



**School Handbook 2018-2019**  
**Our Redeemer Lutheran Church with School**  
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*Lord, we ask you to be present in our school. Help us to uphold these policies and procedures to honor you and serve you more. In Jesus' name we pray. Amen.*

## VISION AND MISSION

### Our Redeemer Lutheran School – Vision Statement

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Through connecting faith and 21<sup>st</sup> century academics, students of Our Redeemer will be equipped to excel in any classroom beyond our walls and be faithful servants in the church and community for generations to come.

### Our Redeemer Lutheran Church with School – Mission Statement

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United in Christ and affirmed in faith, Our Redeemer Lutheran Church with School stands *ready* to serve all people, *set* to teach all people, and together, we will *grow* in faith, fellowship, and love.

## FOOTSTEPS OF FAITH AT OUR REDEEMER

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|--------------------|--|
| October 5, 1913    | Our Redeemer began holding services with Reverend Bergen, meeting on the second floor of the old Park Hotel in Lipp's Upholstery Shop.   |
| February 15, 1914  | Our Redeemer Lutheran Church officially organized and held its services in a small church at Sixth and High Street.  |
| 1923               | This church building was purchased and the congregation became affiliated with the Missouri Synod. The church incorporated under the name "Evangelical Lutheran Church of Our Redeemer," but was later condensed to "Our Redeemer Lutheran Church."            |
| November 1928      | The Reverend Oscar Thusius became pastor (1928 – 1958) and Our Redeemer grew so that a new site was purchased at Fourth and Washington Street. The cornerstone laying ceremony and dedication was held on February 1, 1931.                                    |
| January 13, 1958   | Reverend Donald Wilke came to serve our congregation and served until 1978.  |
| 1962               | Our Redeemer congregation purchased ten acres of land located at West Geneva and Beloit street as a future building site to accommodate the growing congregation.  |
| September 11, 1966 | The ground breaking for the new church was held.   |
| November 12, 1967  | A Service of Dedication was held for present sanctuary.  |
| 1978 - 1979        | The congregation was without a pastor (after Pastor Wilke) for almost one year during which time we were blessed with the assistance of Dr. Theodore Nickel, the Reverend I.T. Droegemueller, the Reverend Clarence Stradtman, and the Reverend William Boehm. |

## FOOTSTEPS OF FAITH AT OUR REDEEMER

July 29, 1979	Pastor Grant Quill was installed and served Our Redeemer Lutheran Church until retiring in January 1984.
February 20, 1983	It was voted to establish and support a Christian Day School. Mr. James Breytung was called to serve as Principal. Rebecca Schlund served one year as Kindergarten teacher, and Barbara Breytung taught 1 <sup>st</sup> and 2 <sup>nd</sup> grade.
September 4, 1983	Our Redeemer Lutheran School opened its doors to twenty-nine children offering them a Christian education.
November 27, 1983	A special service of praise and thanksgiving was held to commemorate the final payment of the church mortgage.
January 8, 1984	The Reverend David Lieske was installed and served our congregation as its Senior Pastor until October, 1996.
August 1984	Mrs. Judy Becker became the Kindergarten teacher.
August 1985	Mrs. Marilyn Kahn was hired for part-time services in the school.
August 1986	Mr. David Beringer was called to teach 5 <sup>th</sup> and 6 <sup>th</sup> grade.
July 19, 1987	A team ministry was established with the installation of Pastor Timothy Silber as our Assistant Pastor. He served our congregation until September, 1996.
August 1988	Mr. John Zeuner was called to teach 5 <sup>th</sup> and 6 <sup>th</sup> grade.
August 1989	Mrs. Linda Renk was hired as a part-time teacher.
September 1990	A 3- and 4-year-old preschool program was added to Our Redeemer Lutheran School, under the direction of Mrs. Kate Grabow.
August 1991	Miss Kirsten Kramer was called to teach 3 <sup>rd</sup> and 4 <sup>th</sup> grade.
October 25, 1992	Plans to commit to a building expansion and remodeling project were voted upon and approved.
May 3, 1993	The first equipment arrived at the building site to construct a day school addition, Family Life Center, remodeling, and childcare facilities.
October 31, 1993	A new 1.2-million-dollar building addition was dedicated to include eight classrooms, school offices, a media center, and Family Life Center.
September 1994	The Christian Child Care Center opened to serve congregation and community families, with Carrie Mathison as its first Director.

## FOOTSTEPS OF FAITH AT OUR REDEEMER

- September, 1995 Our Redeemer congregation had approximately 1,100 baptized members. The Christian Day School served over 100 families and had 164-day school and preschool children arrive daily. The dedicated school staff included Principal James Breytung, Mrs. Kate Perepell-Grabow, Mrs. Judy Becker, Mrs. Barbara Breytung, Miss Kirsten Kramer, and Mr. John Zeuner. Mrs. Linda Renk replaced Marilyn Kahn in the part-time service position.
- September, 1997 The Reverend Robert P. Rickman was installed and serves our congregation as its Senior Pastor today. Mrs. Cathy Nickels was added to the Christian Day School Staff as a half-time teacher for 2<sup>nd</sup> grade. Mrs. Jeanne Erke was added as part-time school secretary.
- August, 1998 Two new teachers were added to the Christian Day School Staff. Mrs. Brenda Zeuner taught full-time in 2<sup>nd</sup> grade, and Mrs. Susan Rickman took over teaching in 7<sup>th</sup> and 8<sup>th</sup> grade. Mr. Breytung continued now as our full-time school principal. A five-month renovation of the school library ended with a new computer lab consisting of 24 computers for student use with additional computers placed in each classroom and both offices.
- August 1999 Mr. Charles Mulder was hired as an interim principal (for one year). One new teacher was added to the Christian Day School Staff. Mrs Rebecca Penniman taught Third Grade. Two additional classrooms and storage space were added to the existing school building. Both parking lots were redone and new shrubbery was added.
- September 2003 One part-time teacher was added to the Christian Day School Staff. Mrs. Jasmin Turner taught 5<sup>th</sup> grade.
- September 2004 7<sup>th</sup> grade teacher, Erika Jacobs was called to split 7<sup>th</sup> and 8<sup>th</sup> grades.
- September 2005 Mrs. Linda Renk moved from media specialist to teaching 5<sup>th</sup> grade.
- September 2006 Spanish Teacher, Mrs. Cari Alberts, was added for K-8<sup>th</sup> Spanish Program
- June 1, 2008 Our Redeemer Lutheran School celebrated 25 years of Christian Education
- May 16, 2009 Our faithful servant, John H. Zeuner, was called to his eternal home.
- September 2009 6<sup>th</sup> Grade teacher and former Kindergarten aid Kimberlee Wittliff was added for 6<sup>th</sup> grade, Science and PE. Mrs. Annette King-Hummel was added as a half time Kindergarten teacher, to share teaching responsibilities with Mrs. Becker.
- September 2010 7<sup>th</sup> Grade teacher, Jon Bartz was added for 7<sup>th</sup> grade, Math and PE.
- June 2013 Mrs. Judith Becker retired from teaching Kindergarten & Mrs. Susan Rickman retired from teaching 8<sup>th</sup> grade. "Well done thou good and faithful servant." Mrs. Annette King-Hummel assumed full time teaching duties in Kindergarten.

## FOOTSTEPS OF FAITH AT OUR REDEEMER

- September 2013 7<sup>th</sup> Grade teacher, Joshua Moeller was called for 7<sup>th</sup> grade, Math & PE (5<sup>th</sup>-8<sup>th</sup> grades).  
8<sup>th</sup> Grade teacher, Patrick Tuma was called for 8<sup>th</sup> grade, Social Sciences (5<sup>th</sup>-8<sup>th</sup> grades).
- June 2014 Mrs. Linda Renk retired from teaching 5<sup>th</sup> grade. "Well done thou good and faithful servant."
- September 2014 5<sup>th</sup> Grade teacher, Kaitlin Grott was called for 5<sup>th</sup> grade, Language Arts, Social Sciences (5<sup>th</sup>-8<sup>th</sup> grades).
- June 2015 Mrs. Brenda Zeuner/Wunderlich retired from teaching 2<sup>nd</sup> grade. "Well done thou good and faithful servant."
- September, 2015 Staff Changes – Mrs. Grabow – Kindergarten, Mrs. King-Hummel – 2<sup>nd</sup> Grade, Mrs. Heather Finnegan became the preschool teacher.
- January, 2016 The Reverend Timothy M. Ritter was installed and serves our congregation as its Associate Pastor today.
- June 2016 After serving 41 years in the teaching ministry (33 of them at Our Redeemer Lutheran Church with School), Mr. & Mrs. Breytung retired together. "Well done thou good and faithful servants." Ms. Kristi Collins accepted the position of Principal/Teacher. Ms. Melissa Sterken was called to teach 1<sup>st</sup> and 2<sup>nd</sup> grade combined. Mrs. Penniman became our music/resource teacher. Mrs. King-Hummel moved to 3<sup>rd</sup> grade.
- May 2017 Ms. Sterken married John Wallen, and became Mrs. Wallen.
- June 2017 Responding to the needs of preschool parents, we added a 4 -year -old Monday, Wednesday, Friday a.m. only class for 4-year-olds. After serving 20 years as the school secretary (in addition to her years in the Church office), Mrs. Jeanne Erke retired. "Well done thou good and faithful servant." Mrs. Danielle Strom became Our Redeemer's second school secretary.
- July 2017 Miss Sarah Kieffer was hired as a PK4-AM teacher.
- August 2017 After 12 years of service as our 6<sup>th</sup> grade teacher, Mrs. Kim Wittliff left Our Redeemer. Miss Amanda Rosenberg was hired as 6<sup>th</sup> grade teacher.
- September 2017 Robyn Ritter was called as a Director of Christian Education, to serve in our school.
- August 2018 After 4 years of service as our 5<sup>th</sup> grade teacher, Miss Kaitlin Grott accepted a position at Zion Concord Lutheran School. After 1 year of service as our 6<sup>th</sup> grade teacher, Miss Amanda Rosenberg resigned. Mrs. Cari Alberts finished her twelfth year of teaching Spanish. Mrs. Hailey Rick was hired to teach grades 2 & 3 combined. Mrs. Annette King-Hummel moved to teach 5<sup>th</sup> & 6<sup>th</sup> grades combined, as well as English Language Arts and Spanish.

