing.
5. Makes voluntary and worthwhile contributions to class work.
6. Is neat, thorough, and usually accurate in work.

A "C" student generally exhibits these characteristics:

1. Does only what is required.
2. Reasonable, thorough, and prompt with work.
3. Exercises average ability in speaking and writing.
4. Understands directions under definite guidance.
5. Contributes when asked to participate in class activities.

A "D" student generally exhibits these characteristics:

1. Completes assignments with extra time.
2. Special help and encouragement consistently needed.
3. Frequently misunderstands assignments.
4. Careless in preparation of assignments.
5. Exercises below average ability in speaking and writing.

An "F" student generally exhibits these characteristics:

1. Rarely completes assigned work.
2. Listless and inattentive in class.
3. Usually finds it difficult to understand directions.
4. Seldom or never makes contributions.

Homework

Meaningful homework assignments are an important part of the RCLS curriculum. Teachers may assign quality homework for each school night, within the following guidelines:

1.	Grade One:	30 to 45 minutes
	Grade Two:	35 to 50 minutes
	Grade Three:	45 to 60 minutes
	Grade Four:	55 to 70 minutes
	Grade Five:	65 to 80 minutes
	Grades Six-Eight:	75 to 90 minutes

Once a student has dedicated the maximum amount of time suggested for their grade level in focused study, it is recommended that they stop working on homework. To avoid late turn-in deductions, the parent/guardian must write a note to the teacher stating that their child was not able to complete the work within the recommended time frame.

2. From Friday to Monday is considered one school night for homework purposes.
3. Homework may be assigned during long weekends, but may not be assigned during a vacation period with a due date the first day classes are resumed. Homework assigned during a vacation period will be due the second day classes are back in session or later.
4. Assignment due dates are not extended due to unplanned cancellations (including calamity days) or unforeseen circumstances. Assignments will be due on the originally scheduled due date or the first day back in class.

5. Late turn-in deductions:
1 day late (including Fri-Mon) = 10% deduction
2 days late - 20% deduction
3 days late = 30% deduction
And so forth for each day late.

Academic Integrity Policy

At Risen Christ, we value student collaboration and expression of original ideas. The majority of our students turn in assignments and projects that either meet or exceed our expectations and contain no plagiarized or copied work. In an effort to honor original work, an academic integrity policy has been adopted to respond to work that has been plagiarized or copied.

Plagiarism occurs when a student uses or supplies someone else's language, ideas, or other original material without acknowledging its source. Including, but not limited to:

- Using AI to generate any aspect of work submitted as original material for a class assignment or project
- Copying from the Internet, a book, magazine or any other source
- Copying from another student
- Turning in another person's work as your own
- Submitting a group project that includes plagiarized or copied work
- Supplying another student with work that is not their own

If a student turns in an assignment or project for credit that includes plagiarized or copied work, the work will receive a zero. We encourage students to share their work with their teachers for editing advice and comments prior to submitting their work for grading. Should a teacher suspect plagiarism during the editing phase (prior to submission for grade), they will advise the student and provide instruction on using data to develop their own original work and a bibliography.

Transportation Policy

Parents of students being transported to and from school in private automobiles will be responsible for the safe arrival and departure of the children. RCLS must have a written list of specified drivers who are allowed to pick up the student(s). The school should receive written notice of any changes. In case of emergency, a phone call should be made to the school. Parents are responsible for their child(ren), and any child(ren) in the carpool, until the children enter the building in the morning and once the staff releases the student(s) in the afternoon.

Bus Transportation

Families that reside in the Springfield City School District must fill out the on-line form to request bus transportation. Families from all other districts, call the bus transportation department for the school district in which you live.

- Request transportation from the public-school district.
- Specify student name, address, and phone number, and the name, address, and phone number of RCLS.

Risen Christ Lutheran School
41 E. Possum Rd.
Springfield, OH 45502
(937) 323-3688

- The 30 Minute Rule — Risen Christ must be within a 30-minute drive from the public school on a school bus during the school day. 30 minutes are timed starting from the public school where the student would be assigned.
- In certain cases, a public-school district may declare a student "impractical" to transport and instead provide a limited reimbursement payment to the parent.
- On the first Monday in August, follow up on your transportation request with a phone call to your district's bus transportation office.
- Be patient. Whether your child attends public or private school, it can take up to two weeks for the bus schedule to become regular.

Below is a partial list of local districts. If your district is not listed, call the Board Office for your district and ask for the bus transportation number. Please forward any new numbers to Mrs. Reid and she will add them to the Parent Handbook.

Cedar-Cliff	766-1871
Clark-Shawnee	328-5382
Greenon	340-6352
Northeastern	328-6562
Northwestern	964-1318
Springfield City Schools	505-2850
Southeastern	462-8388
Tecumseh	845-4492

If you have questions or concerns, please contact Mrs. Reid at 323-3688 X111 (school) or 831-0822 (cell).

Rules for Students While on the Bus

- Sit on your bottom in your assigned seat. Keep head, hands, feet, and personal belongings out of the aisles.
- No eating, drinking, or chewing gum.
- Arms and head inside the bus. Do not touch the windows unless you have been given permission by the driver.

- Talk softly. Language and/or behavior that is foul, threatening, or hurtful will NOT be tolerated.
- Stay seated. No standing, kneeling, crawling, or walking until the driver gives permission to move.
- For your safety and the safety of those around you, follow the directions of the bus driver and the aide at all times.

Remember: **Riding the bus is a privilege** not a right. Students will receive bus write-ups for failure or refusal to follow bus transportation rules. Bus write-ups may result in suspension of transportation privileges.

Dress Code

We believe that the manner in which we dress is a reflection of our character, values, and attitudes. We have a uniform policy and dress code to serve such a purpose. Dress and appearance must meet conventional standards of dress and modesty. Clothing is to be worn as designed, of appropriate fit, and must not be disruptive or distracting in nature. Students shall not wear clothing that encourages or trivializes violence or the effects of violence. Nor shall any student wear clothing with symbols, pictures, or inscriptions which could reasonably be interpreted as being obscene, sexually suggestive in nature, or otherwise inappropriate meaning, including the advertising of alcohol, drugs, or tobacco. Clothing may have a small manufacturer's logo on the left crest, sleeve, or neckline.

Heavy weight coats and heavy jackets are not permitted to be worn in the classroom.

Uniform Guidelines

Uniforms are required for Kindergarten-6th Grade, Monday-Friday, excluding special out-of-uniform days and excluding students holding an out-of-uniform pass.

