

Parent/Student Handbook

Resurrection Lutheran School

2022 - 2023



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Building A Lifelong Foundation

Built on Christ

Built with Educational Excellence

Built to Include and Support Families

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PREFACE

School Mission Statement

To prepare all children for this life and eternal life through Christ-centered education

School Vision

To accomplish our mission, we seek to provide an excellent and well-rounded education, a safe and caring environment fostered by the love of God, a well maintained and functional facility, and a clear proclamation of law and gospel through the work of a qualified and professional faculty and staff.

School Objectives

We will maintain our Lutheran teaching and a Christian learning environment.

We will provide a Christian education that helps each student reach their full potential.

We will provide the staffing necessary to help us provide that Christ-centered education.

We will set financial priorities which provide for affordable Christian education through parent fees and congregational support. We will also plan for and publicize needs, in accordance with church council plans for the broader church/school ministry, to encourage donations to help fund items that are outside of the budget.

We will provide effective communications and marketing strategies which will increase awareness of Resurrection and its mission.

We will improve current facilities and if necessary develop new facilities to improve our overall program and grow enrollment.

We will expand the educational experience of our students through the continued use of emerging technology.

We will strive to build upon and improve relationships among faculty, students, and parents.

Introduction

Jesus said, *“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these”* (Matthew 19:14). Each day we teach, we pray for this strong, trusting faith in our little ones. With those words and thoughts, we welcome your children to Resurrection Lutheran School (RLS).

Conscious of our responsibility to Jesus to train our children, Resurrection Lutheran School serves parents by assisting them in answering the tough questions of life for their children, like “Who am I?” “Who is God?” “What has God done for me?” and “Why am I here?” RLS answers these questions using the Word of God.

The *Parent/Student Handbook* provides parents and students with information about our school. Parents are asked to familiarize themselves with the contents of the *Parent/Student Handbook* and keep it available throughout the school year. Questions or concerns not addressed here may be brought to our school board, principal, faculty, or staff.

Our Background and History

Resurrection Lutheran School (RLS) is part of the Wisconsin Evangelical Lutheran Synod parochial school system with almost 300 schools and an enrollment of over 24,000 children taught by nearly 1,900 teachers. RLS is closely associated with the other schools of the Minnesota District and the Wisconsin Evangelical Lutheran Synod (WELS) through conferences and activities. Resurrection Lutheran School began in the fall of 1970 as a one-room school with 13 students from kindergarten through grade five. The Lord blessed our growth and in 1973 we added 8th Grade, and a second full-time teacher in 1975. By 1977, school enrollment had increased to 54 students. In the fall of 1985, RLS welcomed students to a new school building with 4 teachers and 77 students. Three years later, another teacher was added to the staff to serve the 105 students. In January 2002, we moved into the current facility.

Philosophy of Education

Resurrection Lutheran School is committed to training students with a Christ-centered and grade-appropriate curriculum to build a foundation for continued education and service to God and humanity.

We believe each child has been given gifts, and through a Christ-centered education those gifts can be discovered and developed. We believe that education at the elementary level lays the foundation for successful development and use of each student's gifts now and after eighth grade. We believe that education should continue throughout the life of an individual to develop:

- Faith in Christ as Savior.
- Knowledge of God, His grace, and His Word.
- Standards of Christ-like behavior and self-discipline.
- Communication, problem-solving, decision-making and computation skills.
- A Christ-centered view of the world and citizenship in it.
- An understanding of God's creation.
- Independent learning and group participation skills.
- Creativity and an appreciation of a healthy lifestyle, the arts and music.

With the support of the RLS School Board and in partnership with parents, we believe this development is achievable through teachers and administration using grade-appropriate curriculum. We believe this Christ-centered education prepares all children for this life and eternal life.

What We Believe

We realize that you might not be familiar with who we are, or the spiritual nature of what we will teach your son/daughter. Therefore, please read the following basic outline of what we at Resurrection Lutheran School and the Wisconsin Evangelical Lutheran Synod believe and teach. It is important to us that you have a clear understanding of how we will spiritually serve your son/daughter with the truths of God's Word.

All subjects in our school will be taught from the perspective of, and in accordance with, the Word of God as revealed in the Holy Scriptures. If you do not agree with the beliefs and values that will be taught in our school, enrolling your child will likely cause him or her confusion. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are uncomfortable with what your child will be taught, it will be best for all concerned if you do not enroll your child at our school.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. We pray that what we teach complements the beliefs and ideals your child is taught at home.

We believe...

ABOUT GOD

God is the Creator and Ruler of the universe. He has existed from eternity. Though there is only one God, he is three persons – the Father, the Son, and the Holy Spirit. These three persons are equal in power, authority and majesty. -- Genesis 1:1, 26, 27; Psalm 90:2; Matthew 28:19-20; 1 Peter 1:2; 2 Corinthians 13:14

ABOUT OUR HEAVENLY FATHER

God the Father's special work was to create the universe in which we live. He did this in six regular days. He spoke his almighty word to create all things. He made us along with every creature, gave us our bodies and souls, as well as our gifts and abilities. Man and woman are God's special creation. He still daily preserves us by richly and daily providing all that we need for our bodies and lives. -- Genesis 1:1-2:3; Psalm 33:6-9; Job 10:10-12; Job 38:36; Psalm 36:6-7; Psalm 145:15-16

ABOUT JESUS CHRIST

Jesus Christ is the Son of God. He is equal with the Father in power, authority and majesty. Jesus is both God and man. He lived a sinless life and offered himself as the perfect sacrifice for the sins of all people by dying on a cross. He rose from the dead after three days and demonstrated his power and victory over sin and death. He ascended to heaven to be beside the Father. From there he will one day return to earth to exercise judgment. Jesus lives and rules eternally as King of kings and Lord of lords. -- Matthew 1:22, 23; Isaiah 9:6; John 1:1-5; John 14:10-30; Hebrews 4:14-15; 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6: 14-15; Titus 2:13

ABOUT THE HOLY SPIRIT

The Holy Spirit is equal with the Father and the Son in power, authority and majesty. Since we cannot by our own thoughts or choices believe in Christ or come to him, the Holy Spirit calls us to faith through the good news of Jesus Christ. He makes us aware of our sin and deep need for Christ. He also draws us to Christ by working through the word of God and Baptism. After drawing us to faith, the Holy Spirit then carries out the work of renewing us through word and sacrament – giving us power for Christian living, understanding spiritual truth, and guidance in doing what is pleasing to God. As Christians, we strive to live under his control daily. -- 2 Corinthians 3:17; John 16:7-13; John 14:16-17; Acts 1:8; 1 Corinthians 2:12; 1 Corinthians 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

ABOUT THE BIBLE

The Bible is God's Word to us. It was written by human authors, but this was done under the supernatural influence of the Holy Spirit, a process called inspiration. The Bible is the source of the message of eternal salvation through Jesus Christ. It is the source of all truth for Christian beliefs and living. Being inspired by the Holy Spirit, the Bible is completely free of mistakes, errors or contradictions. -- 2 Timothy 3:16; 2 Peter 1:20-21; 2 Timothy 1:13; Psalm 119: 105, 160; Psalm 12:6; Proverbs 30:5

ABOUT THE SACRAMENTS

Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism. - Matthew 28:19; John 3:5 & 6; Titus 3:5; Mark 10:14; Acts 22:16; Mark 16:16

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. Matthew 26: 26-28; I Corinthians 10:16; I Corinthians 11:27 & 28; I Corinthians 10:17

