

EST. 1875

# RCLS



Rochester Central Lutheran School  
**PRESCHOOL-GRADE 8**

# Parent/Student Handbook

## Rochester Central Lutheran School

This handbook was designed as a guide to promote greater understanding and cooperation between parents, students, and staff at Rochester Central Lutheran School. It is meant to clarify the status and direction of the school, and thus aid in establishing a life-long, Christ-filled learning community.

The materials in this handbook are meant to be a rich source of growth for all. We invite you to read through this handbook and discuss all the information together with your child. If you have questions concerning policies, guidelines, or procedures, please feel free to call the school office.

### The Values We Embrace

- **God's Grace:** We value God's grace by living and sharing the gospel of Jesus Christ with all through words and actions.
- **Educational Excellence:** We value educational excellence by offering innovative programming that develops the whole child.
- **Inviting Environment:** We value an environment that is inviting to all by embracing each family regardless of their faith traditions, gifts and abilities, or financial resources.
- **C3 Community:** We value a school community that is Christ-centered, creative, and connected – to Christ and each other.

### The Mission We Live Out

***Grounded in Grace, Formed in Faith, Committed to Learning for Life.***

### The Faith We Confess

1. The Bible is the word of God – true and without error in all its parts- and, therefore, is the final authority in all matters of faith and life (2 Timothy 3:15-17).
2. There is only one true God, who has created us and all that exists, and who has revealed Himself in three persons (The Triune God): God the Father, God the Son and God the Holy Spirit (Deuteronomy 6:4, Matthew 28:19).
3. All people are conceived and born sinful and are completely incapable of saving themselves by good living (Psalms 51:15; Romans 3:10-12, 23).
4. God, motivated by His unconditional love for us, provided for our salvation through the death and resurrection of His Son, Jesus Christ (John 2:8-10).
5. We are saved by grace through faith in Jesus Christ alone (Ephesians 2:8-10).
6. Faith in Jesus Christ comes by the power of the Holy Spirit who creates faith through God's Word and equips and empowers believers for faithful living in service to God and others (Romans 10:17, Galatians 5:22-25).
7. All Christians are called to live for Jesus, seeking to serve and honor Him in all facets of life as they actively participate in God's mission to save the people of the world (Matthew 28:18-20).

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## 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. In addition, there are two representatives from non-association churches on the Board. 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 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.

## **ABOUT US**

### **ACCREDITATION**

Rochester Central Lutheran School is accredited by the National Accreditation Commission through **National Lutheran School Accreditation** for Preschool through grade eight. 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.

### **ASSOCIATION CHURCHES**

The school is operated as an association of four Lutheran Church-Missouri Synod congregations – Trinity, Grace, and Holy Cross Churches —for the sole purpose of educating its youth. Our association churches support RCLS in prayer 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.

**Trinity Lutheran Church** 222 6th Avenue SW – Rochester, MN 55902 – (507) 289-1531  
<http://www.trinitylutheranchurch.org>

**Grace Lutheran Church** 800 East Silver Lake Drive – Rochester, MN 55906 – (507) 289-7833. <http://www.gracebythelake.org>

**Holy Cross Lutheran Church** 2703 9<sup>th</sup> Ave NW Rochester, MN 55901 – (507) 289-1354  
<http://www.holycross-church.org>

## **ADMISSIONS/ENROLLMENT**

### **ADMISSIONS**

Children from association churches and the community are welcome to enroll. Community students may enroll once Open Enrollment begins. 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 gender 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 gender 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. An enrollment form is completed online.
2. The registration fee does **NOT** ensure enrollment. The order of acceptance will follow the enrollment priorities listed below.
3. Once capacity has been reached, a waiting list will be established.

#### **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 enrollment director and/or the administrator 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. An administrator 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. Screening is done by the local school district and parents are asked to release the results to RCLS. .

## **Entrance Age**

RCLS requires the following age requirements:

- Preschool - Students must be three by September 1st of that academic year. Additionally, the child must be toilet trained.
- Prekindergarten - 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.

## **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. Families work directly with their home congregation regarding any available subsidy.

## **ONLINE REGISTRATION AND PAYMENTS**

All tuition, registration, and other fees are managed through an online system called Blackbaud Tuition Management. Registration fees are due at the time of enrollment. Tuition plans are provided to each family in May for the following school year allowing families to choose an option that is best for them. Additional fees may apply for such things as lunch account, a yearbook, certain music programs and athletics.

## **VARIABLE TUITION FUND**

Tuition assistance is available to any Kindergarten through Grade 8 family who qualifies through TADS.

## ACADEMICS

### 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. In the lower grades and in the Early Childhood Development Center, 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 are 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 subjects: mathematics, literature, language arts/English, science, social studies, history, geography and handwriting. Curriculum objectives for all subject areas are available for review by contacting classroom teachers or the principal.

### ART

RCLS provides art education for students in kindergarten through grade eight. Elementary art students (grades K-4) focus on learning the basics of art creation; students are introduced to a variety of artistic media and styles. Middle school art students (grades 5-8) continue to refine their artistic skills by viewing works created by many different artists in a variety of media.