- **Shirts** – **Solid color** long or short sleeved polo shirts, button downs, and turtlenecks are permitted. All shirts must have collars and sleeves, with the exception of the Risen Christ Logo T-Shirts and Sweatshirts. **Solid color** pullovers, button down sweaters, sweatshirts, lightweight jackets, and hoodies are permitted to be worn over a shirt with a collar or a Risen Christ logo shirt. Half-shirts, muscle shirts, tube tops, crop tops, belly shirts, tops or dresses with spaghetti straps are **not** permitted.
- **Pants/Shorts** – Navy blue, black, or khaki (tan) dress or Docker style slacks/pants or shorts. Leggings are not considered pants or slacks. Gym/athletic shorts are **not** permitted on regular uniform days.
- **Dresses/Skirts** – Navy blue, black, khaki, or plaid uniform type jumpers and skirts. Plaids must stay within the following color scheme: navy blue, red, burgundy, and green. White and yellow may be included in the plaid as accent colors, not as primary plaid colors. Jumpers are to be worn with a collared shirt. Leggings or spandex shorts may be worn under skirts, skorts, jumpers and dresses.
- **Shoes** – Suggested footwear includes a solid shoe that covers the entire foot. Sandals and flip-flops are permitted, but are discouraged as the children play daily on a mulch covered playground and are in close contact throughout the day with other children who may step on or bump into their feet.
- **Hats/Hoods** – Hats and hoods are **not** permitted to be worn inside the building without specific prior approval of school administration. Hoodie and jacket hoods must be lowered to the shoulders/back, fully off the head and neck when in the building.
- **Sunglasses** – Sunglasses are not permitted to be worn within the school except upon a doctor's prescription.

Out-of-Uniform Guidelines

Out-of-Uniform Guidelines may be followed on special “out of uniform” days.

- **Shirts** – Half-shirts, muscle shirts, tube tops, crop tops, belly shirts, tops or dresses with spaghetti straps are **not** permitted.
- **Pants/Shorts/Skirts/Dresses** – must be of modest length and must fit in a manner in which undergarments including boxers do not show. Jeans with minimal fraying are permitted. Jeans with fraying from hip to toe or fraying which exposes the skin are not appropriate for school. Gym/athletic shorts are **not** permitted unless indicated by the school for special events such as Field Day.
- **Shoes/Hats/Sunglasses** – follow uniform guidelines.

The administration reserves the right to meet with a student and his/her parent(s) at any time during the school year to discuss the appropriateness of an outfit or piece of clothing.

Risen Christ Lutheran School Lunch Guidelines

- Send all the utensils your child needs for his/her meal and a napkin in your child's lunchbox.
- **Prepare the food at home.** It is very helpful if fruits and veggies are peeled and ready to eat. Please prepare sandwiches and salads at home. It is best if the children are able to simply open their bags or containers and begin eating. Making sandwiches and mixing salads can be very time consuming and messy.

Microwaving of Lunches

- RCLS is **not** responsible for the safety of food sent in your child's lunch box. Pack perishable foods appropriately.
- RCLS **will only heat foods that require 2 minutes or less to warm.** Check packages as some frozen meals require 3.5 to 4.5 minutes to cook.
 - If food requires more than 2 minutes, please consider heating the food at home and placing it in a Thermos type container.
- Please send foods that are **already prepared** and **only require warming.**
 - We will only add water prior to heating, as recommended on the packaging, to single-serving containers of microwavable foods such as macaroni and cheese and instant soups.
- All foods that require warming must be sent to school in an appropriate microwave safe container. Risen Christ is **not** able to supply plates, bowls, or other kitchenware to students. Ramen Noodles must already be prepared and sent in a microwaveable bowl.

Do not send an unprepared brick of Ramen noodles or a non-microwaveable can of soup, pasta, mac and cheese, or other food that requires preparation.

RCLS will only heat foods that are prepared and ready to be placed in the microwave.

RCLS will **not** prepare (ex. make the little pizzas) or heat "Lunchable" type meals.

The teachers and staff at Risen Christ try to make lunch a pleasant experience for each child, please help us in this endeavor by supplying your child with the kitchenware necessary for the meal.

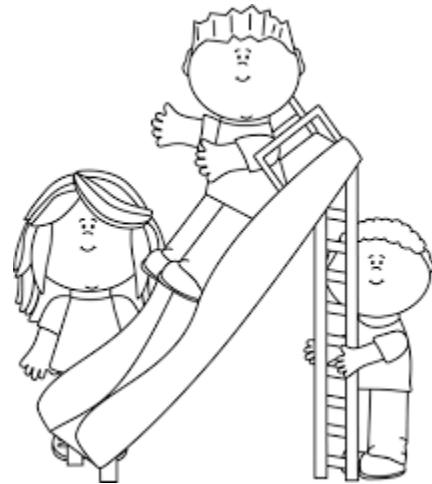


Recess Rules

1. Stay within the safe zone, marked by cones during the first two weeks of school.
2. Wrestling is not permitted.
3. No climbing up the slide or hanging off the top or side of the slide.
4. Wait with both feet on the ground until the person in front of you is sliding, then climb the slide ladder.
5. Slide feet first with bottom down.
6. No jumping off the slide or swings.
7. No twisting or standing on the swings.
8. No pushing each other on the swings.
9. No climbing on the swing set or slide poles.
10. No throwing of mulch, sand, stones, or snowballs.
11. No pushing or shoving.
12. No pulling on clothes.
13. No taking of hats, gloves, jackets, or other personal items.
14. No climbing on the fence.
15. When grass is wet, stay on the mulch.
16. Line up when the bell, whistle, or Playground Monitor indicates.
17. Quiet lines.

Consequences

- Standing (not sitting) time out according to the severity of the offense; Playground Monitor's discretion.
- Demerits given as indicated.
- Severe cases see Mrs. Reid immediately.



Parent Participation Policy

Parents are welcome to visit and observe anytime, and we encourage all parents to attend school sometime during the year. We do request that you check with the teacher in advance so there are not several visitors at the same time. We also prefer that you wait until the second month of school to give the children a chance to adjust to the class setting without interruption. If you would like to speak with your child's teacher, please contact him/her via email, voice message, text, or note to schedule an opportunity to talk or meet. The primary responsibility of our staff is the safety and instruction of our students. Only in cases of family emergencies should a teacher be interrupted during class hours. Thank you for respecting our teachers' attention and devotion to our students.

Parents are welcome to send treats to celebrate their child's birthday. For children with summer birthdays, parents may schedule a half-year birthday or choose a special day.

Parents are welcome to telephone the school with any questions or concerns they may have and are also welcome to request a special meeting if necessary. We always encourage open communication between parents and teachers. If there is a problem, we will try to help you and your child in any way we can.

The school will prepare a roster of the names and telephone numbers of parents or guardians of the children enrolled in the school. Permission must be granted to be included in this roster and is up to the discretion of the parents.