ABOUT HUMAN BEINGS

People were originally created in the spiritual image of God and were sinless and holy. Since the fall of mankind into sin, this is no longer true. Now, all people are born sinful and are constantly inclined to sin by nature. We are spiritually lost and dead apart from Jesus Christ. However, through faith in Christ we are new-born and are given the ability to serve God, live for his purposes and enjoy his blessings. -- Genesis 1:27; Romans 5:12-21; Psalm 51:5; Ephesians 2:1-5; Luke 15; Luke 19:10; John 3:1-21; Romans 12:1-2; 2 Corinthians 9:6-15

ABOUT SALVATION

Salvation is God's free gift to us. It comes to us through no effort or decision on our part. We can never make up for our sin by self-improvement or a life of goodness and kindness. God won salvation for us by loving us, sending his son Jesus Christ to live a perfect life and die a sacrificial death as our substitute. It is through this act of Jesus that salvation became ours. Even faith is not to our credit, for there too God provides his Holy Spirit to create faith in our hearts and minds. Salvation comes to lost mankind by grace alone, through faith alone, in God's word alone. -- Romans 6:23; Ephesians 2:8-9; John 14:6; John 15:5-16, Romans 3:20-26; Acts 16:31; Romans 10:17

ABOUT OUR PURPOSE IN THIS LIFE

God's children live to thank him for his acts of love and to magnify his name in the world. First and foremost, our purpose is to seek and find God, who has revealed himself to us in Jesus Christ, and to understand his plan of salvation. Apart from God, there is no true purpose to our lives. Once God has called us to faith, we live to serve him and obey him, which brings great blessings into our lives. In short, once saved, our purpose is to love God foremost and to love our neighbors. Our mission is to

tell as many others as we can, through our loving actions and speech, that Jesus is the Savior of all mankind. -- Acts 17:24-28; John 1:1-18; Psalm 148; Psalm 150; Romans 12:1-21; 2 Corinthians 5:14-21; Mark 12:28-34; Matthew 28:18-19; Acts 1:8

ABOUT A LIFE DRIVEN BY GOD

Paul (the apostle and Biblical author) very clearly tells us what a life driven by the love of God looks like: “For Christ’s love compels us, because we are convinced that one died for all, and therefore all died. And he died for all, that those who live should no longer live for themselves but for him who died for them and was raised again.” -- 1 Corinthians 5:14-15

Paul adds in his letter to the Galatians that a Christian’s spiritual life is fulfilling and joyful: “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” -- Galatians 5:22

Jesus wants us to have a full life, and a fulfilling life, as he once told his disciples: “I have come that they may have life, and have it to the full.” -- John 10:10

God clearly teaches us to have compassion, love, kindness, respect, and to have dignity with others (Col 3:12-14). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of the Wisconsin Evangelical Lutheran Synod, Resurrection and Life Lutheran Church, and Resurrection Lutheran School.

God forgives all who confess and turn away from their sin, seeking his mercy and forgiveness through Jesus Christ--Acts 3:19-20; 1 John 1:9

ABOUT MARRIAGE

Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is valid except in cases where one spouse has unilaterally broken the marriage, such as adultery or desertion. The tendency to consider marriage as unimportant results in great harm to the family, the community, the church, and the nation.-- Genesis 2:18; Ephesians 5:24,25; Hebrews 13:4; Matthew 19:9; 1 Corinthians 7:15; Psalm 51:10

God created human sexuality and gender at creation when he tells us that “male and female he created them” (Gen 1:27). These two distinct, complementary genders are God’s design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender (Gen 1:26-27). Rejection of one’s biological sex is a rejection of God’s creative action and design for the individual. -- Psalm 139:13-14; Jeremiah 1:5

God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5). We believe that any form of intimate sexual activity outside of God’s prescribed marriage bond is sinful and offensive to God -- I Cor 6:9-10; Heb 13:4

ABOUT HUMAN LIFE

Human life is the gift of a gracious God. Our life is a time of grace during which we have opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body. – Acts 17:25,26; Isaiah 55:6; 2 Corinthians 6:1,2; Psalm 31:15; Exodus 20:13; Psalm 139:13-16; Jeremiah 1:5

ABOUT THE LIFE TO COME

People were created to exist forever. We will exist eternally separated from God by sin, or eternally with God through the forgiveness and salvation won by Christ. To be eternally separated from God is eternal death (hell). To be eternally united with him in the enjoyment of all his blessings is eternal life (heaven). Heaven and hell are real places where all mankind will exist eternally. In eternity, our bodies and souls are reunited either to suffer the pains of hell or to enjoy the eternal blessings of heaven. -- John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15; 1 Corinthians 2:7-9

Administration

Resurrection Lutheran School is located on the campus of Resurrection Lutheran Church and enjoys the support of area WELS congregations including Ascension, Christ Our Rock, Grace, and Resurrection & Life Lutheran Churches. Final authority of all

decisions of policy and property is vested in the voters' assembly of Resurrection & Life Lutheran Church.

The congregation has delegated the authority of overseeing the operation of the school to the Resurrection Lutheran School Board. The Board is made up of members of the Rochester- area WELS congregations, with the principal and a pastor serving as advisory members. It is the Board's responsibility to set and review the policies and guidelines ensuring a quality Christian education.

A principal who is responsible to the School Board administers the affairs of the school. The Board has given responsibility to the school administration to handle matters such as promotion, retention, grade placement and teaching standards for the school.

The **office hours** are normally 7:15am – 3:45pm on school days.

ADMISSIONS AND ENROLLMENT

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

Enrollment Requirements - Resurrection Lutheran School is open to all member families, families who are members of other WELS and ELS congregations, and families from the community who desire a Christian education for their children. Specific enrollment requirements include:

1. Parents must be willing to have their child instructed in the doctrines of the Bible as taught by Resurrection Lutheran School. (See What We Believe pg. 4)
2. All new parents from the community are required to complete the adult Bible Information Class within the first year of enrollment. The course acquaints participants with the teaching of Holy Scripture as taught and believed by Resurrection and Life Lutheran Church. Parents will thus be informed of the instruction given to their children in our school.
3. Students whose families are members at Resurrection and Life are expected to regularly attend weekly church services and to sing at services throughout the school year. Students who attend other churches, or do not have a church home, are encouraged to sing at those services. All students are expected to participate in the Children's Christmas Service and the Closing Service at the end of the school year.
4. Those families who do not have a church home are invited to attend services anytime at Resurrection and Life Lutheran Church or any of our other WELS churches in the area.
5. Students are expected to fully participate in Resurrection Lutheran School's religion curriculum and adhere to the values, mission, teachings, and beliefs. The religion curriculum includes daily devotions and prayer, weekly chapel services, Bible history lessons, catechism classes, and the memorization of Bible verses, hymns, and parts of the Lutheran Catechism.

Enrollment Procedures

1. The principal meets with the family, introduces them to the potential classroom teacher, gives a tour of the facility and discusses possible enrollment. In an attempt to accommodate the needs of all our students, parents are expected to openly discuss any special needs and concerns regarding their child.
2. Once the family has reviewed all informational materials and is in agreement with school guidelines as stated in the parent/student handbook, an application for admission shall be completed. Applications are completed online and information for completion will be shared with the family.
3. After an application for admission is completed, a date will be scheduled for testing the student if needed. The testing will be conducted on campus in our school office.
4. Final admission to Resurrection Lutheran School is determined by the principal and School Board. A notice of admission or denial shall be made in writing to the applicant in a timely manner.
5. Upon acceptance, parents or guardians must consent and submit to all governing policies and procedures established by Resurrection Lutheran School and set forth in the parent/student handbook. The family must also begin school fee payments, submit an official custody agreement (if applicable) and agree to complete the Bible

Information Course during the first year of enrollment (if applicable).

6. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Other Requirements

1. Minnesota State Law states that all Minnesota students entering school must have completed at least the first dose of vaccines(s) required for their grade before they are allowed in school. A complete immunization record must be provided for the school records at the time of registration, or appropriate documentation exempting the student from immunization.
2. Any students entering school for the first time or not previously enrolled at Rochester Public Schools will need to enroll through the public school as well as with Resurrection.
3. Transfer students will need to provide current records from their previous school.
4. For more information on immunizations and other health-related issues, refer to p. 20 of this booklet.
5. All transfer students will be enrolled on a probationary basis for the first nine weeks. This is done to ensure that Resurrection is the right place for the student. Following those nine weeks, the student will then be enrolled on a regular basis.

Enrollment Priority

Children are accepted into Resurrection Lutheran School according to the following priority guidelines:

1. Children whose parents are members of Resurrection and Life Lutheran Church or are members of another WELS or ELS congregation.
2. Children of families who do not have a church home.
3. Children of families who have a different church home than mentioned in number one.

Entrance Age - Children who become five (5) years of age on or before September 1 of the calendar year in which the school year commences are eligible to enter kindergarten. A legal birth certificate will be required as proof of age.

Online Registration and Payments – All tuition, registration and other fees are managed through our online system called TADS. Registration fees are due at the time of enrollment. Tuition agreements are provided to each family in spring for the following school year allowing families to choose a payment option that works best for them. Additional fees may apply for such things as a lunch account, yearbook, ESCaPE childcare, certain music programs and athletics.

Tuition – Tuition fees are set equally for all students and families based on the cost to educate. Some churches have made the commitment to subsidize the tuition of the students from their church. Families who are members of those congregations will have that subsidy applied toward their tuition per their congregation's commitment policy.

The **RLS Scrip program** exists to generate tuition assistance for parents and revenue for non-budgeted items that support our students and staff (field trips, special busing requests, equipment, events and special requests from the staff); revenue expenditures are approved by the principal (and FACE Committee).

Scrip purchases are gift cards used at local stores or restaurants and also on-line stores to purchase anything from groceries (like Hy-Vee) to fishing poles (on Amazon) or school supplies (from Walmart or Staples) or Christmas gifts or hotel stays. Participation in the Scrip program (by purchasing gift cards) also helps each family with tuition assistance. Cards are sold in the office, at our churches and also may be purchased on-line or by using MyScripWallet on your phone.

Financial aid is available to those in need. Applications for aid are completed via our on-line registration system (TADS) and should be filled out by the deadline noted in the accompanying email, unless special circumstances warrant a reevaluation.

THE HOME - SCHOOL CONNECTION

The Lord, through His Word, has bound the home and school together as one unit with the same aim when He said, *“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you walk along the road, when you lie down and when you get up”* (Deuteronomy 6:6-7).

Clearly, parents are to uphold this God-given responsibility when they send their child to a Christian school.

What We Expect of You

In this spirit, and in the cooperative, collaborative, and communicative environment that we strive to maintain with our school families, the following are some of the many ways that Christian parental responsibilities can be fulfilled:

- Be a model in Christian living by attending church on a weekly basis and supporting your congregation's kingdom work through your offerings.
- Attend Adult Bible Class and have your child attend Sunday School regularly.
- Make family devotions a part of your daily routine.
- Pray with your children and pray for the school and teachers.
- Speak respectfully of the school, its mission, and the staff.
- Assure that your child gets enough sleep and a healthy breakfast before each school day.
- Communicate with the school in a timely way when contact information or situations change.
- Be attentive to announcements and letters, such as the school newsletter and any email messages.
- See that your child has needed supplies and replenish them when necessary.
- Attend school events: fairs, educational presentations, and students singing in church.
- Volunteer at school.
- Help your child to focus on who they are in Christ!

The source of our aims, objectives, and methods is Jesus – *"Whoever serves me must follow me"* (John 12:26). Christian parents and teachers must dedicate themselves to an even greater study of God's Word so they may become more proficient in carrying out their task in a God-pleasing manner.

Resurrection Lutheran School is here to assist parents in the education and spiritual training of their children. We rely on and expect the cooperation of parents as we work together to educate the children of our school.

Classroom Visits – Parents are welcome to visit the classroom during the school day to see classroom learning in action. Teachers should be given notice of your intent to visit at least one day prior to the visit.

Proper Way to Handle School Concerns – The faculty strives to maintain a good working relationship with the home. When questions occur concerning your child's classroom, the matter should be brought first to the teacher's attention. Non classroom matters should be brought first to the principal's attention. You may be directed back to the person or entity where the concern began.

At times, there may be less than perfect communication or differences of opinion or misunderstandings. God's Word guides us to the proper way to handle concerns: *"If your brother sins against you, go and show him his fault, just between the two of you. If he listens, 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"* (Matthew 18:15-16).

Out of love, we are compelled to register our concerns as privately as possible and to the one who has caused the concern. If you have felt that the situation was not remedied appropriately, take your concern to the next highest authority as a witness to help clarify and remedy your concern, as diagrammed below:

Student/Parent > Teacher > Principal > Pastor or School Board Member

In the manner described, the issue(s) may be dealt with as soon as possible, at the level the concern was first caused, and with those involved first-hand.

Late Work - Students should have their assigned work completed before class starts on the date the assignment is due. Late or incomplete work may jeopardize the student's grade, their eligibility, and ultimately their enrollment.

Make-up Work

- 1) Excused absences will automatically postpone the due date for one school day.
- 2) Teachers will coordinate schoolwork missed due to illness or an excused absence.
- 3) Parents may request an extension of the due date for make-up work and work with the teacher to establish a reasonable timeline.
- 4) If a parent knows that a student is going to be absent on a given date(s) we advise the parent to contact the school and teachers in a timely manner so that a decision can be made on whether to get advanced assignments or wait until the student returns.
- 5) Parents are responsible for seeing that the student completes all make-up work.

What We Expect of Students

Christian Conduct and Behavior – *“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you”* (Matthew 29:19-20). At times, our human nature takes control and leads us to say and do sinful things against other people and God. Children are not immune from this. When our human nature does take control, it is easy for sinful pride to cause further problems. Using both law and gospel, we encourage students to confess their sin and trust in the forgiveness Christ has won for us.

We expect students to follow established classroom rules and school-wide expectations as outlined below:

1. We expect students to live by the truths of God’s Word as they are explained in this handbook and as taught by the school.
2. We expect students will show God’s love through all of their words and actions.
3. Upon arrival at school, we expect students to get ready for the day as directed by the teacher.
4. We expect students to be courteous, respectful, and friendly to everyone they encounter on campus.
5. We expect students in the halls and stairways to avoid disturbing teaching or visitors.
6. We expect students to keep the restrooms, classroom and all other areas around the building clean after use.
7. We expect that students will be respectful of others' space and property.
8. We expect that students will use all school equipment and supplies the way they were intended to be used.
9. We expect students to model a worshipful respect for our chapel services, classroom devotions and religion classes.
10. We expect a safe and orderly dismissal for bus and car pickup.

