

# **Redeemer Lutheran School**

## **Parent Handbook**

(Revised 2011)



Jesus said,  
"Let the little children come to me..."  
Matthew 19:14

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**Christian Education**  
**In a Safe, Disciplined, Loving Environment**

## **TABLE OF CONTENTS**

Church and School Staff	Page 3
Welcome / Mission Statement	Page 4
Admission Policies	Page 5
Fees and Charges	Page 5
Attendance	Page 6
Dress Code	Page 8
Academic Policies	Page 10
Behavioral Expectations	Page 11
Disciplinary Policies	Page 12
Medication and Emergencies	Page 13
Office Hours and Visiting	Page 14
Earthquake Preparedness	Page 15
Child Abuse Reporting Obligations	Page 16
Extended Day Care	Page 16
Miscellaneous Concerns	Page 17
Payment Policy	Page 22

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# WELCOME

Dear Parents and Students,

Welcome to Redeemer Lutheran School. This handbook has been prepared to better acquaint you with our school and its policies. Redeemer Lutheran School has been operated and maintained by Redeemer Lutheran Church since 1949. Our School's mission statement is as follows.

*Redeemer Lutheran School exists to provide quality Christian education and training to children and their families in a safe, disciplined, loving environment.*

*Our foremost concern is that the students we serve will come to know Jesus Christ as their Lord and Savior since they will become the future leaders of our country. Therefore, we do everything – our teaching, our disciplining, and our playing – in Jesus' name and to His glory.*

Our goals are:

1. To show children the way of salvation through Jesus Christ, as revealed in the Bible;
2. To equip children with the spiritual and secular tools they need in order to become strong, sensitive, responsible members of society; and
3. To facilitate the fullest development of each child's spiritual, intellectual, emotional, physical, and social potentials.

The faculty and staff of Redeemer Lutheran are made up of experienced, caring, Christian people who desire to work closely with students and their parents to ensure that these goals are met.

We believe that through the teaching of God's word, our school can help reinforce what you, as parents, teach your children at home. By working together, we can better meet the needs of the children God has entrusted to us, thereby providing a valuable service to our community and to society at large.

Redeemer Lutheran School  
Board of Christian Education  
Ms. Bridget Valadez, Principal

## **ADMISSION POLICIES**

**Statement of Non-Discrimination:** Redeemer Lutheran School admits students of any race, color, national and ethnic origin, and grants to them 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, national and ethnic origin, or sex in the administration of its educational policies, admission policies, and school administered programs.

**Entrance Grade Level:** Students must be ready for the grade level at which they are seeking admission. New student applicants and their parents will be required to meet with the principal prior to registration. A copy of the student's recent report card and any test scores, birth certificate, immunization record, and physical examination records should be brought to the school. Every new student must take a placement test before they can begin the school year.

**Kindergarten:** Students entering kindergarten must reach the age of five years on or before December 1<sup>st</sup> of the year in which they are being enrolled. Students entering First grade must reach the age of six years on or before December 1<sup>st</sup> of the year in which they are being enrolled.

**Immunizations and Physical Examinations:** Immunization records are required of new students entering grades kindergarten through eighth. Parents are responsible for submitting accurate, current records. A physical examination is required of all new pupils, those who are beginning kindergarten, and all who will participate in the sports program.

**Approved Admission:** Students will be admitted only after all required paperwork has been submitted, registration fee has been paid in full, and a placement test has been completed.

## **FEES AND CHARGES**

**Registration:** The registration fee of \$200 (grades Kindergarten – 5<sup>th</sup>) and \$250 (6<sup>th</sup> – 8<sup>th</sup>) covers textbook rental, equipment usage, supplementary accident insurance, and general supplies. This fee is non-refundable. Registration fees will not be accepted for students whose fees and charges from the previous school year have not been paid in full.

**Tuition:** Tuition is an annual fee which may be paid by one of four methods:

1. In full by September 15<sup>th</sup>
2. In two equal payments on September 1<sup>st</sup> and February 1<sup>st</sup>
3. In four quarterly payments on September 1<sup>st</sup>, December 1<sup>st</sup>, March 1<sup>st</sup>, and June 1<sup>st</sup>
4. In ten monthly payments. The first payment in August and the last payment in May.

The due date for each payment is the 1<sup>st</sup> of the month, and after the 10<sup>th</sup> of the month, there will be a **\$25.00 late fee**. If not paid by the 30<sup>th</sup> of the month the late fee will be **\$50.00**, and the student(s) will be suspended until the tuition is brought up to date.

**Tuition fees for the school year of 2011 – 2012 are as follows:**

One child..... \$2,900 per year  
(10 monthly payments of \$290)

Two children..... \$5,350 per year  
(10 monthly payments of \$535)

Three children..... \$7,450 per year  
(10 monthly payments of \$745)

Four children. . . . . \$9,500 per year  
(10 monthly payments of \$950)

Members of Redeemer Lutheran Church pay: \$2,500; \$4,500; \$6,400; or \$8,150.