## OUR REDEEMER LUTHERAN SCHOOL PHILOSOPHY

Guided and empowered by the Holy Spirit, Our Redeemer Lutheran Church with School provides Christ-centered training in God's Word integrated with excellence in education. The central purpose of our school is to nurture each child's faith in Jesus Christ as Savior and to equip each child to live and to bear witness to that faith.

The teachers of Our Redeemer Lutheran Church with School personally and publicly bear witness to their faith in Jesus Christ. Teachers and students daily worship God and study His Word as found in the Bible. God's law is taught without apology. The Gospel of God's forgiveness through His Son, Jesus Christ, is taught daily with joy and relationships are based upon the Gospel and forgiveness. The school serves as a mission agency of our church, in that all students, regardless of church background or membership, are taught according to this philosophy. Physical evidence of the Christian faith throughout the school helps to define and bear witness to the school's mission.

Using their God-given abilities, teachers, staff, and volunteers will strive for excellence as they use effective, current learning and teaching materials. Students are prepared to become responsible stewards of their talents and treasures in a joy-filled Christian life.

Our Redeemer Lutheran Church with School holds high, yet appropriate, expectations for its students. Students need to be both challenged and helped toward success. Appropriate evaluation of student performance, both formal and informal, occurs before, during and after teaching.

Our Redeemer Lutheran Church with School seeks to develop the basic skills of learning; thinking; solving problems, making value judgments and decisions; and respecting self, others, and property. Our school also teaches children how to apply concepts such as individual responsibility, the common good, by grace alone, and living "by faith in the Son of God who loved me and gave Himself for me." Galatians 2:20.

Our Redeemer Lutheran Church with School serves families by assisting parents to carry out their parental responsibilities in Christian education. We promote a close relationship between school, home, and congregation.

We encourage parents to provide the primary training of their children, to have family devotions, and to take their children to weekly worship services. The school exists as a secondary partner in the Christian and overall training of their children.

## FAITH LIFE

### Children's Worship Service

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Once a week, generally on Wednesdays, our school children have a special worship service that is held in the church. These services, conducted by a Pastor or teachers, are aimed at teaching the children the true meaning of Christian worship. Students have an opportunity at these services to participate as ushers and musicians. Each week an offering is received which is used for some school mission project as determined by the Principal, Board of Christian Education, and teachers. These services are open to the public, and parents are encouraged to attend.

## **Church and Sunday School Attendance**

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ALL STUDENTS AND THEIR PARENTS ARE EXPECTED TO ATTEND CHURCH AND SUNDAY SCHOOL/BIBLE STUDY REGULARLY.

## **GENERAL SCHOOL INFORMATION**

### **Registration**

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Applications for admission to Our Redeemer Lutheran Church with School can be found online at TADS.com. Every year in the spring and summer months, you will need to re-enroll your child in TADS indicating your desire for an education at Our Redeemer Lutheran Church with School.

### **School Hours**

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The school day for grades kindergarten through eight is from 8:25 A.M. to 3:20 P.M.

Students who do not ride the buses daily should not arrive at school before 7:55 A.M., and they are expected to leave as soon as possible after school dismissal, no later than 3:30 P.M. If students arrive before 7:55 A.M. or stay after 3:30 P.M., the family will be required to put the child in Our Redeemer Child Care. If parents feel that an exception should be made for their child, the matter should be discussed with the principal.

We would like all parents to please make sure that they are out of the classrooms and halls by 8:15 A.M. so teachers can prepare their class for the beginning of school.

### **Bus Service**

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School bus service is provided by the Delavan-Darien School District for those children living within the district. This service is currently provided by Dousman Transport Company. The bus schedule is typically available at registration; you can also call Dousman at 262-728-2166.

### **Bicycles**

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Students may ride bicycles to and from school. The bicycles must be parked in the racks located near the school garage off the upper parking lot, located on the west side of the building, and left there until school is dismissed. Bicycle riding is not permitted on the playground. Our Redeemer Lutheran School is not responsible for any damage to or loss of a bicycle parked at the school. Therefore, students are encouraged to purchase locks for their bicycles.

### **Drop Off and Pick-Up Procedures**

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Our Redeemer Lutheran Church with School is concerned with your child's safety. All dropping off and picking up of students by parents or other designated persons occurs off the upper parking lot located at the west side of the building.



*Revised: October 29, 2018*

If you are picking up or dropping off your child/children and you are planning to come inside the building, please park in the yellow marked area located in the middle of the upper parking lot. Please accompany your child/children into or out of the building. DO NOT let them run ahead of you. An unsupervised child can easily run into the path of moving vehicles in the parking lot. If you accompany your child into or out of the building, you may enter or leave at the entrance located by our Child Care Center.

If you are simply dropping off or picking up your child and you will be staying in your vehicle, please pull up into the first available space along the long sidewalk that runs from the Child Care Center door to the church. DO NOT block the Child Care Center door if at all possible. Let your child/children out or pick them up there. These children will then use the Narthex entrance and proceed down the sloped hallway to their classrooms. If there are other vehicles behind you, please pull up as far as you possibly can along the sidewalk. DO NOT BLOCK THE ENTRANCE TO THE CHILD CARE CENTER. We want to avoid the parking congestion along the parking lot curve by the garage, and a short walk down the sidewalk will not be as dangerous as trying to walk in or around cars blocking the entrance.

No vehicles are to park along the curved side of the parking lot by the garage.

Students will be dismissed by a teacher from the door by the Narthex. The children will proceed down the long sidewalk to the vehicle their parent or designated driver is occupying.

If you are one of the first in line to pick up or drop off your child/children, please pull up as far as you possibly can along the sidewalk. Leave room for others to park behind you along the sidewalk. YOU MAY NOT PARK ALONG THE SIDEWALK FROM THE CHILD CARE ENTRANCE TO THE CHURCH ENTRANCE AND LEAVE YOUR VEHICLE.

These procedures are in effect mornings from 8:00 A.M. to 8:30 A.M. and afternoons from 3:00 P.M. to 3:35 P.M. for your child's safety.

## **Fire Drills - Tornado Drills**

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The children in each classroom are instructed as to the proper procedures for leaving the classroom in case of a fire, tornado or crisis. Drills are held at regular intervals under the supervision of the principal.

## **Crisis Management**

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Our Redeemer Lutheran Church with School has a Crisis Management Plan to provide assistance and procedures for the staff and students. Safety is a priority at Our Redeemer Lutheran School. The staff reviews elements of the plan each school year.

## **School Library/Media Center**

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The school does maintain a small library from which students may check out books at any time. The school will continue to enlarge its library to try and meet the needs of the students. At times, the school library may not have the materials needed by the student. If this is the case, students and parents are encouraged to make use of the public library facilities in the area.

The library provides opportunities for children to pursue individual reading and projects as a part of classroom activities or on their own initiative. We strive to provide books which enrich quality of thought and expression and which contribute to the development of informed and responsible Christians.

The primary purpose of the library is to enrich and support the educational programs of the school and to aid the individual student in the pursuit of continuing education and creative use of leisure time.

### **Gifts of New Materials**

Gifts of books and other media materials are encouraged. Please check with the school first before donating any materials. In accepting a gift, the school reserves the privilege of deciding whether it will be added to the circulating collection. Appraisal of gift for tax purposes is the responsibility of the donor. The school may provide the donor with a receipt for the items donated with no dollar amount specified but are not required to do so.

### **Class Visits**

Each class will be scheduled a weekly time to visit the library. This will be scheduled at the beginning of each school year.

In addition to providing resource materials, the library is used for individual, small group, and whole class instruction as arranged by teachers and the library director.

### **Lost or Damaged Book Policy**

- Students may take books checked out home provided that one assumes the responsibility for the care of these books. No fines are charged for overdue books, but check out is denied until the books are returned. If a book is returned to the library damaged, a replacement fee will be charged to the student borrower and the parents of that student.
- Library books and materials issued to a child or teacher become the responsibility of that person. Replacement costs will be assessed for loss, or excessive wear or damage.

### **Invitations**

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Party invitations are not to be distributed on school grounds unless every student in that class, or at least every student of the same gender, has been invited. Prior approval by the homeroom teacher is required.

## **CURRICULUM & INSTRUCTION**

Both the General Course of Studies for Lutheran Schools, and a study of public schools in the county form the basis of our curriculum. The underlying philosophy governing the teaching of all subjects has as its basis the Word of God. The chief purpose for the existence of our school is to give our children instruction in the Word of God. Daily instruction in the most important subject prepares our children to be better citizens of this world, God's earthly kingdom, and of the world to come, God's Heavenly Kingdom. Christ is the center of all our instruction in the school.

Our school meets and exceeds the standards of the State of Wisconsin Department of Public Instruction. Our teachers are concerned people with unique, God-given talents and abilities, and certified by the Wisconsin Department of Education. We make every attempt to secure teachers trained in our synodical schools and certified by the Lutheran Church - Missouri Synod as Minister of Religion - Commissioned. All teachers are thoroughly instructed in Christian doctrine and the philosophy of Christian education.

*Revised: October 29, 2018*

Teachers at our school are certified by the State of Wisconsin Department of Public Instruction as required by Wisconsin state law. In addition, they are also encouraged to be certified by the Lutheran Church - Missouri Synod. A number of the faculty members have also continued their education by earning a master's degree in education.

Students attending Our Redeemer Lutheran Church with School are accepted by the public elementary and high schools upon our recommendation. A mutual and friendly relationship exists and is fostered by each group.

## **Pupil Promotion**

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Students who have shown satisfactory progress during the school year will be promoted to the next grade level. In cases where a student's retention (repeat of a grade level) would serve to assist the student in his or her educational experience, the parents will be informed and will have the opportunity to discuss the matter with the teacher and principal. A meeting may be scheduled to discuss the child's education needs with faculty members and parents to help determine the best course of action for the student.

The decision for retention is made by the principal in consultation with the classroom teacher and parents.

