

REDEEMER LUTHERAN SCHOOL
PARENT & STUDENT HANDBOOK

CONTAINS INFORMATION
POLICIES AND PROCEDURES



2011-12

TABLE OF CONTENTS

1.)	Accelerated Curriculum Placement.....	3
2.)	Accelerated Grade Placement.....	3
3.)	Accountability.....	3
4.)	Accreditation	4
5.)	Admission and Enrollment	4
6.)	Athletic Program.....	6
7.)	Attendance and Tardiness.....	6
8.)	Calendar	8
9.)	Chemical and Child Abuse	8
10.)	Children’s Worship Services	8
11.)	Church and Sunday School Attendance	8
12.)	Class Size	8
13.)	Classroom and School Celebrations.....	9
14.)	Curriculum Evaluation and Adoption.....	9
15.)	Discipline.....	10
16.)	Dress and Appearance.....	14
17.)	Field Trips.....	17
18.)	Fire and Emergency Drills.....	18
19.)	First Aid/Injuries	18
20.)	Fundraising Policy.....	18
21.)	Gum Chewing.....	18
22.)	Harassment.....	18
23.)	Health Services	20
24.)	Homework	20
25.)	Hot Lunch	24
26.)	Illness and Injury.....	25
27.)	Internet	26
28.)	Leaving School Premises	27
29.)	Lost and Found	27
30.)	Media/Computer Center	27
31.)	Medications	28
32.)	Music Program.....	28
33.)	Parent Grievances.....	29
34.)	Parent-Teacher Conferences	29
35.)	Parent Visitation to School.....	30
36.)	Personal Electronics/Cell Phones and PDAs	30
37.)	Principles of Christian Teaching and Learning	32
38.)	Promotions	32
39.)	Records	32
40.)	Report Cards and Grades.....	33
41.)	Retention Policy.....	33
42.)	Room Parents	33
43.)	School Closings	34
44.)	Student Immunization Requirements.....	34
45.)	Students Staying After School.....	34
46.)	Telephone Use	34
47.)	Testing.....	34
48.)	Transportation.....	35
49.)	Tuition and Fees, Payment Policy, Overdue Accounts and Collections.....	35
50.)	Use of Student Photos.....	36
51.)	Weapons	36

The purpose of this manual is to present in a concise and orderly manner the vision, policies, and procedures of Redeemer Lutheran School, Wayzata, MN. The School Administration, in conjunction with the Day School Board, reserves the right to amend the policies and procedures of the *Parent and Student Handbook* at any time.

1. **Accelerated Curriculum Placement.** In the beginning of the year, all students generally start in the same place in each grade's curriculum. Advancing students in any curricular area will not occur until after the first midterm – and then only for students maintaining an A average (95% and above). Other factors that will be considered include the student's motivation and the student's performance on the most recent achievement/basic skills test.
2. **Accelerated Grade Placement.** Generally, Redeemer Lutheran School does not encourage accelerated grade placement. However, if a parent wishes to determine if a child is eligible for accelerated grade placement, the parent must arrange to meet with the Principal to discuss the advantages and disadvantages of accelerated grade placement and the requirements for students to be granted accelerated placement.

To be eligible for accelerated grade placement, the parents, at their own expense, must supply Redeemer Lutheran School with written reports of two (2) independent educational psychologists (both of which must be acceptable to Redeemer Lutheran School) who have done testing to determine areas of "giftedness" in the child. These reports should include specific recommendations of areas of giftedness and the degree of giftedness of the child including the results of a recognized intelligence test that establishes such child's intelligence quotient at a minimum of one hundred twenty (120). When such reports are received, the Principal will meet with the parents again to review the report and to discuss whether (and to what extent) Redeemer Lutheran School can accommodate the needs of the child. If the parents and Principal agree that the child's best interests will be served by accelerated grade placement, the matter will be submitted to the School Board for final approval which may be given or withheld at the School Board's sole and absolute discretion.

3. **Accountability.** The School Board is responsible to report, on a regular basis, to the congregation and the parents of students enrolled at Redeemer Lutheran School concerning the school's curriculum, instruction, and activities. This will be done through:
 - a. Regular reports being given by the School Board chairperson or his/her designate, at the MMLG, and the Voters' meetings.
 - b. Regular newsletters prepared for parents and congregational members.
 - c. Using opportunities, whenever possible, to present information on curriculum, instruction, and activities of Redeemer Lutheran School and encouraging parents and others to provide input and suggestions for change.

The School Board welcomes opportunities for school improvement evaluation to be conducted by qualified or designated individuals from the office of the Minnesota South District-Lutheran Church Missouri Synod or by members of a site visit team that evaluates the school's accreditation.

4. **Accreditation.** Redeemer Lutheran School holds National Lutheran School Accreditation, a national accreditation for schools of the Lutheran Church-Missouri Synod (LCMS) that is also recognized by the state of Minnesota. Accreditation standards guide the school's curriculum and operation so that high quality is maintained throughout all we do.

Redeemer Lutheran School also maintains a close working relationship with the National LCMS Schools Office, the Assistant to the President for Education in the Minnesota South District of the LCMS, and the Lutheran Education Association (LEA) for assistance and guidance in curriculum and instruction.

5. **Admission and Enrollment.** Redeemer Lutheran School enrolls students to equip them to be disciples for Christ, to provide them with whole-child teachings (faith, knowledge, character, and responsibility) that have lifetime applications, and to provide them with an academic foundation for success at Redeemer, at higher levels of education, and in life.

Nondiscrimination Policy

Redeemer Lutheran School's enrollment policy and procedures reflect the Great Commission and ensure non-discrimination. Redeemer Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

Enrollment Application Timing

Enrollment for the following school year normally begins in January, as announced annually by school administration. Parents must submit the application documents along with the non-refundable tuition deposit to the office. Applications received between the opening of enrollment in January through March 15 will be prioritized and considered in the following order:

- a. Currently enrolled students
- b. Members of Redeemer Lutheran Church
- c. Siblings of currently enrolled students
- d. All others

After March 15, registrations will be considered on a first-come, first-served basis.

Waiting List

In cases where enrollment isn't granted or a waiting list is necessary (such as when a maximum class size is met), the parent will receive written notification. If a student is placed on a waiting list, the completed application documents must still be submitted to hold the child's spot on the list. Once an opening is available, the parent will be notified and has one week to submit the non-refundable tuition deposit. If the deposit isn't received on a timely basis, the child's spot on the waiting list will be waived.

Enrollment Limitations and Probationary Period

It is Redeemer's desire that any enrollment limitations be clearly stated and fairly administered. Certain limitations in educating students may determine whether or not a child is accepted. These limitations will apply equally to all students (both members and non-members) and, if accepted, every effort will be made by Redeemer Lutheran School to educate each child to the best of our ability. However, if Redeemer believes, in its sole and absolute discretion, that either the child's or Redeemer's best interests are not being served by enrolling the child, we retain the right to deny admission or re-enrollment to that child.

New students will be accepted on a one quarter probation period. If after one quarter, during which time the parent and child are kept informed about the child's behavior and academic progress, it is evident that the child's behavior is detrimental to the other students or the child's academic needs cannot be met, the student will be denied continued enrollment.

Educational Assessments

If a student has been accepted to Redeemer, the school retains the right to administer a test(s) which may best help the school diagnose the student's educational abilities. The cost of these tests will be the sole responsibility of the parents. These tests will not be used to determine eligibility for enrollment but rather as a tool to better assist the school and parents in meeting the needs of the student.

Kindergarten Screening

All children enrolling in Kindergarten must complete a Kindergarten readiness screening conducted by designated Redeemer personnel, normally the Kindergarten teacher. In addition, the results of the Kindergarten readiness screening conducted by the local public school (or a comparable screening), which indicates readiness for Kindergarten, must also be submitted.

Age of Entrance: Kindergarten and Grade 1

Kindergarten: Children must reach the age of five before September 1 of the year they are enrolling to be eligible for admission to Kindergarten.

Grade 1: To be admitted to Grade 1, the child must turn six years old by Sept. 1 of that academic year.

Early entrance to Kindergarten or Grade 1: A child who turns five years old between September 1 and September 30 may be considered for early admission into Kindergarten. Likewise, a child who turns six years old between September 1 and September 30 may be considered for early admission into Grade 1. The following requirements must be met:

- a. The parents must submit a written letter requesting consideration for early admission and giving the reasons why they desire such admission. A valid state birth certificate must accompany the written request.
- b. A personal interview of the parents and child will be conducted by both the Principal and either the Kindergarten teacher or 1st Grade teacher.
- c. A readiness test will be administered by Redeemer Lutheran School.
- d. If the request is for early admission to first grade, then kindergarten records must be obtained before enrollment is granted.

- e. The parents agree that any early admission is subject to review of their child’s progress after thirty (30) days, and once per quarter after that point.
- f. The entire process is subject to the approval of Redeemer’s Day School Board.
- g. A child who is granted early admission to Kindergarten by the Day School Board and who successfully completes Kindergarten will be permitted to advance to Grade 1 without the Board’s approval.