### TECHNOLOGY

Our students interact with technology each day at home and in school. We use technology to explore, expand, and enrich all academic areas and concepts. Our teachers and students have access to technology in every area of the building. All classrooms feature an interactive whiteboard. In grades K-5 a mobile Chromebook cart is utilized throughout the day. Beginning in 6<sup>th</sup> grade students are required to provide their own device in accordance with our 1:1 program. These devices are used extensively in academic classes and taken to and from school. Our technology is constantly monitored, maintained, and updated by our Technology Committee and on-site staff so our school community can effectively prepare for the future.

### FOREIGN LANGUAGE

Students in Prekindergarten-5 have weekly Spanish instruction. Students in grades 6-8 have the option of a Spanish elective.

### MUSIC

All Preschool-Prekindergarten students have a weekly music class. All students K-5 have music class and choir. In grades 4-5 students may elect to participate in band. Fourth graders participating in band are in the **Beginning Band**. Students in grs. 6-8 must choose one elective: band, choir or handbells. **Varsity Band** is offered for those in grades 5 and 6. The **Concert Band** is open to all students in grs. 7-8 who have participated in band for at least one year. The **Concert Choir** is open to all students in grs. 6-8. The **Handbell Choir(s)** is open to all students in grs. 6-8.

### PHYSICAL EDUCATION

Quality physical education is one of the goals of our total education program. All students are



expected to participate in scheduled PE classes unless excused, in writing, by a parent (for one day) or doctor (multiple days). 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, if any, are provided prior to the start of the school year.

## **LIBRARY**

We offer a wide variety of fiction, nonfiction, and reference items to support all academic areas. Our primary concern is to support the instruction of reading within our school. Resources are added to the library continually throughout each year. Grades preschool- grade5 have weekly scheduled library time and grades 6-8 can access the library as needed.

## **RESOURCE PROGRAM**

A Resource Program for students needing extra academic assistance is available for grades 1 through 8. The goal of the resource program is to support the academic success of students struggling in one or more academic areas. Classroom teachers and/or resource staff at RCLS may deliver services.

## **SPECIAL EDUCATION SERVICES**

Students who qualify for Speech, Learning Disabilities, Emotional and Behavioral Disorders and ELL are provided services through ISD 535 at Elton Hills Elementary School and John Adams Middle School. Classroom teachers work with District 535 staff to follow the student's Individualized Student Plan (ISP).

## **ENRICHMENT PROGRAM**

The Enrichment Program expands on classroom learning by providing learning opportunities outside the regular classroom and rounding out basic curriculum subjects with a wider contextual lens. Enrichment cycles are theme based and typically held within a 6-week time frame.

## **GRADING/REPORT CARDS**

Grades reflect both student performance and level of mastery of the skills being taught. Grades K-2 receive a quarterly progress report. Beginning in grade 3, students receive grades based on a percentage as follows:

A (90-100%)   B (80-89%)   C (70-79%)   D (60-69%)   F (59% and below)

Report cards are issued at the end of each quarter. Grades five through eight use a web-based learning management program called Blackbaud which will allow parents to check their child(ren)'s grades and progress on a secure web site throughout the school year.

## **HONOR ROLL**

Students in grades 6, 7, and 8 are eligible for the RCLS Honor Roll providing they have no "D" or "F" grades in a quarter and their grade averages fit within the following ranges:

Principal's Honors: 95% - 100%   High Honors: 90% - 94%   Honors: 85% - 89%

## **EDUCATE**

Educate is the RCLS electronic student information system. Teachers in grades 5-8 input their weekly lesson plans and grades in this program allowing parents to follow their student's progress.

## CONFERENCES

Parent-Teacher conferences are scheduled at the end of the first quarter of the school year and are optional at the end of the third quarter. If parents desire conferences in the interim they should contact the appropriate teacher(s).

## STANDARDIZED TESTS

Students (grades K-8) participate in a standardized achievement testing program called the Northwest Evaluation Association (NWEA). The individual student's test results are reported to parents by way of a letter.

## 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 an opportunity to serve others, 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 5<sup>th</sup> grade will only be expected to complete the hours for the entrance grade year and future years as detailed above.

## FIELD TRIPS

Field 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. Transportation is provided either by school buses or parent transportation. Parent volunteer drivers will be expected to provide proof of adequate auto insurance and a driver's license. On some occasions there are fees associated with field trips. Fees must be paid in advance.

## SCHOOL SUPPLIES

Each preschool-prekindergarten student will be expected to pay a \$20.00 supply fee. Each student is expected to provide his/her own basic school supplies. A yearly supply list is sent home in the summer mailing packet. Please check with your child occasionally to see if they need to replenish supplies. All supplies and clothing brought to school should be labeled clearly with the student's name.

## STUDENT PLANNERS

Student Planners are provided for all students in grades three through eight. Students are expected to utilize these planners to record assignments and keep track of due dates and tests.

## ACCELERATED READING

The Accelerated Reader program is a computerized program that tests reading comprehension. Students in grades 2-8 set reading goals and take computerized reading comprehension tests after completing books.

## **STEPPING STONES EARLY CHILDHOOD EDUCATION CENTER**

The Stepping Stones Preschool and Prekindergarten programs offer a safe, stimulating, joy-filled learning environment for children ages 3-5. This unique program is unlike any other available in Rochester. Classes are offered five mornings a week with lunch, afternoon enrichment and extended day sessions available. Parents can choose the number of sessions their child will attend upon enrollment. Preschool children may attend a minimum of two morning sessions and prekindergarten children may attend a minimum of three morning sessions. Up to 10 sessions per

week as well as extended day care options are available. A lunch hour is also available from 11 am to 12 Noon. Children may bring a lunch from home or purchase a hot lunch. A snack package for school is charged during enrollment.

