

Parent Handbook for Rochester Central Lutheran School



**Remember your leaders, who spoke the word of God to you.
Consider the outcome of their way of life and imitate their
faith. Hebrews 13: 7**

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PURPOSE OF THIS HANDBOOK

This handbook is only a general guideline to services and procedures of Rochester Central Lutheran School. This handbook is not to be interpreted as a contract. The Board, administrator, and staff reserve the right to review, adjust, or modify policies and procedures as deemed necessary.

MISSION STATEMENT

Preparing for tomorrow with a Christ-centered education today.

STATEMENT OF PHILOSOPHY

Rochester Central Lutheran School was established as an Association school in 1959. Its sole purpose is to provide Christian education for its students. Education of a child is best carried out when the whole child is educated, and spiritual education touches every area of the child's existence. RCLS is an extension of the mission and ministry of our four local congregations (Grace, Holy Cross, Trinity and Family of Christ). Our churches believe that the Christian School is "the most effective educational agency available to the church for equipping God's people for ministry" (1983 Convention Proceedings, Resolution 2-7).

Based on this philosophy the following statements are presented.

WE BELIEVE in the Triune God, Father, Son, and Holy Spirit, and teach that -

- God the Father created us and all things.
- God the Son redeemed us from sin.
- God the Holy Spirit brings us to faith in Jesus Christ and keeps us in the saving faith.

WE BELIEVE that God specifically commands Christian education in the Scriptures.

"And these words which I command you this day shall be upon your heart; and you shall teach them diligently to your children." **Deuteronomy 6: 6-7**

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

"Go therefore and make disciples of all nations baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age." **Matthew 28: 19-20**

WE BELIEVE that the Bible is the written Word of God given to man in which God reveals Himself through His mighty acts.

- Every word of the Bible is the Word of God and therefore without error. "Thy word is truth." **John 17:17**
- The Bible was written by holy men of God, inspired by God. "All Scripture is given by inspiration of God," **2 Timothy 3:16**, to make us "wise unto salvation through faith in Christ Jesus." **2 Timothy 3: 16-17**

The Bible contains the divine doctrines of Law and Gospel. The Law shows us our sin and the wrath of God; the Gospel shows us our Savior and the grace of God. We should read, study, listen, believe, and live God's Word for "Blessed are they who hear the Word of God and keep it." **Luke 11:28**

WE BELIEVE that the spiritual growth of our students is the greatest importance. Individuals who know their Savior will also have a better attitude for structured educational growth. Students well grounded in the basic subjects make the best citizens for the nation and for God's kingdom.

We also stress that responsible citizenship is a response to God's free gift of forgiveness in our life. All students are encouraged to discover the good works that our Lord has prepared for them. St. Paul says in **Ephesians 2:10**, "For we are God's workmanship, created in Christ Jesus for good works, which God prepared in advance for us to do."

WE BELIEVE that with the help of the organized church on earth, Christian parents will identify themselves as primary

examples in the Christian training of their children.

WE BELIEVE that learning is a complex process based on the integration of instruction, children's own thinking and their experiences in the world. Students learn best in an atmosphere where they are loved, respected, and socially accepted. The learning process must be appropriate to the children's ages as well as give attention to the needs and differences of the individual.

WE BELIEVE the role of the Christian teacher is one of leadership both in spirituality and the learning process in the classroom, church, and community. This occurs daily in all subject areas, preparing children to serve God and people as a personal and life long goal (**Matthew 28:20**). Christian teachers will also use their spiritual leadership weekly in their congregation, and frequently in the community as they witness to their Lord. "But you shall receive power when the Holy Spirit has come upon you; and you shall be my witnesses in Jerusalem and in Judea and Samaria and to the end of the earth." **Acts 1:8**

WE BELIEVE that the Word of God places the primary responsibility of Christian education directly into the hands of Christian parents (**Deuteronomy 6: 6-7**). Therefore, the role of RCLS is to assist parents in providing opportunities for children to learn of their present Savior and to prepare children for the present life and for eternity.

Rochester Central Lutheran School is dedicated to nurturing students who are members of our Association congregations, members of other Christian churches, and who belong to unchurched families. We believe that Christ has died for all people so that by faith in Him we are His children in one family. Each child is viewed as a unique child of God, with whose spiritual welfare, talents, potential, and growth the Father is intensely concerned.

This philosophy shall shape and direct all policies and programs of RCLS.

GENERAL SCHOOL OBJECTIVES

Rochester Central Lutheran School will provide teaching/learning and other educational experiences to enable children to:

1. Become active, equipped, professing Christians.
2. Understand the Biblical concepts of Law and Gospel, and acquire skills in the use of the Bible and its application.
3. Learn the basic skills of language arts and mathematics.
4. Learn the basic skills in social studies, science, and fine arts.
5. Learn the basic skills in physical education and health.
6. Understand and practice the skills of respect-filled social living.
7. Learn how to be responsible citizens through an understanding of democratic ideas, ideals, and practices.
8. Develop talents, gifts, and abilities through extracurricular activities and programs.

WHAT IS ROCHESTER CENTRAL LUTHERAN SCHOOL?

Rochester Central Lutheran School is an association school, partially supported as a part of the total ministries of Trinity, Grace, Holy Cross, and Family of Christ Lutheran Churches. The administration of the school is directly supervised by a twelve-member Board of Directors. Members are elected representatives of the four supporting congregations. Board representation from the congregations is directly proportional to each congregation's relative size and, therefore, its financial support of the school.

The member congregations of the Association maintain their commitment to a program of Christian education at RCLS --

1. Because of God's commands:
 - a) "... teaching them to observe all that I have commanded you ..." (**Matthew 28:20**)
 - b) "Fathers ... bring up your children in the discipline and instruction of the Lord." (**Ephesians 6:4**)
 - c) "... These words which I command you this day shall be upon your heart; and you shall teach them diligently to your children ..." (**Deuteronomy 6: 6-7**)

2. Because God promises blessings if we obey His commands --
 - a) "Train up a child in the way he should go, and when he is old he will not depart from it." (**Proverbs 22:6**)
 - b) "... seek first His kingdom and His righteousness, and all these things will be given to you as well." (**Matthew 6:33**)
3. Because it becomes clear with each passing day that the way of living for many people in our country is very much against God's will. For the most part, secular education, which reflects society, does not provide a satisfactory Christian approach to learning or behavior; therefore,
4. Because we parents love our children, we want them to learn of and experience the love of Jesus in a school dedicated to seeking His will.

WHY HAVE A LUTHERAN SCHOOL?

We believe that the Word of God places the prime responsibility of Christian education directly into the hands of Christian parents (**Deuteronomy 6: 6-7**). The purpose of the Lutheran Christian School, as an extension of the home, can be summed up in the following statements:

- To provide Christian parents an additional opportunity to offer their children Christ-centered training and instruction.
- To provide an opportunity for children to learn of their Savior Jesus Christ through daily instruction in God's Word.
- To provide daily and continuous opportunities for living the Christian life through the proper use of time, talents, and money.
- To provide an opportunity to carry out the Great Commission (**Matthew 28: 19-20**) through personal witness and deed in all areas of daily life.
- To provide an education which prepares the child for the present life and for eternity.

WE TEACH WHAT THE BIBLE TEACHES

- Man was created perfect and holy, with a free will, by a loving God. (**Genesis 1: 27-31; Genesis 2: 16-17**)
- Sin entered the world through Adam and Eve's disobedience and spread to all their offspring through the inheritance of a sinful human nature. (**Romans 5:12**)
- Because of His boundless love for us, God rescued us through the redemptive act of Jesus Christ from the punishment we and all people earned by our sins. (**Romans 5:8**)
- Saving faith is a free gift from a loving God. (**Romans 8**)
- As Spirit-filled Christians, we seek the total leadership of Jesus in every part of our lives. This is the "Growing in Grace" (**II Peter 3:18**) which we expect to happen in our Lutheran School.

IF YOU HAVE CONCERNS – Matthew 18: 15-17

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

If you, as a parent, have a concern, please make an appointment to see your child's teacher. We ask that you avoid discussing sensitive matters in the hall, classroom or in other public settings. If the matter has not been resolved, please schedule an appointment with the Principal and the teacher. **Reminder:** Please don't talk down the school in front of your child. Support us. If you aren't sure of something, come talk to us in private. We may not always agree, but we can always talk. (Mueller, Chas., School-Dazed Parents, CPH 1994 p. 87)

ACCREDITATION

Rochester Central Lutheran School is accredited by the National Accreditation Commission through **National Lutheran School Accreditation**.