Preschool Admission

Students who are toilet-trained and have reached their 3rd or 4th birthday before September 1st are eligible for enrollment into Redeemer’s Preschool program. Students who have special needs or, who once enrolled, demonstrate the need for special assistance, may be required by the Preschool Director to have testing (not provided by Redeemer) conducted by an outside consultant to help determine the learning needs of the child. If the needs of the child can be adequately addressed by the Preschool staff, an individualized learning plan will be developed by the teacher, parent, and other professionals as necessary. Redeemer reserves the right to deny or drop enrollment if this consultation demonstrates we cannot reasonably meet the needs of the child.

- 6. **Athletic Program.** Redeemer Lutheran School provides after-school intramural athletics, as well as an interscholastic athletic program in which Redeemer competes with other schools in competition of the 5th-6th and 7th-8th grades levels. Eligible students, as defined in the school’s Athletic Handbook, may but are **not** required to participate in these programs. The purposes, policies and operation of the athletic program are more specifically detailed in the Athletic Handbook as approved by the Day School Board. *No athletic fees are currently required to participate in the Athletic Program. However, such a fee, as determined by the Athletic Director in consultation with the School Board, may be charged per sport, with a maximum amount per family per year. Fundraisers may be conducted in lieu of the per sport fee. No student will be turned away from participating. Athletic fees may be waived by the Athletic Director or Principal so no student is prevented from participating.*

- 7. **Attendance and Tardiness.** Each homeroom teacher monitors student attendance, recording tardiness, as well as absences to the nearest quarter of the day. For attendance purposes, the school day is divided as follows:

8:30-9:00 am	Tardy unless excused by policy (see below)
9:00-10:30 am	1/4 Day
10:30-noon	1/4 Day
Noon-1:30 pm	1/4 Day
1:30-2:50 pm	1/4 Day

Attendance Policy: Redeemer Lutheran School is responsible for teaching your child, but we can’t fully do that if your child is absent. Learning builds day by day, and a child who misses a day of school misses a day of learning. Instruction given to a whole class is often difficult to replicate for the absent children. They can make up assignments, but they can never retrieve the explanations, discussions, and questions that occurred in class. In order to foster good attendance habits, the following guidelines have been established:

- a. When a student is going to be absent for any reason, the parent or guardian must notify the office within thirty (30) minutes of the start of the school day to give the reason for the student's absence.
- b. During the course of any one (1) quarter, students cannot be absent for more than three (3) successive days of school without a written note from a medical doctor. This note must be submitted to the homeroom teacher and forwarded to the office.
- c. When in the course of one (1) quarter a student misses seven (7) days of school (or any part thereof), the teacher will contact the parent to discuss the reasons for the absences and will then notify the Principal. After ten (10) absences, the Principal will contact the parent to discuss the problem. If chronic, recurring health issues further prevent the child from attending school, the Principal may require an explanation of the health issues from a medical doctor. If a physician cannot supply a medical reason, the student may come under disciplinary referral to the Principal.
- d. If a student exceeds twenty cumulative absences in any one school year, the teacher shall contact the parent to discuss the absentee problem. If these absences accumulate to 25, the Principal shall contact the parent to discuss the matter.
- e. Family vacations of any length which require an absence from school are discouraged. If a proposed absence may cause a child to miss 3-10 days of school (including any already accumulated), the teacher must be notified of the absence. Family vacations which exceed ten (10) absences in one quarter (including any already accumulated) shall require permission from the Principal. These absences will be recorded as such in the attendance records.
- f. Occasionally, personal circumstances such as out-of town relative visits cause a child to miss a day or portion of a day, come to school late or be dismissed early. While these are important times, we ask that parents limit these occurrences to no more than two per school year. The absences are applied towards the child's total absences.
- g. Any child missing 40 days of the school year must repeat that grade the following year unless extenuating medical circumstances occur. In this case, the School Board has the authority to grant conditional promotion.
- h. Students will be allowed one (1) day for each day they were absent to make up schoolwork. Homework given in advance of the absence (at teacher discretion) is due the day the student returns to school.

Tardy Policy: Each homeroom teacher maintains student tardy records. Students arriving within thirty (30) minutes after the start of the school day are considered tardy and must first check in at the office before going to their classroom. (Students arriving after this time are marked absent for a fraction of the school day – see the table at the beginning of this section.) When a student accumulates five (5) tardies in a quarter, the teacher will contact the parent to see if the problem can be corrected. Thereafter, the student will be referred to the Principal with a Student Referral Form for each additional tardy that occurs during that quarter. The Principal will notify the parent to correct the tardiness of the student. Chronic tardiness may eventually lead to expulsion. Tardies will be excused for medical/dental appointments, special education classes or other classes in which the child is enrolled. The parent/guardian must sign

in the child at the receptionist's desk or office and provide the reason when arriving late (or leaving during the day).

Please note: Disregard of attendance and tardiness policies can lead to denial of re-enrollment the following year.

8. **Calendar.** The Principal will obtain a copy of the public school calendar, discuss it with the staff, and will make recommendations as to any revisions to the School Board for final approval. The calendar will attempt to follow the Wayzata Public School calendar as closely as possible so as to assist parents with transportation while taking into account the uniqueness and needs of Redeemer Lutheran School.
9. **Chemical and Child Abuse.** In compliance with the "mandated reporter" laws of the State of Minnesota, any and all suspected cases of chemical or child abuse will be reported to the appropriate authority or state agency. Chemical abuse includes the use, possession, or transfer of alcohol or a controlled substance while on school premises or involved in school-related activity. Redeemer Lutheran School is not required to inform the parent of child abuse reports.
10. **Children's Worship Services.** Children's worship services will be conducted, under the direction of the Principal, on a regular basis. Offerings will be received at each of these services and will be directed to specific missions or charities as selected by the staff of Redeemer Lutheran School. Children's choirs and various classroom groups may participate in these services by providing an extra song or presentation in keeping with the theme of the service. The participation schedules are arranged by a teacher who coordinates all Chapel Services. Parents are welcome and encouraged to worship with their children.
11. **Church and Sunday School Attendance.** Students and their families are encouraged to worship regularly both in church and in their homes. Parents are strongly encouraged to set the example by worshipping with their children each Sunday. Records of church and Sunday School attendance will be kept by each teacher and reported on the quarterly report cards. Occasionally, students will be asked to sing at Redeemer Lutheran Church on Sunday morning. Although participation is not mandatory (unless otherwise specifically indicated), participation is strongly encouraged.
12. **Class Size.** Subject to change by the School Board, and except as otherwise provided in this Policy Manual, the following are guidelines for class size and staffing requirements:

<u>Class</u>	<u>Students</u>	<u>Staffing</u>
Kindergarten (AM and Full Day)	up to 19	One Teacher
Grades 1-4	up to 19	One Teacher
Grades 5-8	up to 19	One Teacher

One exception to these limits will be for children of full-time (20 hours per week or more) staff of Redeemer Lutheran Church and School who join the Redeemer Lutheran Church and School staff after a class has been closed. Other exceptions may be considered on an individual basis.

13. **Classroom and School Celebrations.** During the course of a school year, holidays and special days, both sacred and secular, are marked and observed by Redeemer Lutheran Church and School with various types of activities. For this purpose, the following rules will apply for classroom and school observances for the holidays and special days listed below.

Reformation Day and Halloween: The primary emphasis for October 31st will be the observance of the start of the Protestant Reformation in 1517 and for the purpose of educating the students concerning the reasons for, history of, and ongoing impact of the Reformation.

The secular observance of Halloween be explained as it relates to All Saints' Day

Thanksgiving: The primary emphasis for Thanksgiving will be the observance and celebration of this day as a day to give our thanks to God for all the blessings He has bestowed upon us, even though we do not deserve those blessings. The blessings of forgiveness and eternal life will be stressed and shared with all the students. The secondary emphasis for Thanksgiving may be placed on ideas or practices related to the season and the secular observance of the holiday.

Christmas: The primary emphasis for Christmas will be the observance and celebration of the birth of Christ as our Lord and Savior. Emphasis is to be given to instruct the students in the faith and knowledge that God sent His son to this world for the salvation of all who believe.

Easter: The primary emphasis for Easter will be to instruct the students in the faith and knowledge that God the Father raised His Son, Jesus Christ, from the dead on the first Easter day, thereby indicating His approval and acceptance of the merit, work, and suffering and death of Jesus as being sufficient for the salvation of all who believe.

Valentine's Day: The primary emphasis on Valentine's Day will be on sharing Christian love in our school and with our families, church and friends.

Birthdays: The primary emphasis on any student's birthday will be fellowship between the students. If a student is celebrating a birthday in school, the teacher must be notified at least one (1) day prior to the celebration date. Three (3) day advance notice must be given if treats will be distributed that may alter the lunch count for that day. An equal amount of treats must be brought for all students in the class as well as the classroom teacher. If a student is having a party outside of the school day, invitations must be delivered outside of school unless the entire class is invited or when all of the boys or all of the girls of the class are invited.

Other Holidays and Special Days: The following are holidays and special days on which classroom observances are encouraged:

All Saints' Day	Meet Me at the Pole
Beginning of Advent	Veteran's Day
Epiphany	National Day of Prayer
Ash Wednesday (Lent)	Baptism Day of Students
Ascension Day	Baptism Day of Staff
Pentecost	

14. **Curriculum Evaluation and Adoption.** Subject to any limitations provided by the School Board, the faculty and Principal will be responsible for the selection of the educational materials for, and the teaching of, the curriculum that is approved by the School Board. If a parent disagrees with the implementation of the curriculum or the selection or presentation of the educational materials, the parent must follow the grievance procedures outlined in this policy booklet.