Parents will be asked to help drive and supervise field trips. Parents will be invited to special events and ceremonies. Parents may be asked to provide refreshments for these events.

Many opportunities are available to become involved in the school. A few of these opportunities are: working with individual children or small groups under the guidance of the teacher, preparing materials to be used as instructional items or for the school newspaper, and participating in the parent organization. Research studies indicate that even one visit to a child's classroom has very positive results in the child's academic and emotional progress.

Parents/teacher conferences are held twice each year, in the fall and in the spring. Additional conferences are available as needed. Parents are kept informed of their child's progress through report cards and mid-term reports. For a child to excel at school and to help keep the student on target for his/her academic goals, there must be a partnership between parents and the school.

RCLS considers parents as equal partners in the school and welcomes and expects parent involvement. Parents and guardians are encouraged to attend weekly chapel services whenever possible. Such attendance provides a strong message to the child about the importance of worship.

Field Trip Policy

To ensure proper supervision and to protect the children, the following policies and procedures shall be executed:

- A staff member trained in first aid will be on each field trip.
- Along with a staff member, one additional adult for every ten children will be required to accompany each class.
- At no time will the children be left unattended in a vehicle. Whenever seven or more children are transported in a vehicle, a second adult must be in the vehicle. Child protection seats are required for children less than 4 years old or 40 pounds; a booster seat is required for children less than 8 years old unless they are at least 4 feet 9 inches tall. Each parent must provide the required child protection seat(s) for the field trip. If a child protection seat is not provided, the child will not be permitted to participate in the field trip. This is a liability for all those involved.

For field trips, the school requires written and signed permission from the parent or guardian before transporting or escorting a child to or from the school. Written permission for each field trip will include:

- Child's name.
- Destination.
- Date of the field trip.
- Signature of the parent or guardian.
- Date the permission was signed.

The following items will be available on all field trips including walking field trips:

- The first aid kit.
- The Emergency Transportation Authorization for each child.
- The health record of any child who has allergies or health conditions.
- Special procedures or precautions during the course of the field trip.

Excluding locations where stickers are prohibited, each child on the field trip will have attached identification containing the name of the school, address, and telephone number to contact in the event the child becomes lost.

Safety Policy

Beyond providing a happy and stimulating program for your child, it is important that the environment is safe. The following safety guidelines will be observed:

- No child is ever left alone or unsupervised.
- Parents are responsible for the child(ren), and the child(ren) in the carpool, until the child(ren) is/are greeted by a teacher and checked in each day.
- It is the policy of the school to release a child to the custodial parent, guardian, or to others specifically designated by the custodial parent or guardian. You must make us aware of your carpool plans and inform us in writing of any changes.
- The school cannot assume responsibility for the transportation of its students to or from school. Carpools may be formed by the parents, in which case the school must have a written list of specified drivers and children. The school should receive written notice of any changes. In case of an emergency, a telephone call should be made to the school.
- Fire drill information is posted inside all the schoolrooms and the teachers are aware of all exits. There will be a monthly fire drill to ensure the ability of the staff and children to quickly leave the area in a safe and orderly manner.
- A weather alert plan is posted inside all the schoolrooms and the teachers are aware of actions to be taken if there is a severe weather warning.
- First aid kits are available in the school office. A teacher trained in first aid is at the school at all times. During off-site events the first aid kit will accompany the class.
- Teachers are alert at all times to any activity which could cause accidents and will encourage children to walk rather than run in the classrooms and building. Climbing on chairs, tables, and play furniture is not permitted.
- No toxic materials such as cleaning supplies are stored in or near the classroom. All equipment and games are continually monitored for cleanliness and safety with broken items removed immediately for proper repair. Spray aerosols are never used when school is in session.
- The principal and teachers are required under Section 2151.421 of the Revised Code to report their suspicions of child abuse or neglect to Children's Services.
- Should an accident or injury occur, or if any other incidents necessitate administration of Syrup of Ipecac in accordance with Rule 5101:2-12-51, OAC, or the emergency transportation of a child in accordance with Rule 5101:2-12-49, OAC, the teacher will complete a report in accordance with Rule 5101:2-12-39, OAC. This report will be given to the parent or guardian on the day of the incident and a copy will be on file at the school.
- Annual inspections by the local fire department and the Clark County Combined Health District are made to ensure building safety.

Communicable Disease Policy

A staff member trained in First Aid, Communicable Disease, recognizing Child Abuse, and CPR is at the school at all times, as required by the Department of Human Services. Courses will include signs and symptoms of disease as well as proper hand washing and disinfecting procedures. This staff list is posted in the preschool classroom and in the office.

No child will be admitted if he or she exhibits a temperature of 100 or above taken by auxiliary method in combination with any of the symptoms below. If a child displays these symptoms at school, he or she will be sent home from school:

- skin rash.
- diarrhea and/or vomiting.
- difficult or rapid breathing.
- yellowish skin or eyes.
- evidence of lice infestation.
- conjunctivitis (pink eye).
- untreated infected skin patches.
- unusually dark urine and/or gray or white stool.
- stiff neck.
- inflamed and swollen tonsils, severe cough, or continual nasal discharge.

If your child has allergies, a note must be submitted from the physician. Teachers must be made aware of any allergies, including food.

A Communicable Disease Chart is located in the school office.

Parents are to call the school office if their child will not be attending school by 9:00 a.m.

Students must be free of temperature for a 24-hour period (without medication) before returning.

A mildly ill child will be observed carefully for signs and symptoms of a worsening condition. A "mildly ill child" is defined as one of the following:

- A child who is experiencing minor cold symptoms, but who is not exhibiting any of the symptoms specified above.
- A child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified above.

Medication will not be administered unless special arrangements have been made with the school, and proper forms have been completed.

Any child suspected of having a communicable disease will be isolated in a designated adjacent room until parents or an authorized emergency contact can pick up the child. All bedding will be promptly laundered. The child will be attended

to at all times. Parents will be notified via email if their child has been exposed to a communicable disease.

By law of the State of Ohio, all students, preschool through 12th grade, must have on file prior to the 15th day of school evidence of one of the following:

The specific date (month/day/year) that each dose of the following required immunizations are given:

DTaP/DTP/DT Tdap/Td (Diphtheria, Tetanus, Pertussis)

Kindergarten: 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4th birthday.

Grades 1-12: 3-4 doses of DTaP, DTP, DT, or Td or any combination.

Grade 7: 1 dose of Tdap or Td vaccine must be administered prior to entry.

Polio

Kindergarten: The final dose must have been administered on or after the 4th birthday regardless of the number of previous doses, a minimum of 4 doses if a combination of OPV and IPV.