**Returned Check Charge (NSF):** Checks returned to us unpaid due to non-sufficient funds will be subject to a **\$30** handling fee. Also, payer may be required to make all subsequent payments in cash, by cashier's check, by money order, or by credit card.

**Miscellaneous:** Parents will be charged for their children's loss of, or damage to, school property including but not limited to textbooks, workbooks, desks, chairs, fixtures, and equipment.

**ATTENDANCE**

**School Hours:** School hours are from 8:30 AM to 3:00 PM. All students are dismissed from the gym at 3:00 PM. Parent/Legal guardian is to come in and pick-up their child and sign him/her out. No child will be outside of the school waiting for his/her parent. Students who are to go home walking, must have a signed permission slip on file. Students on campus before 8:15 AM or after 3:15 PM will be supervised by extended Day Care staff and charged a fee.

**Tardiness:** Tardy students create a disturbing and unnecessary disruption of the school day for teachers and their students. For this reason, all students are required to be in their classrooms by 8:30 AM. Parents of tardy students must accompany them to the office or the gymnasium and sign a tardy slip before the students may enter their classrooms. Students who have 5 tardies in a quarter will be counted as absent for one day and assigned one hour of after school detention. If

a student is tardy 6 times in a given quarter the parent(s) and child must meet with the principal before the child will be readmitted into class. Students who are habitually tardy will be subject to referral to the Board of Christian Education for a possible suspension.

**Absences:** When a student will be absent from school, parents are requested to notify the school office no later than 9:00 AM on the day of the absence. Upon returning to school following an absence or half-day absence, a written excuse stating the reason for the absence must be presented to the teacher. The excuse must be written, dated, and signed by a parent or legal guardian of the student. CAL. ED. CODE & 48222. Redeemer Lutheran School will accept no liability for any student who fails to arrive at school. Students who miss 14 or more days in a quarter will not receive grade for that quarter and instead earn an incomplete.

**Vacations and Extended Holidays:** Parents who remove their children during the school session for vacations or extended holidays are NOT COMPLYING with California school attendance regulations and those of Redeemer Lutheran School. All vacations and extended holidays will show as an unexcused absence on the report card. Children, who are absent due to extended weekends and vacations, are expected, on their own initiative, to complete all missed assignments. Failure to do so will result in an automatic “F” for the work not completed. Parents and students cannot expect the teacher to prepare advance assignments in these situations.

**Frequent Absence:** Frequent absence (for any reason) is detrimental to a student’s academic progress and should, therefore, be avoided if at all possible. Parents of students who are frequently absent without good reason will be reported to the Board of Christian Education in order to attempt to find a solution to the problem. If the issue is not resolved then the case will be reported to the District Attorney, who works for the program: “A.C.T. (Abolish Chronic Truancy).” Students absent from school 35 or more school days a year may not be promoted to the next grade.

**Perfect Attendance:** In order for a student to receive a Perfect Attendance Award at the end of the school year, he/she must attend each school day, never been tardy, or miss half-day.

**Leaving Campus Without Authorization:** Students are NEVER allowed to leave the school grounds during the school day or during extended Day Care unless previous arrangements have been with and approved by school personnel. Redeemer Lutheran School accepts no liability in cases where students leave the school grounds without proper authorization will be subject to immediate suspension and disciplinary action up to and including expulsion.

## **DRESS CODE**

**Uniforms:** All students attending Redeemer Lutheran School are required to wear the school’s uniform. Parents are to buy the school uniform at Carrusel School Uniforms Inc. No clothing outside the school uniform will be allowed, except on certain “free-dress” days and for certain field trips. Further uniform information (styles, prices, purchasing procedures) is available through the school office.

***For Boys the uniform consists of:*** navy blue double knee pants, or navy uniform shorts, with a light blue polo shirt with Redeemer's logo, and a plain leather belt. Under shirts must be white and shirt tails must be tucked in at all times. The bottom and arms of the undershirt must not be visible under the uniform shirt. ***On Chapel days boys shall wear:*** navy blue pants (no shorts), white dress shirt with collar, navy school tie, and black dress shoes. Shirt tails must be tucked in at all times.

***For Girls the uniform consists of:*** plaid navy yellow skirt, skort, jumper, (must be no more than 3" above the knee), navy blue double knee pants (no stretchy or polyester pants allowed), and a light blue polo shirt with Redeemer's logo. Girls are not allowed to wear shorts and under shirts must be white. ***On Chapel days girls shall wear:*** plaid navy yellow skirt, skort, or jumper (no shorts or pants), a white blouse with a collar, a navy cross tie, and saddle shoes or oxford shoes in navy blue and white. Chapel is mandatory for all students of Redeemer Lutheran School.

**\* No oversized clothing will be allowed.**

**Tennis Shoes:** Acceptable tennis shoe color is solid black ONLY. The following shoes are unacceptable: steel-toe boots, platform shoes, suede shoes, sandals, shoes with flashing lights, open-toed shoes, or shoes with wheels. Students are to wear regular black shoe-laces only.