Rochester Central Lutheran School also chooses to meet the educational standards of the State of Minnesota, which include teacher licensure, length of school day, attendance and health requirements, required subjects, as well as reports and records that are required by the State.

ADMISSION/ENROLLMENT

The school is operated as an association of four Lutheran Church-Missouri Synod congregations – Trinity, Grace, Holy Cross, and Family of Christ Churches - for the sole purpose of educating its youth. If space is available, children from the community are welcome to enroll. Community students will not be discriminated against in any way. All students are required to follow the procedures, regulations, and curriculum of the school.

Rochester Central Lutheran School admits students of any race, color, national and ethnic origin, or sex to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or sex in administration of its educational policies, admission policies, and athletic and other school-administered programs.

Certain limitations in educating students, such as age requirements, student abilities, known behavioral concerns, and special education disabilities, may determine whether or not a child can be accepted. These limitations will apply equally to all students - association or community members - and if accepted, every effort will be made to educate the children to the best of our ability.

Six weeks after school begins a parent-teacher conference may be held to determine if the present grade placement is appropriate for the child, or if changes must be made to the student's educational program. New students to RCLS are accepted for grade placement on a conditional basis rather than through a formal placement test program.

Students with documented discipline problems, if accepted, will be accepted on a probationary basis. Parent and child are kept informed of the child's behavior and academic progress. If it is evident that the child's behavior is a detriment to the other pupils the student will be denied continued enrollment.

Enrollment Procedures

1. Application form is completed and returned with registration fee to school office.
2. Submitting a completed application form and the registration fee does **NOT** ensure enrollment. The order of acceptance will follow the enrollment priorities listed below. A letter will be sent to the parent(s) informing them of their child(ren)'s acceptance into the school.
3. Once capacity has been reached, a waiting list will be established.
4. Health forms must be returned by the first day of classes.

Enrollment Priorities

- a) Children of called staff members (Association pastors, teachers) have first priority for enrollment.
- b) Children currently enrolled and returning.
- c) Newly enrolling siblings of currently enrolled Association members
- d) Newly enrolling siblings of currently enrolled community students
- e) New Association member families
- f) New children from other Lutheran Church-Missouri Synod churches.
- g) New children from other community families.

Enrolling a student new to RCLS

1. Contact is to be made with the principal who will meet with the parent(s) to discuss and explain RCLS's program as outlined by the Board of Directors. Reasons for student enrollment will also be discussed with the parent(s).
2. A request to transfer a copy of the records from the child's past school(s) will be sent.
3. The principal may consult with the teacher concerning the student applicant's ability or in regard to special concerns.
4. Students for kindergarten enrollment will be screened prior to acceptance.
5. The principal will prepare a report for the Board of Directors to review before any student is denied enrollment.
6. Students new to RCLS may be asked to take an entrance exam to determine appropriate placement.

Entrance Age

RCLS requires the following age requirements:

- ◆ 3's Preschool - Students must be three by September 1st of that academic year. Additionally, the child must be toilet trained.
- ◆ 4k's Preschool - Students must be four by September 1st of that academic year.
- ◆ Kindergarten - Students must be five by September 1st of that academic year.
- ◆ Grade One - Students must be six by September 1st of that academic year.

Children with documented successful completion of kindergarten or evidence of having attended school will be permitted to enroll in the appropriate grade regardless of the age requirements outlined above.

ASSOCIATION MEMBERS' RESPONSIBILITY TO THEIR CONGREGATIONS

Our association churches support RCLS with their prayers as well as financially. We function as partners in ministry. Active attendance at worship and Bible studies as well as financial support of the congregation is an expectation of all association members.

ATTENDANCE

It is vital that children be present on a regular basis for the following reasons.

1. Helps instill self-discipline.
2. Exposes students to group interaction with fellow students and teachers.
3. Allows students the opportunity to participate in classroom discussions.
4. Involves students in educational experiences not available in other circumstances.
5. Many learning opportunities are lost through absence and are not retrievable.

The State of Minnesota and the RCLS are concerned with the effect absenteeism may have on a child's grades, credit for a class and /or social development.

Minnesota school attendance laws are to be followed by all schools. A student who misses seven days of school or seven class periods or more on seven different days can be charged as a Habitual Truant under the CHIPS (Children in need of Protection or Services) law (MN. Statute 260C.007, sc 19). Educational neglect means the failure of the parent or guardian to ensure the child is educated in accordance with state law. It specifies that a child's habitual absence from school when the child is under the age of 12, is presumed to be due to the parent's failure to comply with compulsory attendance laws. If the child is 12 years or older, the absences is presumed to be due to the child's intent to be absent (MN. Statutes 260C/63, sd11).

It is the school's responsibility to monitor and document each student's attendance. The following steps will be used to accomplish this:

1. the school secretary will review student attendance records monthly;

2. students whose absences exceed 7 days or 7 class periods may have their health records and situation reviewed by the school nurse, counselor and/or administrator.
3. the school may mail a letter to the parents/guardians citing the Minnesota truancy statute and the concern regarding the number of absences. (a copy of the attendance record will be included with this letter);
4. if a letter is sent, the following may occur:
 - a. The parent/guardian may be asked to provide a doctor's note for any further absences;
 - b. Olmsted County Social Services may be contacted.

ATTENDANCE PROCEDURES FOR RCLS

When a student will be absent for any reason, the office must be notified via a phone call or written note. The school will contact parents if notice has not been received by 9 am.

No student may leave the school premises at any time without authorization of the parent/guardian and approval of the principal. The school does not accept responsibility for any student who leaves the premises without permission.

If appointments must be made during the school hours, a written or verbal request from the parent/guardian is required in advance. Adults are asked to sign students in and out in the office for early dismissal or appointments. If someone other than a parent will be picking up a student for early dismissal, the office must be notified. Absence due to illness prohibits a student from participating in any extra-curricular practice or event for that day. If a student is absent from 50% of classes for reasons other than illness (excluding dental appointments, etc.) on a given day, they are not allowed to participate in the practice or event. Exceptions to this would be absences from school due to participation in a related school activity (i.e. SEMYO, Regional Science Fair).

For additional information related to illness, see *Health*.

Student absence and tardy records are kept for the quarterly report cards and cumulative records.

It is essential that every child attend school regularly in order to progress satisfactorily from year to year. Parents are strongly encouraged to plan their vacation trips during the normal school vacation periods. The following guidelines for vacation absences apply.

1. Please contact the child's teacher and office in writing prior to the absence.
2. Please explain the reason for the absence and when the child will return.
3. It is the responsibility of the student and parent to ensure all missed work is completed.
4. It is the responsibility of the student to stay after school in order to get teacher instruction for missed work.
5. See *Planned Absence/Homework Policy* regarding your child's assignments.

PLANNED ABSENCE/HOMEWORK POLICY

Parents are strongly encouraged to consult the school calendar when planning family vacations. However, families who know in advance of a prolonged absence that does not correspond to the school calendar should **notify both the office and classroom teacher prior to the absence in writing.**

1. Students are encouraged to work ahead following classroom patterns of assignments.
2. Students may be required to remain after school in order to receive individual help for work that was covered during the absence.
3. Students will have one day to complete work for every day missed and an additional day if needed (i.e. 4 days missed equals 5 days to complete work).

BIRTHDAY TREATS

To celebrate birthdays, students are encouraged to bring treats that are nutritional. Questions regarding appropriate treats should be directed to the child's teacher.

BUS SERVICE

Bus service is provided for students who live in District 535, provided the distance between RCLS and the student home meets District guidelines. Parents are encouraged to call the school office, or the Transportation Department for District 535 (285-8567).

NOTICE: Minnesota law states that transportation by school bus is a privilege, not a right.

Rules on the Bus (from First Student Bus Company)

Students should:

1. Immediately follow directions of driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassing, intimidating, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of tobacco.
9. Do not damage the school bus.

Should a child break the rules: the driver will warn the student, may assign a seat to the student, and may file a report with the Transportation office.