Grades 1-12: 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday (3 doses required if students enrolled prior to the 1999-2000 school year).

MMR (Measles, Mumps, Rubella)

K-12: 2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.

Hib (Haemophilus Influenzae) Type b

None

HEP B (Hepatitis B)

K-12: 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.

Varicella (Chickenpox)

Kindergarten: 2 doses of varicella vaccine must be administered prior to entry.

Grades 1-4: 1 dose of varicella vaccine must be administered on or after the first birthday.

Or

A written statement from the physician stating that immunizations were withheld due to medical reasons.

Or

A written statement from the parents or guardians stating that immunizations were withheld due to philosophical/religious reasons.

In addition to immunization records or written statements, a physical by a doctor is required by the State of Ohio. This form must be turned in to the school office by the first day of school.

All students must have a current Emergency Medical Authorization form on file. These are distributed at the time of registration and should be returned to the school office on the first day of school.

Lice and Nit Policy

Students presenting signs of lice or nit infestation are not to attend school. If lice or nits are found while the student is at school, the parents will be notified and asked to pick up their child.

If you have found lice or nits in your child's head:

- Treat with a lice and nit removal product.
- Use a nit comb to remove the majority of nits.
- Go through your child's hair in very small sections and remove remaining nits one at a time with your fingernails; check your child's head every day for 21 days.
- Vacuum daily. Don't forget the car, couches, chairs and drapes. Vacuum every fabric object your child's head could have come in contact with that you can not wash or dry clean.
- Change towels and bedding daily, even the blankets and bedspreads must be laundered and/or run through the dryer on the highest setting for 20 minutes every day.
- Bag all stuffed animals, toys made of fabric, and all toys with clothing or hair for 21 days. Bag your child's bookbag for 21 days.
- Wash and dry your child's clothing every day including jackets, sweaters, and coats. Items that may be damaged by daily washing can be tossed in the dryer on high heat for 20 minutes.
- Items that can not go through the dryer such as the fur around a winter jacket hood, should be bagged for 21 days.
- For prevention consider the use of Fairy Tales Hair Care Products (available online) or Mane and Tail Leave-In Conditioner (available at most stores that sell shampoo).

Medical and Dental Emergency Policy

A staff member trained in First Aid, Communicable Disease, and Child Abuse is in the building at all times as required by the Department of Human Services. A first aid kit is located in the school office.

A list of students and their parents' telephone numbers, emergency telephone numbers, and preferred doctors are kept on file in the office. The teacher will take copies of this information during drills and on field trips.

In case of an injury or illness, the child is taken to the school office where the child may rest while the parents are notified.

In case of an emergency, the parents are telephoned and the Rescue Squad called. The child is taken to the hospital or released to the parents, depending on the situation.

If the parent(s) cannot be located, the emergency numbers in the student's file are called.

If the parents or emergency contact people cannot be reached, and it is

determined that urgent care is required, a staff member will accompany the child to the Emergency Room at the hospital, take the child's Registration form and Emergency Transportation Authorization form, and remain with the child until the child's parent(s) or guardian(s) assumes responsibility. These forms are on file in the school office. The incident is then recorded and filed.

During emergency situations, one teacher will attend to the child in crisis and another teacher or the Principal will remain with the class.

Medication Policy

Usually children needing medication can better be cared for at home. The law permits schools to allow administration of medication only under strict guidelines. If a doctor determines it is necessary for a student to take oral medication, the parent should try to arrange the time so that the medication may be given at times other than during school hours. However, there may be cases where dispensing of medication at school may be necessary.

School policy permits us to give medication **only** if a signed statement accompanies it: prescribed medication must have a signed doctor's statement; non-prescribed medication must have a signed parent/guardian statement. The school office has forms for this purpose. We will administer medicine to school children if the following conditions are met:

- A clearly written note which includes the child's name, the dosage, dates of dispensation, and a parent/guardian's signature. In the cases of children who suffer a chronic condition, a bottle marked with the required information, may be sent to the school office with a blanket permission slip for the year.
- Both the note and medicine must be placed together in a sealed bag with the student's name on it and brought to the office or given to the Extended Care worker if the office is closed.
- If the medication is a prescription, a physician's statement must accompany the medication, or there must be on file in the office, a parent's request for administration of medicine. Prescription medication must be in the original container.
- Medications to be taken at school will be stored, securely out of view. Refrigeration will be provided when necessary.
- Children are not allowed to self-medicate. A school staff member must dispense all medication taken at school.
- Injections will not be given in school.

RCLS will not administer medicine unless all the above conditions are met. No Exceptions! If there is an unusual circumstance or you have any questions, please call the office.

Students who have a need for throat lozenges or cough drops must leave them with the teacher for dispensing during school hours. Please follow the guidelines above

for non-prescription medication.

Should there be any change in the administration of medication, written notification is to be sent to the school.

Allergies

Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings and life-threatening foods which may cause anaphylaxis. The parents are responsible for providing the school with rescue medication and a doctor's statement with directions for administration. School staff will take rescue medications to field trips and other off-premises events.

RCLS Student Wellness Plan

This plan outlines the school's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day.

- Students receive nutrition education that helps them develop lifelong healthy eating habits.
- Students have opportunities to be physically active before, during, and after school with the following:
 - Physical Education Class.
 - Christmas Program.
 - Tap/Tumbling Class.
 - Brain Breaks.
 - Miracle Mile.
 - Before and Aftercare.
- The school discourages sweet snacks with the exception of holiday parties or special events.
- School event potlucks serve as a great way to introduce new and healthy foods to all students.
- Extracurricular activities help reinforce healthy habits and behaviors. Garden Club encourages students to learn where their food comes from and how to grow it themselves. Baking Club teaches students how to prepare their own food from scratch to avoid harmful chemicals and preservatives. Praise Team encourages physical activity.
- Fundraiser events like Jump Rope for Heart encourage students to be physically active and learn about the heart and its functions.
- Our last school day is filled with fun "Field Day" activities which keep the students active all day.

Risen Christ Lutheran School Code of Conduct

- Be polite at all times.
- Be truthful and honest.
- Respect teachers and other adults.
- Be prepared for class.
- Arrive on time for
- Cooperate and collaborate with others.
- Pay attention, work quietly, do not disturb others.
- Listen courteously when others are speaking.
- Be friendly to all.
- Do your best!
- When you don't yet understand, are frustrated, or experience failure, be patient with yourself, your teachers, and your classmates then try again!

Guidelines for Student Conduct

In accordance with the mission and philosophy of RCLS, the words and actions of all connected with the school should be a living and visible reflection of each one's love of God and neighbor. Positive student conduct is rooted in our Mission, and should reflect a commitment to living in a community of faith, living a virtuous life, pursuing academic excellence, and having a servant's heart for the common good. These guidelines are in effect 24 hours a day, 365 days a year while the student is enrolled at RCLS.