The classroom teachers at Redeemer Lutheran School are trained Christian educational professionals with specific training in the application of Christian principles into the educational curriculum. Therefore, subject to approval by the School Board, it is the responsibility of the classroom teachers to use sound judgment in the selection and use of educational resources at Redeemer Lutheran School. Curriculum evaluation and improvement are the ongoing responsibility of the classroom teachers. Both established and newly implemented programs will be monitored and modified to attain maximum effectiveness. In addition, the classroom teacher will conduct a thorough evaluation of each curricular area on a regular basis, which will be directed by the Principal who will report to the School Board the results of such evaluation.

15. **Discipline.** Teachers at Redeemer Lutheran School are Christian disciples and will demonstrate respect for God, parents, students, country and themselves. Teachers are called upon to make Biblical judgments as they help train our children and will be an example that is God pleasing. Trust, cooperation and open communication between school, student and home are needed to accomplish this goal.

Redeemer Lutheran School expects its students to follow Ephesians 6:1-4 by obeying, respecting, and honoring all authorities that God has placed in their life. Students at Redeemer Lutheran School are expected to be honest and trustworthy; respectful to the faculty, themselves and others; forgiving of the faculty, themselves and others; responsible in using God's gifts to their fullest potential and faithful to living a life of Christian discipleship.

Law and Gospel both have their place in the lives of God's people. Teachers have the responsibility to both affirm and correct students in light of God's Word. Affirmations of the student's positive behavior are the most desired method in encouraging God pleasing attitudes, actions and language of the student. It should be the primary tool of the Christian teacher in influencing a child's behavior. This will be done formally and informally by each classroom teacher as opportunity and situations arise.

Since man has fallen to "Original Sin" he sometimes makes choices that are not God pleasing. The teachers of Redeemer Lutheran School have been placed in authority over the students while they are involved in school related activities to help correct and teach according to God's plan for daily living. The teacher has the responsibility of clarifying and communicating expectations to the student, which are desirable. The student has the responsibility of honoring these principles and cooperating with the authorities placed in their life. While Christ's blood has redeemed us from the eternal consequences of sin, earthly consequences still remain to help correct our ways and serve as a curb for our lives.

The following plans are to help clarify expectations and outline the consequences which may be employed to help bring the student to contrition, repentance and a renewed relationship with God and man. For all students, if the appropriate behavior does not occur, the student will receive warnings, detention and/or such other discipline, as Redeemer Lutheran School deems as reasonably necessary.

- a. Kindergarten Discipline Plan. Kindergarten students are expected to show love, patience, and forgiveness in all their activities. If this does not occur, the following consequences will be available:
1. Verbal reminder of how Jesus would want His children to behave.
 2. Child removed from activity for a few minutes.
 3. Child removed from activity for a few minutes and parent called.
 4. Student will meet with Principal.
 5. Repeated difficulties may result in a Student Responsibility Covenant.
- b. Grades 1-4 Discipline Plan. Students in Grades 1-4 are expected to show love and respect to others, which includes, but is not limited to, hurting no one on the inside or on the outside; raising your hand and waiting to be called on before talking; following all directions the first time; and completing homework on time. These expectations are defined and applied by the individual classroom teacher. If this does not occur, the following consequences will be available:
1. Initial warning: Record student's name and behavioral issue;
 2. One "check" (or similar): Loss of privilege (recess or other);
 3. Two "checks" (or similar): Note or call to parent;
 4. Conference with Principal;
 5. Major (or multiple) infraction: Call to parent and, possibly, a child/parent/teacher conference; the Principal may be included;
 6. Serious violation: Referred to Principal for Student Referral Process, detention, or suspension (see below).
- c. Grades 5-8 Discipline Plan. Students in Grades 5-8 are expected to:
- Demonstrate positive verbal support of classmates and authorities including, but not limited to, the following:
1. Showing patience with others;
 2. Respecting others' opinions;
 3. Speaking to others in a Christian manner; and
 4. Talking at appropriate times and in an appropriate manner.
- Demonstrate physical self-control including, but not limited to, the following:
1. Respecting other people's property; and
 2. Demonstrating appropriate physical activity.

The individual classroom teacher defines the above expectations. If this does not occur, the following consequences will be available:

1. Initial warning: Record student's name and behavioral issue;
2. Detention;
3. Conference with Principal;
4. Major (or multiple) infraction: Call to parent and, possibly, a child/parent/teacher conference; the Principal may be included;
5. Serious violation: Referred to Principal for Student Referral Process, detention, or suspension (see below).

For all students (any grade level), serious infractions may result in immediately moving to any step of the Student Referral Process. Serious infractions include, but are not limited to, the following: swearing; vandalism or theft; documented verbal, physical or behavioral sexual misconduct; fighting; use of tobacco, alcohol or drugs; defiance or gross disrespect of authority; truancy or excessive tardiness (5 or more per quarter); possession of any weapon or tool which could be used against another teacher or student; and documented intimidation or harassment of another teacher or student.

Chronic failure to complete homework: Incomplete homework forms will be given (Grades 1-4) or detentions will be assigned (Grades 5-8) for not completing homework in the time required by the teacher. When a student receives three incomplete homework forms or three detentions in one quarter for incomplete homework, the teacher will notify the parent in person or by phone. If the student receives three additional incomplete homework forms or detentions in that same quarter after the parent has been notified, the student will be sent to the Principal with a Student Referral Form.

Incomplete Homework – Detention: Students receiving “incomplete assignment” detentions may participate in school sponsored activities after the detention has been served. However, parents are responsible to provide transportation to those activities.

By 8:30 a.m. the next school day, the following need to be turned in to the student’s homeroom teacher: the signed detention form; the missing assignment, and the family commitment pages (if applicable). Failure to do so will result in another detention.

d. Student Referral Process.

First Referral: The Student will be sent to the Principal. Any or all of the following may occur:

1. Parent will be notified.
2. Loss of privilege.
3. Student Responsibility Covenant. If this occurs, the parents will meet with the Principal.
4. A Student Referral Form may be included in the child’s file.

Second Referral: Student and parent meet with Principal. Any or all of the following may occur:

1. Possible suspension (1-3 days). If homework related = in-school, if behavior related = at-home.
2. Student Responsibility Covenant.
3. Student Referral Form included in student’s file.

Third Referral: Any or all of the following will occur:

1. At-home suspension (3-5 days).
2. Student Responsibility Covenant.

3. Possible denial for re-enrollment or probation for the following year.
4. Student Referral Form included in student's files.

Fourth Referral: Any or all of the following will occur:

1. Meeting with Pastor, Principal, School Board chair, parents and student to discuss conditions for continued enrollment at Redeemer Lutheran School.
2. Automatic 5-day suspension.
3. Student Referral Form included in student's files.

e. **Detention and Suspension.**

1. **Detention:** Detentions are thirty (30) minutes after school and are supervised by a teacher. If a child receives a detention, the parent will be notified as soon as reasonably possible that day. If the parent cannot be notified, or if the parent notifies the teacher of a family emergency or obligation such as a scheduled doctor appointment, the child will serve the detention the following morning between 7:30 A.M. and 8:00 A.M. Assignments must still be completed and will receive 50% of the total assignment score. See Athletic Handbook for sports policy (provided to each sports participant).

The child is encouraged to use detention time wisely and may do homework if the detention was homework-related. If the detention is assessed for misbehavior, the student will not be allowed to do homework during the detention. Once a detention is served, the parent or guardian must pick up the child within ten (10) minutes after the detention, or the child will be taken to ESC and the parent will be assessed drop-in charges.

2. **In-School Suspension:** The student will be in school but not attending classes and will be in a specific place working on regular class assignments or sitting quietly. Past due homework done during this suspension will be graded at 50% of the earned grade. All assignments given during the period will be completed when assigned and will be graded at 50% of the earned grade.
3. **At-Home Suspension:** The student will be excluded from school and all school-related events for a specific period of time. All assignments due and given during this time must be completed in the time allotted. Assignments received and given during this time will receive 50% of the earned grade.

16. **Dress and Appearance.** Today's society exerts many pressures on Christians to adopt worldly values. This striving to conform to the world can cause problems for God's people. The Bible contains many references as to how we are to see ourselves in relation to the world at large. We are told in 1 Peter 2:9 that we are a special type of people chosen to declare praises to God. 1 John 2:15-16 and Colossians 2:20 refer to loving, conforming, or submitting to the world. Rather, God would have us be "salt" and "light" to the world (Matt. 5:13-15). Our actions do affect our environment, and one way we are able to be different is in our appearance.

The following dress code details proper dress for students attending Redeemer Lutheran School. Our high expectations regarding modest and tastefully appropriate dress is fitting for students' overall training in Christian living. It is the responsibility of the teacher to determine whether a violation of the dress and appearance policy exists. Exceptions to certain dress requirement may be made and announced by school administration (e.g., theme-day dress).