## **Standardized Testing**

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NWEA Measure of Academic Progress Tests (MAPS) will be administered to all students three times a year: fall, winter, and spring. A summer testing will be offered for parents who wish to have their children tested, or upon teacher/principal recommendation. MAPS tests are unique in that they adapt to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. The results of these tests will be filed in the student's permanent record. These results serve as a guide for teachers and student learning.

## **Math Placement**

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Spring MAPS math scores will determine a student's placement for math classes in the fall of the following school year. The following are guidelines for placement:

- 235 – Algebra
- 230 – Pre-Algebra
- 220-229 – Course 2
- 219 and below – Course 1

Student placement will be reviewed at mid-term of the quarter of the current school year. If a student falls below 83% he/she will be re-evaluated.

If this grade is not brought up to a minimum of 83% at the quarter, the student will be placed in the regular level class.

## **Graduation Requirements**

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Students must successfully complete each grade level, grades kindergarten through eight, and complete all the required courses of study prior to graduation as determined by the Wisconsin Department of Public Instruction and the Board of Christian Education of Our Redeemer Lutheran Church with School. It shall be the responsibility of the principal to ensure that students complete grades one through eight with the minimum requirements for eighth grade graduation.

Special education students may meet individual graduation requirements as stated in their individual education plan (IEP) and/or Service Plan. The principal shall have complete discretion to determine extraordinary circumstances.

## **Textbooks and Supplies**

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All books, except the Bible and Memory Book, are supplied to the child by the school for a material fee determined by the Principal and the Board of Education. Material fee statements are sent to the parents at the beginning of the school term. Supplies such as pencils, paper, glue, etc. must be supplied by the student.

At the end of the school year if a child has lost or badly damaged a textbook, the parents will be charged a fee for the replacement of the book. The children are to take a responsible attitude toward the care of the school's textbooks. All books are to be covered by a certain time as stated in the school newsletter and are to remain covered until collected at the end of the school year. Covers may need to be replaced periodically as the school year progresses.

## **Physical Education**

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With facilities of our outdoor playground, soccer field, and the Family Life Center, a well-rounded physical education and extracurricular athletic program is provided for the children. Every student is given an opportunity to use his or her God given ability to participate in physical education.

Each child in Grades Kindergarten through Eight is to have one (1) pair of tennis shoes for their physical education class. In addition, starting in sixth grade and continuing through eighth grade, students are required to wear a physical education uniform, shorts and shirt, to participate in the class. These P.E. uniforms are available to be purchased at the beginning of the school year.

- Kindergarten through grade eight physical education - required
  - A pair of tennis shoes must be worn for indoor gym periods.
- Grades five through eight physical education class - required
  - Our Redeemer Physical Education T-Shirt
  - Our Redeemer Physical Education Shorts
  - Gym shoes
  - Gym socks

## POLICIES & GUIDELINES

### Enrollment

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The following is a list of procedures regarding admissions at Our Redeemer Lutheran School:

1. Each student must be the following age on or before September 1st of the school year for grade placement:

Pre-School 3-year-old Program	3 years old
Pre-School 4-year-old Program	4 years old
Kindergarten	5 years old
Grades One to Eight	Parents of students applying for admittance to these grades must provide a transcript of previous passing status and meet all testing requirements.

2. Our Redeemer Lutheran Church with School reserves the right to determine final grade placement for any applicant or present student based on educational need.
3. Our Redeemer Lutheran Church with School admits students of any race, creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school - administered programs.
4. Upon admission to the school and when updates are requested, parents must provide the following information on forms provided by the school, if available:
  - a. Physician's Health Statement (Physical form)
  - b. Copy of Birth Certificate
  - c. Transcript (First through Eighth Grade)
  - d. Field Trip Authorization (permission slip)
  - e. Emergency Contact Information
  - f. Emergency Medical Authorization
  - g. Immunization Record
5. Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy and purposes of Our Redeemer Lutheran Church with School.
6. Enrollment priority is given in the following order:
  - a. First priority is given to members of Our Redeemer Lutheran Church with School (in good standing). Must be current in their tuition and enrolled in TADS.
  - b. Second priority are students who have previously attended Our Redeemer Lutheran Church with School (in the past year).
  - c. Third priority of enrollment is granted to siblings of students already enrolled in Our Redeemer.
  - d. The order of re-enrollment, and the waiting list for all students who have completed the re-enrollment process by the deadline as published in the school and/or church newsletters, weekly church bulletin, or social media sites will be determined with priority being given to families with the longest enrollment history. If several families have the same enrollment history, the priority will be determined by whoever enrolled first.

## Attendance

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Our Redeemer Lutheran Church with School is obligated to plan carefully and administer adequately an attendance system which functions in harmony with the philosophy of the school. This system must be positive in its approach, and must be set up and administered with the view of helping the student, aiding the home, and improving the school.

A good attendance system must stress the importance of punctual and regular attendance, but it must also concern itself with the factors underlying non-attendance. It must, therefore, provide for individual counseling and guidance. It must also build up good home/school relationships.

These policies and procedures have been established in the hope that they will result in regularity of school attendance on the part of each student, more effective teaching, and student happiness and satisfaction.

In accordance with state laws, all students are held to regular and punctual attendance. In the case of a student absence the following procedure must be followed:

- The parent must call the school office before 8:15 AM. If you call before 8:00 AM you will talk with the voice mail. Please leave the following information:
  - Child's Name
  - Grade-Teacher
  - Reason for absence
- If the child is going to be gone on vacation, please notify the school office in advance.
- If a child is absent on consecutive days due to illness, the parent must call in each day.
- ALL ABSENCES MUST BE CALLED INTO THE SCHOOL OFFICE. THE SCHOOL OFFICE WILL NOTIFY THE TEACHER OF ANY ABSENCES.
- Do not tell siblings to report an absence to the school office. This must be done by an adult prior to 8:15 AM
- If for some reason the student arrives late to school (medical appointment, missed ride to school, Etc.), the student must report to the school office and sign in for that day.
- If a child needs to leave school during class time for some reason, there must be notification from the parent stating the reason for the early dismissal. Before the student leaves, they must go to the school office and sign out.
- Students who have left school and are coming back the same day must sign back in at the office.

Students who are absent from school will make up the work on the following time schedule - - one school day for each day's excused absence. Example: A student is ill on Monday and returns Tuesday. Make - up work will be completed on Wednesday.

Ten days of parent excused absences are allowed for the year. After 10 days, absences will be considered unexcused, unless written verification of an Excused Absence is provided or the principal is contacted by the parents to discuss the absence. Excused Absences are:

1. Written doctor's excuse – Illness or injury
2. Written excuse for Doctor/Ortho/Dentist/Counseling Appointments
3. Written excuse to attend a funeral
4. Written request for vacation

If doctor's excuses are not provided in either of first two situations, the absence will be considered unexcused. All written excuses listed above must be submitted to the school office.

## **Timeliness and Tardiness**

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Tardiness is unacceptable. It is the number one reason for employee termination in the United States. In order to be on time, students must be seated in their desks ready to begin work **by 8:25am**. As a positive reminder, each day at 8:22am an announcement is made stating "learning will begin in 3 minutes." At 8:25am daily announcements are read, and students and staff share a moment of prayer. Wisconsin Statute 118.16 which defines a habitual truant as "a pupil who is absent without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester."

All students who are classified as being habitually truant are in violation of Wisconsin law.

**Parents/guardians are encouraged to consider having their children at school by 8:10am so that their children understand the importance of being on time and are never tardy.** This is especially true for younger children who take 5-10 minutes to get situated, especially when wearing winter clothing. There are two types of tardies at ORLS – **Tardy-Late** and **Tardy-Not Ready**.

### **Tardy-Late**

This policy applies to all students in grades K-8. **Tardy-late** is when a student arrives at school after 8:25am, or so close to 8:25am that he/she is not able to be ready for instruction that begins at 8:25am in each classroom. Bringing your child to school on time is the responsibility of the parents/guardians.

Excused Tardy: The first four tardy-lates during each quarter are excused. A good reason for the tardy is always appreciated, but there is no distinction between a good reason and a bad reason. *The only exception is a regularly scheduled appointment or an appointment that is pre-scheduled and the school is notified at least one day in advance.* If your child receives one or more tardies in a given week, you will receive a letter from the principal, to be signed and returned in your child's folder.

Unexcused Tardy: The responsibility for arriving at school before 8:25am every day lies with parents/guardians. Transportation or childcare problems are not considered an excuse for tardiness. Therefore, the consequence is for the parent/guardian, and every tardy after the fourth tardy in each quarter/grading period is marked as unexcused.

Upon the fifth tardy-late, parents/guardians will be contacted by the principal to discuss the tardiness, and parent/Guardian will need to meet with the principal.

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- The parent/guardian will make a commitment to arrive at or before 8:10am for the remainder of the quarter.
- Continued tardiness issues beyond 15 days may result in probationary plan as determined by the principal.
- If tardiness issues are still not resolved, it could result in a student being un-enrolled .

### **Tardy-Not Ready**

For students in grades 1-8 only, a **tardy-not ready** is marked when a student was not ready for instruction to begin at 8:25am. To be ready for instruction, students need to have completed the following:

- Unpacked book bag
- Turned in homework
- Have all materials on desk by 8:25am

Being ready to begin learning at 8:25am is the responsibility of the student.

The first four tardy-not ready during each quarter/grading period are excused. You will receive a letter from the principal that needs to be signed and returned in your child's folder at the end of each week. Since the responsibility is upon the student to be ready, the consequence is for the student.

**Upon the fifth Tardy-Not Ready** parents/guardians will be contacted by an administrator to discuss the tardiness and the student will serve a lunch detention.

Those who develop chronic tardiness issues will be referred to the principal.

### **Unscheduled Vacations**

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If parents choose to remove their child from the structured class for private vacations, the following stipulations must be adhered to:

1. Request for homework must be submitted one week in advance of the absence.
2. Homework will be issued after arrangements are made between the teacher and the parent.
3. The student will be given one school day for each day's absence to make up the homework.
4. Incomplete work will receive a failing grade.
5. A teacher may choose to have the student do the make-up work on his or her return to class.