**Socks:** All students must wear regular white or dark blue socks only. Girls are to wear their socks knee length at all times. Ankle socks are not allowed for boys or girls. The socks must be at least 2 inches above the ankle bone for boys and all students during P.E.

**Jackets:** Students are only allowed to wear a navy blue jacket, sweater, or vest with Redeemer's logo. Pink or Gray Spirit Shirts can also be worn. No other colors or sweaters will be allowed.

**Accessories:** Hats, scarves, bandannas, buttons, sunglasses, etc., are not part of the Redeemer uniform and are, therefore, not permitted. Hair accessories can only be white, black, or navy blue. No other colors or patterns will be allowed.

**Hair:** No student may have their hair cut in such a way that a word, pattern, or symbol is produced. Hair color for all students must be natural: dyed or highlighted hair is not allowed. Boys should not have shaved heads or have excessively long hair. This means that no strand of hair should be more than 3 inches long (all around the head) and the hair must be above the eyebrows. Boys are also not allowed to comb their hair in a Mohawk or Fohawk style. Girls are to comb their hair neatly and properly with only white, black, or navy blue hair accessories.

**Earrings:** Girls may wear one stud earring in each ear, provided the earrings are no longer than one-half inch. Because of the possibility of entanglement and subsequent injury, hoops are not allowed. Also, girls are not allowed to wear earrings/studs on the top of the ear. Boys may not wear earrings or studs of any kind. No student may have a piercing on any other part of the body.

**Fingernails:** Fingernail length must be modest. Only clear fingernail polish may be worn. Fingernail decorations other than clear polish are not allowed. No acrylic nails may be worn at school or school related activities.

**Make-Up:** No make-up of any kind may be worn by students at the school or at any school related activity. No exceptions will be made.

**Free Dress:** Once a month the students are given a Free Dress Day. Students may wear clothes other than their uniforms. Students are to wear decent, nice clothes that maintain the school's standards. If a student is wearing clothes that are either too revealing, inappropriate, or indecent, parents will be notified in order to bring a change of clothes or the student will have to go home.

**Spirit Day:** The first Monday of each month is Spirit Day. Students are allowed to wear their gray or pink Spirit Shirt or blue P.E shirt with jeans.

**Non-Compliance:** If a student is out of dress code because he/she is not properly attired and/or groomed a Uniform Infraction Notice will be sent home. By the third Uniform Infraction Notice, the student will have his/her parent(s) called and they will have to bring the correct uniform or take the student home in order to correct whatever dress code violation has occurred. The student will not be permitted to return to class until he/she is following the uniform code. Any student sent home will be responsible for any missed assignments. Any student that has three or more infractions in one month will not be allowed to wear free dress for the month and will have to serve one hour of detention.

**Physical Education Uniforms:** The P.E. Uniform is required for students in grades Pre-K – 8<sup>th</sup>. It consists of royal blue gym shorts, royal blue shirt with white logo, white socks, and black tennis shoes. The T-Shirts and shorts may be purchased at Redeemer.

**Identification:** Every article of clothing should be clearly marked with the students' name and grade. Because of lack of storage space, any article of clothing unclaimed after 30 days will be sold.

## **ACADEMIC POLICIES**

**Curriculum:** The academic curriculum at Redeemer Lutheran School is similar to that taught in California public schools. However, in addition to Reading, Math, Handwriting, Science, Social Studies, Art, Music, Language, Spelling, and Physical Education, Redeemer's curriculum also includes instruction in basic Christian doctrine and Biblical History.

**Special Education:** Redeemer Lutheran School is not equipped to accommodate students with severe grade-level deficiencies or behavioral problems. When appropriate, we will do everything within our power to assist parents with arranging testing, counseling, tutoring, and referrals for alternate school placement.

**Homework:** Homework, prudently assigned and carefully executed, is an excellent preparatory tool for future success. Parents are urged to take an active interest in their child's homework.

Students are responsible for taking home the necessary books and papers so that their homework can be completed and handed in on time. If the student does not complete his/her homework, the parent will be notified of the missing homework assignment(s) and the child will do the homework during his/her recess time. If the student continues with this pattern the parent will be called and the child will either be assigned a one hour detention or be suspended for a day.

**Report Cards and Progress Reports:** Report cards are issued either during the Parent-Teacher Conferences or sent home with the students. It is required that parents attend Parent-Teacher Conferences (see school calendar). Report card grades become part of a students' permanent records. In all grades, mid-quarter progress reports will be sent home approximately half-way through each academic quarter, so that parents will have an idea how their children are doing in each subject. Grades on mid-quarter progress reports do not become part of students' permanent records.