Guidelines for Discipline

Correction of Behavioral Mistakes- Naturally, when mistakes are made, they must be corrected. Teachers will make clear a set of simple, reasonable rules. Teachers will convey to the students what behavior is acceptable and what is not. Rules and consequences will be clearly known. When applicable, the alternatives for the unacceptable behavior will be explained to the student.

Methods - The methods of guidance and discipline used shall be positive, age-appropriate, and consistent with Christian values and the developmental needs of the child, and applied with communication to the parents. Assistance may be sought from the Principal if behavior interventions have been taken and have been ineffective. Documentation of discipline issues is encouraged for clear communication.

Treatment - There will be no corporal punishment, abusive language, ridicule, sarcasm or harsh, humiliating, frightening or ostracizing treatment.

Disciplinary Procedures - The items below will be followed at Resurrection:

- A. Every teacher will have and make known his or her Classroom Discipline Plan at the beginning of the school year.
- B. Student routines in the classroom will be clearly known and practiced by students at the beginning of the school year.
- C. Corporal punishment is not to be used.
- D. The teacher will not use physical means (grabbing shirt, hair, ear, etc.) in discipline situations with students. Physical

restraint is appropriate only when the child's actions threaten harm to him/herself or others.

E. Every child is responsible to all teachers and can be disciplined by any teacher. Teachers have the obligation to discipline any student behaving inappropriately or outside of Christian standards.

G. If a parent contacts the principal or a School Board member concerning a classroom discipline matter, that parent will be directed to consult with the teacher as the first step.

As disciplinary situations arise, we will approach our concerns with prayer and Christian love, always seeking to arrive at peaceful and proper solutions that are in the best interests of the child.

The chief purpose of discipline in our Lutheran elementary school is to lead the children to be *disciples* of Christ. We will direct and guide our children to act toward others in love, out of thankfulness to God for His blessings. We pray that they grow in the grace of Christian living. We look forward to approaching any problem with Christian faith, love and prayer.

Through discipline we seek to nurture a willing obedience to God's Word through an acceptance of Jesus' forgiveness. Discipline also fosters a Christian environment in which students are free to further their education. When a willingness to obey and a Christ-like learning atmosphere are present, Christian conduct will be demonstrated by an attitude of respect for and willingness to cooperate with all persons of authority; an attitude of helpfulness and friendliness toward peers; and, an attitude of respect for and protection of God-given property. Any time a staff member witnesses or encounters such an incident, a Law/Gospel approach will be taken.

We will work with our students to the extent of our God-given capabilities while conducting a classroom which is beneficial to all children enrolled.

Any student who violates a rule can expect to receive appropriate consequences for his/her actions as determined by the classroom teacher and/or Principal. Proper authorities may be notified in the event of illegal activity on the RLS campus or in connection with a school-sponsored event

Some possible disciplinary procedures for not following classroom or school rules are:

- Warning/counseling
- Time out
- Recess detention
- Contacting parents
- After school detention
- Referring students to administration (if the child is a physical danger to peers or as a last resort when all other management techniques have been utilized)

Students referred to school administration may be disciplined by:

- Warning/counseling
- Parent conferences
- *Level 1 Consequences*
- *Level 2 Consequences*

Action taken will be commensurate with the offense and in accordance with the development of the student involved. School rule violations are categorized in two levels based upon the severity and circumstances of the incident.

Level 1 Consequences

- Recess/break Detention(s) – served on the date and time assigned
- Lunch Detention(s) – served on the date and time assigned
- After School Detention(s) – served on the date assigned from 2:45-3:30 p.m.
- In-School Suspension – served on the date assigned, during normal school hours. The student may not participate in any extra-curricular activities on the day assigned. The student is responsible for taking tests and completing all work that would normally be done in class.
- One day suspension – served out of school on the date assigned. The student may not participate in any extracurricular activities on the day assigned and is responsible for all work missed.

Level 2 Consequences

- Two or more days of suspension – served out of school on the date assigned. The student may not participate in any extra-curricular activities on the days assigned and is responsible for all work missed. A subsequent suspension may result in expulsion.
- Disciplinary Probation – warns of the possibility of not being invited back for the next academic year or expulsion. In addition, probation may also result in the loss of privileges (athletic, extra-curricular, social, etc...)
- Expulsion – permanent dismissal of a student from Resurrection Lutheran School. A student is subject to expulsion for serious misconduct as described in this handbook or for conduct that, in the judgment of the Principal and School Board, is detrimental to the safety or well-being of others at school. An expelled student is not allowed to be on campus or attend a school-sponsored event.

Suspension and Expulsion Policy

Definitions:

Misconduct- behavior not in keeping with the holy requirements of God's Law

Suspension- dismissal for the remainder of school day and/or next full school day when the student has become unmanageable in the classroom, the purpose being to make clear to the student the need for self-discipline Expulsion- dismissal from enrollment at RLS for the remainder of the school year

1. The teacher has the responsibility to retain documentation and to inform the Principal of repetitious and/or impenitent misbehavior and to work with the parent(s) in striving to solve the problem.
2. If student misconduct is not affected by Law/Gospel presentations, the Principal has the right and authority to suspend that student. All suspensions will be reported to the School Board. At the time of the first suspension and from that time on, the teacher has the primary responsibility for retaining documentation of the incident(s) which caused the first suspension, and, from that point on, of the progress of the student's conduct, including classroom events, parent, and Principal consultations. The Principal has the responsibility to document his counseling with the student, and his consultations with the teacher, parent(s), pastor and the School Board.
3. After a second suspension and before a student may return to the classroom, a meeting between the parent(s), teacher, Principal, and pastor must occur. At this meeting, those involved will establish goals for the student in his conduct.
4. After the Principal deems a suspension has not achieved its purpose and before the student may return to the classroom, a meeting between the parent(s), teacher, Principal, pastor, and School Board chairman must occur. The meeting will document the goals and timeline for progress in the student's conduct. The School Board chairman will also explain that future enrollment at RLS is dependent on meeting these goals.
5. Expulsion authority lies solely in the hands of the RLS School Board. At the time of expulsion, the chairman and Principal will explain to the parent(s) the ways the congregation can continue to provide the Gospel message to the child. Expulsion does not implicitly prohibit future enrollment in the school. Expulsions will be reported by the School Board chairman to the Church Council at their regular meeting following the expulsion.
6. In the event of extreme misconduct, the Principal and/or the School Board have the authority to accelerate this policy.
7. If the Principal is unable to act, the School Board pastor may act in his place. If the School Board pastor is unable to act, another pastor or the School Board chairman may act in his place or appoint another School Board member to act in his place.

Bullying – Bullying behavior is inappropriate and will not be tolerated at Resurrection Lutheran School. Bullying is defined as repeated actions by an individual or group towards another individual or group that are threatening or isolating. These threats can be physical, verbal or implied through body language. When a student feels they are the victim of bullying, they should report it to a teacher or school official. Bullying will be treated as a discipline issue and steps within our discipline policy will be followed.

Sexual Harassment and Threatening Behavior - Sexual harassment is a sin against the Sixth Commandment and shall be treated as such. Sexual Harassment as defined here includes, but is not limited to, coercion or teasing of a sexual nature, unwelcome touching or verbal or physical harassment or abuse. Faculty, volunteers, staff and students are to honor God and their neighbors by leading pure and decent lives. Whether it be in word or action, sexual harassment will not be tolerated. Students engaging in such activity, as determined by the principal, will be suspended or expelled.