Consequences for breaking of the rules:

- First Report...recorded as a warning.
- Second Report...three-day suspension from the bus.
- Third Report...five-day suspension from the bus.
- Fourth Report...five-day suspension and a meeting of parents with Transportation staff.
- Fifth Report...ten-day suspension and a meeting of parents with Transportation staff.
- Further offenses...cases considered individually, suspensions for longer periods of time, including the remainder of a semester.

CHAPEL SERVICES

Chapel services are conducted on Wednesdays at Holy Cross Lutheran Church, which is adjacent to the RCLS parking lot. These services are sources of spiritual growth and provide an opportunity for joint devotional fellowship for all members of the RCLS family. Parents and other guests are encouraged to attend whenever possible. Chapel typically begins at 7:55 am on Wednesdays.

Offerings collected at these services support mission and chapel projects. This gives students and families opportunities to respond to Christ's love, spread the Gospel message, and to reinforce the concept of Christian stewardship.

CLASSROOM VISITS

As a matter of courtesy to classroom teachers and in order to avoid any disruption of a planned activity, please submit a request to visit the classroom with the teacher at least one day prior to your visit. On the day of your visit please stop in the school office to sign in and receive a visitor button.

COMMUNICATION

Situations may arise that call for communication between the school and the home. In all such instances, RCLS encourages everyone to follow the examples set forth in **Matthew 18**.

1. If parents have questions or concerns relating to their student's classroom the first contact should be with the teacher. This direct communication generally provides the desired results, because the teacher is the individual most familiar with the situation and, therefore, is able to provide specific information as well as effect any changes deemed prudent and necessary.
2. If discussion with the teacher does not produce satisfactory results, the next communication should be with the administrator.
3. It should be noted that discussing an issue with the proper individual may not bring about the results the complainant desired. There are many factors that must be weighed when possible changes are to be considered. Please understand that the individual desires of every child and parent at RCLS may not be able to be addressed to everyone's satisfaction.

COUNSELING SERVICES

Counseling services are available for seventh and eighth grade students through Rochester Public School District 535. Services include career inventories, study skill helps, graduation testing information, and group and individual counseling.

CURRICULUM

In keeping with the mission of RCLS, our aim is to impart Christ's love through all areas of the curriculum. Students study all aspects and components of our world from the perspective of the God who created, redeemed and preserves it.

Each class day opens with a brief devotion, which is normally followed by instruction in the teachings of the Bible and Lutheran doctrine. In the lower grades the religion instruction consists chiefly in learning Bible stories together with their application to life. Systematic instruction in Christian doctrine as outlined in Luther's Small Catechism is added in the upper grades. Memorization of selected Bible passages and other memory work items is included in all grades.

In keeping with our Christian philosophy of education, students receive a thorough education, not only in religion, but in all of the traditional secular subjects. Curriculum objectives for all subject areas are available for review by contacting classroom teachers or the principal.

DIRECTIONS FROM SCHOOL PERSONNEL

Every student shall be expected to follow reasonable rules, directions, instructions and requests from teachers, substitute teachers, principal, or other authorized school personnel.

STUDENT CONDUCT

Like Paul's declaration to the people of Corinth, it is expected that the behavior and conduct of all RCLS students reflect "the mind of Christ."

*"For who has known the mind of the Lord that he may instruct him?
But we have the mind of Christ." 1 Corinthians 2:16*

Mutual respect, honor, inclusion and service are attributes that should be nurtured and reinforced both inside and outside the classroom. It is expected that the commitment to enhance the spiritual and social growth of the student in the classroom will be reinforced at home. In this way, school and home serve as partners in ministry.

The teachers, staff and parents of RCLS are committed to nurture and enhance the spiritual, academic, social, physical, and emotional growth of each student. While academic excellence is stressed, the most important blessing shared by all students at RCLS is the Christ-centered learning environment, which is an effective, positive and safe place in which to learn. Each student has unique God-given gifts and talents, and all are members of the body of

Christ. It is only with Christ at the center of academic and extra curricular life, that students will be able to grow in faith and service to Him. In order to accomplish this task, an effective, positive and safe environment must be maintained. Discipline is not to be thought of in terms of punishment, but rather the development of self-control and good decision-making according to biblical principles.

In a Lutheran Christian school, the teacher has God’s Word, both Law and Gospel, to serve as a guide and example in dealing with student conduct and overall discipline. The ultimate purpose for any student conduct plan is to help students learn and grow closer to Jesus.

It is expected that all members of the RCLS family (students, teachers, staff, parents, and guardians) will reflect “the mind of Christ” in their conduct at school or during any school-related function. Ultimately, we pray that our Christian walk becomes a way of life.

Further, it is imperative that teachers, staff and parents work together to ensure that students develop Christian attitudes and behavior reflecting what Scripture teaches. It is also imperative that students learn the importance of knowing right from wrong, confessing sin and seeking forgiveness. Finally, it is most essential that students know the forgiveness of Christ when they have failed.

WHAT DOES SCRIPTURE SAY ABOUT CONDUCT?

“For it is by grace you have been saved, through faith—and this not from yourselves, it is the gift of God—not by works, so that no one can boast. For we are the workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.” Eph. 2:8-10

“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God.” Eph. 4:32 – 5:2

“A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.” John 13:34 and 35

“Honor your father and mother (and all in authority over us – Luther’s Small Catechism) – this is an important commandment with a promise: it will be well with you, and you will live long on the earth.” Eph. 6:2 and 3

“You children, obey your parents (again, all in authority) in everything. This is pleasant when it is done in the Lord.” Col. 3:20

“Love one another with mutual affection: outdo one another in showing honor.” Romans 12:10

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.” Gal. 5:22 and 23

“May the Lord make your love increase and overflow for each other and for everyone else.” 1 Thessalonians 3:12

WHAT STUDENT CONDUCT IS EXPECTED AT RCLS?

1. **RESPECT:** Respect towards authority and each other is stressed many times throughout Scripture. It is expected that **all** members of the RCLS family (students, teachers, staff, parents, and guardians) treat each other with Christian respect. *“Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the king.” 1 Peter 2:17*
2. **COURTESY:** General courtesy (good manners) is expected. *“...always try to be kind to each other and to everyone else.” 1 Thessalonians 5:15*

3. EFFORT: Students are expected to demonstrate their best efforts in all that they do: class work, homework, general behavior, extra-curricular activities, service activities, etc. *“Whatever you do, work at it with all your heart, as working for the Lord, not for men...it is the Lord Christ you are serving.” Colossians 3:23 and 24*
4. POSITIVE ATTITUDE: An **“I can try”** attitude is expected from all students even when challenged. *“Be joyful always; pray continually; give thanks in all circumstances, for this is God’s will for you in Christ Jesus.” 1 Thessalonians 5:16-18*
5. ENCOURAGE ONE ANOTHER: *“Therefore encourage one another and build each other up, just as in fact you are doing.” 1 Thessalonians 5:11*
6. SERVANT HEART: *“Sitting down, Jesus called the Twelve and said, ‘If anyone wants to be first, he must be the very last, and the servant of all.’” Mark 9:35*

BASIC ASSUMPTIONS

- Classrooms/school guidelines will be age appropriate, fair, workable, consistent, and respect the rights of students, parents, teachers and staff.
- Classroom/school guidelines will be made available to students and parents.
- Each teacher will develop and explain his/her classroom guidelines to students and parents.
- When guidelines are not followed, there will be consequences in order to help students learn responsibility and self-control.
- Parents will be supportive of all classroom/school guidelines and the discipline process.
- Parents and teachers will work together for the sake of maintaining a productive, safe and positive learning environment.

CLASSROOM DISCIPLINE PROCEDURES

- We operate with a forgiveness approach and may choose to show grace when appropriate.
- Basic classroom guidelines provide for dealing with the majority of student misbehaviors or misconduct. If a student does not correct his or her behaviors, the RCLS School Student Management Plan will be used.
- Teachers will notify parents of inappropriate behaviors as necessary.
- If problem behaviors are not corrected over a reasonable time or the behavior is severe, the teacher will contact the administration to discuss future discipline steps.
- A teacher may call a conference with a parent; parent and administrator; or parent, administrator and student when a behavior is not corrected or is of a severe nature.

RCLS SCHOOL STUDENT MANAGEMENT PLAN

This process of discipline will be used once the classroom plan is exhausted or the behavior is repetitive or of a more serious nature. At any time, the teacher or administrator may skip steps due to the seriousness of the infraction and as deemed appropriate.