**Academic Honors:** Each quarter, students who earn a grade-point average of 3.75 or higher will receive a Principal's List Certificate. Students who have earned a grade-point average between 3.50 and 3.74 will receive an Honor Roll Certificate. Also, if the student has received either certificate each quarter he/she will receive a medal at the end of the school year. (Note: Only grades in academic subjects will be counted toward the quarterly grade-point average. A=4; A- = 3.7; B+ = 3.3; B = 3; B- = 2.7; C+ = 2.3; C = 2; C- = 1.7; etc.)

**IOWA Basic Skills Test:** Standardized achievement tests are administered to students in grades 1<sup>st</sup> through 8<sup>th</sup> during the fourth academic quarter. Results of these tests will be available for parent review. Redeemer Lutheran School uses the IOWA Test of Basic Skills.

**Retention:** Any decision to retain a child in the same grade for the following school year will be made only after consultation between the teacher, the principal, and the child's parents. Retention will be recommended when the student does not have a grade point average of 1.7 or higher, or when the IOWA test composite score is below grade point, and or the student has missed more than 35 days of school throughout the school year. If the parent wants his/her child to be promoted to the next year, he/she must sign a Retention Form.

**Promotion and/or Graduation Requirements:** Satisfactory completion of all class assignments, including projects and reports assigned in any class, must be completed prior to the final week of school. Failure to complete all such assignments will result in no graduation diploma and/or promotion to the next higher grade. In order to be promoted and/or graduate from Redeemer Lutheran School a student must earn a cumulative grade point average of 1.7 or above in academic areas of the curriculum.

*In order for parents/guardians to receive their child's IOWA test results, report cards, and/or diploma all fees must be paid in full.*

**8<sup>th</sup> Grade Valedictorian or Salutatorian:** In order for an 8<sup>th</sup> grade student to become Valedictorian he/she must earn a grade point average of 3.74 to 4.00 throughout the school year. For an 8<sup>th</sup> grade student to qualify to be Salutatorian he/she must earn a grade point average between 3.50 and 3.74 the entire school year.

## **BEHAVIORAL EXPECTATIONS**

All students at Redeemer Lutheran School are expected to:

- \* Speak and act respectfully toward teachers, staff, other students, and visitors;
- \* Refrain from using profanity, name calling, vulgar, or racially insensitive language and/or gang related gestures and also language of a sexually suggestive nature;
- \* Complete all assignments to the best of their ability according to the directions and time allotments given by their teachers;
- \* Treat all property, both real and personal, with care and respect;
- \* Walk slowly and talk quietly while in classrooms, restroom, hallways, and lunch areas;
- \* Eat only during scheduled snack and lunch periods, and only in areas designated for such purposes;
- \* Leave chewing gum, candy, sunflower and all types of seeds and soft drinks at home;
- \* Show pride in their school by helping to keep the campus free of litter, food scraps, and other undesirable debris;
- \* Bring to school only those items necessary for the educational process. The following items may not be brought to school: toys, magazines, CD players, IPODS/MP3, cell phones, etc. They will not be allowed either in the classroom and/or Day Care due to the disruption these items cause.
- \* Dress and groom in accordance with Redeemer Lutheran School's dress code;
- \* Be responsible for the whereabouts of their personal belongings, such as books, back packs, lunch boxes, jackets, jewelry, watches, etc.
- \* Submit to the authority of teachers and/or other staff persons for questioning or disciplinary action.
- \* Refrain from bullying. Bullying is defined “as any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, or at school activities”

## **DISCIPLINARY POLICIES**

Students who behave in any manner contrary to the behavioral expectations outlined above will be subject to disciplinary action. Such action includes talks with the teacher and or principal, detention, suspension, and expulsion. Redeemer Lutheran School does not use corporal punishment.

**Detention:** Students may be assigned to detention because of excessive tardiness, failure to comply with behavioral expectations, failure to turn in homework assignments, etc. Detention will be held in the 6<sup>th</sup> grade classroom every Wednesday from 3:00 – 4:00. Students that are assigned attention will be given a detention notice that must be signed and returned by the parents. They must also report to detention immediately after school. Any student that fails to serve an assigned detention will be given an extra detention to serve the following week. After the third detention, a student will be suspended for a minimum of one day.

**Suspension:** A student at the discretion of the principal may be suspended from school for one day or longer. Suspension may be immediate in certain cases involving foul language, bullying, name calling, racial names, disrespect, disregard for rules, dangerous behavior, cheating, missing homework, or fighting. A conference including the student, parents, teacher, staff member, and/or principal may be required prior to the student's return to class. After the third suspension, the student will be referred for possible expulsion to the Board of Christian Education.

**Expulsion:** Misbehavior involving any kind of weapon, stealing, drugs, tobacco, or alcohol, will result in immediate suspension and will trigger an inquiry into possible expulsion by the Board of Christian Education. Expulsion may also be recommended to the Board of Christian Education by the principal after extensive and repeated disciplinary actions have failed to change a student's behavior. Justification for this policy is demonstrated by the following excerpts from the California Education Code:

CEC 48903: "Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of school personnel, or assault and battery upon a student, upon school premises or while under the authority of school personnel, or any threat of force or violence directed toward school personnel at any time or place, shall constitute good cause for suspension or expulsion from school..."