If it is alleged that a teacher, volunteer, or staff member has engaged in such activity, they will be suspended with pay until a thorough review and conclusion has been reached by the School Board. If the accused is the principal, the pastor in charge of the school will determine whether the principal has engaged in such activity. Information should be shared with a teacher,

the principal or the school counselor regarding incidents of possible sexual harassment.

Staff and students are expected to use appropriate language at school at all times. Any type of threatening activity is not consistent with our Christian principles. Threatening activity as defined here includes, but is not limited to, any words or actions that inflict emotional or physical harm. It also includes activities that happen face-to-face, online or by any other means. Students are not to strike, physically harm, threaten, use inappropriate language towards or belittle fellow students, teachers, staff or supervisors. Faculty and staff are not to strike, physically harm, threaten, use inappropriate language towards, or belittle students, fellow teachers, staff or volunteers in any manner. Students engaging in such activity, as determined by the principal, may be suspended or expelled. If it is alleged that a teacher, volunteer, staff member or supervisor has engaged in such activity, they will be suspended with pay until a thorough review and conclusion has been reached by the board.

Bus Behavior – 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 a 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 and will file a report immediately for any act that is dangerous or destructive.

Consequences for breaking the rules:

1. First report – Recorded as a warning
2. Second report – Three-day suspension of bus privileges beginning with the school day after notification.
3. Third report – Five-day suspension of bus privileges beginning with the school day after notification.
4. 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 the student is allowed to ride the bus again.
5. 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 the student is allowed to ride the bus again.
6. Further offenses – Each case considered individually. Suspensions may be made for a longer period of time including the rest of the semester or the school year.

Appearance – We thank you for your support in modeling for your children appropriate dress and appearance for the Christian elementary educational setting. As redeemed children of God, our students will certainly want to present themselves with all decency and modesty in their appearance. One who views their body as the temple of the Holy Spirit will exercise care in clothing and grooming habits.

Neat attire and personal hygiene in the classroom *does* help promote a positive learning environment. Having unwanted attention because of dress or hygiene is not good for your child's self-esteem and will hinder their learning.

As you send your child to school or school related events, the following dress code items apply:

1. All clothing should be in good repair, clean and without multiple rips or tears. Undergarments should not be visible.
2. Tops should cover the shoulders and should overlap pants in the middle. Tops should not be see-through and necklines must be of a modest nature.
3. Tight fitting pants (yoga, jeggings, leggings, etc.) must be worn with a top that covers the bottom and is the same length around the front (students in Gr 5-8).
4. Shorts may be worn year-round, but students must bring clothing to cover the legs when going outside in cold weather.

Parents should also bear in mind that in case of an emergency your child might be outside for an extended period in extremely cold weather. Shorts should be at least mid-thigh in length.

5. Skirts and dresses should be at least mid-thigh in length. Students are encouraged to wear shorts or leggings under dresses.

6. 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, music groups, death, foul or sexually intended language, clothing which is gang related or anything that does not uphold the mission and ministry of RLS.

7. Shoes with socks must be worn at all times. Shoes should be attached to the back of the heel and closed at the toes. 8. Hats and hoods are not allowed to be worn in the school building during the school day.

Teachers will make the final decision on what constitutes a violation of the dress code. All decisions are made out of love and concern for the students and their physical and spiritual welfare. Any questionable appearance concerns will be assessed by a teacher and another teacher/staff member, one being of the same gender as the student. The initiator of the concern will have the second teacher/staff member look at the group/class of students for concern during normal activity, keeping the student in question anonymous. If the opinion of both are the same, the teacher/staff member of the same gender as the student will address the violation with the student.

Students who come to school in violation of the dress code will have that violation explained to them and be asked not to wear the clothing again. Students will also be given the option of calling home for other clothing or of changing into appropriate clothing provided by the school. Parents will be contacted by their teacher letting them know about the dress code violation.

In order to resolve ongoing dress issues, the following steps will be taken:

1. Three of the same violations of the dress code will result in a meeting between the teacher, the family and the principal.

2. Continued violations of dress code will result in a meeting with the teacher, the family, the principal, a board member and the pastor to resolve the issue. If no resolution is found and dress code violations continue, the School Board may be asked to end the student's enrollment at Resurrection.

What You Can Expect of Us

Educational Atmosphere – We will work with our students to the extent of our God-given abilities to provide a safe, healthy, nurturing, Christian atmosphere that is beneficial to all students enrolled. The principal, pastors and school board will assist our parents, staff and students in providing this type of educational setting.

Behavior and Conduct Issues – We will work with a student to remediate conduct issues, which detract from our Christian educational setting and will keep parents apprised and/or involved in misconduct situations as deemed necessary. Egregious, threatening, willfully dangerous and illegal behavior call for immediate action and a student may be suspended for up to ten days or possibly expelled by the School Board.

Staff Qualifications – All members of the teaching staff at RLS hold at least a bachelor's degree in education from Martin Luther College or other accredited university and are certified or working on certification through the Wisconsin Evangelical Lutheran Synod (WELS). In addition, the staff logs over 45 hours of professional growth experience each school year, which includes a two-day fall conference, a one-day spring conference and professional development meetings.

Home Visits – In late summer, the K-4th grade teachers schedule a time to meet with parents of all the new students to the classroom. This visit usually takes place in the family's home and is an opportunity for all to get to know one another, to find the best ways to serve your child, and to explain classroom procedures.

Report Cards – At the end of each quarter, a progress report is sent home with each student. Parents are asked to sign and return the envelope to indicate that they have seen the report card. Many grade levels also have a brief mid-term report.

Testing – Tests in several subjects are administered at the beginning and end of the school year to check on individual learner

progress. Reading fluency and comprehension are monitored through a standardized DIBELS test. In the fall, winter and spring we administer the *NWEA MAP Test* to grades 3-8. All standardized testing results are stored permanently in the student's cumulative folder.

Parent-Teacher Conferences – Twice per year, parents meet with the teacher to discuss their child's progress. Teachers or parents may also schedule additional conferences whenever necessary.

Regular Communication – The RLS newsletter, *The Resurrection Rambler*, is usually sent out each week on Wednesday and is available on the RLS website. A printed copy is available upon request to the school secretary. Teachers also communicate by newsletters and email. In addition, updates, photos and fellowship are noted on the RLS Facebook page and on Instagram.

Website – See rlsrochester.org to find up-to-date information, the monthly school calendar, FAQ's, the hot lunch menu, the weekly newsletter, and more.

Reporting of Suspected Child Abuse – RLS 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 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 expect from RLS and its teachers. If circumstances that suggest possible child abuse come to the attention of the teacher or 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 mandated 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.

SCHOOL CURRICULUM

Our curriculum encourages students to be engaged in inquiry-based learning that develops problem-solving and critical thinking skills. Students are encouraged to become proficient writers, learn to analyze literature for greater understanding, and explore all areas of the curriculum through hands-on, engaging and meaningful learning.

In order to prepare for Christian service, graduates of Resurrection will have learned to discern between a Christ centered worldview and other humanistic worldviews.

Word of God: This curriculum utilizes the Christ Light series in grades kindergarten through five, and the Concordia Bible History series in grades six through eight. Both series present God's plan of salvation utilizing Old and New Testament stories and gives students a solid foundation rooted in God's Word, equipping them to live as children of God. All students memorize Bible passages and hymn stanzas and students in grades five through eight study the six chief parts of Christian doctrine using Luther's Catechism.