Off-Campus Conduct

Students should remember that they are responsible for the positive image of RCLS at all times. Personal discipline away from school that does not reflect the Code of Conduct may lead to disciplinary action including possible expulsion. Students involved in pending legal investigations may be suspended (or expelled if deemed necessary) from school for a period of time designated by the school administration. By enrolling in RCLS, a student and his/her parent(s)/guardian(s) understand and agree to pursue the educational objectives and practices as stated in this handbook and to observe the disciplinary code of the school.

Discipline Plan

General School Expectations

Students are expected to follow all guidelines and policies set forth in the Parent/Student Handbook.

Classroom Expectations

Teachers will establish classroom policies and expectations within the framework of school policies. RCLS believes the proper way to resolve any teacher/student issue is to meet with the teacher first. Teachers will maintain documentation regarding student behavior.

Rights of Students

- Students have the right to a Christian environment.
- Students have the right to a positive learning environment.
- Students have the right to a safe environment.

Responsibilities of Students

- Students are to follow the RCLS Code of Conduct.
- Students are to contribute to a positive environment by treating all individuals and property with respect.
- Students are to express themselves in a positive appropriate manner.
- Students are to keep themselves clean, neat, and follow the uniform guidelines.
- Students are to abide by the established rules of each classroom.
- Students are to help create a welcoming environment by being respectful, friendly, and courteous.

Discipline Policy

Our policy for behavior is one of love and forgiveness as taught to us by our Lord and Savior, Jesus Christ and to provide a safe environment that displays respect for both children and staff. RCLS utilizes the Time To Teach Behavioral Management System and Love and Logic strategies in all grades Preschool through 8th Grade. Unacceptable behavior will be identified and the consequences given will reflect the seriousness of the behavior. Examples of actions taken are:

- Discuss proper behavior with the student.
- Send the student to the Behavior Reflection Area.
- Separate the student from the situation by having her/him study in a different area.
- Discuss the problem with the parent(s)/guardian(s) to help solve the problem and to help the student understand the consequences of the action(s) and to accept responsibility.
- Administer discipline with loving concern.

A child will never be left unsupervised or be subjected to physical, cruel, harsh, or unusual punishment. No discipline technique will be delegated to any other child. No child will be humiliated, subjected to verbal abuse, be shamed, or frightened.

Parents are strongly encouraged to make an appointment to discuss problems, concerns, or questions with the teachers and to alert the teachers of any changes at home that may affect the child's behavior. All information will be kept confidential.

The ultimate goal of our discipline policy is to provide a loving and forgiving environment.

For repeated discipline issues and in cases that have not resolved in improved behavior after teacher and/or principal intervention, the following steps will commence:

1. A meeting will be called between the parent(s), student, and teacher. At this meeting, it will be clearly stated which behavior(s) will not be permitted at RCLS. The parent(s), student, and teacher will sign a statement of details covered in the meeting including the date, time, location(s) of the offending behavior(s), and the consequences if aforementioned behaviors(s) or any other severe discipline problems should occur.
2. Should there be another offense, a meeting shall be called between the parent(s), student, teacher, and a School Board representative such as the Principal, the Pastor, or the President of the School Board. The discipline issue of concern will be discussed. All in attendance will sign a document clearly outlining which behavior(s) will not be tolerated at RCLS. Included in this document will be a statement of action upon a 3rd or 4th offense.
3. Upon a subsequent offense, the School Board may elect to suspend the student.
4. Should an additional offense occur, the School Board may elect to suspend or dismiss the student from RCLS.

Severe Discipline Policy

In cases of severe misconduct, the School Board may elect to immediately suspend or expel the student. Severe misconduct includes, but is not limited to, vulgar or sexually implicit behavior, attempting to access vulgar or sexually implicit print, images, or video, fighting, intentionally harming oneself or another individual, threatening to harm another individual, vandalism, intentional destruction of property, and/or bringing an illegal substance or item to school.

Demerit System

Purpose: RCLS believes that learning and caring for the community is a disciplinary process. Discipline is the process by which students should act in accord with a specific code of behavior. Students are expected to have discipline in their actions and behaviors as to uphold a positive code of conduct, and therefore, create for themselves and others, behaviors that show growth and maturity. This growth and maturity are the means by which RCLS students do their part to uphold the values of the community and protect the common good. RCLS students are held in high regard and have the expectation to act in a way that is becoming of a person of faith, living a life of virtue, pursuing academic excellence, and serving the common good.

Teachers, staff, and administration can issue demerit slips for behavior that does not reflect the conduct of a RCLS student. Demerit slips are a communication tool to inform parents that their child had a behavior issue during the school day. While this is not an all-inclusive list, it does provide guidelines for both the student and staff.

Demerit slips will be sent home the day they are issued or on the following school day. An email will also be sent to the parent or guardian stating that a demerit slip has been sent home. The demerit slip **must be signed** by a parent or guardian **and returned the following school day**. If the demerit slip is not signed and returned, the homeroom teacher will call the parent or guardian.

When a student reaches his/her twentieth (20th) demerit, the family will be notified by the administration regarding the student's conduct. Parents may call for a meeting with the homeroom teacher, a classroom teacher, or an administrator at any time. Parental involvement and parent-staff communication is encouraged.

List of Demerits

Demerits will accumulate and will be dispensed upon the severity of the behavior as detailed below.

Expulsion Hearing equals one hundred (100) total demerits. A student can receive one hundred (100) demerits for the following:

- Misuse of fire equipment and/or setting false alarms.
- Possession and/or use of fire, hazardous or explosive devices, or weapons.
- Threats made to RCLS facilities and/or members of the Risen Christ community. Local law enforcement will be contacted immediately upon report of such a threat.
- Possession of, or displaying observable signs of drugs and/or alcohol use.

Administrator will contact the parent or guardian for any of the above offenses.

Out-of-School Suspension equals fifty (50) total demerits. A student can receive fifty (50) demerits for the following:

- Fighting.
- Organizing, promoting, or participating in activities which hamper or disrupt the learning process in the school and its environment.
- Smoking, vaping, and/or possession of tobacco/vaping products.
- Vandalism.
- Viewing or showing others inappropriate content in print or with technology, including but not limited to, violence, drug/alcohol use, and adult images/videos.
- Using or sharing vulgar and/or obscene symbols, or images.

Should a student participate in any of the above behaviors, the student and his/her parent(s) or guardian(s) must meet with the Administrator to determine further sanctions up to and including expulsion.