### **Homework**

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#### **Philosophy**

Our Redeemer Lutheran Church with School seeks to develop the basic skills of learning; thinking; solving problems, making value judgments and decisions; and respecting self, others, and property. Our school also teaches children how to apply concepts such as individual responsibility, the common good, by grace alone, and living "by faith in the Son of God who loved me and gave Himself for ME." -Galatians 2:20



*Revised: October 29, 2018*

Ten minutes per grade level per night of homework is required beginning at the second grade. For example, if a student is in third grade, thirty minutes of homework is expected. Typically, this will be 15 minutes of reading and 15 minutes of math. Sometimes although, a teacher will find it necessary to adjust homework expectations. Communication to the students and/or parents regarding that change will come through the teacher. In addition, students are required to study their memory work and spelling words. Students in grades kindergarten through first grade will have things sent home nightly. Communication will come through a daily folder. Homework in grades kindergarten through second grade could consist of memory work, spelling words, math, and reading but will not be limited to that.

Students in grades two through eight will have a homework- recording sheet sent home each week. Parents will be required to sign their homework sheets nightly, indicating the student's completion of their homework. These sheets will be returned weekly to the teachers. Homework sheets not signed and returned will result in a missed recess until they are signed and returned.

Teachers will also require work to be completed during class and during study halls. Adequate time will be given in school to complete those assignments. If class time and study hall time are not used appropriately, a student might find it necessary to do additional homework beyond their nightly math and reading. If that work is not completed, a pink sheet will be issued to a student and the parent will need to sign that pink sheet. If the pink sheet is not returned, the student will miss their recess until it is returned.

If at any time, a parent is concerned about the amount of homework their child is being assigned, please make an appointment to speak with your child's classroom teacher.

## **Procedure**

### **Homework and Late Work Notices:**

1. All students in second through eighth grade are expected to do the work assigned by a teacher and to turn it in by the due date.
2. Students who are found to have incomplete assignments at the time they are due will receive a late notice for the incomplete work from that teacher.
3. Late Work Notices are to be returned to the teacher the day after it has been received by the student found to have incomplete or late work.
  - a. All late notices are to be signed by the parent.
  - b. Completed work is to be returned with the late notice.
4. For every three (3) late notices received by a student, one (1) lunch recess detention will be served.

### **Signed Materials - Tests, Parent Reports:**

1. All tests or special parent reports requiring a parent's signature are to be returned to the teacher within two (2) days after the student receives it.
2. Failure to return signed materials by the due date will be considered an incomplete assignment and a late notice will be received by the student.

## **Service Hours**

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Students in grades 6-8 are required to acquire service hours.

- 6th grade - 10 hours (minimum)
- 7th grade - 15 hours (minimum)
- 8th grade - 20 hours (minimum)

If student does not complete required service hours for graduation, it will be noted on their permanent record. Service hours should be completed and turned in by May 1 of the specific school year. Completed service hours will be recognized in the 8th grade graduation service and passed on to the high school that the student will be attending. A form indicating the type of service, signed by an adult who supervised you, as well as a list of acceptable service projects, is available online and in the office.

## **School Visitation**

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Parents are always welcome to visit the school and are encouraged to do so at any time. Please notify your child's teacher at least one day in advance of your visit. If a child wishes to bring a friend or relative to school, one should consult with one's teacher well in advance of the anticipated visit.

All persons, including parents and volunteers, who come into the building, must sign in at the school office before they go to their child's classroom during school hours. By doing this, we'll keep a safe environment by knowing who is in the building. We would like all parents to please make sure that they are out of the classrooms and halls by 8:15 A.M. so the teachers can prepare their class for the beginning of school.

## **School Cancellation**

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If, for any reason, and especially during inclement weather, it becomes necessary to call off school, parents/guardians will receive an automated text message and/or email message to the number(s) each family provides to the school office at the beginning of the school year. We will also put closings on school social media websites, Facebook and Twitter. Parents are encouraged to sign up to receive "school closings" with the REMIND app.

We will dismiss with the Delavan-Darien Public Schools. If Delavan-Darien Public is canceled, we will also, unless specifically noted.

Information about school closings is sent to area media outlets, including WISN and WTMJ.

## **Inclement Weather - Outdoor Play Policy -Extreme Cold Weather Recesses**

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When the temperature or wind chill factor is below zero degrees Fahrenheit, no one is allowed outside. This is also true when it is snowing or raining heavily. On those days, Grades One through Four use the Family Life Center during the first half of noon recess; the upper grades use the Family Life Center during the second half of the noon recess.

When the temperature and wind chill factor are above zero during the noon recess, all students must go outdoors except those kept in by teachers and those with written excuses from home. When outside, children will not be permitted to play in any snow unless they have waterproof boots; these are to be removed upon reentry into the building.

## **Pledge of Allegiance Policy**

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As citizens of the United States of America and followers of Christ, our students should have the opportunity to develop feelings of loyalty and patriotism to their country and faith. A part of this is learning and reciting the "Pledge of Allegiance" to the United States and Christian flags. Teachers should be sure that their students are given the opportunity to join in saying the Pledges. Time should also be spent in discussing the meaning of the Pledges so that their recitation does not become an empty mouthing of words.

## **Health and Health Services**

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The school strives to guard the health of its students. First Aid materials are available in case of a minor injury. In case of serious illness or injury, parents are immediately notified, so that the child can be placed in the care of the family doctor. At no time are any internal medicines administered to any student unless arrangements have been made between the parents and the teacher. It is required by law that parents consult a competent physician and get a health, dental, and immunizations report on their child before he or she enters Kindergarten and Sixth Grade.

## **Medication Policy**

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Students requiring medication at school shall be identified by parents to the administrator. He/she, in turn, shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older, reliable student from assuming this responsibility for themselves with the approval of parents and physician. Written statements shall be required using the following guidelines:

- The parents shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician.
- If more knowledge is needed by the school authorities to exercise prudent judgment for the safety and protection of the student on medication, permission should be obtained from the parents to contact the physician, or the pharmacist shall be requested by the parents to supply a properly labeled bottle of medication for the school authorities.
- The prescription medication shall be kept in a locked cubicle or other safe place at school. The label on the bottle shall contain the name and telephone number of the physician, name of the drug, and the dosage to be given.
- Taking medication shall be supervised by designated school personnel at a time conforming with the indicated schedule.

## **Cell Phone/Personal Electronic Devices Policy**

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Cell phones, iPods, smart watches and other personal electronic devices are permitted at school, only upon approval from parents using a written permission form provided by the school.

*Revised: October 29, 2018*

- When the student arrives at school, the electronic device will be collected and kept in an electronic device box in the office.
- If students arrive after 8:10 a.m. they will drop their electronic device off in the school office upon arrival.
- When students turn their electronic device in to the electronic device box, the electronic device will be turned off.

Students not adhering to this policy will incur the following consequences:

- On the first offense, they will have their electronic device confiscated and returned at the end of the day.
- On the second offense, the parent will be required to pick up the electronic device.
- After any offense beyond the second, a detention will be issued.

If a student arrives at school with an electronic device without a parent permission form signed in advance, the student will incur the following consequences:

- On the first offense, the electronic device will be confiscated and the parent will be required to pick up the electronic device.
- On the second offense, the parent will pick up the electronic device and a detention will be issued to the student.

Occasionally a parent/guardian will want to send an electronic device with a child, but not on a regular basis. If that occasion arises, the parent/guardian should call the school office to alert the school, and the child must turn the electronic device in to the office upon arrival and retrieve the electronic device after the school day. Keep in mind the following regarding personal electronic devices:

- No picture or recording of any student, teacher, administrator, or personnel may be done without prior authorization from the person(s) themselves.
- All personal electronic devices must have teacher pre-authorization to be present at school.
- Our Redeemer is not responsible for lost or damaged cell phones and other personal electronic devices.
- The use of electronic devices in bathrooms or locker rooms is prohibited.

## **Computer Education**

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Students in Grades 1st-8th will use Chromebooks daily. Students in PK & Kindergarten will have access to Kindle Fires and Chromebooks.

## **Technology Use Policy**

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Students using the computers, tablets, and Chromebooks will be informed of the acceptable use guidelines in relation to Internet, security, research, etc. Violations of guidelines will result in disciplinary action. Parents and students receive and must sign a Technology Acceptable Use Policy for each year.

## Student Dress Code

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Wearing proper and modest clothing is a part of Christian training. Good health habits demand that children are dressed properly for the weather as well as promoting cleanliness and personal hygiene.

- All clothing should be neatly and properly worn.
- Clothing (or emblems or other worn items) containing questionable content, or that may cause distractions or imply an un-Christian witness, will not be permitted. This includes but is not limited to suggestive sexual connotations, unpatriotic content, alcoholic and tobacco names or symbols, satanic symbols, anything related to or implying gang membership, and anything that might imply an un-Christian witness.
- Outer coats and jackets may not be worn in the classrooms.
- Ripped clothing is not, nor has it ever been, considered appropriate for school. No frayed areas on jeans/pants are allowed.
- Modest shorts may be worn from April 15 through October 15 during hot weather.
- All students' pants must be worn appropriately not allowing any undergarments to be seen.
- All shirts and tops MUST be long enough to either be tucked in, or go past the hips. No midriffs or bare backs can be exposed. Bare skin must NOT be visible between the shirt or top and the pants, shorts or skirt.
- Students may not wear halter-tops, tank tops of any type, or any clothing that is low cut in the front and reveals cleavage.
- All skirts and shorts must reach mid-thigh.
- Any clothing designed as sleepwear (pajama pants)/ underwear or to look like underwear-type garments are not to be worn as outerwear or to be worn with the intent of being visible.
- Shoes must be fully enclosed. No opened-toed shoes, clogs, slingbacks, flip-flops, slides or sandals will be allowed.
- As the weather changes, coats appropriate for the weather are to be worn. Hats, earmuffs, mittens and/or gloves are to be worn during cold weather.
- During the winter months, as stated earlier in this handbook, students are to wear boots to play in the snow. Students without boots may not play in the snow, however, students without boots and not required to stay inside at the request of a teacher will remain on the cleared sidewalks or cleared blacktop section of the playground nearest the school entrance.
- In grades 5-8, no yoga pants or leggings will be worn unless worn with a dress or skirt.