Language Arts: A clear understanding of the English language is imperative for studying God's Word as well as success in all areas of the curriculum. Our language arts curriculum accomplishes this by integrating reading, writing, phonics, spelling, grammar and oral expression in a sequential and developmentally appropriate order.

Math: Resurrection uses a traditional approach in mathematics to give students a firm foundation in computation, problem solving strategies, and data interpretation. Our curriculum allows students to begin advancing in math after having built a solid foundation. Students who have demonstrated ability are able to complete Algebra 1.

Science: The science curriculum leads students to a greater appreciation and understanding of the world God created for them. Students discover various aspects of physical, earth, and life science through hands-on lessons, group projects and technology based learning. Special emphasis is placed on developing skills such as observation, hypothesizing, predicting, testing and interpreting.

Social Studies: Students are exposed to a variety of social science disciplines. These include communities, world cultures, values and customs, history, geography, current events, economics, and civics. This curriculum aspires to give students the tools necessary to be active, responsible and God pleasing citizens and leaders.

Enrichment Classes: Art, music, physical education, and world language classes provide a complete education experience for our students. World language is taught to students in the upper grades.

Technology in our Classrooms: Technology plays an important role in learning. Campus wide Wi-Fi connects students and teachers to valuable online resources. Our network provides students with a safe learning space, while offering access to tools that are appropriate for their learning. Teachers also incorporate technology into learning with Activboards, which allow for learning that meets a wide variety of needs.

Grading – Grades reflect both student performance and level of mastery of the skills being taught. Kindergarten students receive a quarterly report showing their mastery of various standards. Students in grades 1-8 receive grades based on the following scales:

A (94-100%) B (86-93%) C (78-85%) D (70-77%) F (69% and below)

E (98-100%) S (78-97%) N (70-77%) U (69% and below)

Report cards are issued at the end of each quarter, and midterms are issued halfway through each quarter. Grades 1-8 use a web-based grading program called PowerSchool which allows parents to check their children's grades and progress on a secure website throughout the school year.

SPIRITUAL LIFE

Jesus says, *"Blessed...are those who hear the Word of God and obey it"* (Luke 11:28).

Faithful **church attendance** is a vital part of Christian education. Parents provide an excellent example for their children to follow by taking every opportunity to hear God's Word.

Weekly **chapel services** take place at 8:00am every Friday in the church sanctuary. Mission offerings are collected and sent to a selected mission project. Parents are welcome to join us anytime for Chapel.

Confirmation Class – Beginning in 5th grade, RLS students are introduced to the six chief parts of Christian doctrine through **Catechism** instruction in classes taught by our principal and pastors. The four years of instruction prepare students to become confirmed members of their respective Wisconsin Evangelical Lutheran Synod (WELS) church homes. Please speak to the principal or one of the pastors if you would like more information on what it means to be a confirmed, communicant member of the Wisconsin Evangelical Lutheran Synod.

Singing in church is a beautiful way of expressing our faith and worshiping God. All preschool – 8th grade students are encouraged to participate in singing opportunities at either Resurrection or Life churches that take place throughout the school year.

- 1) Please notify the classroom teacher if your child is unable to participate.
- 2) There are two special events/services during the school year for which all RLS students (regardless of church membership) are expected to be in attendance: Christmas (December) and Graduation (May). These dates are on the school website calendar.

Sunday School (for those as young as 3 years old), Teen, and Adult Bible Classes are available at each of the supporting congregations. We encourage attendance as another opportunity to help you and your child be nurtured in God's Word.

In addition to our regular Sunday services and classes, Resurrection & Life also host three sessions of **Faith Night** on Wednesday evenings through the school year. There are classes for all grade levels (child – adult) and childcare is provided for the little ones.

Pastoral Support – Speak with any of our area WELS pastors if you have spiritual concerns or the need for encouragement through life’s daily struggles. See the directory at the back of this booklet.

ATTENDANCE

Daily Schedule – The school doors open at 7:30am. Attendance is taken and the first class begins at 7:50am for kindergarten through eighth grade. Bus students are dismissed at 2:50pm and students who travel by car shortly afterwards. All students remaining after 3:05pm are taken to *ESCaPE* childcare at parent/guardian expense.

Absences – RLS expects and requires full-time attendance. When your child is absent for any reason, please contact the school office and your child’s teacher by email, phone, or written message prior to class time in the morning.

- 1) Absences due to emergencies may be excused with a note on the first day back in school.
- 2) Parents are encouraged to have children in school unless the student is ill. Any vomiting or fever over 100* within the past 24 hours, the child should be kept home.
- 3) When possible, schedule doctor and dentist appointments during non-school hours.
- 4) Family vacations should be scheduled during non-school days if possible.
- 5) If a student has not been excused by a parent/guardian, the school secretary will follow up during the morning with a phone call to ensure student safety.
- 6) Parents must contact the school office if they would like their student excused.
- 7) Students who miss any part of a school day due to illness or an unexcused absence may not participate in extracurricular activities after school.

Tardies – A student not in the classroom and prepared for class to begin at 7:50am is considered “*tardy*.”

- 1) A student will not be considered tardy if bus transportation fails to deliver them to school on time.
- 2) A student will not be considered tardy if a situation beyond their control delays their arrival at school. (Ex: a car breaking down, an accident, bad weather, etc.)

Persistent tardiness will first be mentioned by the teacher, then addressed by a letter from the principal and, if necessary, by a phone call from the School Board. The accumulation of seven tardies equals one unexcused absence, which will count toward a student’s total number of absences.

Excused Absences – Students leaving during the school day must be signed out in the school office by their parents and/or have administrative approval.

The following reasons shall be sufficient to constitute excused absences:

- 1) Illness of the child or serious illness in the student’s immediate family
- 2) A death in the student’s immediate family or of a close friend or relative
- 3) Acute or emergency medical or dental treatment
- 4) Court appearances occasioned by family or personal action
- 5) Physical emergency conditions such as fire, flood, storm, etc.
- 6) Removal of a student pursuant to a suspension. Suspensions are handled as excused absences; students will be permitted to complete make-up work.

The following reasons *may* be sufficient to constitute excused absences, but will be limited on mandated federal and state testing days unless specific arrangements have been made which include confirmation of attendance on make-up testing days:

- 1) Routine medical and dental appointments
- 2) Non-RLS academic trip or non-RLS extracurricular outing
- 3) Pre-arranged travel/vacation

Unexcused Absences – The school administration will consider any absences as unexcused if not verified by parent/guardian within two school days after a student returns to school. The following are examples of absences, which will not be excused:

- 1) **Truancy** – an absence by a student not approved by the parent and/or the School.
- 2) Failure to notify the school office of any absence in the appropriate amount of time.
- 3) Absences resulting from accumulated **unexcused tardies** (seven tardies equal one unexcused absence).
- 4) Any other absence not included under the attendance procedures unless special permission is given by the principal.

Chronically Absent – *Chronically absent* means a student is absent for 10% or more of the scheduled school days in a school year for which the student is enrolled in school, whether the absenteeism is due to unexcused, excused, or disciplinary absences. The classroom teacher and/or principal will contact the parents of any student who has five or more absences in a quarter. Chronically absent students may also be referred to the School Board and/or the appropriate municipal or county authorities.

General Attendance Information – Every child between the ages of 7 and 16 shall receive instruction for at least the time required under Minnesota Statutes 120A.22. Any child under 18 years of age who is truant from class/school for **seven (7) or more times within the current school year will be referred to the County Department of Social Services** or other appropriate agency.