Dress and Appearance Guideline Table

ACCEPTABLE	UNACCEPTABLE
General Guidelines	General Guidelines
Clean, neat clothing and overall appearance reflecting Christian attitudes/values must be worn and portrayed at all times.	Ripped, torn, frayed, un-hemmed or damaged clothing is unacceptable. This applies to new and existing clothing. Clothing or attire bearing lettering or artwork that promotes or reveals non-Christian values is prohibited.
Seasonally appropriate attire must be worn.	Clothing such as shorts, coats, mittens, gloves or winter boots worn outside of the appropriate season is not acceptable.
Wednesdays are set apart for chapel worship and as such, dress should reflect this. We ask students to dress up for chapel.	
Form fitting clothing may be worn only if it is underneath looser fitting clothing or attire that conforms to acceptable Redeemer dress and grooming policy.	Form fitting clothing may not be worn alone; it must be worn underneath other acceptable clothing that conforms to the RLS dress and grooming guidelines. Form-fitting shorts may not be worn alone.
Skirts, dresses, culottes, shorts, etc. must be fingertip length or longer when students' arms are extended at their side and/or must cover 2/3 of the thigh when seated.	Skirts, dresses, culottes, shorts, etc. that do not cover 2/3 of the thigh when seated or are above fingertip length are not permitted.
Lettering or artwork is acceptable providing it reflects or is compatible with Christian values.	Lettering or artwork that does not reflect Christian values and/or is large enough to draw attention to chest, seat, or groin is unacceptable.
Sleeveless clothing is permitted providing it is worn over or under other acceptable attire.	Sleeveless clothing is prohibited unless worn over or under acceptable clothing and when worn, it may not be removed.
Pajamas, eveningwear or evening attire that is modest and reflects Christian values may be worn ONLY when specifically approved by school administration (e.g., National Lutheran School Week theme days).	Pajamas, eveningwear or evening attire may not be worn except when specifically approved by school administration.
Appropriate age/maturity specific undergarments need to be worn and must not be visible.	Visible undergarments are prohibited.

ACCEPTABLE	UNACCEPTABLE
Tops	Tops
Tops need to be long enough so no midriff is revealed while arms are raised, student is seated, bending or at any other time.	Tops/shirts that show midriff at any time are prohibited.
Bottoms	Bottoms
Shorts, skirts and/or skorts that are fingertip length when students' arms are extended to the side and/or cover 2/3 of the thigh when seated may be worn. Shorts may be worn during August, September, October, April, May and June.	Shorts, skirts or skorts that do not cover 2/3 of the thigh when seated or are above fingertip length are not permissible. Shorts may not be worn during November, December, January, February and March.
Slacks, pants, jeans, skirts or skorts worn at the natural waist must be secured properly through the use of a belt or other securing device that is appropriate, reflecting Christian values.	Slacks, pants, jeans, skirts or skorts worn below the natural waist or that are not secured properly through the use of a belt or other securing devices are unacceptable.
For students in Kindergarten and First grade, sweatpants are acceptable.	Sweatpants or other athletic pants with elasticized and/or drawstring waistband pants made of nylon, fleece or mesh warm-ups and breakaway pants are prohibited, except for students in Kindergarten and first grade.
Shorts with pockets are acceptable.	Unless worn in PE or for athletic events, elasticized shorts without pockets are prohibited.
Footwear	Footwear
For the safety and health of the students, boots and other appropriate winter/snow gear is required to be worn before being permitted to play in the snow.	Snow boots are not permissible in the classroom except for removal or putting on.
Sturdy shoes, sandals and other safe footwear are essential for the student's safety. Shoes will be tied or secured during all school-sponsored activities.	Footwear deemed unsafe or that presents a safety hazard may not be worn. This includes: <ul style="list-style-type: none"> • Flip-flops • High-heeled shoes beyond 2 inches in height • Untied or unsecured shoes • Wheeled shoes • Shoes that convert into roller shoes • Roller skates
Properly secured athletic shoes that tie or are secured otherwise are required for physical education.	Footwear other than tied or secured athletic shoes is not acceptable for physical education.
For health & safety reasons, shoes and socks need to be worn at all times, during school and school sponsored activities. Socks or hosiery must also be worn when sandals are worn.	Shoes, sandals or other footwear worn alone or without socks or hosiery is unacceptable.

ACCEPTABLE	UNACCEPTABLE
Outerwear	Outerwear
Outdoor clothing needs to be worn outside. Coats, caps, and/or hats may be worn outside of the building during the appropriate seasons.	Outdoor clothing worn indoors, such as, coats, caps, sweatshirt hoods and/or hats worn inside the building and chapel are prohibited.
Accessories, Cosmetics, Hairstyles, etc.	Accessories, Use of Cosmetics, etc.
The use of cosmetics should be modest and discrete. Students will be asked to remove excessive makeup. Hairstyles are to reflect the expectations of Redeemer Lutheran School regarding modest grooming.	Excess makeup, extreme hairstyles or hair color or extreme jewelry or other distracting accessories are prohibited. Offensive or distracting jewelry is unacceptable.
Pierced ears are acceptable.	Visible body piercing, other than earrings in the ear lobes, is unacceptable.
Earrings and other jewelry that is modest and reflects Christian values and otherwise conforms to the RLS dress and grooming guidelines is acceptable. Hoop earrings, other earrings or jewelry that presents a safety hazard during physical education or other school activities will need to be removed <u>before participation is allowed.</u>	Earrings hanging below the ear lobe or other jewelry that presents a health or safety hazard may not be worn during PE or during times the teacher identifies as a potential health hazard to the student or to others is prohibited. Earrings or jewelry that is a distraction to teaching or learning will not be allowed. The student will be asked to remove items.

A violation to the Dress Code is considered any infraction of the guidelines stated in the table. Subsequent violations do not need to be related to the area of the first violation to be considered a second or third violation.

Depending on the nature of the violation, an infraction of inappropriate dress or grooming will result in a private consultation between the teacher and student to inform the student of the expectations, removal of student from class and/or or referral of the student to the Principal. The teacher will inform the parents of the violation. Recurrent disregard for dress and grooming expectations may result in more serious consequences, which would then fall under the discipline policies. Any parental concerns regarding the policy or its enforcement should be directed to the teacher. If these concerns cannot be resolved, the parent may then discuss the concern with the Principal. Dress Code violation procedures are as follows:

STEP 1: First Violation

A private consultation between the teacher and the student informing the student of the violation and dress expectations. The student may be removed from class until the violation is corrected.

STEP 2: Second Violation

A private consultation between the teacher and the student. The student may be removed from class until the violation is corrected. Parent contact and Dress Code Violation Slip sent home. The slip must be signed by the parent and returned the next school day in order for the child to be admitted to class.

STEP 3: Third Violation

Student sent to the Principal with a student referral form. The student may return to the classroom after meeting with the Principal and correcting the violation.

Subsequent dress code violations result in continued application of the student referral process (see "Discipline Policy").

Serious infractions may immediately result in Step 3 of the Dress Code Violation Procedures.

Any parental concerns regarding the policy or its enforcement should be directed to the teacher. If necessary, the Principal can then be consulted.

Recurrent disregard for dress and grooming expectations may result in suspension, which then falls under the discipline policies.

17. **Field Trips.** Educational field trips provide opportunities to enrich instruction. Our teachers work with the Principal to coordinate the details of such trips and notify parents in advance to secure written permission for their children to participate. Permission forms which will include the following information :

- Date, departure time, and approximate return time;
- Cost of the trip including transportation;
- Location of field trip; and
- Parental/guardian permission and contact information.

Students on field trips will be under the supervision of the teachers and selected adult chaperones. No student may leave the school campus unless a signed permission form has been returned. Unless other definite arrangements are made beforehand, the students are to return to school for dismissal at the regular time. When parents provide transportation, a master list of all drivers and students will be kept by the classroom teacher (with a copy given to the Office). A copy of the parents' drivers' license and proof of current auto insurance must also be provided to the Office before driving for a field trip.

For the most part, the cost of local field trips is covered through tuition paid to the school. There may be exceptions for higher cost field experiences deemed worthwhile for the students. In such instances, a field trip fee may be requested.

Subject to the advance approval of the School Board, students may be taken on extended, overnight field trips. An itinerary and tentative budget for such a field trip must be submitted, in writing, to the School Board for approval the first time such a field trip is initiated.

18. **Fire and Emergency Drills.** A chart for exit procedures has been placed at the door of each classroom and in all rooms of the building. The chart illustrates the regular exit route for fires and the location for the class to take cover for tornadoes. The teacher will explain the procedure to the children and walk through regular and emergency routes in practice drills. Teachers are required to take a roll call after the class has exited from the building for fire drills or once the class has taken cover in the event of a tornado. Any students missing are reported to the Principal.

Fire and tornado drills will occur throughout the school year. Generally, at the sound of the fire alarm, students sitting near the windows should close the windows and the last person leaving the room should turn out the lights and close the door. In the event of a tornado, classes will proceed to their designated tornado cover locations.