Our Stepping Stones facilities include 3-4 classrooms, a gross motor activity room to develop coordination and motor skills, and an outdoor play area. Library, Chapel, Music, Art and Technology occur weekly. Please review the Stepping Stones handbook for additional information.

## **STUDENT LIFE**

### **SCHOOL HOURS**

Preschool through Grade 8: 8:30 am to 3:00 pm

AM Early Childhood sessions: 8:30 - 11:45 am

PM Early Childhood sessions: 12 Noon – 2:45 pm

K-8 and Early Childhood extended care (Clubhouse and Post): 6:30 - 8:15am & 3:00 – 6:00 pm

Please have your student arrive a minimum of 10 minutes early so that your child is prepared to begin the school day on time and on a positive and joyful note. Students are expected to leave the school premises after dismissal time. Students who need to arrive before 8:15 am or remain beyond the dismissal time should contact the Clubhouse or Post Director to make arrangements. Any

unsupervised students remaining in the building will be sent to Stepping Stones at the expense of the parents.

### **CAR LINE**

Student safety at drop off and pick up is of the utmost importance. Thank you for reading these guidelines carefully.

- When crossing guards are in place, please follow signs and flags.
- When dropping your child off in the morning, pull your car up to the farthest available numbered spot.
- If you are walking your child into school, please do not park in the first row as this causes congestion when backing out.
- All children and parents are asked to use the designated crosswalks.
- Children are brought outside for afternoon dismissal. Drivers are asked to follow the carline pickup procedure and to pull into the numbered spaces (1-4) to pick up their children. Please see the diagram in the Parent Resource section of this handbook for the car line procedure.
- Drivers whose children have not yet arrived at the appropriate number will be asked to circle back to the end of the carline.
- Because this needs to be an almost continuous process, parents are asked to park and walk in if their child requires assistance with a car seat or is not outside after the car line is finished. Please do not park in the first row as backing out will not be permitted until the car line has ended. All preschool and prekindergarten children must be picked up and signed out inside the school building.
- It is the job of the safety patrol team and teachers to keep the traffic flowing efficiently and safely. It is the job of the students to watch for his or her parent. It is the job of the parent to remind them of this.

### **CAFETERIA**

Students use prepaid accounts for hot lunch. These payments can be made via check or online. Starting in grade 4, students have the option of ala carte food items through their lunch account after they have finished their main meal. When a student's lunch account balance gets low a notice is sent home with the student. Visitors are welcome to dine with their students. Please make arrangements with the main office prior to 9 am that day. RCLS follows the state and national dietary guidelines and free or reduced lunches are available. Every three years the school nutrition program is evaluated through a written and onsite visit through the state nutrition auditor.

### **CHAPEL SERVICES**

Chapel services are conducted on Wednesday mornings at 8:00 am at Holy Cross Lutheran Church, adjacent to the RCLS parking lot. Students sit with their chapel family, each comprised of students grades preschool-grade 8. Parents are encouraged to attend. Offerings collected at these services support various projects and outreach programs. This gives students and families' opportunities to respond to and reinforce the concept of Christian stewardship.

### **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.

### **CLUBHOUSE (CHILD CARE)**

Clubhouse childcare is available for students’ aged 3 yrs.-5<sup>th</sup> grade. A variety of activities are provided including indoor and outdoor play. Arts and crafts, quiet study time, learning centers and games are also offered. 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. Clubhouse is open most non-school days. Camp RCLS is a Clubhouse’s summer program that is available during June, July, and August.

### **RECESS**

Grades K-5 have daily recess. Grades 6-8 are given recess during the first 15 minutes of study hall. Please send your child to school with clothing appropriate for the weather.

### **POST**

The POST program provides academic assistance after school Monday-Friday, from 3:00 – 5:00 pm.

### **CHROMEBOOKS**

Students in grades 6-8 will each have his/her own technological device. These devices will be used extensively in academic classes and taken to and from school. RCLS has selected Google Chromebooks as the device of choice. This device is part of the supply list for incoming 6th grade students. There are many versions of the Chromebook and each year we review the options and provide guidance regarding the suggested version.

### **COUNSELING SERVICES**

Counseling services are available for 6-8 grade students through Rochester Public School District 535. Services include career inventories, study skill helps, graduation testing information, and group and individual counseling.

### **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 Transportation Office for District 535 if you have questions or problems with bus service. (507-328-4260). Also reference *Bus Behavior* under Policies and Procedures.

### **EXTRACURRICULAR ACTIVITIES**

Education in a Christ-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 extra-curricular activities as non-graded activities, presently including, but not limited to: athletics, Pop Choir, Jazz Band, Safety Patrol, cheerleading, drama, math team, and any special activity clubs. Also reference *Extra Curricular Activities* under Policies and Procedures.

#### **Pop Choir**

Pop Choir 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 popular songs with choreography. This group meets outside of the school day and performs at various engagements throughout the year and in

the school music concerts.

### **Jazz Band**

Jazz Band is an extra-curricular group open first to students in grades 5-8 who are members of the band. Membership in the group is either auditioned or at the discretion of the director. The group meets outside of school and performs at various engagements throughout the year and in the school music concerts.