Signing In/Out – If a child must leave school for a portion of the day because of an appointment or illness, a parent/designee needs to either come directly into school to sign their child out, or call the school office and they will be signed out by the secretary. . At that time, the school secretary will phone the classroom and request that the student meet the parent/guardian in the office. Likewise, when a student is absent or tardy to begin the day and is brought later for whatever reason, a parent/designee must contact the office and alert them as to why they are late. The student should stop in the office to receive from the secretary a green “Admit Slip” to hand to the teacher.

Illness – Children who exhibit symptoms that may prevent learning, such as fever or stomach flu, should not be sent to school. Please notify the school office of any contagious diseases or situations such as chicken pox or head lice. Please always notify the office and your child's teacher that your child will not be in school and the reason why they won't. i.e. fever, vomiting, sore throat etc. For maintaining a healthy student population, students should not return to school within 24 hours following a fever and/or vomiting. Additional information regarding medications and school health screening can be found below.

School Closings – In case of inclement weather, RLS follows the closing/late start announcements of the Rochester Public Schools (RPS) as given on TV (KTTC), PostBulletin (www.postbulletin.com) and local FM radio stations (106.9 and 102.5), or at www.kroc.com and (www.1025thefox.com). You may sign up for smart-phone text-alerts from RPS or KTTC. Please do NOT call the school if you have not checked for an alert on RPS or KTTC.

Whenever school is closed due to severe weather conditions, all after-school and sporting events or activities are cancelled as well.

Visitors – For the protection and safety of all students, school doors are kept locked during the school day. All visitors (including parents and volunteers) must sign in at the school office before entering the school once the day has begun.

HEALTH

Administering Medications – It is not the responsibility of RLS or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications or medical procedures to be performed during the regular school day. In those situations, the following procedure will be followed:

- 1) All medication administered to a student during the school day must be brought to school by the parent/guardian and left with the school secretary, classroom teacher, or medication aide.

- 2) When use of a medication has ceased or is no longer needed by the student, the parent/ guardian must retrieve unused medications from the school. Any unused medications will be disposed of by the school upon the written request of the parent/guardian or at the end of the school year.
- 3) Before any **over-the-counter medication** will be dispensed by anyone affiliated with Resurrection Lutheran School, a School Health Services Form signed by a parent/ guardian must be on file at the school.
- 4) Over-the-counter medication will only be administered to a student according to the written directions on the bottle, unless contrary written directions from a physician are provided. If there is no specific age-appropriate dosage on the bottle, the medication will not be administered unless contrary written directions from a physician are provided to the school. Aspirin or aspirin-containing products will only be administered upon written direction from a physician.
- 5) The school nurse reserves the right to review the continued use of any over-the-counter medication that has been prescribed by the parent or guardian. The school nurse may require a physician's order for continued use of any over-the-counter medication.
- 6) Before any **prescription medication** will be dispensed by anyone affiliated with Resurrection Lutheran School, a School Health Services Form signed by a parent/guardian and the signature of the prescribing physician must be on file at the school. This authorization must include all of the following: the name of the student, name of the medication, dosage to be given, the time or frequency that the medication is to be given, a diagnosis or reason the medication is needed, and a signature from a parent/guardian. These forms must be submitted at the start of the school year or when the medication becomes necessary.
- 7) Prescription medications must be provided in a duplicate bottle that has been appropriately labeled by a pharmacist. Prescription medications brought to school in any other container will not be administered.
- 8) Before any student may **carry or self-administer a medication**, a School Health Services Form must be filled out, signed and on file at the school. This authorization must include all of the following: the name of the student, name of the medication, dosage to be given, the time or frequency that the medication is to be given, a diagnosis or reason the medication is needed, signatures from parent/guardian and the prescribing physician, and a statement by the physician that the student is to carry the medication on their person and administer the medication themselves. These forms must be submitted at the start of the school year or when the medication becomes necessary.

Cough Drops – Students are allowed to have cough drops during the school day, and parents do not need to fill out a School Health Services Form. We request that you inform your child's teacher that you are sending cough drops, and that you send only the amount your child will need during the school day. Cough drops may be kept by the student or, if you prefer, may be given to the teacher to give to your child as needed.

Student Immunization Requirements

No student may be enrolled or remain enrolled, on a full-time or part-time basis until the student or the student's parent or guardian has submitted the required proof of immunization, or appropriate documentation exempting the student from immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian will provide one of the following statements:

a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or

a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.

The statement of a parent or guardian of a student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month and year each immunization was administered.

When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, families may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in school until the student's parent or guardian has submitted the required data.

The school may allow a student transferring into a school a maximum of 30 days to submit the appropriate proof of immunization or the required documentation related to an applicable exemption. Families who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified period shall be excluded from school until the appropriate proof of immunizations or exemption documentation has been provided.

Exemptions from Immunization Requirements – Students will be exempt from immunization requirements under the following circumstances:

The parent or guardian of a minor student submits a physician’s signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or

The parent or guardian of a minor student submits a notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian, or student.

Health Screening – A public health nurse employed by Olmsted County makes regular visits to our school to assure proper attention to health issues, and keeps records of required **immunizations** on file.

Vision and hearing screening days are scheduled by the nurse and occur at school each year for select grade levels, unless specifically requested by a parent. It is advisable that the parents inform the teacher of any condition that may affect the child’s learning, such as vision or hearing difficulties. Medical conditions that affect your child’s safety should be made known to the school so that off-site trips may be properly prepared for in advance.

In the case of an **emergency**, a staff member will call 911 and then the parent(s), guardians, or a number on the emergency contact list for the child.

STUDENT SERVICES

Academic – Students in grades 5 – 8 participate in Meet Math contests with about thirty other WELS schools. Competition results are mailed four times during the year.

Athletics Program – Resurrection Athletics is one part of the school’s total program of *preparing all children for this life and for eternal life through Christ-centered education*.

We offer three levels of participation:

Recess – Teacher- or student-directed choices of physical activities and free play for all students.

Physical Education – A teacher-directed period of engagement for all students in physical and motor movement, with development of individual and team skills.

Interscholastic Sports – A coach-directed emphasis on skill-learning and friendly competition for those who desire increased involvement in a particular sport.

With adequate student-athlete and coaching participation, the RLS Athletic Program normally includes the following seasons:

Soccer – co-ed, September - mid-October,

Cross country – boys & girls, September - mid-October,

Volleyball – co-ed, mid-October - mid-November,

Cheerleading – girls, mid-November-February

Basketball – boys & girls, mid-November-February, and

Softball – co-ed, April through mid-May.

Students in grades 5-8 who meet eligibility requirements are invited to participate. At times, the school athletic director may invite younger students to help field a team. There is a fee collected via TADS to offset expenses for each sport season.

We are blessed to have many parent volunteers as coaches for the teams. Prior to each season, a list of athletic program expectations is given to the coaches. In addition, a parent meeting held on orientation night reviews the expectations of parents and student-athletes, and what they can expect of the coach(es). All are asked to sign a form agreeing to these expectations.

The goals of the RLS Athletic Program are:

- 1) To provide fellowship and fun for RLS athletes and opponents in a sports atmosphere;
- 2) To teach teamwork and good sportsmanship to the athletes; and,
- 3) To provide an opportunity to learn sports fundamentals and skills, and provide training and game experience for the athletes.

Our program provides our athletes, coaches, parents, volunteer helpers, coordinators, and spectators another opportunity to do all things to the glory of God by using the gifts He has given to His children. All of the gifts of spiritual, physical, mental, and social skills are brought to the field of friendly competition.