Specific situations not covered in the previous points will be dealt with on a case-by-case basis by the Principal.

## Parental Role

While the faculty and staff have the responsibility to review and respond to student appearance, the school expects the parents to monitor the appearance of their children before the child even enters the building. As a reminder, parents need to supervise their child's clothing choices and guide them in making the correct choice. We expect the basic philosophy at home to be this: if it is questionable whether an item of clothing would be acceptable, then do not wear it to school.

When there is a question regarding the school dress code, the Principal shall have the final authority in interpreting all dress code guidelines and principles.

## Enforcement of Student Dress Code

Our faculty and staff reserves the right to make judgments concerning what we consider to be proper or improper dress for school based on the stated principles. For those people who have not exercised good judgment regarding their appearance the following steps will be followed:

1. The Teacher/Principal will discuss the problem with the student and send home a Dress Code Violation Form (DCV). This violation must be signed by the parents and returned the next morning. If the DCV form is not returned signed the next day, the student will miss their lunch recess until the form is returned.
2. On the second offense, the student will receive a DCV note to take home, a change of clothing must be brought for the student, (student will remain in office until clothing arrives) or the offensive clothing will be covered with school-provided clothing. The school-provided clothing should be returned the next day.
3. On the third offense, the Principal will schedule a meeting with the student's parent(s) and or guardian.
4. A fourth violation warrants a detention served on Wednesday morning from 7:30am - 8:00am.

## Parent Transport of Students To School Activities By Bus, Car Or Van

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Teachers and coaches are required to make certain that the following steps are adhered to when planning an activity away from the school and bus transportation is not provided.

- All persons transporting children, other than their own, to any school-related activity, must have in their possession a Qualified Driver's Certificate, available by application through the school office. Drivers must meet the following criteria to obtain the certificate:
- Provide the office with a copy of a valid driver's license.
- Have no DUI violations (Driving Under the Influence) in the last 36 months and no more than one moving violation in the last six months.
- Show proof of adequate insurance, including minimum liability coverage as required by the Wisconsin State Division of Motor Vehicles for all passengers.
- Be at least 21 years of age.
- Agree to require all passengers to use a seat belt.
- Agree to comply with all traffic laws.
- A background check is required.

- Photocopies of driver's license, insurance coverage, and Qualified Driver's Certificate must be kept on file in the office and must be renewed each year or if a change occurs during the course of a school year.

## Volunteers

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We ask for the help of volunteers so we can give more attention to individual students. A larger number of adults working together to conduct our school program means that individual students can receive a larger measure of individual attention.

We ask for the help of volunteers because as volunteer workers fulfill various school functions, teachers are freed to perform diagnostic functions, to plan more thoroughly, and to provide a more effective learning environment for children.

We ask for the help of volunteers because volunteerism provides a means by which parents and others can participate in the education of our boys and girls. Our school program is strengthened by such a partnership, and children will benefit as well.

We ask for the help of volunteers because volunteerism provides opportunities for individuals to use their God-given talents to help others. Those who benefit from volunteer help will come to understand the blessings God showers upon them through the loving, generous efforts of others.

We ask for the help of volunteers because the service provided by volunteers complements our educational program while keeping costs at a more reasonable level. We simply could not afford to maintain our present level of school programming without volunteer help.

We ask for the help of volunteers because relationships are strengthened as school staff and volunteers work together. Our hope and prayer is that our volunteers and our staff members will learn to know and understand one another better.

We ask for the help of volunteers because we hope that through their service to children and to the school their support for our ministry will grow. Our hope and prayer is that our volunteers will gain a greater understanding of and a greater appreciation for the objectives of our school.

Beginning in the 2016-2017 school year, due to insurance policy changes, all volunteers will be required to have a background check. This can be done through Protect My Ministry website <https://www.ministryopportunities.org/ORLDelavan> for a cost of \$9.00. This background check will be good for 3 years.

“Don't let me serve You for the empty praise of men.  
Don't let me carry the banner of righteousness when my heart is full of sin.  
The difference I cannot see, between pride and purity.  
Don't let me serve You, when I'm really serving Me.”  
-D.B.

## Non-Discriminatory Policy

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Our Redeemer Lutheran Church with School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

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It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school - administered programs.

“Train up a child in the way he should go and when he is old he will not depart from it.”  
-Proverbs 22:6

## EXTRACURRICULARS

Our Redeemer offers many extra-curricular activities. These activities include but are not limited to: sports programs for students (cross country, volleyball, soccer, basketball, and track), Lego robotics club and team, and skiing. Often these activities are sponsored by staff members; however, parent volunteers often aid with coaching responsibilities. Christian principles and sportsmanship are stressed in athletics and extracurricular activities. School rules are to be followed during these activities and are subject to the eligibility policy.

### After School Sports Program

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*(See also the separate Athletics Policy Handbook)*

Our after-school sports program is open to all students from Grades Five through Eight, who show genuine interest and desire to play on a team or in individual events, such as track. The Fall season finds our boys and girls involved with soccer and girls in volleyball. Winter brings basketball for both girls and boys. Spring brings Co-Ed track.

#### Philosophy

The Apostle Paul says, “You know that at sports all the runners run the race, though only one wins the prize. Like them, run to win.” (1 Corinthians 9:24). Naturally we want the desire to win to be found in our athletes at Our Redeemer Lutheran School, but our sense of winning is different from that of many organizations.

We believe that no matter how rewarding or self-satisfying winning is, we must consider it in light of Paul’s statement that to strive to win in sports is a pursuit after “...a fading wreath,” whereas the goal of a Christian is the pursuit of, “...a wreath that never fades.”

It is with the far greater purpose of life in Jesus Christ that each student and parent is welcomed to join the athletic contests because we are faithful followers. He has promised to be with us, to guide us and to strengthen us. We are assured in winning and in losing that all things work for good in life, and athletic competition is a positive part of the total development that students experience at Our Redeemer.

This is the foundation on which Our Redeemer Lutheran School’s Athletic program stands. Our prayer is that the student athlete remains faithful while growing in Jesus Christ, and be a fitting participant in our worthwhile athletic program.

#### Eligibility Policy

Our Redeemer students must have the following to be eligible to participate in practices, competitions and/or or games:

1. Have an emergency/athletic card on file in the school office for the current school year.
2. Have a permission form signed by parent and student.



*Revised: October 29, 2018*

3. Attend class for at least half a day (3.5 hours) to be eligible to participate in practice, competition, or game for that day.
4. Signed 'Parents' and 'Student Athletes' Christian sports pledge.

To be a participant in extracurricular activities, a student must remain eligible. That responsibility belongs to the student. The following standards must be met in order to participate in extra-curricular activities at Our Redeemer:

1. Students must maintain a 70% or better in every subject.
2. Adhere to the "Code of Conduct for Students."

If any of these guidelines are not followed the following procedure will apply:

1. Grades and conduct of students participating in extracurriculars will be checked by teachers Monday mornings.
2. Each teacher will sign an eligibility sheet for the subjects they teach, indicating whether students are eligible.
3. Eligibility forms will be given to the coach to indicate students who might be struggling or at risk of becoming ineligible, or ineligible.

Students not eligible will not participate in practice, competition, or games for a period of one week starting from Monday through to Sunday.

1. Parents will receive a letter and/or phone call from the athletic director and/or principal, indicating their child's ineligibility.
2. If, after a week of non-participation, the student's grade is not 70% or better, the student will be ineligible for an additional week.

If after two weeks of ineligibility, a meeting with coach/athletic director/teacher/principal/parent/student or any combination of the above, will take place to discuss the next plan of action which could be, but is not limited to suspension from the team, probation, or an individual plan that is agreed upon by all parties that helps that student positively move forward.

Parents are encouraged to regularly check their child's grades on TADS Educate so our students don't find themselves in this situation.

At times, a student may face challenges in the classroom, which are simply beyond his or her academic ability or the student may face a difficult personal situation. The faculty and staff understand these individual situations. At Our Redeemer, every effort will be made to extend grace to and/or assist students who find themselves in a difficult circumstance.

The principal, athletic director and the Board of Education will have the final say in all eligibility determinations.

### **Conduct Code**

1. Know and adhere to the Christian philosophy and objectives of Our Redeemer Lutheran School.

2. Meet all attendance and academic requirements as practical evidence of loyalty to school and team, and a proper philosophy of school-sponsored athletics.
3. Observe completely all policies regarding conduct, doing so as a duty to God, school, team, and self.
4. Counsel with the athletic director/principal over questions of eligibility.
5. Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and opponents in defeat.
6. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
7. Demonstrate respect for opponents and officials before, during, and after contests.
8. Know that participation in any sport requires an acceptance of risk of injury.

### **Conduct Eligibility**

- Each student has the responsibility of being a leader in the school. If the conduct of any student is unacceptable according to the behavior guidelines stated in the school handbook, or such that it impairs the school or classroom environment, then ineligibility may follow as a consequence. Conduct should reflect Christ in all that is done.
- Consideration for conduct ineligibility may be brought to the principal by any member of the staff (teachers, coaches, cooks, janitors, pastors, or secretary).
- If the principal determines that action may be needed, the principal and the student's homeroom teacher will discuss the conduct. A unanimous decision must be reached by the principal and homeroom teacher for conduct ineligibility to be declared. Conduct ineligibility for practices, games, or events will remain in effect for a period of one week or more if deemed necessary by the principal and homeroom teacher.
- A coach or advisor may find it necessary to dismiss a student from a team or activity for reasons not mentioned here. If this happens, the student and his or her parent(s) will need to meet with the coach or advisor to discuss the problem. If the problem cannot be resolved, the student will not be allowed to rejoin the team or activity.

### **Probation and Eligibility**

- **Probation:** The student may fully participate in extracurricular activities. Probation is meant to be a warning that the student is struggling academically and/or behaviorally. This probation will be indicated on a weekly progress report from teachers to coaches.
- **Ineligibility:** The student is to be given the opportunity to focus on academics. When a student is ineligible, the student may not participate in a practice, contest or performance, but may be expected to attend.