Discipline Notice

A “Discipline Notice” is used to inform parents and administration of discipline situations in the classroom not severe enough to issue a “Discipline Referral.” This is a tool used to keep parents informed of a student’s inappropriate behaviors and actions taken by the teacher (or administrator). This must be signed by the parent and returned the very next school day. Failure to do so may result in more severe consequences.

Discipline Referral

A “Discipline Referral” is used to inform parents and the administration of discipline situations of a more severe

nature. Discipline Referrals must be signed by the parent and returned the very next school day. Failure to do so will result in a second referral and detention.

Referral #1: A referral is sent home, and the teacher calls or e-mails the parents to inform them of the situation.

Referral #2: If within 30 days of Referral #1, a referral is sent home and the teacher or administrator issues a Behavioral Detention. Detentions will normally be served with the teacher or Principal.

Referral #3: If within 30 days of Referral #2, a referral is sent home and the administrator issues a Suspension.

Referral #4: If within 30 days of Referral #3, the student will be placed on “Probation Status” and a Suspension will be issued by the administrator.

Referral steps may be skipped due to the nature of the discipline incident. If the next referral is not within 30 days of the previous referral, the process starts again at the Referral #1 step.

When a teacher refers a discipline situation to the administrator, it is then the Principal’s decision as to how the incident will be handled. Teachers are asked to follow through with their own classroom management plans before referring whenever possible. Situations of extreme belligerence, physical fighting, threats, illegal substances, weapons, bullying and sexual harassment will be immediately referred to the Principal.

Detention

Detentions may be given for the following:

- Disrespect shown to teachers and those in authority.
- Disrespect shown to other students.
- Repeated tardiness.
- Habitual misconduct.

Detention Policies and Procedures:

- Students are to be informed when they receive a detention by the person who gave them the detention.
- Detention may not be postponed for extra-curricular activities
- Requests for a change in time to serve a detention must be made by parents to the teacher/principal. Emergency situations or illness will be considered on an individual basis by the administration.
- Detention may not normally be served during school hours (7:45 am –2:45 pm)
- Students must be picked up promptly at the end of detention.

Suspension

Suspensions may be “in school” or “at home,” depending upon the particular discipline incident. The administrator will inform parents of how the suspension will be served.

When a student is suspended from school, he/she is not permitted to attend class or school activities during the time of the suspension. If the suspension is an “at home” suspension, the student is not permitted to be in the school building.

- Parents will be notified of suspension by phone, personal visit, or by written notice.
- A suspended student must on his/her own initiative make up all class work or tests, which he/she missed to insure understanding, within two class days of his/her return to school.
- All work due during the suspensions shall be recorded as zeros for those assignments or tests.
- After an “at home” suspension is served, students may only be readmitted to the classroom after meeting with the principal, teacher and parents. At this meeting, it is upon the student to demonstrate an

understanding of what they did wrong and to communicate their intention to immediately correct the situation and avoid future inappropriate behaviors.

- Staff will demonstrate forgiveness once a student returns and they will assist the student with transitioning into the classroom (grace).

Probation Status

Probation is the action of subjecting an individual to a period of testing and trial to determine his/her fitness or lack of fitness for enrollment in this school. During the probationary period, the student must consciously avoid such behaviors that constitute major infraction of rules, policies, or laws at school or school activities. Specific restrictions may be placed on a student on probation.

A letter informing the student and parents of the Probation Status (normally one semester) and the specific areas needing immediate improvement is given to parents at a Parent-Teacher-Student-Administrator conference. The student must improve dramatically. Failure to comply may result in a recommendation from the administrator to the Board of Directors for expulsion.

Expulsion

Expulsion is defined as the barring of a student from enrollment at Rochester Central Lutheran School. Only the Board of Directors can expel a student upon recommendation from administration.

BULLYING

Bullying behavior is inappropriate and will not be tolerated at Rochester Central Lutheran School. Bullying is defined as repeated actions by an individual or group that are threatening or isolating to another individual or group.

These threats can be physical, verbal or implied by non-verbal language. The deliberate, repeated and systematic exclusion of an individual or group of individuals from activities can be a very traumatic psychosocial form of bullying. When a student feels they are the victim of bullying, they are encouraged to report it to a teacher or school official. Ignoring such behavior can have potential behavioral and social consequences for the bully and recipient of the bullying behavior.

Bullying will be treated as a severe discipline issue. It will be considered a threat and parents will be contacted. Consequences may include detention(s), suspension, expulsion or other discipline as appropriate for the situation.

EXTREME BEHAVIOR PROBLEMS

ALCOHOL-TOBACCO-CONTROLLED SUBSTANCES

It is our intent to help students make personal God-pleasing decisions, gain personal responsibility, remain free from the harmful effects of alcohol and other controlled substances, and to maintain the credibility and integrity of RCLS and its students. If students, parents, or teachers hear of alleged student violations of school policies, they are encouraged to contact those involved and provide necessary counseling and encouragement to stop the violations or the activities that are producing rumors of the violations. The counselor may be contacted if the students, parents, or teachers do not feel comfortable in directly contacting the students involved, or if their contacting the students has not been helpful.

During the school year, regardless of the quantity, a student shall not:

- Use a beverage containing alcohol;
- Use tobacco, or
- Use or consume, have in possession, buy, sell, or give away any other controlled substance.

1. Abuse of Controlled Substances

Use of illicit drugs or controlled substances is wrong and harmful. No student shall knowingly possess, use, transmit (sell, give away, barter, deliver, exchange, or distribute) or be under the influence of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or any substance represented as the aforesaid on the school property at any time or off school property at any school activity, function, or event.

Procedures:

1. Specific information regarding the possible abuse of a controlled substance is shared with the administrator.
2. If the information is determined valid, the student is confronted with the information by the administrator and advised of the discipline as set forth in the policy. The student may not participate in any game, concert, drama presentation or public extra-curricular activity until a meeting is held with the parents, student, administrator, and Board representative. The concerned faculty will be advised of the meeting and possible violation.
3. The administrator will determine, based on this meeting, what discipline is necessary and so advise the students, parents, Board, and faculty.
4. The name of any individual providing information shall remain anonymous.
5. Parents may appeal the discipline by contacting the Principal who will appoint an appeals committee from the Board of Directors. The appeal must be made within seven days of the school's decision. The appeals committee will meet within seven days of the request. A decision on the appeal will be made and shared with the parents within two days of the meeting.

Consequences:

Immediate suspension for 10 days with recommendation to the Board of Directors for expulsion.

2. Smoking

RCLS forbids smoking or possession of tobacco, snuff, and chewing tobacco on the school grounds or at school activities. RCLS building and grounds are smoke-free at all times for all users. Violation of this policy will result in the following:

- Parent notification
- Application of MN State High School League policies
- One day suspension from school
- Parents and student must provide evidence of participating in an assessment/counseling program to quit smoking.
- Repeated violations may result in recommendation for expulsion.

STEALING AND VANDALISM:

First Offense - The first offense shall result in:

1. Restitution
2. Nine-Week School probation
3. Parent notification
4. One day suspension

Second Offense

If the student **is not on probation**:

1. A second offense shall result in restitution of stolen goods
2. Three day suspension from school
3. Eighteen weeks of school probation.

If the student **is on probation** a second offense shall:

1. Result in restitution of stolen or damaged goods or property and
2. Expulsion.

CHEATING

Cheating on assigned work (including copying, plagiarism, other forms of dishonest work, knowingly allowing your work to be used by others to cheat, falsify records or signature) may result in a failing grade on the assignment involved. Cheating may also result in course failure.

VERBAL ABUSE, THREATS, AND ASSAULT

- Students are expected to use appropriate language at school at all times.
- Students are not to be involved in intimidation, harassment, or extortion.
- Students are not to intentionally cause or attempt to cause physical injury to any person. This includes violations against persons, such as threatened assault, assault, fighting, harassment, bomb threats, falsify fire alarms, interference, and obstruction, attack with a weapon, taking place on the school grounds at any time or off the school grounds at any school activity, function, or event (this shall include any bus trip to the school activity, function or event).
- **Assault of a staff person will result in immediate suspension and recommendation for expulsion.**

Consequences:

Fighting or acts of physical violence described above are not acceptable conduct. Parental contact will be followed by detention, suspension, expulsion or other discipline as appropriate for the situation.