Saturday School equals twenty (20) total demerits. A student can receive twenty (20) demerits for the following:

- Unreported, unintentional damage of school property.
- Insubordination (Major-defined by the teacher and administration).
- Serious disorder on buses and field trips.
- Tampering with locks or any school related security systems.
- Lying and/or forging signatures on absence notes, assigned teacher work requiring signatures, and on permission slips.

Detention equals ten (10) total demerits, and a student can receive ten demerits (10) for the following:

- Misconduct during assemblies or Chapel.
- Violation of classroom testing rules.
- Insubordination (Minor- as defined by teacher and administration).
- Using a cell phone or smartwatch-outside of checking the time-air pods, or any other technology not allowed or approved from the administration during the school day (7 a.m. - 5:30 p.m.). **Devices will be confiscated and kept in the Principal's office until a parent or guardian is able to retrieve them.**
- Public displays of affection.
- Off-task use of computers during class.
- Use of foul, vulgar, racist, demeaning or inappropriate language, words or comments.

Demerit - Examples of receiving one (1) demerit may include, but are not limited to, the following:

- Conduct is unbecoming of a student in class after receiving a warning from the teacher.
- Failure to report to a teacher or classroom when asked to do so.
- Eating or drinking without permission while in class.
- Misconduct such as talking out and/or disruptive behavior.

Detention (Every 10 Demerits)

Detention will be given when a student accumulates ten demerits, or detention can be issued at the discretion of the administration. Detentions are served on the nearest Tuesday of the infraction/accumulation of demerits at the following times: 3:45 p.m. - 4:15 p.m. Teachers will contact the parents or guardians by phone and email on Friday to make them aware of an upcoming detention. **Parents are responsible for transportation for their student(s).**

- Five demerits will be given for the first skipped detention.
- Ten demerits will be given for a second skipped detention and a Saturday School will then be issued.

Detention Rules

Students are expected to report on time, in school uniform, and be present for the full detention time. Students are expected to sit in silence. Students will not be allowed to sleep, "hang out", talk with other students, work on team assigned projects, see their teachers, or use phones, air pods, etc.

Students that do not follow the detention room rules, or are dismissed for any reason, will be treated as if they skipped detention (five (5) additional demerits and will be made to repeat detention the following session).

Saturday School (Every 20 Demerits)

Saturday School is given as a major consequence for various disciplinary/attendance issues upon accumulation of 20 demerits and at the discretion of the Administration. Saturday School is held from 8:00 a.m. - 12:00 p.m. and students will be notified of the specific date that they are to serve. Five demerits are issued for the first skipped Saturday School and 10 demerits for the second skipped Saturday School. Additional Saturday Schools will accumulate for every additional 20 demerits. **Parents are responsible for transportation for their student(s).**

Suspension (In-School = 30, Out-of-School = 50)

Any student accumulating a total of thirty (30) demerits in an academic year (or demerits assigned due to behavior) will be subject to *In-School Suspension* (In-School Suspension equals two consecutive school days at school in isolation).

Any student accumulating a total of fifty (50) demerits in an academic year (or assigned due to behavior) will be subject to *Out-of-School Suspension*. A notice of suspension will be emailed to the student/and parent(s) listing expectations.

- The student will be required to complete a reflection paper evaluating the behaviors and decisions which placed him/her in suspension. The scope and rubric for the reflection paper will be discussed between the Administration and the student prior to the start of the suspension. The student must complete the paper before starting any course work (tests will take priority if requested by teachers due to integrity and test security).

- The student will be required to do all class work assigned. This includes, but is not limited to, obtaining missed notes from the day(s), completing any and all work assigned by his/her teachers, and completing all scheduled tests or quizzes. Any work due those two days will still have the same expectations of due dates.
- Students are banned from all co-curricular activities until the suspension period is over. This includes practices and all team/curricular events.

Expulsion

Expulsion means a student must be removed from RCLS. A student could be subject to expulsion upon receiving 100 demerits or a second out-of-school suspension within an academic year.

- At 20 demerits, a meeting will be called between the parent(s), student, and teacher. At this meeting, it will be clearly stated which behaviors will not be permitted at RCLS. The parent(s), student, and teacher will sign a statement of details covered in the meeting including the date, time, location(s) of the offending behavior(s), and the consequences if aforementioned behavior(s) or any other severe discipline problems should occur.
- At 50 demerits, a meeting shall be called between the parent(s), student, teacher, and a second school board representative such as Principal, Pastor, or President of the School Board. The discipline issue(s) of concern will be discussed and all in attendance will sign a document clearly outlining which behaviors will not be tolerated at RCLS. Included in this document will be a statement of consequences for future offenses.
- Upon reaching 50 demerits, the School Board may elect to suspend the student.
- Upon reaching 100 demerits, the School Board may elect to dismiss the student from RCLS.

A student who has been expelled must receive Administrative permission to attend any RCLS activity. If a student chooses to reapply for admission to RCLS following expulsion, acceptance will be determined by the Administration.

The Administration reserves the right to levy disciplinary measures for any offense or misconduct of an overall school nature, even though not mentioned specifically in the above rules and regulations. Such measures may be necessary at times, especially when students promote activities that are in conflict with the philosophy of RCLS.

Risen Christ Lutheran School Anti-Bullying Policy

RCLS must provide a physically safe and emotionally secure environment for all students and all school personnel. Our goal is to enhance/create positive learning and teaching environments. The State Board of Education defines a positive climate as one that emphasizes and recognizes positive behaviors, evokes nonviolence, cooperation, teamwork, understanding, and acceptance toward all students and staff in, and in transit to and from, the school environment.

RCLS strives to have a school atmosphere in which harassment, intimidation, or bullying will not be tolerated by students, faculty, or school personnel.

Definition: Harassment, intimidation, or bullying shall be defined as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another student and/or staff member more than once that causes mental or physical harm to the recipient; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student and/or staff member.

Bullying Behaviors

Physical Bullying – using physical force to hurt another student or staff member with behaviors that may include, but are not limited to, hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way, or holding. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal money.

Verbal Bullying – directing words at another student/staff member with the intention of putting down or humiliating. This includes, but is not limited to, threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs, and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as hand gestures, making faces, staring, giving the evil eye, and eye-rolling.

Relational Bullying – when a student influences other student's friendships and relationships with actions that include, but are not limited to, deliberately leaving them out, spreading gossip and/or rumors, whispering about him/her, giving the silent treatment, ostracizing, or scape-goating. Relational bullying also includes writing words, creating cartoons, posters, or drawings about another student designed to hurt or humiliate that student.