### **Safety Patrol**

Safety patrol participants gain leadership and responsibility experience. This yearly commitment is open to students in grades 5-8. Students assist others to safely arrive and leave the school. Safety patrol is an excellent opportunity to witness Christian service. Shifts are 15 minutes before and/ or after school. Students will receive Overflow hours for this activity.

### **Math Teams**

- RCLS 5th graders have an opportunity to participate in MathMasters. Practices are held beginning in February with a competition in early March.
- RCLS 6th graders have an opportunity to participate in MathMasters. Practices are held in March with a competition in early April.
- RCLS 6-8th graders may participate in Math League. Practices begin in September and there are 5 competitions. Math League ends in January. In the Rochester Math League our mathletes compete against students from the local Catholic schools as well as Byron and Stewartville public schools.
- Mathcounts is a competition held in February for 7th and 8th graders. Practices begin in January.

### **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 audition. The spring play is usually produced in March, and is open for grades K-8 to audition.

### **Athletics**

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

- Soccer, Volleyball, Softball (grades 6, 7 & 8), Cross Country (grades 5-8)
- Boys Basketball (grades 5-8)
- Girls Basketball (grades 5-8)

Practice and game schedules are prepared and distributed prior to the start of each sports season through a parent meeting. Schedule changes will be communicated to students verbally and on the athletic website. RCLS competes in area Lutheran school athletic leagues and with Rochester public and non-public schools.

## **POLICIES AND PROCEDURES**

### **ATTENDANCE POLICY**

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 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 are 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 office staff 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**

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 an administrator. 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 by the parent/guardian. 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).

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 student(s) teachers and office in writing prior to the absence.
2. Please explain the reason for the absence and when the student(s) 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 student's assignments.

## 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.

## ABSENCE (PLANNED)/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).

## HOMEWORK

A good guideline for parents is an average of about 10-12 minutes per grade level (i.e. 4<sup>th</sup> 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.

Students are expected to complete homework daily within their ability and to be prepared for learning.

RCLS uses a "Homework Notice" form or the RenWeb communication system using the terms "Incomplete Homework" to communicate with parents when students have not completed homework, failed to complete with acceptable effort, failed to turn homework in, or are missing class materials assigned to be brought to class.

Parents are asked to make every effort to support the completion of homework at home within the ability of the student.

## SCHOOL CLOSING

Weather related closure, early dismissals, and late starts: If a weather event causes RCLS to be closed for the day an announcement will be made over local radio, television stations, via email and on the RCLS website. When the Rochester Public Schools close for a weather event, RCLS is also

closed. In the event of a school closure Stepping Stones will be open from 8 am to 5pm. In the event of a weather related late start, Stepping Stones will be available 8-9:40 am and then again from 2:45 to 6 pm for afternoon care. In the event of a weather related early dismissal, Stepping Stones will be closed. When the Governor closes school Stepping Stones will be closed.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

The school uses several avenues to communicate with parents. The first and third Thursday of each month the school newsletter: "The Paw Print" is sent electronically to our school family's email addresses from the school office. Some classroom teachers utilize weekly or monthly classroom newsletters. In many of the grade levels students bring home weekly or daily folders. These folders may contain your child's work, classroom information and progress updates. Conferences are held two times per year, in the fall and the spring. All staff members can be reached via email or via telephone.

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. "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."

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 affect any changes deemed prudent and necessary.
2. If discussion with the teacher does not produce satisfactory results, the next communication should be with the principal.
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.

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.

## **STUDENT CONDUCT AND DISCIPLINARY ACTION**

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, administration, 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.

#### Expectations

1. RESPECT: Respect towards authority and each other is stressed many times throughout Scripture. It is expected and enforced 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*

#### 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 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.

#### 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.

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 additional 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 or administrator 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.

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 his/her 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 an administrator.

### **Detention**

Detentions may be given for the following:

1. Disrespect shown to teachers and those in authority.
2. Disrespect shown to other students.
3. Repeated tardiness.
4. 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/administrator. 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.
- A \$6.00 fee will be assessed for supervision 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 an administrator, 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.

### **Extreme Behavior Problem**

#### **Alcohol, Tobacco, and 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.

#### Abuse of Controlled Substances

Use of illicit drugs or controlled substances is wrong and harmful. No student or adult 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. We ask all adults serving as chaperones, coaches, etc. to comply as well.

#### Procedures:

1. Specific information regarding the possible abuse of a controlled substance is shared with an 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: May include immediate suspension for 10 days with recommendation to the Board of Directors for expulsion.

#### 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:

#### Procedures:

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

#### Stealing and Vandalism

##### Procedures:

##### First Offense



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 may result in:

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.

Procedures:

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 an administrator 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.

**Procedures:**

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

**Disruption of School on All School Properties**

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.

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.

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.

#### Procedures:

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" of 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. Parents are asked to make every effort possible to have their children coming to school in appropriate dress.
2. Clothing is to be clean, neat, and in good repair. Clothing with holes or tears is not permitted.
3. No tight or revealing styles shall be worn. Shorts, skirts and dresses shall be worn below mid-thigh even when wearing leggings.
4. Undergarments shall not be visible at any time.
5. 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, death, foul or sexually intended language, negative or disrespectful language, clothing which is gang related or anything that does not uphold the ministry of RCLS.
6. 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.)
7. Tank tops may only be worn when covered with an acceptable article of clothing.
8. 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.
9. 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.
10. 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.
  11. 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.
  12. During the cold weather, students in grades PK-5 are to dress appropriately for outside recess/activities. 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.
  13. Teachers and administration have the final decision as to what is or is not appropriate for school or special events. 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.