SEXUAL HARASSMENT

Sexual Harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. It may include, but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats. Information should be shared with the principal or counselor regarding incidents of possible sexual harassment. Copies of the complete policy are available at the school office.

WEAPONS, EXPLOSIVES, AND DANGEROUS OBJECTS

No student shall knowingly possess, handle, or transmit any object that can reasonably be considered a weapon. This includes violations against persons, such as threatened assault, assault, fighting, harassment, bomb threats, falsify fire alarms, interference, and obstruction, attack with a weapon, on the school grounds at any time or off the school grounds at any school activity, function, or event (this shall include any bus trip to the school activity, function or event).

This rule does not apply to any normal school supplies such as pencils or compasses unless they are used in a manner to produce bodily harm. The rule does apply to any firearm including guns of all types, BB guns, stun guns, pellet guns, knives, explosives including firecrackers, ammunition, numchucks, chains, look-alike and electronic/chemical mace, tear gas, laser pointers, etc., and other devices that could be used or construed to be weapons carried for offensive or defensive purposes and capable of producing death or bodily harm or the fear of such. The rule also applies to any device or instrument, which in the manner it is used or intended to be used is calculated or likely to produce death or bodily harm or the fear of such.

Consequences:

1. A student who commits a weapons infraction will be immediately suspended from school.
2. The expulsion process will be immediately initiated.

DISRUPTION OF SCHOOL ON ALL SCHOOL PROPERTIES

1. No student or parent/guardian or other persons shall by use of violence, force, noise, threat, intimidation, passive resistance, or any other conduct, intentionally cause a significant disruption or obstruction of any lawful mission, process, or function of the school.
2. Neither shall a student or parent/guardian or other persons urge other students or parent/guardian or other persons to engage in such conduct for the purpose of causing a significant disruption or obstruction of any lawful mission, process, or function of the school.
3. The following acts illustrate the kinds of offenses included:
 - Occupying any part of the school building or school grounds with intent to deprive others of its use;
 - Blocking the entrance or exit of the school building or corridor or room with intent to deprive others of lawful access to, or from, or use of the building or corridor or room.
 - Damaging the school building or property
 - Having in possession, firing, or displaying firearms, explosives, or other weapons on the school premises for any purpose without authority from the principal. The rule does apply to all items listed in *Weapons, Explosives, and Dangerous Objects*.
 - Prevention of or attempting to prevent by physical act the functioning of any school class, or activity, or any lawful meeting or assembly on the school campus;
 - Preventing students from attending class or school activity.
 - Except under the direct instructions of an administrator, blocking normal pedestrian or vehicular traffic on a school campus;
 - Student behavior that disrupts the normal operation of the school cafeteria program;
 - Intentionally making noise or acting in any manner so as to interfere with any student's opportunity to learn or teacher's ability to conduct his/her class;
 - Possession or distribution of libelous material;
 - Possession or distribution of pornographic material.

Consequences:

Parental contact will be followed by detention, suspension, expulsion, or other discipline as appropriate for the situation.

TELLING VERSUS TATTLING

A student is "tattling" when they tell an adult something to get attention, or to get someone else in trouble. It may also be an attempt to get an adult to solve a problem that the student is capable of dealing with on his or her own. A student should "tell" an adult about a situation when they or someone else is in danger, when property is in danger, when they are scared, or when they've tried but are unsuccessful in resolving a problem. If a student feels they or someone else is hurt, or if they are in danger, then it's always best to "tell" an adult. Retaliation due to "telling" or any situation will not be tolerated.

Due Process

If in the event during the course of the disciplinary actions, a parent or guardian disagrees with the decisions and consequences implemented, they may appeal as follows:

1. Request a meeting with the teacher, staff member, or administrator making the decision to present relevant information that may impact the course of action.
2. Request a meeting with administration to appeal the course of action.
3. Upon exhausting steps 1 and 2, they may request a hearing with the Board of Directors within 7 days of the request. A decision of the Board will be final and communicated to the family within 3 days of the hearing.

DRESS CODE

"Whatever you do, do it to the glory of God" (1 Corinthians 10:31) helps set guidelines for both individual activities and group participation. This statement from Scripture can also serve as our guide in personal grooming as children of God

coming together to learn, grow, and develop. RCLS promotes neatness and appropriateness as the two key words in relation to the selection of school clothing. Clothing styles that reflect good taste and modesty help maintain a Christian atmosphere, good behavior, and respect for others. These qualities are expected **at** RCLS.

The following guidelines are expectations for dress:

1. Clothing is to be clean, neat, and in good repair. Clothing with holes or tears is not permitted.
2. No tight or revealing styles shall be worn. Shorts, skirts and dresses shall be worn below mid-thigh even when wearing leggings.
3. Undergarments shall not be visible at any time. This applies to all students.
4. Clothing is not to have improper slogans or pictures. Improper slogans and pictures are, but shall not be limited to, anything connected with tobacco, alcohol, illegal drugs, secular music groups, foul or sexually intended language, negative or disrespectful language, clothing which is gang related or anything that does not uphold the ministry of RCLS.
5. Caps, hats, head-scarves, sunglasses, and coats/jackets or anything worn as a coat/jacket are to remain in lockers while students are inside. (Unless required for medical reasons.)
6. Tank tops may only be worn when covered with an acceptable article of clothing.
7. Shirts and blouses are to be long enough to cover the midriff at all times. (Parents: A good rule of thumb is to ask your child to raise his/her arms above the head to determine compliance.) In addition, necklines must be of a modest nature.
8. Modest adornment of the body through the use of jewelry and modest makeup (grades 7 & 8 girls) is permitted, but shall not become a source of distraction.
9. Perfumed products belonging to the student may be applied with consideration given to anyone who may, because of allergies or sensitivities, be adversely affected by it.
10. Any clothing, personal adornment or shoes that takes away from learning, becomes a distraction or may concern a safety issue may be disallowed by teachers or administration.
11. During the cold weather, students in grades PK-5 are to dress appropriately for outside recess/activities. Teachers will define appropriate for their respective grades. All students shall dress appropriately for coming to and going from the building for their own safety. Teachers will define appropriate dress for their respective grades.
12. Teachers and administration have the final decision as to what is or is not appropriate for school. Parents are asked to make every effort possible to have their children coming to school in appropriate dress. If there are any questions as to the appropriateness of the clothing, do not wear it.

Gym Shoe Policy

Students must provide and wear gym shoes specifically for gymnasium use only.

Chapel Dress

To demonstrate that worship in Chapel is a special part of our community life, students are encouraged to dress in a nice school outfit for that day.

Violations

It shall be the obligation of the student's homeroom teacher to note and inform the student and parents of any violations. However, any teacher or administrator may request a student to comply with the policy. Students may be asked to change clothing, or be sent home to change or parents called to bring appropriate clothing for the student to wear. Subsequent or repeated violations will be considered belligerence and will be disciplined.

EXTRA-CURRICULAR ACTIVITIES

Education in a Christian-centered environment is the primary purpose of Rochester Central Lutheran School (RCLS). Participation in extra-curricular activities must not take away from the education of the child. RCLS defines extracurricular activities as non-graded activities, presently including, but not limited to, athletics, Pop Choir, Jazz Band, yearbook, Safety Patrol, cheerleading, drama, math team, and any special activity clubs. Participation in extracurricular activities is limited to those students enrolled on a full-time basis at RCLS.

RCLS sponsors and encourages participation in extra-curricular activities as a means of providing opportunities for spiritual growth, skill development, socialization, creativity, and competitive experience. Involvement in extra-curricular activities is a privilege offered to students in good standing with accompanying responsibilities and expectations.

Participants are expected to abide by all school attendance and behavior guidelines. Participants are expected to be in class and on time as scheduled. Any unexcused absence (i.e. skipping school) will result in exclusion from the next event. Students absent due to truancy, illness, or injury during the last half of the school day may not participate in contests, events, or practices that day. The office staff will provide the coaches with an unexcused absence list when necessary.

Participants may be excluded from events or activities due to behavior that fails to exhibit Christian standards in school or violates the school's rules of conduct. Students must show proper respect toward teachers, pastors, and all others placed in authority. Students must be positive Christian role models to others at extracurricular events.