19. **First Aid/Injuries.** Students have limited protections under the insurance program of Redeemer Lutheran Church and School. First Aid treatment which can be performed by Redeemer Lutheran School is limited to cleaning wounds and covering them with a bandage. Injuries which require the attention of a doctor will be brought to the attention of the Office and the parents who will be responsible to take their child to their doctor. The Office will assist in the preparation of any claim forms. A report describing the injury must be completed on the Incident Report Form, available in the Office, on the same day the injury occurs. Except as otherwise provided elsewhere in this handbook, teachers are not permitted to give any medication to a student.
20. **Fundraising Policy.** Each year, all fundraisers are recommended by the Redeemer Lutheran School staff and/or Fundraising Committee to the School Board for approval. Examples of this type of fundraiser include, but are not limited to, candy bar sales, magazines sales or the non-public school marathon. Fundraisers authorized by the School Board must have specific dedicated purposes. A tithe of ten percent (10%) of the profits from each fundraiser will be given to the Redeemer Lutheran Scholarship Fund.
21. **Gum Chewing.** No gum chewing is allowed during school hours.
22. **Harassment.** Redeemer Lutheran School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student or worker by any other student or worker is prohibited. Redeemer Lutheran School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment will not create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students or workers found to have made false or frivolous charges will also be subject to disciplinary action.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. The harassment may target, but is not limited to, an individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school-related activities. It can occur physically, verbally and even electronically, and it includes, but is not limited to, any of the following:

Bullying: Someone hurts or scares another person on purpose.

Verbal Harassment: Derogatory comments and jokes with the intent to harass as well as threatening or obscene words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or any intimidating interference with normal work or movement.

Sexual Harassment: Unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

It is each student's and worker's responsibility to conduct himself or herself in a manner that contributes to a positive school environment. Therefore, students and workers are expected to refrain from any behavior that may be considered discriminatory, intimidating, or harassing and, if such activity occurs, inform such person that his/her behavior is offensive and unwelcome and that such behavior should stop immediately. Students and workers must report all incidents of harassment or discrimination to a school official.

Procedures: If students, parents, or workers feel harassment has occurred, they should directly inform the person engaging in such conduct, a teacher, the principal, or the pastor that the behavior is offensive and must stop. The person receiving the complaint will then inform the alleged harasser that the offensive behavior must stop. Report forms will be provided for documenting such incidents.

If the complaint is not resolved by the action taken above, the student, parent, or worker may raise the issue with the School Board by filing a written complaint. The School Board will hear the appeal within twenty (20) business days. Both parties shall be afforded a full and fair opportunity to present their side of the issue in a hearing before the School Board.

The School Board shall, upon receipt of the written notice, review the prior proceedings and the action taken. The School Board may, within its discretion, conduct further investigations. The School Board may, upon such review, make its determination and shall have the right to:

- a. Affirm the action reviewed, or
- b. Reverse the action reviewed, and/or
- c. Modify the action taken, and/or
- d. Modify the penalties imposed, if any.

The decision of the School Board shall be made within sixty (60) business days from the receipt of the appeal and shall be in writing and sent to each of the parties. The decision shall include the findings and disposition of the complaint, the rationale for the disposition, and corrective action, if any. Such action shall be the final action of Redeemer Lutheran School.

23. **Health Services.** Through state funding, Wayzata Public Schools provides Redeemer Lutheran School with a health paraprofessional for a portion of the day, Monday through Friday. The Redeemer secretary and/or office administrator will cover the Health Office in case of health needs that may arise outside of the paraprofessional's hours. A Wayzata Public Schools nurse is also available should there be a need. In case a child becomes ill or incurs a serious injury, the parent/guardian or a designated contact person will be notified to take the child home or obtain necessary medical treatment. In extreme emergency situations, use of 911 will be initiated. Emergency forms must be updated each year for each child and submitted to the office prior to the first day of school.
24. **Homework.** Redeemer Lutheran School believes that homework teaches responsibility, reviews skills, reinforces learning, and organizational skills. Since each student works at a different pace, the amount of work done in the classroom and the amount needed to be done at home will vary according to student. The classroom teacher is responsible for determining the amount of homework at each grade level and for teaching needed study and organizational skills. Parents are expected to partner with teachers to help develop these skills, also. Except as otherwise explicitly provided by the classroom teacher, all homework is due at the beginning of the school day and must be completed in a neat and legible manner.

GRADES 1-4

Homework will begin in the second semester of First Grade. Homework will be assigned at the beginning of Second Grade through Fourth Grade.

Below is listed the general homework policy for grades 1-4:

- a. The proper headings for each assignment done on notebook paper must be labeled as directed by the teacher (i.e., name, subject, date, etc.).
- b. Neat, legible work is required at all times.
- c. Homework must be written in complete sentences when complete sentences are assigned. (CS) will follow the assignment on the assignment board, so that the student knows when this is expected.
- d. Each classroom has an assignment board for student information beginning in grade 2.
- e. Homework is due at 8:30 a.m. on the date due in the appropriate homework basket. If the assignment is **not** completed the following steps will occur:

The day due: After 8:30 a.m. the work is reduced by 10% of the earned grade. A yellow incomplete homework form will be sent home which must be signed by a parent and returned to school the next day.

Second day: The completed assignment will be reduced by 20% of the earned grade. The incomplete Homework Form shall also accompany the assignment. However, if this form AND the late work is not returned, recess will be used to complete the work or other homework. An additional incomplete Homework Form will be written if needed and the teacher will contact the parent.

Third Day and thereafter: When work is completed, the assignment will be 50% of the earned grade. The student will continue to stay in from recess until the assignment is completed. The parent will again be contacted by the teacher.

When a student receives three incomplete homework forms in one quarter, the teacher will notify the parent in person or by phone. If the student receives three additional incomplete homework forms in that same quarter after the parent has been notified, the student, teacher, and parent will meet to discuss and implement a Student Responsibility Contract. Should this be unsuccessful, the student will be sent to the principal with a student referral form.

- f. If a student receives "D+" or less on a test, the student must have the test signed by the parent and returned the next morning to the teacher. This signed test is a homework assignment. If not returned by 8:30 the next morning it is considered incomplete homework and will result in an incomplete Homework Form.
- g. If in the teacher's judgment the student is cheating in any way, the work will receive a 0%, and the teacher will inform the parent.
- h. Parental participation with their child's homework such as proofreading and checking work is encouraged. This should be done in a manner of teaching, not telling. Parents should not give or write answers but lead children to discover them on their own.
- i. At times, papers may need to be redone in order to master a skill or concept. However, the grade will not be changed.
- j. Parents may not excuse children from assigned work for games, trips, extracurricular activities or family commitments. If this appears to be a frequent occurrence, the teacher will schedule a conference. In case of a crisis (e.g., death in the family), the parent should personally contact the teacher (face-to-face, phone call or written note) so arrangements can be made for the child to complete his/her schoolwork.
- k. Extra Credit may or may not be assigned by each teacher. If offered, it will be made available to the whole class.

- l. Vacation make-up work: Parents are encouraged to schedule vacations around the school calendar. When this is unavoidable, lesson plans/assignments will only be given to students for the remainder of the week of which the student leaves. However, if work is given in advance, it is due upon return. Advance plans for children with extended leaves may not correlate to the classroom plans; therefore advance plans will not be given. After the child returns, the teacher will provide as much individual attention as possible (during the school day) to ensure that the student understands the concepts they missed while gone. For assignments missed during this vacation period, there will be one day to make up work for every one day absent. The parent should contact the teacher after the family returns to receive instructions for helping the child complete missed work.

- m. Long weekend make-up work: Parents are to notify the school in advance if a long weekend is planned and the student will miss school. If homework is given in advance, it is due the day the student returns to school.

GRADES 5-8

Homework will be regularly assigned in Fifth Grade through Eighth Grade. Below is the general Homework Policy for these grades:

- a. When notebook paper is being used for an assignment, the proper heading guidelines must be followed:

Subject	Your Name
Assignment	

Failure to use the correct heading will result in a 5% reduction from the assignment grade.

- b. Neat, legible work is required at all times.

- c. Homework must be written in complete sentences when complete sentences are assigned. A (CS) will follow the assignment on the assignment board, so that the student knows when this is expected.

- d. Each classroom has an assignment board for student information.

- e. An assignment given by a teacher is to be placed in the homework basket, in the student's homeroom, by 8:30 a.m. on the date due. An assignment is considered incomplete if more than 25% of it is unfinished. An incomplete assignment will warrant a detention. If a student receives a detention for incomplete work, the assignment is still due by 8:30 the next day. When handed in the next day, the assignment will be graded at 50% of the earned grade. If the assignment remains incomplete on a second day, the student will receive an additional detention.

The day following a detention, by 8:30 a.m. the following needs to be turned in to the student's homeroom teacher: the signed detention form, the missing assignment, and the family commitment pages (if applicable). Failure to do so will result in another detention.

When a student receives three detentions in one quarter for incomplete homework, the teacher will notify the parent in person or by phone. If the student receives three additional detentions in that same quarter after the parent has been notified, the student will be sent to the Principal with a Student Referral Form.