### **Special Events**

All dress code standards apply to all school events. Failure to comply may result in being excluded from the special school event. Also, see Violations.

### **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.

## **BUS BEHAVIOR**

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 driver's directions.
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, will file a report and will file a report immediately for any act that is dangerous or destructive.

Consequences for breaking of the rules: (Elementary Grades K-5)

- First Report...recorded as a warning.
- Second Report...three-day suspension of bus privileges beginning with the school day after notification.
- Third Report...five-day suspension of bus privileges beginning with the school day after notification.
- Fourth Report...five-day suspension of bus privileges beginning with the school day after notification. Parent/Guardian(s) and the student must meet with Transportation staff before student is allowed to ride the bus again.
- Fifth Report...ten-day suspension of bus privileges beginning with the school day after notification. Parent/Guardian(s) and the student must meet with Transportation staff before student is allowed to ride the bus again.
- Further offenses...each case considered individually, suspensions for longer periods of time, including the remainder of a semester or school year.

Consequences for breaking of the rules: (Secondary Grades 6-12)

- First Report...recorded as a warning.
- Second Report...five-day suspension of bus privileges beginning with the school day after notification.
- Third Report...ten-day suspension of bus privileges beginning with the school day after notification. Parent/Guardian(s) and the student must meet with Transportation staff before student is allowed to ride the bus again.
- Fourth Report...twenty day suspension of bus privileges beginning with the school day after notification. Parent/Guardian(s) and the student must meet with Transportation staff before student is allowed to ride the bus again.
- Fifth Report...bus privileges suspended for the rest of the semester or school year beginning with the school day after notification.

## **FIRE DRILLS / TORNADO / SEVERE WEATHER/LOCK DOWN**

In cooperation with state guidelines, RCLS teaches and practices fire, severe weather, and lock down procedures.

## **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 your health care provider states your child can return to school
4. Children well enough to attend school are to follow the regular activities of the class during class time and at recess – inside or outside.

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.

### **MEDICATION AT SCHOOL**

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 RenWeb.
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 may revoke a student's privilege to possess and use non-prescription 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. 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.)
11. 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.
12. A nebulizer is available at school for student use. The parent/guardian needs to supply the medication and tubing.

### **NURSE**

A school nurse 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.

## **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.

## **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.

## **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/locker searches at any time at the discretion of school administrative personnel.

## **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.

## **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.

## **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. RCLS may limit the kinds of treats due to student allergies or other medical related reasons. Such limitations will be communicated by the classroom teacher.

## **LOST AND FOUND**

Lost clothing and, personal items such as jewelry, watches, and money should be checked with the school office.

## **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, administration, or those approved in leadership roles.

## **Cell Phones and Electronic Devices Review**

Cell phones or electronic devices used during school, school functions or on school property is strictly prohibited without supervising teacher permission or for expected applications in academic courses. Repeated offenses may result in suspension and even expulsion. Use of such devices to access inappropriate material off the internet, to bully or to communicate negatively, to cheat or to participate in any behavior that is contrary to Christian living and RCLS expectations will be dealt with severely and may result in expulsion. Exceptions are permitted only by the supervising teacher. Students cells phones should be turned off while at school or at school functions. Cells phones will be confiscated if seen or heard and will be released only to parents.

## **WELLNESS POLICY**

### **Statement of Philosophy for Rochester Central Lutheran School**

1. We believe that our bodies and health are gifts from God and need to be treated as the precious gifts that they are. Our response needs to be one of thanks, praise, and gratitude so that we are prompted to care for this body in a way that returns all glory to God.
2. RCLS recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters positive student attendance and education.



3. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
4. RCLS encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies.
5. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. All students at RCLS will have opportunities, support, and encouragement to be physically active on a regular basis.
6. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

### **Physical Activity**

The Primary goal for our school is to provide opportunities for every student to develop the skills and knowledge of physical activities, maintain physical fitness, regularly participate in physical activity and understand the short and long term benefits of physical activity and healthy lifestyles.

### **Nutrition Education**

The primary goal of nutrition education is to influence students' eating behaviors. Building nutrition knowledge and skills helps children make life healthy eating choices and understand the benefits of maintaining healthy choices throughout life.

## **EXTRACURRICULAR ACTIVITIES**

Education in a Christ-centered environment is the primary purpose of Rochester Central Lutheran School (RCLS). Participation in extracurricular 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 extracurricular activities as a means of providing opportunities for spiritual growth, skill development, socialization, creativity, and competitive experience. Involvement in extracurricular 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.

### **Academic Probation/Suspension**

If academic expectations are not met in the areas of homework, classwork, and/or grades in good standing then the athlete will be considered on academic probation. In that situation, a

meeting will be set to discuss academic progress that will include the student, teaching staff, parents, athletic director, and any other party deemed necessary. A probationary period will be determined. During the probationary period a student may practice, but may not participate in contests.