### **Ethical Behavior for Christian Athletes**

Student athletes and their fans must observe the following guidelines:

**RULE #1** - Keep things in perspective! In our sports-crazy society, we are tempted to believe that winning games is among the most noble ambitions we can have. As a participant in our sports program we hope you experience enjoyment, exercise, and lessons in Christian living, but understand that sports competition has very little importance when measured against the things that have real meaning: accepting Jesus Christ as Lord and Savior and living life in service to God and our fellow men and women.

*Revised: October 29, 2018*

**RULE #2** - Understand the equal importance of all team members! Every player on a team is as important as every other member. Some may have more sports skills than others, some may try harder than others, and some may score more points than others. Even so, together you and your teammates are a team, and together you share the winning, losing, and enjoyment of being part of a team.

**RULE #3** - Let your light shine! As a member, you will be in a very public position. You will have golden opportunities to demonstrate publicly the meaning of the words from Scripture: "Whatever you do, do all to the glory of God." (1Corinthians 10:31) Try hard to improve your skills of relating in Christian love to teammates, opponents, coaches, other students, referees, and fans. Ask God to help you let your light shine.

**RULE#4** - Exhibit good sportsmanship! Try your hardest to win, but always play by the rules. Control your mouth and your temper. Do not dispute the referee's decisions. Do not speak or act in a way that would show your disagreement with officials or opponents. Of course, referees will make mistakes - - every game. In any event, always abide by their decisions and work hard to exhibit good Christian sportsmanship.

**RULE #5** - Have fun! Sports are meant to be enjoyed. We hope you will have a good time as a member of a team, and that you will help your teammates, coaches, opponents, and officials to have fun also.

**RULE #6** - Win graciously! Enjoy the victory; be happy. You were fortunate enough, and you worked hard enough, to achieve the win, and you ought to enjoy it. Remember, the other team may have tried and worked just as hard - - or harder - - than you did. Be thankful you won, but always remember, winning a game does not make you a better human being than the members of the losing team. Never put down other teams or players in any way. Never try to humiliate or degrade any player or team. Compete vigorously, but always respect your opponents as fellow human beings and friends.

**RULE #7** - MOST IMPORTANTLY, LOSE GRACIOUSLY!! Lose with dignity and give your opponents credit for winning. That does not mean you will like to lose, but do not react to defeat with anger, complaint, or excuses. Exhibit graciousness, self-control, good sportsmanship, and Christian love for others, whether you are on the winning or losing side of the score.

## CONDUCT AND DISCIPLINE

### Discipline

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To disciple means to make a "disciple" or "follower." That implies that someone follows an example willingly rather than being forced. Our Redeemer's goal is to train students to follow the loving example of Jesus. That means loving God first, others second and self last. That also means being willing to help and serve others.

We therefore commit ourselves to a cooperative effort with parents and children to provide a God-pleasing atmosphere that includes:

- a. Students who demonstrate their faith in Christ through words and actions.
- b. Students who exhibit pride in their school, in their learning and accomplishments and the accomplishments of other students and faculty.
- c. Students who know and obey rules and decisions of those in authority.
- d. Students who are accountable for their own actions and realize that with privilege comes responsibility.

We believe that Our Redeemer must keep an orderly environment where disruptions will not interrupt learning. Students must be given opportunities to practice responsibility and self-discipline. Students must also accept reasonable exercise of authority. We affirm that good education cannot proceed without good discipline, fairly and consistently applied. Student misconduct in the school, on the school grounds, and at school-related activities will be cause for discipline. Teachers and administrators will hold students accountable for their failure to obey school rules.

## **General Expectations of Behavior**

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Treat all people in a kind, loving, Christian manner. Obey all school and church authority. This includes teachers, pastors, aides, secretaries, lunch personnel, after-school workers, principal. Respect school property, church property, personal property and the property of others. Be polite and courteous. Walk in the hallways in a courteous, orderly, and quiet fashion at all times.

## **Specific Behavioral Expectations**

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1. No fighting. Bodily harm, physical abuse and/or moral misconduct are serious offenses. Students in grades six through eight who are involved in fighting will be suspended from school for at least one day. Other discipline will be administered by school administration as deemed appropriate.
2. Threatening, name-calling, harassing and bullying of students or staff is forbidden. Casual references to weapons and/or threats of weapons or violence is not acceptable and will be taken very seriously by school authorities.
3. Weapons of any kind are not permitted at school or on school grounds.
4. The possession, use or distribution of alcohol, drugs-of any type-(other than prescription medication), or drug paraphernalia at school or at any school sponsored activity is strictly forbidden and will generally result in suspension or expulsion.
5. Cheating is not permitted.
6. Swearing and using God's name in vain is not permitted.
7. Students may not sell items at school.
8. Damage or stealing of any property is forbidden.
9. No one is permitted to leave school grounds unsupervised.
10. Snowball throwing is not permitted.
11. Gum chewing is not permitted.
12. Completion of homework and assignments is expected.

## **Consequences of Misconduct**

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In most cases, classroom teachers will handle classroom discipline in a Christian manner, the way they see fit. Sometimes although, it is necessary to issue detentions. Detentions are served on Wednesday mornings from 7:30 to 8:15 a.m. Detentions are issued for the following reasons, but not limited to:

- Inappropriate hallway behavior
- Leaving the classroom without permission from the teacher
- Disrespect of and for authority

- Un-Christian language or gesture
- Willful disruption of property, personal or others
- Fighting or overt aggressive behavior
- Cheating
- Possession of un-Christian materials
- Bus referral
- Failure to follow lunchtime rules
- Failure to follow the directions of teachers/supervisors/staff
- Failure to follow technology use policy/internet network agreement

If discipline attempts are unsuccessful, the teacher will inform parents of the discipline problem and the concern the teacher has for the child. The parents and child are also informed of the procedures that will follow if the child continues the offensive behavior. If the situation does not improve, the teacher will consult with the principal. The principal will provide Christian counseling, reprimands or other disciplinary action and will notify the parents of the continuing problem. The child and parents are cautioned that a continuation of the problem may result in suspension or possible expulsion from school.

The principal has the authority to suspend, not to exceed two school days, any student whose presence in school is detrimental to the best interests of him or herself or other students in the school. Written notice of such action shall immediately be sent to the parent or guardian, and a pastor.

Students forfeit their privilege to an education at Our Redeemer Lutheran School if the student's continued presence in school will be of no substantial benefit to him or will be injurious to the health, morals, welfare or education of other students in the school. In this instance, the principal will recommend expulsion from the school and the Board of Education will be advised of that recommendation.

## **Illegal Behavior**

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Illegal behavior is not tolerated. This would include assault, battery, involvement with weapons or items that could be construed as weapons, involvement with alcohol or drugs, burglary, theft of valuable property, robbery, arson, extortion, vandalism which causes significant damage to property, or other illegal conduct. This type of behavior will be reported directly to the proper legal authorities. Possession and/or use of smoking materials, drugs, alcohol, fireworks, weapons and the like, will automatically be referred to the Administrator for disciplinary action and the Board of Christian Education will be notified. Any of these behaviors are grounds for automatic suspension/expulsion.

## **Anti-Bullying/Harassment Policy**

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We are committed to making our school a safe and caring place for all students to grow as God's dear children. In response to God's love for us and by His power, we will treat each other with Christian love and respect and we will refuse to tolerate bullying at school.

*Revised: October 29, 2018*

At Our Redeemer Lutheran Church with School, we acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus' commands us to love God and to love one another.

*Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.'" Matthew 22:37-39*

At the heart of following Jesus command is a commitment by the faculty and staff of Our Redeemer Lutheran Church with School to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s) and to take immediate action in stopping the bullying behavior(s).

Because of the grace shown to us in Christ Jesus, we embrace a conflict resolution model that emphasizes accepting responsibility for our actions and forgiving one another. Character education focusing on God pleasing character traits is routinely taught and nurtured.

**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, sanctioned events or in transit to activities or events.

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending him or herself.

Bullying can take many forms:

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)

## **Harassment**

Our Redeemer Lutheran Church with School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student or employee by any other student or employee is prohibited. The church and 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 shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment or an environment which is hostile or intimidating because of a person's race, creed, color, national origin, physical disability, or gender.

Harassment can occur any time and includes, but is not limited to any or all of the following:

**Verbal/Digital/Cellular/Cyber/Electronic Harassment:** Derogatory comments or jokes with intent to harass; threatening or obscene words spoken to another person or through digital means, such as texts, posts, emails.

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

**Visual Harassment:** Publicly displaying or making obscene gestures with the intent to harass; derogatory or inflammatory posters, cartoons, written words or drawings.

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

**Reporting of harassment:** Students or employees who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If students or employees do not feel comfortable doing this or are unable to do so, they shall direct their complaint to the principal, a teacher, or any pastor of the congregation.

### Conflict vs. Bullying

Conflict is normal. Bulling is not normal conflict. Use the chart below to see the difference between conflict and bullying. When someone makes a conscious choice to hurt, humiliate, harass, make fun of, degrade, or put down another human being the individual being targeted becomes a victim.

Normal Conflict	Bullying
Equal power between friends	Display of power, not in friendship
Occasional	Frequent
Accidental	Purposeful
Demonstrates concern	Demonstrates pleasure
Takes responsibility	Blames others
Tries to solve the problem	No effort to resolve issue
Occurs anywhere	Occurs where bully is not seen by teachers

### Teasing vs. Taunting

Use the chart below to tell the difference between teasing between friends as compared to taunting by a bully.

Teasing Between Friends	Taunting by a Bully
Swaps roles with ease	Based on an imbalance of power
Not intended to hurt	Intended to harm
Maintains dignity	Meant to humiliate or demean
Pokes fun in lighthearted, clever ways	Comments or acts are bigoted
Innocent in motive	Sinister in motive
Only part of the friendship interaction	Continuous action toward the target
Discontinued when person targeted becomes upset	Continues or increases when target becomes distressed or objects

Students who believe they have seen or experienced any form of harassment or bullying shall report, in confidence, the conduct to the principal, a pastor, or a trusted adult. Any staff member who observes harassment or bullying shall stop it and report it to the principal. The principal will investigate the incident, and may present the findings and recommendations to the Board of Education. Action could include the termination of employment or enrollment.