- f. If a student receives a 70% or less on a test he/she must have the test signed by a parent and returned the next morning to the teacher. This signed test is a homework assignment. If not returned by 8:30 the next morning it is considered "incomplete homework" and will result in a detention.
- g. If in the teacher's judgment the student is cheating in any way, that work will receive a 0%, the student will receive a detention, and the teacher will inform the parent.
- h. Parental participation with their child's homework such as proofreading and checking work is encouraged. This should be done in a manner of teaching, not telling. Parents should not give or write answers but lead children to discover them on their own.
- i. At times, papers may need to be redone in order to master a skill or concept. However, the grade will not be changed.
- j. Parents may not excuse children from assigned work for games, trips, extracurricular activities or family commitments. If this appears to be a frequent occurrence, the teacher will schedule a conference. In case of a crisis (e.g., death in the family), the parent should personally contact the teacher (face-to-face, phone call or written note) so arrangements can be made for the child to complete his/her schoolwork.
- k. Extra credit may or may not be assigned by each individual teacher. If offered, it will be made available to the whole class.
- l. Vacation make-up work: Parents are encouraged to schedule vacations around the school calendar. However, we understand that there are times that this is unavoidable. Lesson Plans will only be given to students for the remainder of the week of which the student leaves. However if work is given in advance, it is due upon return. Advance plans for children with extended leaves may not correlate to the classroom plans; therefore, advance plans will not be given. After the child returns, the teacher will provide as much individual attention as possible (during the school day) to ensure that the student understands the concepts they missed while gone. Assignments missed during this vacation period will have one day to make up work for every one day absent. Parents should contact the teacher after they return to receive instructions on how they can assist the child in catching up on missed work.

m. Long weekend make-up work: Parents are to notify the school in advance if a long weekend is planned and the student will miss school. If homework is given in advance, it is due the day the student returns to school.

25. **Hot Lunch**. Redeemer Lutheran School operates a hot lunch program for the health and convenience of its students. Parents may apply for reduced or free lunches if they qualify under the State of Minnesota regulated salary schedule that is established for each school year.

The Hot Lunch Program provides a “served” lunch. This means that each day’s lunch items are served to the students. Lunches are **preordered and prepaid** in the middle of the month for the next month. Those choices will be considered binding unless a child is absent. Students who do not select hot lunch will bring lunch from home.

One milk is included with the hot lunch, but milk may also be purchased separately if the student desires additional milk or selects to drink school milk with a lunch brought from home. **Milks other than those included with hot lunch must be preordered and prepaid.**

A salad option is offered to the 4th-8th grade students. This option replaces the meat entrée/bread item of the day. **The salad option must be preordered and prepaid.** Doubles of the main entrée only, as available, are served at a cost to the 4th-8th grade students. **Doubles must also be preordered and prepaid.**

Teachers confirm lunch and milk counts each morning. **When a student will be late for school, a parent need to contact the office by 9:00 a.m. on that day to confirm the child will be absent or arriving before lunch.**

Parents who wish to join their child for lunch should contact the office by 9:00 a.m. on that day. Parents are encouraged to eat the school lunch rather than bring a fast food meal for themselves or their child. In any event, parents should limit this activity to once per quarter.

All students are required to remain on school premises during the lunch period and under the supervision of the school unless the student is logged out and picked up from Redeemer Lutheran School by their parent or appointed guardian. Please limit this to once per quarter and confirm your intention clearly with the classroom teacher in person or by phone, letter, or email prior to the student leaving.

For health and safety reasons, students are not permitted to use the microwave oven. Students may not store food in the refrigerators/freezer in the Kitchen used by the Hot Lunch Program. (This is a Health Code Policy). Carbonated beverages are not permitted during school hours, and items such as candy, which has little or no nutritional value, and fast food items are strongly discouraged during lunch.

Grades 1 through 8 may have one (1) special lunch per quarter. In addition, because of the special nature of 8th graders in their last year at Redeemer Lutheran School, they will be given special privileges of having two (2) special lunches during the last month of the school year.

This special lunch should be arranged through the classroom teacher. The Food Services Coordinator must be notified at least one (1) week in advance so that it does not interfere with the school lunch program. This special lunch will be eaten in the classroom.

Redeemer Lutheran School also follows a Local Wellness Policy that emphasizes Nutrition, Health, Physical Fitness, and other activities designed to promote student wellness. A copy of this policy is available in the Principal's office.

Nondiscrimination Notice: In accordance with federal law and U.S. Department of Agriculture policy, Redeemer Lutheran School is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

26. **Illness and Injury.** Please report all illnesses or health conditions to the office and observe the following guidelines for excluding your ill child from school. (The intent of exclusion is to promote a healthy environment by preventing exposure and spread of illness or conditions.)

Fever: The student should not return to school until fever free (without medication) for 24 hours.

Vomiting: In the case of recurring vomiting (two or more episodes), 24 hours should pass before you return your child to school.

Diarrhea: Increased number of stools, compared with a person's normal pattern, along with watery stools and/or decreased stool form. The student should not return to school until the diarrhea stops.

Rash: Rashes may be caused by many different conditions including illness, allergies or specific skin conditions. The student should not return to school until a medical evaluation indicates the symptoms are not communicable.

Eye Drainage: Pink or red conjunctiva with purulent discharge that causes matting of the eyelids; pain or redness of eyelids. The student may return after a medical evaluation indicates the symptoms are not communicable or 24 hours after treatment has started if diagnosed with conjunctivitis.

Signs/Symptoms of Possible Severe Illness: Uncontrolled coughing, difficulty breathing, wheezing, unusual color (e.g., jaundice). The student may return after symptoms dissipate and/or medical evaluation determines the student is healthy and/or not communicable.

Specific Disease Exclusion Guidelines:

Chickenpox: The student may return when all the blisters have dried into scabs; usually about six (6) days after onset of rash.

Conjunctivitis: Bacterial (with pus) – the student may return 24 hours after treatment was started. Viral (without pus) – no exclusion necessary.

Impetigo: The student may return 24 hours after treatment was started.

Head Lice: The student may return 24 hours after first treatment and no live lice are seen.

Scabies: The student may return 24 hours after treatment was started.

Strep Throat: The student may return 24 hours after treatment was started and they have been fever free for 24 hours.

Redeemer Lutheran School and parents will work together to maintain an emergency form for each child. The form will contain information about contacting parents in case of an emergency and listing doctors and clinics the parents normally use for their health needs. In the event of sickness or injury, a teacher may apply first aid treatment. If more than first aid treatment is needed, the parent will be notified at once. When a parent is called about a child who has become ill or been injured, it is our expectation that the child will be picked up as soon as possible (and at least within one hour). If parents are not available or someone that they have designated is not available, an ambulance may be called and the student transported to medical services. If a student vomits or has a fever of 100° or higher, parents will be contacted to make arrangements to have their child picked up from school.

The student is required to make up all work he/she missed during his/her absence. One day for each day absent will be given to the student to make up all the work. Parents are requested to arrange with the teachers to obtain their child's assignments and books. In order to give the teacher sufficient time to collect the materials and write the assignments, parents are urged to obtain their child's work after school.

27. **Internet.** Internet access is provided to the students by Redeemer Lutheran School to assist them in their learning. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for school-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via the computer communications systems of Redeemer Lutheran School is considered to be part of the official records of Redeemer Lutheran School and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in all Internet transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remains, at all times, the property of Redeemer Lutheran School. As such, Redeemer Lutheran School reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or student at Redeemer Lutheran School. Abuse of the Internet access provided by Redeemer Lutheran School in violation of any law or Redeemer Lutheran School policy will result in disciplinary action, up to and including expulsion. The following behaviors are examples of activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material or proprietary information
- Engaging in unauthorized transactions that may incur a cost to Redeemer Lutheran School or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage Redeemer Lutheran School's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Jeopardizing the security of the organization's electronic communications systems
- Engaging in any other illegal activities

28. **Leaving School Premises.** Students are not permitted to leave the school premises during the school day for **any** reason unless the office has received written, verbal, or email notice from the parent or guardian and the classroom teacher has been notified. Sign your child out at the office (or receptionist's desk) and then sign your child back if you return in the same day.

29. **Lost and Found.** Any items left in hallways, on the playground or other areas are placed in the Lost and Found box found outside the gymnasium. Students should check there for missing items. At the end of the school year, all unclaimed items will be distributed to needy children through various local charities.

30. **Media/Computer Center.** A media center will be maintained to provide a resource to all students at Redeemer Lutheran School. The media center is an integral part of the instructional program at Redeemer Lutheran School and supports and furthers the educational objectives of Redeemer Lutheran School. The media center exists to help:

- Assist students in developing the skills needed to find, organize, evaluate, apply, and present information that correlates with their studies, complements their personal life experiences, and contributes to their individual self-fulfillment.

- Provide a centrally located, well-balanced collection of instructional materials in a variety of media.

Assist the teachers in selecting, evaluating, and utilizing instructional materials from the school collection and from other available sources.
Stimulate and extend the interest of students in reading as a worthwhile and pleasurable leisure activity.

Therefore, opportunities will be made available for students to borrow books from the library on a regular basis and to use the library for research.

The books and other resources in the media center will be approved by the Media Director or Principal to ensure that they are consistent with the teachings of the Lutheran Church-Missouri Synod. The School Board reserves the right to remove any book, magazine or any other resource which is deemed to violate the teachings of the Lutheran Church-Missouri Synod.

Computer Lab Procedures: Students working on special projects or A/R assignments or A/R quizzes shall always be supervised by a classroom teacher during or after the school day. ESC children under the supervision of the ESC Director shall not take A/R quizzes during ESC time after school. However, other computer assignments and activities are permissible. For the protection of the computers and to prevent rough wear and tear on the technology equipment, the Media/Computer Center shall be locked after the school day has ended unless work is being done under the direct and present supervision of a classroom teacher or ESC Director.