Eligibility

Since students represent the school, and ultimately the Savior through these activities, academic and citizenship standards are required. In order to remain eligible to participate in extra-curricular activities at RCLS each student must maintain certain minimum standards.

The purpose of this eligibility policy is to promote academic excellence, plus an awareness that our students are representatives for Christ, and role models for the school family. In the review process between the classroom teacher and the administration, consideration will be given to any special circumstances. At times a given student may face challenges in the classroom that are simply beyond his or her academic ability. This is understood by the faculty as well as the directors of extracurricular activities. Every effort will be made to assist students who are in this situation. Students in this situation will be considered exempt from the stated policy on an individual basis through a contract signed by the parents and teacher and approved by the administration. At that point, eligibility criteria might involve such things as the student's effort in the classroom. Appeals based on this need are through the school Principal.

The major portion of this policy is a weekly check done for each student. This policy reads as follows:

Level One

1. All assignments will be kept current.
2. If, at the end of the last day of school for any given week, a student is delinquent in an assignment owed to any teacher, that student will be ineligible to participate in practices and performance events during the following week.
3. "The following week" is interpreted to be the following Monday through Sunday.
4. "Delinquent" means that this particular assignment was formally due for that student sometime prior to the end of the day on the last school day of any week. If also factors in that if the student was absent he/she is allowed some time to complete assignments from the day of absenteeism.
5. It shall be the responsibility of the classroom teacher to whom the work was due to complete a form (provided) and bring to the office before he or she leaves the building at the end of that day.
6. Copies of the form will then be distributed to the following individuals: the parents, the student's extra-curricular activity director, and a copy will be maintained in the office.
7. A second "delinquent work" notification will result in a conference involving the student, parent(s), and teacher(s). It is recommended that at this conference some firm agreements can be established about the student's continued involvement in the activity as it relates to his or her academics.

Level Two

1. More than one "D" or an "F" for any subject on the report card at the end of any quarter means that the student is ineligible for two weeks beginning the Monday after the report card is sent home.
2. If a student is declared ineligible because of these grades a conference shall be held with the teacher(s) of that/those subjects involving the parents, student, and teacher.

3. The outcome of the conference shall be a written agreement which will detail how the student can become and remain eligible.
4. Notice of ineligibility shall be supplied to all parties listed in number six of Level One.
5. **Any of the three parties involved (student, parent, or teacher) may initiate Level Two, Number 3 at any time that it is determined that the student's academic progress needs this level of attention.**

In addition to the above academic standards, each student wishing to represent RCLS in extracurricular activities must maintain a high level of Christian citizenship. Ineligibility due to the lack of Christian citizenship will never be imposed without warnings and conferences involving both the student and parents.

Any appeal must begin with the teacher, followed by the administration, and ends with the Board of Directors if necessary.

EXTRA-CURRICULAR PROGRAMS

Choirs ~ "Lift up your voice unto the Lord."

The **Concert Choir** is open to all students in grades 6-8. The **semester** course assures all students an opportunity to develop their singing voices. Songs are shared periodically throughout the year in weekly Chapel, at Sunday morning church services, and in our school concerts. Attendance at these programs is **required**. Dates are announced at the beginning of the school year. Unavoidable schedule conflicts should be discussed with the director. Excused absences can be granted. Unexcused absences will result in a failing quarter grade.

Pop Choir (extra-curricular) is an auditioned extra-curricular group open to all choir members in grades 6-8. The students in this group are given a chance to perform some songs with choreography. The songs are more contemporary and accompaniment often includes drums and bass guitar in addition to piano. No prior dance instruction is required. This group meets outside of the school day and performs at various engagements throughout the year and in the school music concerts.

Bands - "Praise the Lord with the sounds of many instruments."

The **CONCERT BAND** is open to all students in grades 7-8 who have participated in band for at least one year. The Concert Band performs in the school music concerts, its own ensemble concert, and on several Sunday mornings in area churches. Attendance at these programs is **required**. Dates will be announced and distributed at the beginning of the school year. Unavoidable conflicts with the schedule should be discussed with the director immediately upon becoming aware of them. Unexcused absences will adversely affect the grade given and may result in dismissal from the group. The grading scale will be based on attendance at performances, and participation in rehearsal and practice time.

Varsity Band is open to all students grades 4-8 who are just beginning their studies of an instrument or are not yet able to be in the Concert Band. As in the Concert Band, lessons for traditional band instruments are available. First-year band students will be given time to learn their instruments before becoming full-fledged members of the group. The Varsity Band performs at the school music concerts. Dates will be announced and distributed at the very beginning of the school year. Attendance at these concerts is **required**. Grading will be similar to the Concert Band.

The **RCLS JAZZ BAND** is an extra-curricular group open first to students in grades 6-8 who are members of the band. Membership in the group is either auditioned or at the discretion of the director. In this group, students will get a better understanding of jazz music through performance of it. The group meets outside of school and performs at various engagements throughout the year and in the school music concerts.

The **HANDBELL CHOIR(S)** is co-curricular and is open to all students in grades 6-8 by audition. The groups perform at the school music concerts (Christmas and spring), in school chapel services and in area churches on several Sunday mornings. Dates will be announced and distributed at the very beginning of the school year. Attendance at these

performances is **required**. Unavoidable conflicts with the schedule should be discussed with the director immediately upon becoming aware of them. A \$25 material fee will be assessed to each participant.

ATHLETICS

In addition to the physical education at RCLS, a complete sports program is offered in grades 5-8.

Co-educational: soccer, volleyball, softball (all grades 7 & 8), cross country and track and field (grades 5-8)

Boys: basketball (grades 5-8)

Girls: basketball (grades 5-8)

Practices are held after school or early evening. Games are scheduled during the week and on weekends. Schedules are prepared and distributed prior to the start of each sports season through a parent meeting. RCLS competes in area Lutheran school athletic leagues and with Rochester non-public schools.

Additionally, RCLS students may participate in the school's **Spelling Bee**, **Math team competition**, and other similar activities.

Cheerleading

RCLS provides students with a variety of extra-curricular opportunities and will attempt to encourage a variety of participation choices. Cheerleading is one of these choices and is a winter sport for seventh and eighth grade students. Cheerleaders will cheer for the sport of basketball.

Students wishing to participate in cheerleading may also participate in any other sport during the school year. Cheerleading practice times will be set at the convenience of the faculty supervisor and will not conflict with other sports. Extra-curricular guidelines apply.

The cost of uniforms is at the expense of the cheerleader. Any eligible student may be a cheerleader but it is expected that anyone joining will make the commitment to complete the season. Any request to withdraw must be approved by the cheerleading sponsor.

Drama

RCLS Theater provides opportunities for students to be involved with drama in a variety of ways. Besides acting on the stage, students can participate in running lights and sound, being part of the stage crew, helping with hair and make-up, and being student directors.

The fall play is usually produced in October, and is open for grades 4-8 to try-out. The spring play is usually produced in March, and is open for grades K-8 to try-out. Each play is performed three times. Try-outs are held about seven weeks before performances. Rehearsals are held after school for about six weeks before the performances.

Safety Patrol participation is open to students in grades 5-8.

FIELD TRIPS

These trips are planned educational excursions into the community and surrounding area. These trips broaden classroom learning with first-hand experience and observation. No child will be permitted to leave school for a planned class trip without a parent's written permission. Parent volunteer drivers are used on some school trips, but most school trips are on school buses. Parent volunteer drivers will be expected to provide proof of adequate auto insurance. Students are

charged a transportation fee for all trips.

Trip fees are based on travel time plus activity time since RCLS is billed for bus transportation on an hourly basis. Families choosing to provide their own transportation will still be responsible for the fee.

FIRE DRILLS / TORNADO / SEVERE WEATHER

In cooperation with state guidelines, RCLS teaches fire and severe weather awareness and conducts a series of fire and severe weather drills.

HEALTH

If your child is coming down with a communicable disease, remaining at home may prevent infecting the rest of the children as well as possibly shortening the length of the illness. Staying at home and getting rest permits the body to combat the illness more quickly and effectively.