## **Consequences**

Students who engage in any act of bullying or harassment are subject to appropriate disciplinary action, which may include classroom discipline, discipline by the principal, and/or referral to law enforcement authorities. The severity and pattern of the bullying or harassment shall be taken into consideration when disciplinary decisions are made.

# **OTHER ACTIVITIES**

## **Music and Special Program Participation**

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Our Redeemer offers experiences in ensemble instrumental music. The largest of these is the Our Redeemer Band. Individual instruction is offered at the school by a qualified instructor. These lessons are offered during school hours. The cost for these lessons and the instrument are paid by the student's parents.

Students in Grades Five through Eight also have the opportunity to perform with one of our Our Redeemer Children's Handbell Choirs. Selection for the Handbell choir is based on musical background, ability, and years of musical experience.

Our Redeemer Lutheran Church with School gives the students an opportunity to sing together as a School Choir. The choir will sing in church services, which usually occurs the second Sunday of the month, and at other special occasions. All children are expected to be present at all choir appearances.

In addition, Our Redeemer Lutheran Church with School students offers a select choir experience. Gabriel's Choir is comprised of students in Grades Five through Eight who have auditioned. This group performs at a worship service once per month.

All students are expected to participate in special programs that may be presented by the school or by the individual classes, such as participation in the Christmas services, singing at Divine Worship Services, and taking part in the school musical.

## **Field Trips**

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Field trips are conducted at various times throughout the school year. Each child must have the written permission of his/her parents in order to participate in a class field trip. Teachers and other volunteers will supervise such activities. A Field Trip Fee will be assessed to each student in Kindergarten through Grade Eight.

## **Outdoor Education**

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During the fall of every school year, our Sixth grade class spends three days at Camp LuWiSoMo located near Wild Rose, Wisconsin. Generally speaking, three days in October is set aside for this exciting learning experience. Students are under the direction of their teacher and the staff from the camp. Their activities are devoted to nature study, geology, and other areas of interest which can be taught most effectively in an outdoor setting.



## FINANCIAL INFORMATION

### Tuition Material and Technology Fees

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**TUITION:** K-8: \$2,750.00 for the first student, \$2,450.00 for each additional student. (\$300.00 material/technology fee and \$50.00 field trip fee are included. The Board of Christian Education shall set the Material Fees prior to the start of the school year.)

This tuition rate will be effective for the 2018-2019 school year.

TADS Tuition Management Service is used by Our Redeemer Lutheran School to collect our tuition/fees.

### Scrip Commitment

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- PK3 - \$50 commitment
- PK4 All Day - \$100 commitment
- Kindergarten to 8th grade - \$200 commitment
- One fee per family:
  - If you have only a part-time preschooler at ORLS, then the \$50 fee applies
  - If you have a preschooler and a child in K-8, then the \$200 fee applies

### Financial Support By Congregation Members

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All congregation families are assessed a tuition fee that is less than the actual cost to educate a child. As a result, they are expected to support the total work and mission of the church through gifts of time, talent, and money. When all our families give a percentage of their blessings back to the Lord through their work and offerings, we are obeying the Lord and giving witness to our faith by helping to spread Christ's love to others. The expenses of the school are financed by these gifts and offerings, as well as all the other activities of nurture, outreach, and education that the congregation supports.

### Little Lambs Fund - Financial Aid

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Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these" -*Matthew 19:14*

## History of the Little Lambs Fund

In 1986 Our Redeemer Lutheran Church began charging tuition to members of our congregation to help with the cost of educating the church's children. An issue that arose when the tuition was instituted was what if a member family wanted to send their child to Our Redeemer Lutheran School but paying the tuition would be a problem. The Board of Education felt that children should not be denied a Christian education because of finances. At that time it was decided to start a fund to help families with the cost of tuition. The fund does not pay for the total cost of the tuition, but it is assistance based on the need of the family. In 2016 Our Redeemer Lutheran Church with School decided that all God's children should have access to a Christian education. Therefore, they voted that non-members applying for school at Our Redeemer could attend at the same cost as members. In response to this, non-members care also able to apply for financial assistance from our Little Lambs Fund. (There was an initial, anonymous, sizeable gift to start the "Little Lambs Fund" in 1986 as well as other gifts.)

**Purpose:** The purpose of the fund is to assist Our Redeemer Lutheran School families who need financial assistance for their child's Christian Education here at Our Redeemer Lutheran School.

## Procedure for requesting Funds

1. After reviewing financial documents submitted by an individual requesting Little Lambs, TADS will suggest an amount, determined numerically, that TADS feels the applicant can afford. This is submitted to the principal and a board of education member for approval. Upon approval or disapproval, the amount will be awarded to the individual and a letter will be sent to the applicants informing them of the award.
2. If funds are limited in our "Little Lambs" account, funds will first be prioritized to members of Our Redeemer Lutheran Church with School.
3. If seats in our Christian Day School are open and non-members request financial aid, this will be determined on a case- by- case basis.

## Criteria for receiving assistance from the "Little Lambs Fund"

1. Members of Our Redeemer Lutheran Church with School
2. Disclosure of Financial Information
3. Firm commitment to Our Redeemer Lutheran Church with School or your home church
4. Number of open seats in our classrooms

Train a child in the way he should go, and when he is old he will not turn from it. -*Proverbs 22:6*

# COMMUNICATION

## Report Cards

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Preschool evaluations and conferences are conducted periodically throughout the year. Parents are notified in the Preschool newsletter as to when these conferences will take place and how to sign up for them.

We use “Kindergarten Progress Report” and Tads Educate Report Cards. Report cards are SENT home with student 4 times a year, at the end of every quarter for grades 1-8. Mid-quarter report cards will be sent home with students in grades one through eight for the first quarter only. All other mid-quarter report cards can be viewed online. Parents are encouraged to check their child’s progress online through the use of our online management system. Access will be provided to the parents at the beginning of every year via a username and password. Parents are expected to engage in this useful tool. Daily attendance and punctuality are reported along with subject grades, church and Sunday school attendance and attitude and conduct evaluations.

Preschool evaluations and conferences are conducted periodically throughout the year. Parents are notified in the Preschool newsletter as to when these conferences will take place and how to sign up for them.

## **Parent - Teacher Conferences**

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In working together for the best interests of the children, it is important that the lines of communication between home and school be kept open and that information flow both ways. For that reason, the school issues formal grade reports at the end of each quarter. One private conference is scheduled after the first quarter to provide both parents and the teacher an opportunity to discuss matters of importance.

In spring, a second set of conferences will be held for Grades Kdg-8<sup>th</sup> upon teacher or parent request only.

If parents desire further consultation, they should call the school and schedule a meeting with the teacher. Since the need for a conference is not restricted to report cards, both parents and teachers are encouraged to contact one another any time they think it necessary.

## **Parent - Staff Relationships**

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Close cooperation is needed if the best results for the child are to be realized. The spiritual life of the parents also concerns the teacher. Non-members of our church are to be given special attention and invited to the pastor’s adult information class.

Parents should always be consulted when:

- 1.) Special help is needed.
- 2.) The child is failing.
- 3.) There is a behavior problem.
- 4.) There is a health problem.
- 5.) It is necessary to send the child home.
- 6.) The child is injured and a doctor’s aid is required.

## **Problem Resolution**

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In an effort to keep Our Redeemer operating in righteousness and in accordance with Biblical standards, all parents/guardians, employees, board members and students need to follow the Matthew 18 principle: “If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother.” Matthew 18:15. If there is a conflict, these steps need to be followed:

First, pray about it.

Second, arrange a time to meet and privately discuss the problem with the individual(s) directly involved.

Third, during the meeting, discuss the matter in a respectful and calm manner with a goal of reconciliation.

Fourth, if understanding has not been achieved, arrange a meeting with the next chain of command: teacher/staff, principal, Board of Education.

Consequences for not handling conflicts as stated above are at the discretion of the Administration and the Board of Education and may include probation, suspension or dismissal.

**DO NOT:**

- Gossip about the problem or slander the person.
- Discuss the details of the problem with others while waiting to arrange a meeting with the party/parties involved.
- Harbor bitterness.
- Make the matter public by speaking in front of others, including our students.

As stated in the Christian Day School Commitment Form, we will seek to resolve any problem with the person(s) involved without involving those outsiders of the situation.

## **Parent Bulletins - School Newsletters**

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Specific information about the activities and events of the school is given weekly through the School Newsletter. All communication between home & school will be done electronically. Newsletters, calendars, hot lunch menus, notes from the office or classroom will be e-mailed to an e-mail address that you provide to us. Tads will keep you updated with phone calls, texts, and e-mails. Weekly newsletters can also be found on the church/school website [www.orlcs.org](http://www.orlcs.org) If you are unable to receive e-mails, you may pick up a hard copy of these documents on Thursdays from the school office. Newsletters will also be posted on bulletin boards outside the school office and in the church narthex.

## **School Calendar**

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Our Redeemer Lutheran Church with School follows the public school calendar as closely as possible for major holidays such as Labor Day, Thanksgiving, Christmas Break, spring break, and Memorial Day. Usually, the school also follows their calendar for the first and last day of school and Walworth County Fair. We also have additional days off, different from the public schools, for such activities as teacher in-service and conferences, parent/teacher conferences, Good Friday, and Easter Monday. A copy of this year's school calendar is attached to the end of this handbook for your convenience and scheduling of dentist appointments, major orthodontist appointments, doctor's appointments, or vacations.

# **OUR REDEEMER LUTHERAN SCHOOL SERVICES**

## **Special Student Services**

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Our Redeemer is committed to providing high-quality educational services to all students who are admitted. This includes students with individual needs. The following support is available to students as needed and appropriate:

### **In Class Support**

In class support includes:

- Small group work with a teacher or support teacher
- One-on-one work with a teacher or support teacher
- Small group and/or one-on-one work with a volunteer tutor

## **Title I**

Reading Instruction—to supplement our reading curriculum to progress students toward grade-level proficiency (small group pull-out) through our Title I service provider, which is the Delavan-Darien School District. Students must be evaluated and tested before access to this program is granted.

## **Speech and Language**

Speech and language support is available through the Delavan-Darien School District. Students must be referred and evaluated before access to this program is granted.