31. **Medications.** If a child needs to take any medication at school (including any over-the-counter medication), a signed written permission form from both the child's Medical Doctor and parent must be given to the Education or Health Office. All medications must be kept and registered in the Health Office provided, however, that a student may keep medication (prescription or over-the-counter) in their possession if a Medical Doctor provides written authorization to Redeemer Lutheran School and prior written consent is given by the Principal. Such consent will be at the sole and absolute discretion of the Principal and will depend on each individual's case.
32. **Music Program.** Redeemer Lutheran School will provide various education opportunities in music, including, but not limited to, the following:

Classroom Music: Instruction in music will be provided on a weekly basis to Pre-kindergarten through Grade 8.

Choir: All students will be given the opportunity to participate in classroom choirs. These choirs will be given opportunities to sing at chapel services, as well as family and other special events. All students will be involved and are expected to participate in the program in which they might sing.

Students in Grades 2-6 may participate in *Kids' Praise Choir*, which is conducted as an after-school, extra-curricular activity. While waiting for choir practice to begin, students are not permitted to leave the school grounds. The choir instructor is responsible for the supervision of

all the *Kids' Praise Choir* students from the end of school until parents pick up the students from choir practice.

Band: Students in grades 4-8 will be given the opportunity to participate in a band program. **There are annual fees required for this program, and parents will be responsible for paying those fees.** Students may participate in the band program if such participation does not keep the student from earning passing grades in the other curriculum areas.

Outside Musical Programs: Redeemer Lutheran School believes that many of the musical programs offered by other schools and organizations provide excellent benefits to its students. However, classroom schedules will not be modified to accommodate any student enrolled in these programs. For any time that a student is absent, the parents will be expected to provide assistance with any work a student may miss. The following guidelines will be followed for students participating in another school's music program:

- a. If a student's lesson or group meeting occurs during school time, the student will be considered excused for a reasonable amount of time for travel to and from lessons.
- b. It is the student's responsibility to make up any missing work without involving extra teacher time.

Redeemer Lutheran School music groups will be scheduled to participate in Redeemer worship services.

33. **Parent Grievances.** When a parent has a personal grievance against a member of the faculty, staff, other parent, or School Board, the parent is expected to follow the Biblical teaching found in Matthew 18:

- a. First, schedule an appointment to respectfully and privately address the issue face-to-face with the individual in question. If you are uncomfortable approaching the person in question, please ask the principal for guidance. Approaching the person in question may need to be done more than once.
- b. If the issue is not resolved through the face-to-face meeting, the parent should bring the issue to the attention of the principal and request that the principal sit in on a conference with the person with whom there is a grievance.

If the problem has not been resolved after following the above steps, the parent should present the matter in writing to the principal. The principal will advise Redeemer's pastor and the School Board Chairperson about the situation. These three persons – principal, pastor, and School Board Chairperson – will consult with all involved parties and work together to resolve the situation. Grievances directed at people will not be discussed with the School Board in open forum sessions.

Parents are encouraged to keep concerns confidential and private while following the established lines of Christian communication. Any legitimate concern will be received with all due consideration so that a satisfactory solution can be reached.

For all grievances with policy matters, please refer first to the appropriate handbook, and consult with the principal for guidance.

34. **Parent-Teacher Conferences.** In order to mutually benefit from the other's experience and to aid in the full development of the child, parents and teachers have a formal conference on the child's progress. A regular parent-teacher conference is held at the end of the first quarter. All parents are scheduled to come to school during the day or evening and meet with the teacher to discuss their child's progress. The teacher will also be ready to suggest help for those children who are having difficulties. Another parent-teacher conference will be scheduled at the end of the third quarter for those parents requesting a conference and/or as requested by the classroom teacher.

35. **Parent Visitation to School.** Parents are encouraged to visit Redeemer Lutheran School. However, all guests, including parents, must observe the following rules when visiting:

- Notify the teacher and principal of your intent to visit the school at least one day in advance if you are making a planned visit.
- Upon arriving in the building, guests must sign the "Visitor/Volunteer Log" located in the office (or at the reception desk). Each guest will be given a badge that must be visible at all times during the visit. Upon completion of the visit, please sign out and return the badge.
- Please do not have babies or young children with you if visiting a classroom.
- If you have a specific question or concern you would like to discuss with the teacher, please return to the office to make an appointment or contact the teacher outside school hours.

36. **Personal Electronics-Cell Phones and PDAs.** Due to the increased everyday use of personal electronics, such as cell phones, PDAs and IPODs, etc. and the potential for their misuse Redeemer Lutheran School has instituted a personal electronics policy.

Cell Phones:

- Redeemer Lutheran School students may have in their possession cell phones, pagers or other technology/communication/entertainment devices but may not use them between 8:05 a.m. and 3:00 p.m.
- Before and after school, students may speak on the cell phone outside the Redeemer Lutheran School and Church building.
- During school hours the devices shall be **turned off**. Students shall secure the cell phone/pager in their backpack. If a cell phone rings during a class the teacher shall confiscate the telephone, give it to the principal, and it will be returned only to a parent or guardian. "Forgetting" to turn off the cell phone is not an excuse.
- Students are not allowed to use cell phones while actively participating in offsite school events, extra curricular activities and sporting events unless they receive permission from a Redeemer School Staff member or the school's designated representative.
- Students who are seen text messaging during an exam shall receive a failing grade on that exam, and are subject to Redeemer's cheating policy.

- Cell phones with cameras are not permitted in bathrooms or locker rooms at any time. No use of cell phone cameras are permitted at any time before, during, or after school.
- Students who do not comply with this policy shall have the devices confiscated, given to the Principal, and it will be returned only to a parent or guardian.
- Second and subsequent cell phone/pager violations shall be considered a "serious violation" and therefore will invoke the implementation of the appropriate Redeemer Lutheran School grade level discipline policy.

PDA's:

- PDA's may be used for organizational purposes such as recording tasks and assignments, calendar schedules and contact information storage.
- Use of PDA's for class work or exams is not allowed. Students who are seen using a PDA during an exam shall receive a failing grade on that exam, and are subject to Redeemer's cheating policy.
- If a PDA is used to text message, play games or any other activity during school hours that have not been approved, the teacher shall confiscate the PDA, give it to the principal where it will be returned only to a parent or guardian.
- Connecting a PDA to any school computer system via any form of data port, IR interface or wireless interface is forbidden. Should a connection occur the PDA will be confiscated and its total contents reviewed by qualified school designated personnel to ensure no compromise of school data or software has occurred. After appropriate safeguard actions have been completed the device shall be returned to a parent or guardian.
- Students who do not comply with this policy shall have the devices confiscated, given to the Principal, and it will be returned only to a parent or guardian.
- Second and subsequent PDA violations shall be considered a "serious violation" and therefore will invoke the implementation of the appropriate Redeemer Lutheran School grade level discipline policy.

Other electronic devices:

Other electronic devices such as electronic games, CD and MP3 Players and IPODs shall be stored in backpacks and cannot be used during school hours. Students actively participating in offsite school events, extra curricular activities and sporting events cannot use these devices unless they receive permission from a Redeemer School Staff member or the school's designated representative. If any of these devices are used when not allowed, the device will be confiscated and given to the Principal. It will only be returned to the parent/guardian.

37. **Principles of Christian Teaching and Learning.** Redeemer Lutheran School provides a comprehensive and quality Christian education for students from Preschool through Grade 8. The Preschool is licensed by the State of Minnesota Department of Health. Kindergarten through Grade 8 is accredited by National Lutheran School Accreditation.

Christian learning and worship of the Triune God is central to the curriculum of Redeemer Lutheran School. Therefore, we subscribe to the following principles of teaching and learning:

Principles of Christian relationships are applied to all teaching. Our methods of instruction are consistent with our understanding of God's will, for our relationship to Him, and for relationships of respect for teacher to student and student to teacher. Both students and teachers should view themselves as worthwhile persons, have a positive regard for other persons and relate to others in a courteous manner.

Effective teaching is directly related to time spent on a task. Good stewardship of school time occurs when teachers plan and carry out activities to maximize the time on a task and the students cooperate with the teachers' plans.

Redeemer Lutheran School seeks to establish a learning environment in which both students and teachers approach learning with confidence. Each student is given an opportunity for meaningful learning experiences whereby he can grow educationally according to his God-given ability.

The learning of all subjects occurs within the context of Christian understanding as stated by the Lutheran Church-Missouri Synod.

Redeemer Lutheran School affirms the importance of both motivation and self-discipline in learning. The instructional process should stimulate the student's interest in learning and provide positive methods of reinforcement. Students are expected to develop study habits which represent cooperation and personal responsibility for their studies.

The School Board and the faculty of Redeemer Lutheran School follow the principles of Christian teaching and learning as set forth in the Mission statement, Objectives, and Philosophy of Redeemer Lutheran School. Redeemer Lutheran School will maintain its identity as a Lutheran School apart from any state and federal regulation and intervention that would hinder its unique educational program based on these principles, objectives, and philosophy.

38. **Promotions.** Responsibility for promotion rests with the individual classroom teacher. To be promoted a child must reflect in his behavior, class work and achievement that he is progressing with his peers.

39. **Records.** Redeemer Lutheran School will maintain the following records for students:

Cumulative Folder: The Cumulative Folder contains the student's grades and his progress; achievement and ability test scores; attendance at School, Church and Sunday School; and any other pertinent information.