CEC 48904: "The school may suspend or expel a pupil who has, on school premises or elsewhere, used, sold, or been in the possession of narcotics or other hallucinogenic drugs or substances..."

CEC 48909: "Any minor who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to a school, is liable for all damages so caused by said minor..."

**Probation:** Students who exhibit academic or behavioral problems which adversely impact the classroom may be put on probation. Students may be placed on probation at any time during the school year. Parents of a student who does not satisfactorily improve during the probationary period will be asked to withdraw their child from the school. If parents refuse to voluntarily withdraw their child, expulsion proceedings will be initiated.

Redeemer Lutheran School strives to provide a safe, disciplined, and loving learning environment for its students. For this reason, the foregoing disciplinary policies are strictly enforced.

## **MEDICATION AND EMERGENCIES**

**Medication:** A school nurse or health care assistant is not present at the school site, so no medication will be given without a doctor's note. If a child needs medication (both prescription and non-prescription) during school hours, please observe the following guidelines:

1. Teachers are not allowed to administer medication.
2. A signed permission slip from the family doctor listing dosages and instructions should be sent to the school office. The medication must be in a properly labeled prescription container.
3. Refrigeration is available at the elementary level, but not at the middle school (the State Health Dept. prohibits storing medication with food.)
4. Students should not carry any type of medication with them. They must leave it in the office with the signed permission slip.

**Illnesses:** Students with coughs, sore throats, fevers, severe headaches, or nausea should be kept home by their parents. Parents of students who become ill while at school will be called and asked to arrange for their children to be picked up and taken home or elsewhere off campus. Redeemer Lutheran School is not equipped to provide sick-child care.

**Medical and Dental Appointments:** Parents are asked to schedule medical and dental appointments before or after school whenever possible. If such an appointment must be made during school hours, parents are requested to notify their child's teacher at least one day in advance of the appointment. An excused absence will be granted when written verification of the appointment has been received from the doctor or dentist visited. Parents should remember to request such written verification for each appointment.

**C.D.H. Requirement:** The California Department of Health requires that no student with a communicable disease, parasite, lice, pink eye or rash be allowed to attend the school until:

- \* The student is no longer infected or liable to transmit the disease;
- \* The student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions;
- \* A medical doctor has signed a release form stating that the student may return to school.

**Infectious Disease Notification:** If a contagious disease, such as head lice, pink eye, and/or chicken pox should appear in a class, notification will be sent to the other classroom parents by the school secretary.

**First-Aid:** Routine first-aid measures such as cleansing scrapes and cuts, applying bandages, etc., will normally be handled by school personnel. All incidents requiring non-routine first-aid

treatment will be documented. Paramedics will be called whenever a child loses consciousness or has an injury that can't be treated by school personnel.

**Emergency Information Card:** Two copies of this card must be filled out by parents and filed in the school office. It is very important that names and phone numbers on these cards be kept up to date so that parents may be contacted in case of an emergency involving their child.

**Serious Injury:** In the case of serious injury or sudden illness, every attempt will be made to notify parents. It is understood that enrollment at Redeemer Lutheran School confers upon the school the obligation to select emergency care providers, and that no liability would attach to such a decision.

**Insurance:** Supplemental accidental insurance coverage is purchased for each student with funds from registration fees. This insurance coverage is intended to supplement, not replace a student's existing medical insurance coverage. Therefore, parents should not expect total coverage for all claims.

## **OFFICE HOURS AND VISITING**

**Office Hours:** School office hours are 8:30 AM to 4:30 PM, Monday through Friday.

**Parents Visiting Classrooms:** Redeemer welcomes the involvement of parents in the child's education. We exist to be in partnership with the home in the total development of the child. Parents are welcome to visit their child's classroom to observe the curriculum and their child. The following procedure will be followed:

1. The parent will notify the principal or teacher at least one day prior to the visit.
2. The purpose of the visit will be for observation purposes only and not for evaluation purposes which is the task of the principal. The parent shall not disrupt the learning process while in the classroom.
3. If the parent would like to discuss the visit with the teacher an appointment should be made at a time so as not to disrupt the learning process.

**Telephone:** All in-coming phone calls will be handled by the secretary or the message system. Teachers will respond to their messages during non-class time within 24 hours. During class time, teachers are in constant supervision of the children and interruptions will make their work more difficult. The secretary will receive and handle any emergency calls. Children will be permitted to make calls only in case of an emergency. There will be a charge of 50 cents for every phone call made.

Students may not call:

- For forgotten books or assignments
- For forgotten P.E. Clothes
- To arrange after school activities
- To find out who will be picking them up

**Cell Phones:** Students are NOT allowed to bring cell phones to school. If a child brings a cell phone to school, please be aware that Redeemer Lutheran School will not be liable for any phone that is lost or stolen. Any staff member may confiscate a cell phone if it is being used anytime at school. Parents must meet with the principal before a confiscated phone can be returned. If a phone is taken from a student for a second time in the school year then it will not be returned until the last day of school. If a student must bring a phone to school because he/she walks to or from school then the student must turn it in to the office in the morning and pick it up at the end of the day.