## **Special Education**

Students at Our Redeemer can be referred for a special education evaluation. The Delavan-Darien School District provides the testing and evaluation. Special education is not always available through our district, but a “Service Plan” can be implemented at Our Redeemer, which is not a legally binding document but a plan that documents how we can best serve your child here at Our Redeemer. Lutheran Special School in Milwaukee assists us with this evaluation and implementation of a plan unique to your child.

## **Resource Room**

Our Redeemer was blessed to be able to add a part-time resource room teacher in the 2016-2017 school year. This room is staffed by Mrs. Rebecca Penniman, who has a Master’s degree in Special Education, specializing in Behavioral Disorders. Mrs. Penniman works in small groups with students identified by classroom teachers as needing extra help and students who have documented “Service Plans.” Mrs. Penniman provides academic and behavioral supports as needed.

## **Hot Lunch and Milk Programs/Snack Breaks**

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Our Redeemer participates in the National School Lunch Program to make hot lunches available to students, along with milk to go with cold lunches and for daily milk breaks. The food and other supplies for the hot lunch program are provided by the Delavan-Darien School District, through our joint agreement.

### **Hot Lunch Program**

Hot lunch menus are sent home electronically once a month, and are also available at <http://ddschoools.nutrislice.com/menu/our-redeemer-school/lunch/>. All menus are subject to change without notice.

Each student who is at school during the lunch periods – that is, students in the PK4 Full Day program or in Kindergarten through 8<sup>th</sup> grade – has a hot lunch account into which families can deposit money for hot lunch, or for milk to go with cold lunch, by paying online through TADS Educate or bringing cash or a check to the school office. We encourage you to pre-pay on your student’s account at the beginning of the school year.

If a family qualifies for free hot lunches, either through direct certification or through an application, each student in the household is eligible for free hot lunches for the rest of the school year, and for 30 operating days into the next school year. Milk to go with cold lunch does not fall under the free and reduced program – students must always pay for milk to go with cold lunch.

We send out monthly email statements letting you know your household lunch account balance. The following **Unpaid Meal Charge Policy** applies to the collection of negative hot lunch account balances:

1. Families are encouraged to apply for free and reduced price meal benefit. The current-year **Household Application for Free and Reduced Price School Meals** is always available in the school office – you can pick one up, or call to have one mailed to you. You can also apply online at <https://snacs.dpi.wi.gov/SchoolMealApplication/Register.aspx>. Any family that remains in a negative balance for a period of three months will receive a written notification to encourage them to apply for free or reduced price meal benefits. *(See the Civil Rights Statement at the end of this section.)*
2. Families will be notified of the school's Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student.
3. Families whose accounts are overdue will receive an email stating how much is overdue and will be asked to pay immediately. If there is no response after three months, a bill will be sent via United States Postal Service. If there is no response to the mail, telephone calls will be made to attempt to collect the funds. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
4. If a student brings money to purchase a reduced price or paid meal at the time of the meal service, the student must be provided a meal. Our Redeemer may not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.
5. Our Redeemer may continue to attempt repayment plans and to continue pursuing collection efforts when students change schools within the district or move to a new school outside the district. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt."

The price for a hot lunch is subject to change each year, and will be communicated in the packet of information sent prior to the all-school registration in August, and also in the first few school newsletters.

### **Milk Breaks**

All PK4 Full Day and Kindergarten students are required to purchase milk for the daily milk break. Families can pay for the milk break for the entire year, or per semester. The only exception is if the student has a milk allergy – please notify the school office if this is the case.

Afternoon milk is also available to all students in 1<sup>st</sup> through 8<sup>th</sup> grades, though it is optional, not required. Families can pay for the milk break for the entire year, or per semester.

The price for milk is subject to change each year, and will be communicated in the packet of information sent prior to the all-school registration in August, and also in the first few school newsletters.

### **Snack Breaks**

The school also offers the opportunity for students in 1<sup>st</sup> through 8<sup>th</sup> grades to bring a "Nutritional Snack" item to eat at break time. Speak to your student's teacher, the principal or the school office to see what are considered to be appropriate items for this snack break, or see the school's **Wellness Policy** at <http://orlcs.org/orlcs/wellness-policy/>.

## Summer Food Service Program

The Delavan-Darien School District offers a Summer Food Service Program, which provides free breakfast and lunch to children in the district during the summer months. Visit <https://www.ddschools.org/>, and search for "Summer Food Service Program," to see a schedule of summer meal-serving locations and times.

## Civil Rights Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## PRESCHOOL INFORMATION

*(See also the separate Pre-School Handbook)*

The prime responsibility for raising children lies with the family. Patterns of family life have changed drastically over the years. Today families are smaller, and both parents often work. Schedules are demanding, and it becomes increasingly difficult to give young children all the attention they need. Parents often seek outside help.

Our Redeemer Lutheran Church helps meet the needs of children and parents through its early childhood programs. Such parent-church partnerships provide experiences needed to promote the social, emotional, and intellectual development of children, and the skills they need for later learning.

*Revised: October 29, 2018*

An essential part of the growth process is the child's spiritual development. Love, care, and respect for each child characterize our teachers. Through carefully planned programs in a warm, caring atmosphere, each child is prized as God's own child and encouraged to use his or her God given talents.

Our aim is to teach your child the skills necessary for him or her to succeed in future educational endeavors and to realize his or her potential as a Christian individual in God's world. Social, verbal, conceptual, motor, and spiritual skills will be emphasized in our program.

Just as the tiny mustard seed grows into a large bush, we pray that your child will mature in his faith and learn to serve others in the name of Jesus Christ.

**HOURS:** School sessions are from 8:30 A.M. to 11:00 A.M. and 12:00-2:30 P.M. Tuesdays and Thursdays for three-year-olds; Mondays, Wednesdays, and Fridays from 8:30 A.M. to 3:20P.M. for the four-year-olds. 4-year-old a.m. ONLY preschool will be in session Mondays, Wednesday, and Fridays from 8:30-11:30. The Pre-School calendar coincides with that of the public schools in Delavan-Darien with some exceptions. Check the monthly Pre-School calendar or weekly newsletter for changes. These are tucked into your child's cubby at school.

**ARRIVAL AND DISMISSAL:** For safety sake, we would appreciate your bringing your child into the classroom using the West door of the building. Being prompt in delivering and picking up your child is helpful to everyone involved. If someone other than the parent is meeting your child at dismissal, your consent must be in writing.

**MEDICAL:** We require medical forms to be completed by your physician and returned to us before the child begins class.

**HEALTH AND SAFETY:** If your child should become ill at school, we shall phone you promptly. For the sake of all, we would appreciate your keeping your child at home if he or she is not feeling well and calling us to inform us as to the reason for the absence.

**CLOTHING:** To avoid confusion, please put your child's name on their clothing, especially the outerwear and boots. If possible, please have your child dressed in items that are easy for them to manage with little or no assistance. Of course, we expect your child to be dressed appropriately for our activities and the weather.

**BIRTHDAYS AND SPECIAL OCCASIONS:** Your child's special day will be recognized in school. If you wish, you may send a nutritious snack in celebration. However, please do not include candy or gum. There will be other times for parties throughout the year, and you will be informed of such occasions.

**ENROLLMENT AND TUITION POLICIES:** A non-refundable fee of \$50.00 is payable at the time of registration. Tuition fees are paid through TADS.



**ANNUAL NOTICE OF ASBESTOS MANAGEMENT PLAN AVAILABILITY**

August 15, 2017

In accordance with the requirements set forth 40 CFR 763.93 (g) (4) and 763.84 (c) of the Asbestos Hazard Emergency Response Act (AHERA), our Redeemer Lutheran School hereby notifies all interested parties that the asbestos management plan for Our Redeemer Lutheran School is available for inspection and review in the school office. The management plan contains information regarding inspections, response actions and for post-response action activities such as periodic surveillance and re-inspections which are planned or in progress. A minimum charge for copies may apply.

## OUR REDEEMER LUTHERAN SCHOOL 2018-2019 CALENDAR

August 13 Teacher Inservice (7:30 - 3:30)  
August 14 Teacher Inservice (12 - 3:30) & Registration Picnic (4:30 - 6:30)  
August 15 Teacher Inservice (7:30 - 3:30)

### September 4 - November 2 (Q1)

### In session (41 days)

September 4 - October 11 In Session  
October 5 Mid-Term  
October 11 Mid-Term Reports (all grades) home  
October 12 Teacher Inservice (NO SCHOOL)  
October 15 - October 31 In Session  
October 16 - October 18 K - 8 PT Conferences (required)  
October 18 - October 19 PK PT Conferences (required)  
November 1 - 2 North-South WI Lutheran Teachers Conference (NO SCHOOL)  
**November 2**  
**END FIRST QUARTER**  
November 5 - November 8 In Session  
November 9 Teacher Inservice (NO SCHOOL)  
November 12 - November 20 In Session  
November 21 - 23 Thanksgiving Recess (NO SCHOOL)  
November 26 - December 21 In Session  
December 7 Mid-Term  
December 14 Mid-Term Reports home (grades 1, 2 only)  
December 24 - January 1 Christmas break (NO SCHOOL)  
January 2 - January 18 In Session

### END FIRST SEMESTER (85 days)

### January 21 - March 22 (Q3)

### In session (43 days)

January 21 Teacher Inservice (NO SCHOOL)  
January 22 - February 21 In Session  
February 18 - February 19 K - 8 PT Conferences (by appointment or request)  
February 22 Mid-term / Teacher Inservice (NO SCHOOL)  
February 25 - March 22 In Session  
March 1 Mid-term reports home (grades 1, 2 only)  
**March 22**  
**END THIRD QUARTER**  
March 25 - 29 Spring Break (NO SCHOOL)  
April 1 - April 18 In Session  
April 19 Good Friday (NO SCHOOL)  
April 22 Easter Monday (NO SCHOOL)  
April 23 - May 24 In Session  
April 26 Mid-term  
May 3 Mid-term reports home(grades 1,2 only)  
May 7 Memorial Day (NO SCHOOL)  
May 27 In Session  
May 28 - June 6 Early release/Last day of school  
June 7

### END SECOND SEMESTER (89.5 days)

### TOTAL DAYS (174.5)