After probation period of one to two weeks the situation will be evaluated. If academic expectations continue to not be met, the student will be on Academic Suspension and will not be able to participate in scheduled athletic contests, events, or practices. All parties will be informed of the student's eligibility status and progress. When the student's grades are again at an acceptable level the student will become eligible to compete in scheduled athletic events and activities.

## **PARENT RESOURCES**

### **PAWPRINT NEWSLETTER**

The Pawprint is RCLS's school newsletter and is published monthly throughout the school year and sent to school families via email. Content includes pertinent information related to school activities, announcements, calendar updates, policies and procedures and special events. If a print copy is preferred, please notify the school office.

### **CAR LINE PROCEDURE ATTACHMENT**

### **ENTERING SCHOOL DURING SCHOOL HOURS**

In order to maintain building security during the school day the front doors will be locked between the hours of 8:30 am and 2:55 pm. Entrance to the building can be requested by using the doorbell on the brick wall to the right of the front doors. Office staff will unlock the door to allow entry.

### **PARENT COUNCIL**

The RCLS Parent Council was created to facilitate parent volunteers across many activities and events at the school. The Council strives to achieve a high level of parent involvement and sense of community while providing support for various aspects of the school. There are many volunteer opportunities for parents with varied time commitments that allow for participation by all parents.

### **VOLUNTEER OPPORTUNITIES**

Volunteers are greatly appreciated and needed in a variety of areas related to RCLS. Most of these opportunities are outlined on the "Parent Volunteers: Time and Talent" forms that are included in the summer mailing. Forms should be turned in at the end of the summer at the "Meet the Teacher" session, or anytime to the school office. Additional copies of the forms can be obtained from the school office.

### **YEARBOOK**

The school yearbook is produced each spring for students preschool-grade 8. Each family is assessed for 1 yearbook on their financial agreement. You may notify the school office to remove or add more to your agreement.

### **THE GRACE FOUNDATION**

The mission of the Grace Foundation is to secure, cultivate and distribute financial resources on behalf of Rochester Central Lutheran School to advance Christian education in Rochester. Further information about The Grace Foundation can be obtained by contacting: [communication@grace-foundation.org](mailto:communication@grace-foundation.org) or by visiting [www.grace-foundation.org](http://www.grace-foundation.org).

## **TRADITIONS & CELEBRATIONS**

### **MEET THE TEACHER**

Each fall before school begins, all students and parents are invited to the school to visit the classroom, bring their school supplies and meet teachers and staff. Information is typically sent in mid-July via US Mail including class lists, required school supplies and important school year information. Parents are given an opportunity to sign up for volunteer committees, drop off medications, and sign up for Clubhouse and/or Post. Traditionally, there is an ice cream social following Meet the Teacher.

### **BACK TO SCHOOL NIGHT**

During the second week of school, parents are invited for a school year kick-off with staff and faculty. Campus actions and goals are shared briefly and parents then visit classrooms to learn specifics regarding curriculum, expectations, class trips, etc. Childcare is provided.

### **CHAPEL OFFERINGS**

Each Wednesday an offering is taken in the classrooms and collected at Chapel. Chapel monies are directed toward the different mission efforts undertaken by RCLS. These mission projects are typically communicated via the Paw Print newsletter and support local, state, national and international projects.

### **MOMS IN PRAYER**

Moms in Prayer International has the vision that every school in the world be covered in prayer. Locally, this group consists of mothers gathering weekly to pray for our school, administration, staff, teachers, and students. Please watch the Pawprint newsletter for information regarding Moms in Prayer at RCLS.

### **ATHLETIC TOURNAMENTS**

RCLS is a part of SEMLAC (Southeastern Minnesota Lutheran Athletic Conference) and participates in tournaments for volleyball, soccer, cross country, basketball and softball. There are many opportunities for volunteers that include concessions, pep band, and cheering on our Bobcats! Teams around the area and nearby states participate. These tournaments are the primary funding agent for all of our athletics and physical education programs thus all students at RCLS benefit from the tournament proceeds. We need as many volunteers as possible. Come and support our athletic programs.

### **SCHOOL PICTURES**

Individual school pictures are typically taken in September. These photos will be used in the school yearbook and composite photos by grade. Retakes are offered in October if desired. Each May, an all-school picture is traditionally taken outside of the entire student body, staff and faculty. Purchasing prints for family use is optional.

### **VIP DAY**

VIP Day is typically held in early–mid October on a Friday. This is a great day for Very Important Person(s) over the age of 18 to attend school with a student. Parents, grandparents, other relatives or neighbors are examples of VIPs who have visited. VIPs experience not only the classroom setting but, also Chapel. Traditionally, school is dismissed at noon on VIP day and no lunch is served in the cafeteria.

## **PARENT EDUCATION NIGHTS**

Parent Education Nights are facilitated by the RCLS Parent Council and will typically be held once or twice during the school year. Past subjects have included Internet Safety and Stress and Anxiety in Students. Information related to these events will be included in the Pawprint and e-mail messages to school families.

## **HALLELUJAH CARNIVAL**

The Hallelujah Carnival is held each fall near the end of October and offers a friendly, non-scary festival option to Halloween celebrations. There are carnival games, crafts and activities, dinner and a book fair. The community is welcome as this event is considered an outreach to families in the Rochester area. Tickets for the games and activities are purchased at the event. Many parent volunteers are needed for the Hallelujah Carnival; please consider how you can help!