**Personal Messages:** Due to the lack of personnel working at the school and the constant interruption of the class, the school secretary cannot give personal messages to students. Please, communicate to your child any arrangements before or after school. In case of an emergency please do call.

## **EARTHQUAKE PREPAREDNESS**

In California, special attention must be given to earthquake preparedness. Parental assistance is required in this endeavor.

**Earthquake Survival Kit:** Each student enrolled at Redeemer must have his/her own earthquake survival kit containing enough food and water for 72 hours (3 days). Kits will be stored in classrooms and sent home at the end of the school year. You may purchase it for \$11.00 per kit or you can make your own. Here is a sample kit:

5 pkgs. Beef Jerky	1 toothbrush and 1 toothpaste
5 pkgs. Fruit roll-ups	2 gallons of water
5 granola bars	1 small pack of towellets
5 cans of fruit (easy-open)	1 bag of hard candy
1 plastic trash bag	1 note of assurance from parents
1 small pack of tissues	

Pack all items (except water) in a suitable plastic container, such as a lunch box, seal it with masking tape, and label it clearly with child's name and grade. Please do not send earthquake survival kits in plastic bags or other flimsy containers.

**Emergency Release Form:** Each student must have on file an emergency release form listing adults authorized by parents to take student off campus in the event an earthquake prevents parents from doing so. Under no circumstance will school personnel release a student to an unauthorized person. Parents are responsible for keeping the information on their child's emergency release form current. Any changes must be submitted in writing to the office.

## **CHILD ABUSE REPORTING OBLIGATIONS**

In accordance with California state law, Redeemer Lutheran School personnel are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse and deprivation, sexual abuse and exploitation, physical neglect, or inadequate supervision. In this very serious and legally narrow area, school personnel will not contact parents in advance of making a report to legal authorities, even though such would be the procedure in other legal matters.

The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School personnel will make such reports in the best interests of any affected child and do not, once reasonable suspicion of abuse has been established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **EXTENDED DAY CARE**

Redeemer Lutheran School offers extended Day Care for its students from 6:30 AM to 8:15 AM and from 3:10 PM to 6:00 PM. Day Care is an extension of the school's program, and maintains the same standards of behavior as are in effect during the regular school day (see Behavioral Expectations). Students who misbehave during Day Care will be disciplined in accordance with school policy (see Disciplinary Policies).

There are two options to pay:

Option #1: Students must be registered on a monthly basis in order to get this fee:

*Monthly Fee:*

<i>1 Child:</i>	<i>\$60.00</i>
<i>2 Children:</i>	<i>\$105.00</i>
<i>3 Children:</i>	<i>\$155.00</i>
<i>4 Children:</i>	<i>\$180.00</i>

Option #2: Day Care is \$2.50 per hour, per child, and all time will be rounded to the nearest ½ hour. This applies for students who need day care occasionally. All fees are due and payable upon receipt of a monthly statement. A \$5.00 late payment fee will be added to Day Care balances not paid by the specified due-date.

**Closing Time:** Day Care closes at 6:00 PM sharp. Students must be picked up no later than 6:00 PM. If you pick up your child after 6:00 it will cost \$10 additional until 6:15 PM. After 6:15 it will cost \$5 for each additional minute. All late pick-up fees must be paid before a child will be allowed to use day care again.

**Unpaid Balances:** Students with unpaid Day Care balances may be suspended from Day Care until the balances and late payment charges are paid in full.

**Unauthorized Persons:** Under no circumstance will Day Care personnel release a student to an unauthorized person. Parents must list persons authorized to pick up their children on the Day Care enrollment form and update the list as necessary. Also, Day Care personnel will not allow a student to leave campus without written parental authorization.

**Walking Home:** No student will be allowed to walk home after being signed into Day Care (3:10 PM) unless he/she has a note signed by his/her parent/guardian, authorizing the child to walk home, and specifying the time at which the child is to leave the campus.

**Breakfast:** Students who arrive on campus before 7:30 AM may eat their breakfast at a table. Please note that Redeemer Lutheran School does not provide breakfast foods or drinks for students. Parents are asked to send healthy foods with their children. Children are expected to clean their own bowls, utensils, etc.

**Afternoon Snacks:** Students who are still on campus at 3:30 PM may eat a snack (one they've brought from home). Students who are still on campus at 5:00 PM may eat a snack provided by the Day Care staff.

## **MISCELLANEOUS CONCERNS**

**Church and Sunday School:** Here at Redeemer we believe that families are to worship God on a regular basis. Families without a church home are invited to worship with us here at Redeemer on Sunday mornings at 9:00 AM (English) or 11:00 AM (Spanish).