It is suggested that children should remain at home if they have the following symptoms:

1. Severe colds, coughs, or sore throats
2. Eye infections, especially if discharge is present
3. New skin rashes, especially if draining – unless medical opinion states rash is non-communicable
4. Temperature of 101° or more **with or without symptoms**
5. Temperature of 100° or more **with a symptom of an illness**
6. Nausea, vomiting, diarrhea, or abdominal pain
7. Any other sign of acute illness
8. Until result of throat culture is known

Children may return to school when:

1. Free of symptoms
 2. Temperature remains normal for a 24-hour period **without the use of fever reducing medications**
 3. On an antibiotic for at least 24 hours
- OR**
4. Your health care provider states your child can return to school.

The school office will report student illness or accidents to parents as soon as possible. Be sure your child's emergency card is up-to-date. Report immediately any change in names, addresses, phone numbers, or doctors.

Children well enough to attend school are to follow the regular activities of the class during class time and at recess - inside or outside.

MEDICATION NOTES

We need your help in keeping the school a safe and healthy place, especially where medications are concerned. Please keep in mind the following if your child needs medication during the day.

1. Medication forms are available on the school's web site.
2. All medications are provided by the parent/guardian.
3. A parent/guardian must deliver and pick up all medication.
4. When possible, give medications at home. Medications prescribed 3 times a day often can be given before school, after school and at bedtime.
5. Students are not allowed to have medication in their possession unless permission forms are completed, signed and on file in the Health Office. Please contact the school office for forms.

6. Complete the appropriate parent and doctor permission form as indicated in the school medication policy. The doctor must complete a medication form for prescription medications, self-administered medications and over-the-counter medications that exceed label directions.
7. Be sure the medication is in its original, up-to-date container with the label intact. Pharmacies will provide an empty, labeled bottle for school use.
8. Over-the-counter medications will be given according to label directions. Please read label directions carefully. Be sure the dose you want administered is appropriate for your child's age.
9. Students in grade 7-8 may self-carry/self-administer nonprescription pain relievers with parent permission. The parent or guardian must complete a medication permission form each year. Please contact the school office for forms. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school determines that the student is abusing the privilege. Students will not be allowed to self-carry/self-administer medication that contains ephedrine or pseudoephedrine.
10. Please send over-the-counter medications in the smallest sized bottle possible. We have limited storage space.
11. If one-half of a pill is needed to give the proper medication dose, a parent or pharmacist needs to split the pills. (School staff are not allowed to cut pills.)
12. If your student has a diagnosis of asthma and uses an inhaler at home, please consider having an inhaler at the school for your child to use if needed.
13. A nebulizer is available at school for student use. The parent/guardian needs to supply the medication and tubing. Please contact the Health Office for the policy.

MEDICATION AT SCHOOL

In order to give both over-the-counter and prescription medications, special forms need to be completed and signed by a physician and/or parent/guardian. All medication forms must be kept in a locked cupboard in the school office during the school day. All medications must be distributed by authorized personnel only. **The medication must be brought in the original container in which it was purchased and labeled with the student's name. Prescription medications must be in the original pharmacy container with label intact.** The policy applies to all medications. For special situations, parent/guardians may contact the school nurse.

GRADING

RCLS offers quarterly reports to communicate to parents how their child is doing in school. Grades reflect both student performance and level of mastery of the skills being taught. A good guideline for interpreting letter/percent grades which begin at the 3rd grade level are as follows:

- F (59% and below) = This grade communicates that the student is not achieving at an acceptable level.
- D (60-69%) = This grade reflects achievement that is below the norm.
- C (70-79%) = This is an acceptable grade for a student who is achieving at a normal rate.
- B (80-89%) = This is an acceptable grade for a student who achieves above the norm.
- A (90-100%) = This is an acceptable grade for a student who achieves with excellence.

HOMEWORK

In order to encourage excellence in academics, teachers generally send home the work not completed in class as well as work to be completed outside of school hours. Amounts of homework are assigned according to educational principles; however, children should not spend every moment at home on assignments. Although homework loads may vary depending upon particular projects, student use of time in class and a variety of factors, a good guideline

for parents is an average of about 10-12 minutes per grade level (i.e. 4th grade could have an average up to 40-50 minutes per night). If a child seems to consistently bring home unusually large amounts of homework assignments, is spending an unreasonable amount of time on assignments, or is having difficulty understanding them, parents are encouraged to contact the teacher so the issue may be addressed.

Each teacher will communicate with parents at the beginning of each school year their particular grading system and homework expectations.

HONOR ROLL

Students in the middle school grades are eligible for the RCLS Honor Roll providing their grade averages fit within the following ranges:

- “A” Honor Roll 90% - 100%
- “B” Honor Roll 85% - 89%

LOCKERS

To keep lockers in good condition and to provide students with a safe place for their storage, the guidelines are:

1. Lockers are assigned by the classroom teacher. Students may not trade lockers.
2. No student shall place his/her own locks on the locker. Locks may be rented from the school.
3. Lockers are school property and must be treated as such. Lockers are to be kept clean and neat at all times, and contain no inappropriate pictures or posters.
4. All lockers are the property of the school and may be opened for inspection at any time at the discretion of school administrative personnel.
5. The administration of RCLS reserves the right to conduct locker searches.

LOSS OR DAMAGE TO SCHOOL EQUIPMENT

Students and/or their parents are responsible for loss of or damage to textbooks or other school materials, willful damage to school property, and replacement of damaged athletic team uniforms. Statements for any assessed fees will be issued by the school office.

LOST AND FOUND

Lost and found clothing articles may be checked with the school office; all lost and found personal items such as jewelry, watches, and money should be checked with the office. Lost and found items may be claimed at the school office.

MONEY SENT TO SCHOOL FOR PAYMENTS

Money sent to school should always be enclosed in an envelope, with the child's name, grade level, and purpose clearly stated. Whenever payments are made by check, please make payable to "Rochester Central Lutheran School" and place its purpose on the memo line.

MONEY & VALUABLES AT SCHOOL

Children are discouraged from bringing large amounts of money or expensive personal items to school. Any items brought for personal reasons are the sole responsibility of the child. Items used as a “show-n-tell” article or a resource to be shared with the class or school group may not be traded or sold for any purpose.

NATIONAL LUTHERAN SCHOOLS WEEK

Lutheran schools throughout the United States celebrate their uniqueness during the first full week of March. A special theme is celebrated and a variety of activities are planned.

NURSE

A school nurse from the Olmsted County Health Department is present daily over the noon hour time frame. The nurse is in charge of the health-screening program, including vision, hearing, scoliosis, and immunization records. A health aide is available in the office during school hours.

OVERFLOW HOURS

One of the core values of Rochester Central Lutheran School is Christian service. In an effort to teach the joy of Christian service and to give students a chance to experience the servant heart, RCLS has implemented a program called Overflow Hours as based upon 1 Thessalonians 3:12. *“May the Lord make your love increase and OVERFLOW for each other and for everyone else.”* As God overflows His love to us, we then overflow His love to others.

Preschool – Grade 4	Yearly Class “Overflow” Experience		
Grade 5	5 documented hours	Grade 6	6 documented hours
Grade 7	7 documented hours	Grade 8	8 documented hours

It is suggested that half of the documented Overflow Hours for grades 5-8 should be completed in a ministry setting (church, RCLS, etc.) and half within the community (Ronald McDonald House, Channel One, etc.). All hours must be documented using the Overflow Hours Record Form and are required. Students coming into our program later than 5th grade will only be expected to complete the hours for the entrance grade year and future years as detailed above. Tracking of completed service hours will be done as a part of the quarterly reporting process (report cards).

These grade level hour recommendations are listed as a beginning to a life of Christian service. All service hours up and beyond the expectation may be turned in and will be acknowledged. Students are encouraged to share their talents and time freely as they live their life of overflowing love and joy.

PHYSICAL EDUCATION

Quality physical education is one of the goals of RCLS's total education program. Therefore, all students are expected to participate in scheduled PE classes unless excused, in writing, by a parent or doctor. Notes sent to excuse a pupil from PE class due to injury or illness must also contain information concerning the duration of the request. Physical education clothing requirements are provided prior to the start of the school year.

SCHOOL AGE CHILD CARE (SAC)

A School Age Care (SAC) program is available for students aged 3 yrs.-6th grade. Kindergarten and preschool “wrap-around” programs as well as summer sessions are available. The program is open for students at RCLS, and as space permits, to others in the community. A variety of activities are provided including indoor and outdoor play. Arts and crafts, quiet study time, learning centers and games are offered. Snacks will be served at 9 AM and after school. For information, parents can contact the school office. Applicants can enter the program at anytime during the school year and new families are welcome. The program's hours are 6:30 AM to 6 PM Monday through Friday. SAC is open most non-school days.