Health Forms: Health Forms contains pertinent immunization data, vision and hearing screening data and scoliosis screening data.

Emergency Forms: Emergency Forms contain information on where to reach parents, and certain other contacts to make in case of illness.

All student records, except for the health records, are maintained and kept current by the teacher. These records are to be stored in designated locations at all times. Parents will have access to view their child's files during normal school hours. Any other person wishing to view a student's file must first receive prior written parental permission. Before files can be transferred to another school, the new school must first submit a written request for their transfer.

Teachers are to place all pertinent information into each student's file including, but not limited to, the following: family data, student grades, achievement and ability test scores, attendance, church and Sunday School attendance and any diagnostic or psychological tests administered by competent clinicians, or specific health information related to student learning. Teacher's remarks concerning student behavior or subjective evaluations will not become a part of the file.

When a student graduates, a copy of his cumulative record will be kept on file at Redeemer Lutheran School.

40. **Report Cards and Grades.** Report cards will be issued at the end of each grading period. Mid-term grades, or a mid-term report, on the student's progress will be issued to the parents. Parents are asked to arrange informal consultations at any time they have concerns or questions by contacting their child's teacher.
41. **Retention Policy.** In an attempt to provide all students with an opportunity for success at Redeemer Lutheran School, the following procedures for retention will be followed:
 - If a problem presents itself by the end of the first quarter, the classroom teacher will notify the parents in writing of the deficiencies and recommend a conference.
 - Before the end of the third quarter, the classroom teacher will submit to the Principal the names of students being considered for retention and the reasons retention is being considered with written documentation of any interventions attempted.
 - The Principal will call a meeting for the teacher and parents of each affected student before April 1st of each year.
 - The parent and teachers will be notified by the Principal, within thirty (30) days after such meeting, of the results of such meeting. This will be done no later than the spring conference time for grades 1-8 and May 1st for Kindergarten.
 - The parent may request a meeting with the staffing team if they disagree with the decision.
 - The Principal will notify the parents, in writing, of the final decision of the staffing team.
 - Thereafter, the parents may file a written request for reconsideration to the School Board.
 - The School Board will make the final determination, giving consideration to the student's physical, social, and emotional maturity; classroom performance in curriculum areas; attendance; test results; attitude and work habits; health; and any previous retention.
42. **Room Parents.** A system of room parents is organized to relieve the teacher of planning for special social activities in the classroom and for field trip assistance. Room parents for each grade/classroom will help with planning at the discretion of the teacher.

43. **School Closings.** During times of inclement weather, Redeemer Lutheran School will follow the lead of Wayzata Public Schools. If Wayzata Schools are closed, are closing early, or will be starting late, Redeemer Lutheran School will normally do the same. However, there may also be circumstances that will find Redeemer Lutheran School open, closed, closing early, or starting late independent from what Wayzata Schools may do. School closing announcements will be broadcast by phone to the home and mobile phones of Redeemer families and also made on WCCO Radio (AM 830) and local TV stations (Channels 4, 5, 9, and 11). Parents need to check these media outlets on days when inclement weather is either forecast or imminent.
44. **Student Immunization Requirements.** The State of Minnesota requires that specific information on immunization be maintained for each student. Failure to comply with these requirements may force the dismissal of the student from the school until such time as the requirements are met.
45. **Students Staying After School.** Students may be asked by the classroom teacher to stay after school in order to obtain help from the teacher in a specific area of instruction, or as a disciplinary action. In such cases, students are to remain in their classroom, under the direct supervision of the teacher. Students who are not picked up within twenty (20) minutes following the end of the school day will be admitted to ESC and will be charged for ESC care at the “drop-in” time rate as established by the School Board from time to time.
46. **Telephone Use.** The use of telephones (including cellular phones) and pagers during the school day is prohibited except in case of emergency. Forgetting assignments, lunches, etc. are not acceptable “emergencies” for using the telephone. Students must obtain a “Phone Pass” from a teacher or other school staff in order to use the telephone.

If students are permitted by a teacher or other school staff to make a phone call, they need to come to the office – or the office needs to know why a call was made (especially if a group of students are calling for the same reason).

47. **Testing.** Students at Redeemer Lutheran School will participate, on an annual basis, in a testing program to measure each student’s achievement. Unless otherwise provided by the School Board, the following schedule of testing will be followed:

Iowa Tests of Basic Skills: Grades 1-8 will be tested in the fall of each year.

School Readiness Test: Kindergarten will be tested in the spring of each year.

Kindergarten Readiness Test: Test available to assess child’s readiness for Kindergarten.

Diagnostic or psychological testing of specific students by qualified personnel is encouraged for individual students as the need is identified. The costs of these diagnostic or psychological tests are the responsibility of the parents.

48. **Transportation.** Redeemer Lutheran School does not provide transportation to its students. The Wayzata Public School District #284 provides bus transportation for the children who live within the boundaries of the district (although no transportation is provided for Redeemer's Preschool students). For families living outside the Wayzata Public School District, transportation assistance may be paid by each family's home district to Redeemer Lutheran School. This money is, in turn, sent to the parents. Students riding the public school buses will be expected to conform to the rules set by the school district and to obey bus drivers.

The Principal helps coordinate the transportation services provided by public school districts to Redeemer students and families. The Principal works closely with the transportation director of the Wayzata Public School District for busing students living in the Wayzata District and also arranges contracts with the other school districts to reimburse eligible families for the costs of transporting their children. If families have any problems with busing, they should speak with the Principal.

Transportation by vehicle may be used for field trips, ball games or other school activities. In such instances, Redeemer Lutheran School requires that all drivers be at least 21 years old. The driver and all persons in a vehicle going to a school event must wear their seat belts. No vehicle may leave Redeemer Lutheran School until all passengers are safely belted, and all passengers must remain belted while they are in the vehicle. Minnesota state law requires that children age 7 and under be restrained in an appropriate, federally approved car seat or booster seat, unless the child is 4'9" or taller. Compliance with car seat safety law is a minimum safety standard that suggests children remain in a booster seat to 80 pounds and remain in the back seat until age 13. Parents of students requiring a booster seat must provide that seat.

When transporting students by personal vehicle, each driver must indicate how many students he/she safely seat belt and must provide the office with copies of driver's license and proof of insurance. All drivers must sign a form indicating they:

- Have a valid driver's license and insurance
- Have a safe driving record
- Will stay with the group
- Will obey traffic laws
- Will not exceed the speed limit (and)
- Will drive with the car lights on, as required by law.

49. **Tuition and Fees, Payment Policy, Overdue Accounts and Collections.** Redeemer Lutheran School's tuition levels are established by the School Board and are based, to the extent possible, on the estimated cost of educating a student. Tuition payments are generally due monthly, on the 1st of the month. When preferred, tuition may also be paid in full prior to the beginning of the school year, on a semi-annual, or on a quarterly basis. If the annual tuition amount is to be paid on a monthly basis, payment is due on or before the 15th of the month beginning with September and continuing through May (i.e., nine monthly payments). A statement of account will be mailed to each family prior to the 1st of each month indicating the total amount due on or before the 15th of the month. The process for addressing overdue tuition is included on the

Payment Policy Agreement that is included among the enrollment forms submitted annually. Please refer to the form for details. Application for financial aid can be made through the Redeemer Lutheran School Scholarship Committee. More information regarding this program is available through the office. This application process is strictly confidential.

Any student with an unpaid balance from the previous school year will forfeit admission for any succeeding school year until the account is paid. Students transferring from Redeemer Lutheran School with a past due account balance will have records withheld until such balance is paid in full. Any parent with an unpaid balance from any previous year will forfeit admission of any future student until the past due account is paid. Tuition for any subsequent student must be paid one month in advance of normal due dates. Any graduate whose account is past due on graduation day will forfeit his diploma until the account is paid in full. Student records will also be withheld until such balance is paid in full. In addition, Redeemer Lutheran School reserves the right to charge late fees, service charges and other fees and to withhold any reimbursements to be paid to the family of the student if there is an unpaid account balance.

Prepaid tuition (minus a 10% administrative fee) may be refunded only at the discretion of the Day School Board.

50. **Use of Student Photos.** Redeemer Lutheran School may use a student's photograph, picture or likeness to advertise and promote Redeemer Lutheran School through printed publications, newspaper advertisements, videotape presentations, its internet website and other similar methods. Any such advertisement and promotion will be done in a Christian-like manner as reasonably determined by Redeemer Lutheran School. Each school year, Redeemer Lutheran School will request that a parent of each student consent to Redeemer Lutheran School's use of such student's photograph, picture or likeness in the advertisement or promotion of Redeemer Lutheran School.
51. **Weapons.** Students are not permitted to bring any knife, fireworks, gun of any sort, or anything which may be injurious to another student for any reason. Students are not permitted to use any instrument, legal or illegal, to threaten, intimidate or harass any teacher or student in any way. Any violation will result in at least a parent conference with the Principal and a possible two-day out-of-school suspension. If any form of intimidation or threat accompanies the device or weapon, a two-day out-of-school suspension will automatically be assessed. In addition, any state laws applicable must also be followed. Possession of a weapon may also lead to immediate expulsion in an extreme case of intimidation or threat.

The School Administration, in conjunction with the Day School Board, reserves the right to amend the policies and procedures of the *Parent and Student Handbook* at any time.