**School Participation Days:** It is required the Redeemer students must participate in the following events: One Sunday Sing, Christmas Program, Christmas Parade (grades 5<sup>th</sup> – 8<sup>th</sup>), and the Closing Service.

**Chapel Service:** Redeemer Lutheran Students and teachers worship together at weekly chapel services held on Wednesday mornings at 9:00 AM in the church. Parents and relatives are welcome to join us for these services. In order to foster Christian stewardship, offerings are collected and the money is donated to charitable organizations or to feed the homeless in the area.

**Home and School Communication:** We at Redeemer Lutheran School value communication with parents very highly. We encourage parents to talk frequently with their child's teacher. Whenever a question or concern arises, parents are asked to consult their child's teacher first; the principal should be consulted only *after* parents have first discussed the issue with the teacher.

**Addresses and Phone Numbers:** It is the responsibility of parents to ensure that the school office receives written notice of any change(s) in home and/or work telephone numbers and/or addresses. This is very important! A parent who fails to keep the school office updated in this regard risks not being notified in the case of an emergency involving their child.

**Field Trips:** There will be four field trips scheduled throughout the school year per class. Announcements and permission slips will be sent home at least one week in advance of trips.

Parents must sign and return permission slips, along with any required admission and/or transportation costs, in order for their children to be able to participate.

A field trip is a school related activity and as such students represent God as well as their school. Students are expected to behave in a Christian manner at all times. Also, if a student does not attend a field trip he/she will be marked absent for the day. Students are to wear the schools T-Shirt for every field trip. All Redeemer students must purchase a royal blue P.E. T-Shirt to wear on field trips.

### **Transportation:**

#### Bus:

- ▶ Pupils are to be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
- ▶ Pupils shall remain seated and observe the rules of classroom conduct while on the bus. Normal conversation is permitted, but shouting and screaming are not allowed. No eating or gum chewing is permitted on the bus.
- ▶ Pupils must not at any time extend arms or head out of bus windows.
- ▶ Any passengers willfully damaging the bus shall be required to pay the cost of repairing the damage.
- ▶ Pupils are not to throw anything inside of the bus or out of the bus at any time.
- ▶ Pupils are not to make any type of gestures to other vehicles or trucks.

Automobiles: Individual automobiles may be used to transport students on school related activities at the owner's risk. In such cases the following should be distributed to all drivers:

- ▶ Redeemer Lutheran School expects that no more passengers will be carried in the vehicle than the number of available working seatbelts.
- ▶ All passengers should have their own safety belt and use it while the vehicle is being operated.
- ▶ The driver of the vehicle must have auto insurance for their vehicle.
- ▶ Passengers who weigh less than 60 pounds must have a booster seat.
- ▶ Redeemer's insurance does not insure the non-school owned or hired vehicles. In other words, should an accident occur, the driver's insurance would be used to cover any loss. The school does not have insurance to cover the deductibles or other losses.

Lunches: Students may either bring their lunch or purchase hot lunch. Students who arrive at school without a lunch will be given a Cup of Noodles soup and the parents will be charged \$1.00. Payment will be expected within two days. Parents are asked to refrain from bringing lunches to school for their children. This causes an unnecessary disturbance to the teacher, other students, and staff. Milk is available at a nominal fee.

**Birthday Parties:** Parents who want to provide food and drinks for their children's birthdays are asked to please give teacher at least two days' advance notice. It is very difficult for a teacher to get through his/her daily lessons while trying to handle an unplanned party and all of the excitement it can generate. Parents are also asked to provide all necessary items (paper plates, utensils, napkins, cups, etc.) for their children's parties and to help with serving and clean-up, if at all possible.

**Sports:** Redeemer offers to our 5<sup>th</sup> – 8<sup>th</sup> grade students a sports program, which includes: volleyball, basketball, and possibly other sports. The fee is \$40.00 per student per sport and all students participating must have a physical exam. If your child will participate, just fill out the form and turn it in to our school's office.

**Title 1 Program:** The L.A. Unified School District is sponsoring the Title 1 Program. This is a Reading Program specialized to help low-readers in grades Kindergarten – 8<sup>th</sup>. In order for a student to qualify, he/she must live in the Los Angeles County, score below 50% on their state Reading exam, and be a Redeemer student. The program is free for those who qualify.

**Fundraisers:** Through out the school year we will have four fundraisers. All the monies help to pay the school's expenses. It is required that each Redeemer student participates in all fundraisers. If there is no participation at the end of the school year a **\$150.00** charge will be added to the tuition account.

**Child Custody Matters:** If it is possible that there may be an issue of who has, or does not have, legal custody of your child(ren) **WE MUST HAVE, IN YOUR CHILD'S FILE IN THE SCHOOL OFFICE, COPIES OF ANY LEGAL DOCUMENTS WHICH DEFINE THIS MATTER.** Do not expect our school personnel to deny a parent who has legal custody, or their designated agents, access to your child just because you ask us to. As long as a name is listed on the Emergency Card, or a legal custody parent informs us that they have designated someone to come to school (**who will be expected to present identification in our school office**) to pick up the child, we have no choice but compliance. Either, or both, legal custody parents may fill out an Emergency Card and list their designated agents. If, for some reason, you want us to notify you immediately that we have received contact from a legal custody parent, or designated agent, we will try to do so, but you must give us special written instructions. If you want us to ask the legal custody parent or designated agent to wait here until you can get here, supply written instructions to that effect, and we will try, but we cannot prevent them from leaving if they desire to do so. It is the parent's responsibility to notify the office about these matters.