Cyberbullying – is defined as bullying through the use of technology or any electronic communication. This includes, but is not limited to, electronic mail, internet communications, instant messaging, or posting on social networking sites or facsimile communications. Cyberbullying includes creating a web page or blog in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages, or the distribution by electronic means or communication of messages that meets the

definition of bullying above, whether distributed directly or creating a posting that may be accessed by one or more persons. Since most cyberbullying takes place off school grounds, in order for the school to intervene and discipline, the administrator will need to make the determination that the cyberbullying has adversely affected the “good order of the school” and that, because of the cyberbullying, there is an imminent threat to the safety of a student/staff member or to the school learning environment.

Racist Bullying - refers to a range of hurtful behavior, both physical and psychological, that makes a person feel unwelcome, marginalized, excluded, powerless, or worthless because of their color, ethnicity, culture, faith community, national origin, or national status.

Mob Bullying - is a particular type of bullying behavior carried out by a group rather than by an individual. Mob bullying, or mobbing, is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment, or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

Retaliation - is when a bully harasses, intimidates, or bullies a student who has reported incidents of bullying. This also applies to students who testify in defense of the victim.

Immunity/Retaliation - No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline or other legal action.

Students at RCLS will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

Teachers and Staff at RCLS will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the **Four-A-Response Process** (Affirm Feelings, Ask Questions, Assess Safety, and Act by coaching the child on what to do in the future).
- Look into all reported bullying incidents.

Reporting

All members of the RCLS community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying so that together we can maintain a safe environment for all and practice the skills necessary for positive relationships within the community. School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them.

Students are encouraged to report bullying concerns to their classroom teacher or another school staff member by way of a verbal report, a written note, or by completing a Bullying Concern Report form.

Parents are also encouraged to report directly to faculty or administration their concerns about any bullying behaviors. Parents can share their concerns verbally or in writing, but they are encouraged to complete a Bullying Concern Report form.

Teachers and Staff will report to the principal all bullying concerns and incidents that come to their attention through either direct observation or reports from others. All reports that teachers share with the administration will be documented on a Bullying Concern Report form.

School Administration can also initiate a process to address an observed concern or incident. Depending on the concern, their report may be shared with the classroom teacher of the student(s) involved. All administration-initiated reports will be documented on a Bullying Concern Report form.

School Administration will maintain records of all reports filed during the school year. A summary of all reports will be compiled semiannually and made available.

All parties are expected to treat each other with respect and dignity, and ensure the confidentiality of any issues that may arise.

Intervention

All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. Upon review and investigation of a report, concerns will be addressed within the classroom by the teacher, while more serious and repeated concerns will be referred to the principal for further intervention.

Intervention in bullying concerns, like all disciplinary matters at RCLS, will be addressed with the two main goals in mind: to maintain safety and order within the learning community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again.

Investigation

The principal will investigate complaints by meeting separately with each student involved in the situation. If a severe incident or pattern of bullying has been identified, the administrator will conference with the victim and parent(s)/guardian(s) to discuss safety and community resources. The administrator will also conference with the alleged perpetrator and parent(s)/guardian(s) to discuss appropriate behaviors and consequences.

Discipline

Students who are found to have bullied, harassed, intimidated, or retaliated against a student/staff member who reported acts of bullying will be subject to disciplinary action. The discipline imposed will be dependent on the nature and severity of the acts and can range from a verbal warning to expulsion.

A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation, or bullying promptly, in good faith, and in compliance with the procedures specified in the policy.

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Risen Christ Lutheran School Anti-Bullying Parent/Student Contract - **School Copy**

I promise that I will do my best to keep our school a safe and caring place. This means that I will:

1. Treat **everyone** with kindness and respect.
2. Resolve disagreements with other students peacefully.
3. Never tease, hurt, name-call, or bully another student.
4. Refuse to join in if I see someone else being bullied.
5. Ask for help from an adult if I am bullied or see someone else being bullied.

Read, sign, remove this page, and return to school.

Date: _____

_____ Student's Signature _____ Grade

Parent's Signature

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School form

Risen Christ Lutheran School

Anti-Bullying Parent/Student Contract - **Parent Copy**

I promise that I will do my best to keep our school a safe and caring place. This means that I will:

6. Treat **everyone** with kindness and respect.
7. Resolve disagreements with other students peacefully.
8. Never tease, hurt, name-call, or bully another student.
9. Refuse to join in if I see someone else being bullied.
10. Ask for help from an adult if I am bullied or see someone else being bullied.

Read, sign, and keep in the handbook.

Date: _____

_____ Student's Signature _____ Grade

_____ Parent's Signature _____

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Parent form

Technology Acceptable Use Policy for Students

RCLS provides students with a variety of technology (computer, camera, TV, VCR, scanner, laser disc player, calculator, different formats of software, etc.) to use for educational purposes. Computers and use of the school network or on-line services network are to support learning and to enhance instruction, as well as assist in the administration of the school.

Computer networks allow people to interact with hundreds of thousands of networks. **Use of the computing facilities and the Internet is a privilege**, not a right. This privilege can and will be revoked for misuse.

Goals of the electronic network are:

- to support the RCLS curriculum.
- to enhance learning opportunities by focusing on information retrieval, searching strategies, research skills, and critical thinking to promote life-long learning.

Through the Internet, students, teachers, and staff will be able to access:

- current information on topics such as countries of the world, elections, and the weather.
- news sources such as CBS, ABC, CNN, and the New York Times.
- resources from businesses such as Dow Jones, Bank of America and Wachovia Corporation banks, and Microsoft.
- government agencies including the Smithsonian, the Center for Disease Control, and NASA.
- research institutions and associations such as the World Health Organization, National Council of Teachers of Mathematics, and National Council of Teachers of English.
- a variety of other sources such as the Louvre Museum, The Discovery Channel, Stanford University's Test Preparation site, and The White House.
- telecommunications with individuals and groups around the world by having electronic pen-pals and participating in projects with other schools.

Rules and Regulations

Users and parents of users must understand that RCLS cannot control the content of the information available on the Internet. An extremely small amount of information may be controversial and/or offensive. The school does not condone the use of such material by using software programs which may block the materials, by providing adult supervision, and training students K-6 to reasonably use the service. Within reason, freedom of speech and access to information will be honored. School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by RCLS.

Acceptable Use

RCLS's networks are to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and student behavior guidelines of RCLS. General school rules for behavior and communications apply. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following:

- Violating copyright laws.
- Re-posting (forwarding) personal communications without the author's consent.
- Using threatening or obscene material, or attempting to open or access threatening, violent, destructive, obscene, or suggestive material.
- Distributing material protected by trade secrets.
- Utilizing the network for commercial purposes.
- Providing political or campaign information.