RECESS POLICY

Our students are expected to be dressed appropriately for weather conditions. Young bodies need fresh air. It is your responsibility as a parent to dress your child for the weather. The teachers encourage each child to be appropriately dressed so as to be able to participate in recess.

REPORT CARDS AND CONFERENCES

Report cards are issued at the end of each quarter. Kindergartners receive written evaluations only for the second, third, and fourth periods. Parent-Teacher conferences are scheduled during the school year to communicate even more effectively. Parents can consult the school calendar for exact dates. Parents are encouraged to contact teachers for personal conferences whenever the need arises.

Grades five through eight are using a web-based grading program which will allow parents to check their child(ren)'s grades and progress through a secure web site.

REPORTING OF SUSPECTED CHILD ABUSE

RCLS abides by the statutes of the State of Minnesota regarding mandatory reporting of incidents that come under the heading of child abuse or child neglect as outlined by the state laws. Parents should be aware of the procedures that are mandated for the school, since some of these procedures run counter to the normal level of communication that parents have come to expect from RCLS and its teachers.

If circumstances that suggest possible child abuse come to the attention of the teacher or other school personnel, they are required by state statute to make a report to local welfare, police, or sheriff's departments. The mandated procedures prohibit the school from carrying out an investigation or assessment of the situation, and reporters are prohibited by statute from informing the family that a report has been filed. The local official agency (welfare or law enforcement) is the party that is charged with making the first contact. Until such time as the investigation/assessment has been completed, the school cannot discuss the case at all.

Should school personnel fail to follow these procedures and the school does not file such a mandated report, the teacher(s) with knowledge of the situation are subject to conviction of a misdemeanor.

Certainly, these statutes are designed to protect a child from a harmful situation, but the process unfortunately also closes the communication between the school and the home. Until the laws are changed to modify these procedures, RCLS will abide by them as they currently read. Please understand that should such an occurrence involve you, the school is not trying to keep you "out of the picture" or deliberately go behind your back. We have no option but to follow the mandated guidelines.

RESOURCE PROGRAM

Rochester Central Lutheran School offers a Resource Program for students needing extra academic assistance normally in grades 1 through 8. In order to qualify for resource help, a teacher must refer the student for consideration with parent approval. This is only done once the teacher has made a significant effort to support the student within the classroom by documenting pre-referral interventions and the teacher and parents have been working together for the sake of the student's success.

Once it is deemed appropriate to make a referral, the student must be behind one full academic year within one of the core subject areas. First graders need only be a half year behind in a subject area. This may be demonstrated through the Stanford achievement test, informal testing completed by the classroom teacher or the resource program or other valid evaluative instruments. In addition, classroom grades must also show a need (D+ average grade or below) in the subject area of referral. To receive services, the student must also show an interest in improving their academics with a commitment of reasonable effort.

Students are normally seen between 30 to 60 minutes per day and not more than 100 minutes per day. If the student is a candidate for special education services, a referral must be seriously considered and the maximum we may see a special education public school certified student is 60 minutes per day; preferably in a subject area not receiving special education support.

The program will accept students until full at which time a waiting list is completed. At the end of each school year, the severity of the needs will be reviewed and students will be enrolled in the resource program according to need and available time. In short, the students needing the most help as determined by the resource program and administration will receive priority placement at the end of each school year. New students to RCLS are not guaranteed service within the program, but may receive services if they demonstrate a need and time is available.

The ultimate goal of the resource program is to support the academic success of students struggling in one or more

academic areas. Services may be delivered through teacher consultation with the classroom teacher, support of students with classroom work or in a direct teach situation. This is determined by the needs of the students as assessed by the resource program.

SCHOOL CLOSING

If it is necessary to close school, an announcement is made over local radio stations. Parents may call City Line at 252-1111 x 6414 for current information. When it is announced that the Rochester Public Schools are closed, RCLS is automatically included even if not mentioned by name. In the event that school is cancelled for the day, SAC is open, but does not open until 8:00 am.

SCHOOL FEES

The school registration fee is set by the Board of Directors annually and must be paid at the time of application for enrollment. This fee is considered to be part of the tuition payment. The registration fee is non-refundable unless RCLS is unable to complete enrollment due to lack of classroom space or inability to provide services to the student.

SCHOOL HOURS

Preschool class times are:

- 4 Year Old Program meets on Monday/Wednesday/Friday..... 8:00 – 10:30a.m.
Monday/Wednesday/Thursday afternoon.....12 noon – 2:30 pm
 - 3 Year Old Program meets on Tuesdays/Thursdays8:00 – 10:30 a.m.
 - Preschool Program at the Redeemer Campus meets on Monday/Wednesday/Friday...8:00 – 10:30 a.m.*
- *This is subject to change based upon enrollment.

Kindergarten classes are: Morning Session – 7:40 to 10:45 a.m.
Full Day - 7:40a.m. to 2:45 p.m.

Grades 1 - 8 7:40 a.m. to 2:45 p.m.

Students should arrive by 7:30 a.m. and are expected to leave the school premises after dismissal time. Students who need to arrive before 7:15 a.m. or remain beyond the dismissal time should contact the School Age Care (SAC) Director to arrange for care and supervision. Any unsupervised students remaining in the building will be sent to SAC at the parent's expense.

SCHOOL PICTURES

School pictures are taken each year by an outside photographer as a service to students and their families. The school does not solicit sales. The photographer also offers spring portraits and an all-school group picture for purchase. Families are not expected to, nor required to purchase any of the pictures.

STUDENT RECORDS

The school office maintains records of students' attendance, test scores and grades, as well as health records. The school secretary and teachers have access to these files and information. A parent may see his/her child's file whenever requested.

Students' grades are considered permanent records and forwarded to the next school after the students graduate or transfer to other schools.

TARDY POLICY

Tardiness Defined: Students who are not in the classroom when the bell rings are considered tardy for the class. A student who is late must get an admit slip from the office. The only excused tardy arrival is one due to a medical/orthodontic appointment. Unexcused tardiness will result in the following:

Three Tardies --->	One (1) hour detention
After receiving two one-hour detentions ----->	Two (2) hour detentions
After receiving two two-hour detentions ----->	One (1) Day Out-of-school Suspension
After receiving four two-hour detentions ----->	Two (2) Days Out-of-School Suspension
After receiving six two-hour detentions ----->	Three (3) Days Out-of-School Suspension

After the third out-of-school suspension in a quarter, expulsion may be considered by the Board of Directors. The tardy consequences begin again at the beginning of each quarter.

TELEPHONE CALLS

Incoming Calls

Phone messages received in the office during school hours will be relayed to pupils and teachers as necessary. Teachers will return calls only when they are free from class or supervisory assignment. Students may respond to calls during classes only in case of an emergency.

Outgoing Calls

The school phone is a business phone. Personal calls by students will be limited to "emergency" calls such as: change of dismissal time, cancellation of an after-school event, or medical problems.

Forgotten items such as homework, musical instruments, permission forms, lunches and the like are **not** considered emergency situations.

Permission to use school phones will only be granted by the teacher or the office personnel.

Cell Phones and Electronic Devices

The use of cell phones by students is prohibited on school grounds and at all school functions. Exceptions are permitted only by the supervising teacher. Cells phones will be confiscated if seen or heard and will be released only to parents.

TESTING PROGRAM

Students (grades 2-8) participate in a standardized achievement testing program. The individual student's test results are reported to parents by way of an interpretive test results letter. Students in grade 8 participate in the Minnesota Graduation Standards test. Other standardized tests may be given as needed.

TUITION

Tuition fees are set equally for all students and families. Some churches have made the commitment to subsidize the tuition of the students from their church. You will need to work with your home congregation regarding any subsidy.

TUITION ASSISTANCE FUND

Tuition assistance is available to any Kindergarten through Grade 8 family who qualifies. Information and an application form are available from the school office.

YEARBOOK

The school yearbook is produced each spring and delivered at the start of school in the fall, at the start of the next school year. Orders are taken at Registration and Fees Day at the start of the school year.

July, 2008