**Christian Parent-Teacher League (C.P.T.L.):** The C.P.T.L. has been established for the mutual benefit of the students, parents, and personnel of our school. It is a support organization which assists the school in educational, promotional, social, and fund-raising efforts. Parents of students enrolled at Redeemer are automatically considered members of the C.P.T.L. Each parent is expected to attend at least (1) C.P.T.L. meeting a year.

**Parent Service Hour Program:** Redeemer Lutheran School recognizes the value of having school parents involved in their children's education through volunteer service. In addition to improved quality of educational environment, parent involvement also helps to keep school fees down. We ask that parents of one student complete 10 hours and each family with two or more students are asked to complete 15 hours by May 15<sup>th</sup>. *Every hour that is not completed by May 15<sup>th</sup> will be charged at \$10 per hour.*

**Evening Activities:** A parent, a responsible adult, or a designated counselor must accompany any Redeemer student attending an evening activity sponsored by the school. It is not the teacher's or principal's responsibility to supervise children when the parent is in attendance at these activities.

**Searches:** The school takes the responsibility for your child's safety very seriously. The school reserves the right to search, at any time for any reason. This right includes but is not limited to: backpacks, purses, wallets, school bags, pockets, lockers, and desks on Redeemer Lutheran School property. The school may search whether or not the child or parents are physically present. All searches will be directed solely by the school Principal.

**Closed Campus:** Redeemer Lutheran School is now a closed campus school. The front door will be locked during school hours from 8:30 AM – 3:00 PM. Any child that is late must report to the school office.

**Payments:** Payments to the school can be made in cash, check, and credit card. We will only accept cash payments from any family that has bounced a check.

**Pastoral Information Class:** All parents of students that are new to Redeemer must attend a pastoral information class that will discuss the Lutheran teachings. More information about the class will be sent home with the students.

**Sexual Harassment:** It is the policy of Redeemer Lutheran School to strictly prohibit any conduct which constitutes sexual harassment by an employee or non-employee and will take action against any person, adult or minor, guilty of such conduct. This policy is based on Title VII of the 1964 Civil Rights Act and related court decisions.

A person who believes he or she is being sexually harassed will inform the harasser that the behavior must stop immediately and, if continued, will be reported to school and church authorities. Upon a report of harassment, school and church authorities will thoroughly investigate the incident(s) and present findings to the Board of Education. The board will then decide what action(s) is/are warranted by the situation. Possible actions include, but are not limited to, termination of employment or suspension.

**Procedure When Questions or Concerns Arise:** It is the intent of Redeemer Lutheran School to have a two way communication avenue with the home and school, should a question or concern arise we are asking that the following procedures, based on Matthew Chapter 18 will be followed:

Step 1 – Contact the person directly involved with the question or concern. In most cases this will bring clarification to the question or issue.

Step 2 – After the question or concern has been discussed with the immediate party and resolution does not take place, contact the principal.

Step 3 – If steps 1 and 2 cannot resolve the issue, it will be taken to the Board of Education.

Note: It will be in the best interest of Redeemer Lutheran School and all members of the Redeemer family, Pastors, Board Members, Teachers, Staff, Administrator, Parents, and Students if this procedure is followed when questions arise. We believe following this procedure will promote harmony and good will.

**PAYMENT POLICY**

The tuition charged is for the entire school year. Redeemer does not prorate tuition on a monthly, weekly, daily, or any basis. Each payment goes toward paying off the total tuition financed and each payment is unrelated to the number of days the student attends school.

We get this question in December. Why do I have to pay a full month's tuition payment when my child only goes to school for two weeks? In June we get a different one: "Why do I have to pay a full month's tuition when my child only goes to school for one and a half weeks?"

The reason is because we willingly finance the total amount to make it possible for you to make ten payments instead of requiring the whole sum up front. You do not put your child through school by the month, but by the year, the whole year must be paid.

For this reason, months like April (Easter vacation), December (Christmas vacation), and June (school ends in the middle of the month) require full payment. Therefore, tuition or registration is not refundable. Early withdrawal from Redeemer will result in forfeiture of the month's payment.

Please, sign and return the bottom portion of the letter stating that you have read Redeemer Lutheran School Handbook and that you understand and agree to abide by the policies set forth in the Handbook.

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( ) Yes, I have read, agreed and will abide by the school's policies stated in the Handbook.

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Parent's Signature/Date

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Child's Name /Grade

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Child's Name / Grade

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Child's Name/Grade

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Child's Name/Grade