## **FALL PLAY / SPRING MUSICAL**

Each fall students in grades 4-8 are invited to participate in a school play. Sign-ups for tryouts typically occur right at the beginning of the school year and the performances are in October.

Each spring students in grades K-8 are invited to participate in a school musical. Auditions are usually held after Christmas break and the performances are in March.

Students are also needed to assist with lighting, sound and backstage. Parent assistance is welcomed for set construction, costuming and event production.

## **CHRISTMAS PROGRAMS**

Traditionally, the K-4 students have a Christmas program in December leading up to Christmas. It is held at the school in the evening and all K-4 students participate. Preschool and prekindergarten students also have a Christmas program which is held during a school day in December.

## **ADVENT CONCERT**

The annual Advent Concert is held in the evening at the school in December leading up to Christmas and includes students in grades 5-8. In addition to the 5<sup>th</sup> grade choir, the Jazz Band, Beginning Band, Varsity Band, Concert Band, Concert Choir, Pop Choir and Handbell Choirs perform.

## **CHRISTMAS PARTIES**

Each grade usually plans a celebration to be held the afternoon of the last day of school prior to Christmas break. Parent volunteers are typically needed in the lower elementary grades.

## **NATIONAL LUTHERAN SCHOOLS WEEK**

Each year Lutheran schools throughout the nation celebrate with a themed, week-long celebration of activities during the last week of January. Details of the celebration will be communicated in the Paw Print and classroom newsletters prior to the event.

## **I LOVE MY SCHOOL PARTIES**

Each grade (and sometimes classroom) typically plans a way to celebrate our school in February near Valentine's Day. Teachers will communicate how their students will celebrate. These celebrations are usually held on the Friday nearest to Valentine's Day.

**SPELLING BEE**

Class representatives from grades 3-8 participate in the Spelling Bee, typically held during National Lutheran Schools Week. Finalists in each grade advance to the Regional Spelling Bee held in late April.

**GEOGRAPHY BEE**

Class representatives from grades 4-8 participate in the RCLS Geography Bee during National Lutheran Schools Week.

**BLUE & WHITE NIGHT**

The annual Blue & White Night is held in April. This exciting, adults-only event is coordinated by volunteers and faculty from the school community. A silent and live auction, dinner and dancing are part of this fun event. This is the major fundraising event for the school and volunteers are appreciated.

**WINONA TRACK AND FIELD DAY**

Winona Track and Field Day is held in May and includes all students in Grades 3-8. Students are transported to Winona on school buses and events begin mid-morning and conclude in late afternoon. Each student participates in events at the meet. Many families come spend the day at the field. Concessions are available. Transportation back to RCLS at the end of the day is available for students via school bus, or students may leave with adults with prior written permission. Students and visitors are encouraged to watch the weather forecast and dress accordingly.

**RCLS FIELD DAY**

RCLS Field Day is held on a Friday in the last few weeks of school. Events begin first thing in the morning and all students in grades K-8 participate. There are running, jumping and throwing events. The day concludes with the All-School Relay, where chapel families compete in a relay dash. The spring Book Fair is usually held in conjunction with RCLS Field Day and Logo Wear is usually offered for sale as well. Many parent volunteers are needed on Field Day. Please consider how you can help.

**MIDDLE SCHOOL EDUCATIONAL TRAVEL OPPORTUNITIES** Each summer, students completing 7<sup>th</sup> and 8<sup>th</sup> grades are able to participate in either a trip to Washington D.C. or a Marine Biology trip to Florida. These school sponsored trips are offered on an alternating basis. Fundraising is done throughout the school year to defray the costs, but all trip expenses are the responsibility of the family of the student travelling. Traditionally these trips take place in June. Information related to these trips is presented to eligible students the fall prior to the trip and chaperone opportunities are available.

## EVENTS/ACTIVITIES BY GRADE

The following is a list of activities and events that typically occur during the school year. This list is intended to give parents an idea of what students will encounter by grade. It is not intended to be comprehensive, nor does it mean that each of these will indeed occur. School administration and teachers regularly evaluate the appropriateness of such activities and make changes as deemed necessary.

**Kindergarten:** Field Trip to Quarry Hill Nature Center (May); Students go to the Ronald McDonald House of Love for a service project of sharing Christmas gifts with families staying there (December); Students host the “100s museum” showing off collections of 100 items in honor of the 100<sup>th</sup> day of school (February); Kindergarten students are eligible to participate in the annual spring musical (March).

**Grade 1:** Field Trip to St. Mary’s Hospital for their “Come and See” program (March) and the Minnesota Zoo (April/May). Leading up to the zoo event, students often decorate t-shirts to wear on the field trip; traditionally 1<sup>st</sup> grade hosts the “Stuff the Turkey” food drive mission project during the Thanksgiving holiday season and lead the collection of new and used school supplies at the end of the school year for the San Lucas Mission School in Guatemala; 1<sup>st</sup> graders are eligible to participate in the annual spring musical (March).

**Grade 2:** Field Trip to the Science Museum in Saint Paul (spring) and to the Planetarium at Mayo High School (spring); AR points are tracked beginning in 2<sup>nd</sup> Grade (see “Accelerated Reader” in the Parent Handbook); 2<sup>nd</sup> grade students are eligible to participate in the annual spring musical (March).