Network Etiquette

Users must follow network etiquette. Network etiquette includes, but is not limited to, the following:

- Be polite; rudeness is never acceptable.
- Use appropriate language—do not swear or use vulgarities or any other abusive or inappropriate language.
- Never reveal your personal address, telephone number, or the information of anyone else.
- Never reveal credit, checking information, or social security number across the Internet.
- Do not attempt to gain unauthorized access to system programs or computer equipment.
- Assume that all communications and information accessible via the network are private property.

Security

Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in cancellation of user privileges. If a security problem is identified, notify the system administrator at the school. Do not demonstrate the problem to other users.

Note that Electronic mail (email) is not guaranteed to be private; system operators have access to all email. Messages relating to, or in support of, illegal activities may be reported to the authorities.

Vandalism

Vandalism will result in cancellation of user privileges and school disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment,

programs, and/or data of anyone connected to the server and/or the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

Privacy

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not assume that files stored on RCLS's servers and hard drives of individual computers will always be private.

Penalties

Violations of any other above guidelines and procedures may result in any or all of the following sanctions:

- Notification of parents or guardians.
- Loss of access.
- Additional disciplinary action may be determined at the building level in line with the Student Code of Conduct.
- When applicable, law enforcement agencies will be involved.

Disclaimer

RCLS will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained or delivered via the network, including the sharing of personal information such as home address, checking account, and credit card information.

Risen Christ Lutheran School Student Use of Social Media/Cell Phones

We are a society that is reliant upon our cell phones, the Internet, and the need to be in constant contact with our family and friends. Our students are no different. The vast majority of our upper grade students have a cell phone and belong to one or more social media websites. It is our hope that our Risen Christ Family is using these avenues of communication in positive ways.

Because of these communication tools, schools across the country are dealing with Cyberbullying. Cyberbullying is defined as a student using the Internet, cell phone, or other technology to harass, embarrass, or threaten another student. We pray that this and other inappropriate texts/posts don't happen at Risen Christ. But we want to let families and students know that we will address these incidents if they occur.

“Let the words of my mouth (my text messages and social media posts) and the meditation of my heart be acceptable in your sight, O Lord, my Rock and my Redeemer.” Psalm 19:14

A portion of that verse is obviously not in the original translation. However, it is a reminder that what we say or do should always make our Good Lord smile. We are responsible for our words and actions no matter where we are, even if we type those words instead of saying them aloud for people to hear.

The following guidelines apply to our Risen Christ Family and share how we will handle situations that are not acceptable in His sight.

Cell Phones

To support school environments in which students can fully engage with their classmates, their teachers and instruction, the Risen Christ School Board has determined that cell phones will not be used during the school day unless use is approved by the supervising adult.

The objective of this policy is to strengthen Risen Christ's focus on learning, in alignment with our mission to ignite in our students a passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our school.

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

If a teacher or supervising adult observes a student using a cell phone without authorization, the phone will be confiscated. The phone will be kept in the office until a parent/guardian picks it up.

Confiscated cell phones will only be returned to a parent/guardian..

Social Media

Social media sites are not to be accessed by students at any time using computers owned by Risen Christ.

Always keep in mind that you are representing yourself, your family, your school, and most importantly, our Lord when you are posting messages online.

No inappropriate comments should be made about teachers, parents, or other students of Risen Christ. Students will be held accountable for their texts/posts.

Personal Electronics

Risen Christ does not allow students to use their own, personal electronic devices while at school. This includes cell phones, tablets, gaming systems, and laptops. Students that must bring phones or other devices to school may store them in the school office, on the teacher's desk, or may keep them stowed in their backpacks throughout the day. Students that use a cell phone to monitor a health condition (ex.

blood sugar levels for a diabetic student) will be allowed the use of their cell phone under the direct supervision of an adult.

If a personal device is pulled out during the school day, the device will be confiscated and taken to the office where it will be stored until the parent/guardian retrieves the device. Parents, please note Risen Christ cannot monitor student activity on the school bus.

All Risen Christ desktop computers, laptops, and tablets run through the school server which filters all incoming sites and information. Our students learn about the appropriate use of technology and safe Internet usage at the beginning of the school year. The teaching staff provides additional instruction concerning Internet use and safety throughout the school year. Typically, it is the material your child views when not being supervised by a parent or teacher that puts the child in the position of having to make a decision as to whether or not an article, photo, or video is healthy or unhealthy. Risen Christ will make every effort to inform and protect your child; we ask that you partner with us in these efforts.

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Inappropriate Texts/Posts Agreement for Students/Parents - *School Copy*

Inappropriate texts/posts/photos are determined the same way we treat the words that come out of our mouths. At Risen Christ we use four simple questions:

- Is it True?
- Is it Necessary?
- Is it Kind?
- Would it please Jesus?

If you cannot say yes to all four, it is inappropriate.

Texts/Posts referring to a teacher, parent, or student in our Risen Christ Family that are deemed inappropriate need to be shared with the principal.

Mrs. Reid will only address instances where there is documented proof of the text/post. It is simple; save it, and show her. She will not handle situations where there is no evidence of such a text/post.

No matter when or where an inappropriate text/post is written about someone in our Risen Christ Family, Mrs. Reid has the right to get involved.

****I have read, understand, and agree that my child cannot use any personal cell phone, tablet, gaming device, or laptop in school or on school property. I also understand that if my child's phone/electronic device is confiscated by any staff of RCLS, I will need to pick it up from the Principal's office.**

A NOTE FOR PARENTS

Be nosy! Know what is going on in your child's life. Even if they complain, children under the age of 18, do not have a right to privacy when it comes to the parent/child relationship. You should know your child's social media passwords so you can monitor his/her account. Grab your child's cell phone once in a while and check to see if you approve of his/her text messages. Cell phones and Facebook encourage children to post all they are feeling. It is incredibly easy to text or post something you know you would never say to someone face to face. For a child, and even for many adults, this is a temptation that is extremely difficult to overcome. It is our job as parents to help our children. Be involved, read what your child is posting and texting. Talk to your child about what they are reading from others and what they are posting themselves. Help them grow into their incredible potential. **When it comes to social media, parents cannot be too protective.**

Read, sign, remove this page, and return to school.

Student Signature: _____

Parent Signature: _____ Date _____

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text/post form).**

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Read, sign, and leave in the handbook

Student Signature: _____

Parent Signature: _____ Date _____

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text/post form).**

Handbook Agreement for Parents and Students - School Copy

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and discussed its policies with my student(s).

I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and either the school or I reserve the right to terminate any or all services at any time. I understand that this handbook does not contractually bind Risen Christ Lutheran School and is subject to change without notice by decision of Risen Christ Lutheran School's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Read, sign, remove this page, and return to school.

I have read the Student Handbook and have discussed its policies with my student(s).

Student's Name _____ Grade _____

Parent/Guardian Signature _____ Date _____

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School copy

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