**Grade 3:** Field Trip to The River Rendezvous in Mantorville (September) as well as a trip to Oxbow Park Zoo (October) (spring) as well as a play/dance performance (fall/winter); Students research Christmas in another country with a partner and write a report and make a display. The project culminates in an “Around the World” Christmas party; Students participate in Winona Track & Field Day (May); AR Points are tracked (see “Accelerated Reader” in the Parent Handbook); 3<sup>rd</sup> graders are able to participate in the spring musical.

**Grade 4:** Field Trip to the Rochester Public Library for education in research (fall), to Cascade Meadows for energy and outdoor education, and to Historic Forestville and Mystery Caves (spring); States Fair Project - each student researches one of the 50 US states and participates in presentations (April); Students participate in Winona Track & Field Day (May); AR Points are tracked (see “Accelerated Reader” in the Parent Handbook); 4<sup>th</sup> graders can participate in the fall play and spring musical; 4<sup>th</sup> grade students can participate in Beginning Band; 4<sup>th</sup> grade students can sign up for the after-school homework program called POST (see “POST” in the Parent Handbook).

**Grade 5:** Field trip to experience cross-country skiing and snowshoeing (winter); Bowling trip for Valentine’s Day; History Museum projects - each student researches an individual who has been dead at least 50 years and makes a presentation (spring); Students participate in Winona Track & Field Day (May); AR points are tracked (see “Accelerated Reader” in the Parent Handbook); Students can participate in the fall play and spring musical; 5<sup>th</sup> graders can participate in Varsity Band, Jazz Band, Safety Patrol, math clubs, and work at the Bobcat Shack; 5<sup>th</sup> graders can also participate in cross country (fall) and basketball (winter); Overflow (volunteer) hours required – 5 hours throughout the year (see “Overflow Hours” in the Parent Handbook); 5<sup>th</sup> grade students can sign up for the after-school homework program called POST (see “POST” in the Parent Handbook).

**Grade 6:** Field trip to Minnehaha Falls/St. Paul Government Center/Fort Snelling (spring) and a skiing field trip to Welch Village (winter); Students participate in Winona Track & Field Day (May); day trip to Bluff Valley Campground (June); Science Fair research projects and presentations (January/February); AR points are tracked (see “Accelerated Reader” in the Parent Handbook); Students eligible for the Honor Roll; Students can participate in the fall play and spring musical; 6<sup>th</sup> graders can elect to participate in math clubs, Varsity Band, Jazz Band, Pop Choir, Safety Patrol, cross country (fall), and basketball (winter); Overflow (volunteer) hours required – 6 hours throughout the year (see “overflow Hours” in the Parent Handbook); 6<sup>th</sup> grade students can sign up for the after-school homework program called POST (see “POST” in the Parent Handbook).

**Grade 7:** Field trip to Eagle Bluff (fall) and day trip to Bluff Valley Campground (June); Students participate in Winona Track & Field Day (May); History research paper and presentations (March); AR points are tracked (see “Accelerated Reader” in the Parent Handbook); students eligible for the Honor Roll; Students can participate in the fall play and spring musical; 7<sup>th</sup> graders can elect to participate in math clubs, Concert Band, Jazz Band, Pop Choir, Safety Patrol, cross country (fall), soccer (fall), basketball (winter), volleyball (spring), and softball (late spring); Overflow (volunteer) hours required – 7 throughout the school year (see “Overflow Hours” in the Parent Handbook); 7<sup>th</sup> grade families plan and host the 8<sup>th</sup> grade graduation (June); 7<sup>th</sup> grade students can sign up for the after-school homework program called POST (see “POST” in the Parent Handbook). Following the 7<sup>th</sup> grade school year, students can elect to go on the school-sponsored trip to either the Florida Keys to study Marine Biology or to Washington D.C. (offered on alternating years). Information related to these trips is communicated in the beginning of the 7<sup>th</sup> and 8<sup>th</sup> grade school years.

**Grade 8:** Field trip to see Diary of Anne Frank play in St. Paul (time of year varies) and a day trip to Bluff Valley Campground (June); Students participate in Winona Track & Field Day (May); Science Fair research projects (January/February); AR points are tracked (see “Accelerated Reader” in the Parent Handbook); students eligible for the Honor Roll; 8<sup>th</sup> graders are Chapel Family Leaders and lead their “family” of underclassmen throughout the year each week at chapel, but also during National Lutheran Schools Week (January) and during the all-school relay at RCLS Field day (June); Students can participate in the fall play and spring musical; 8<sup>th</sup> graders can elect to participate in math clubs, Concert Band, Jazz Band, Pop Choir, Safety Patrol, cross country (fall), soccer (fall), basketball (winter), volleyball (spring), and softball (late spring); Overflow (volunteer) hours required – 8 hours throughout the school year (see “Overflow Hours” in the Parent Handbook); 8<sup>th</sup> grade students can sign up for the after-school homework program called POST (see “POST” in the Parent Handbook). During the school year, parents put together 8<sup>th</sup> grade memory books for the class; 8<sup>th</sup> graders participate in their graduation ceremony (June) and go on a post-graduation camping trip (June); Following the 8<sup>th</sup> grade school year, students can elect to go on the school-sponsored trip to either the Florida Keys to study Marine Biology or to Washington D.C. (offered on alternating years). Information related to these trips is communicated in the beginning of the 7<sup>th</sup> and 8<sup>th</sup> grade school years.