Band Program – RLS offers a band program for grades 5-8. Small group or individual lessons are offered during school hours along with a full band rehearsal. Concert performances are scheduled in December and in May. There is a monthly fee. Details are available during the Open House in August or any time during the school year.

ESCaPE – (Extra-curriculars, Student Care, and Programs for Education) For convenience to RLS parents and teachers, we provide school-aged childcare before school (6:15-7:30a) and after school (2:50-6p) as well as on weekdays that we do not have school. For a reasonable price, parents can be assured that children are in a safe environment occupied with a variety of activities until parents arrive. NOTE: Whenever a parent/guardian fails to pick up a child on time after school, the child is escorted to the ESCaPE activity room (at the church end) and the parents are billed for this.

For more information, ask for an ESCaPE Handbook in the office.

Exceptional Needs Programs – RLS recognizes that not all students learn the same way. Some are exceptionally gifted; therefore, the teachers have been trained to offer alternate methods of determining if a student has mastered the content by providing opportunities to explore other advanced areas of interest. Meanwhile, other students have exceptional challenges, and the school has built up alternative resources to help students learn.

RLS has teachers' assistants who have dedicated time to help meet the needs of both the gifted and challenged. The school principal determines student work time with the teachers' assistants. Please speak with him if you feel your child has a need beyond that which can be met in the classroom setting.

Gage Elementary School, the nearest neighborhood Rochester Public School, takes the lead with parent requests and when students with special needs require service by specialists with an Individual Service Plan (ISP). We also have a *Title 1* program for students who are in need of help but do not qualify for services through the public school system. Speak with the school principal if you have questions about either process.

Hot Lunch & Milk Program – RLS operates its own hot lunch program. Indicate on TADS (yes or no) if you would like an Application for *Free & Reduced Hot Lunch* which will be sent home any time or picked up at school visit times in August. Payments for lunch and milk are made through our TADS system.

Students may also bring cold lunches. Microwaves are provided in the cafeteria. Kindergarteners have a milk break in the morning and pay a one-time fee for this on TADS.

Media/Technology– The RLS Technology Team is working on getting technology into the hands of every student. Our teachers implement technology within their classrooms and instruction to assist learners. Students have an email address on the school server; these addresses remain active as long as the student is at RLS.

Piano Instruction – Students at RLS may take piano lessons during the school day. Arrangements are made with the teacher

prior to the start of school, and payment is made directly to the teacher by the parent.

School Counselor – RLS is blessed to have the services of our own school counselor who works directly with students, families and teachers to help meet the needs of students and their families. Please contact the Principal or your child’s teacher about services.

School Library – The RLS school library is located upstairs for the students’ use. We have many reference books, fiction and non-fiction books and periodicals.

Student Records – Resurrection Lutheran School complies with the Family Educational Rights and Privacy Act (FERPA) with regard to all student records. A copy of this act is posted where student records are stored. Parents are also sent a copy of their rights at the beginning of each school year. A copy of this act may also be requested from the principal at any time.

Technology Use Agreement - Resurrection has a network to which all students have access. Since there is potential for misuse, all students and their parents will be asked to sign an agreement. If the guidelines of the agreement are not followed, the student will forfeit the use of electronic devices for a period of time at the discretion of the principal.

Transportation – Most students travel to and from school by car or the Rochester Public Schools bus system. Anyone residing in the district and living a minimal distance from the school may call Transportation at the Edison Building (328-4260) to find out if you qualify or to register for afternoon busing. **We do not bus in the morning.** A bike rack is also available for those who arrive by bicycle. Bikes are to remain locked throughout the school day.

Morning Drop-off Routine – Please show consideration and drop your children off promptly enough so that others may move ahead to do the same. If escorting your child to the classroom, use the parking spots as opposed to parking along the curb and leaving your vehicle.

Afternoon Pick-Up Routine – Please form a single file line on the south side of the lot until all three buses have arrived. Then pull your vehicle behind the buses in a single file manner in the order that you arrive. This will form a circle around the south curb of the parking lot. Students will be dismissed from their classroom to come to the numbered spot they were told to go to. After their respective vehicle pulls to a stop at the school entryway sidewalk, the student(s) may load. If your student(s) is not yet outside, please pull around to the end of the line to keep the line moving forward. If special circumstances occur, please park and come to the sidewalk or into the building and walk your child through the moving car line. Students remaining at 3:05pm will be taken to the office so the secretary can call parents to ascertain their arrival time. If only one or two minutes away, students may wait quietly in the office; parents may pull up to the school entrance. If parents are more than a few minutes away, students will be escorted by a staff member to the ESCaPE room and parents will be required to park, and follow ESCaPE procedures to sign-out their children and will be charged the regular fee.

F.A.C.E. (Families Active in Christian Education) hosts several **fellowship events** throughout the school year for all families and staff to enjoy. These will be announced via email or in the RLS newsletter and posted on social media.

VOLUNTEER OPPORTUNITIES

Anyone wishing to serve as a volunteer can sign up via TADS or contact the office. All volunteers need to fill out and sign a **Volunteer Application** prior to serving. Volunteers who work with children must also provide information for and sign-off to have a background check done prior to working with children. Forms are available in the school office.

During the summer months, there are various volunteer opportunities to help keep our school up-to-date. Please contact the office for a list of volunteer items that could be completed.

Classroom helpers from high school-age to great-grandparents are always welcome to assist in our classrooms or help with one-of-a-kind classroom or art projects or to be regular assistants in listening to or reading to students especially in the primary classrooms. See the classroom teacher or principal for more information.

The school **Hot Lunch Program** usually needs a volunteer or two to help over the lunch hour. Contact the office if you are interested.

The classroom **Christmas Celebrations** use volunteers to help organize the afternoon Christ-centered activities and treats. Let you child's teacher know that you're interested.

Volunteers are always needed to help with the annual production of the **School Play** with costumes, props, back-drops, set up and electrical and sound boards. We also appreciate help with take-down that evening, too.

Field trip chaperones volunteer to help make this out-of-school learning opportunity enjoyable and safe for students. Drivers are often needed and must provide a copy of their driver license and proof-of-insurance so that we can do a background check. See classroom teachers for more information on field trips or call the school office to volunteer as a driver. Many volunteers are needed for the annual **Soccer** (October), **Softball** and **Track Days** (May) to serve as judges or umpires, drivers, record-keepers and lunch hosts. See the classroom teacher or principal for more information.

The school **Athletics Program** is dependent upon many parent-volunteers who serve as coaches and referees, set up for games, run concessions, and other tasks that arise. Speak with the school athletic director for more information at athletics@resurrection-wels.org.

F.A.C.E. (Families Active in Christian Education) hosts several **fellowship events** throughout the school year for all families and staff to enjoy, and may include activities like the back-to-school picnic; swimming, sledding, bowling and movie nights; Mother-Son and Father-Daughter events, an end-of-year picnic, and other fun filled opportunities. These will be announced via email or in the RLS [newsletter](#) and posted on our [Facebook page](#) and fun photos are shown on our [Instagram page](#) as well! Contact RLSmnFACE@gmail.com.

Scrip - Volunteers are needed to help sell **Scrip** between services at Resurrection and Life. Contact scrip@resurrection-wels.org for more info or to volunteer.

School Library – Checking books in and re-shelving them, helping students find books, and checking books out.

GENERAL INFORMATION

School Registration – Returning families complete registration each year via the online service TADS, using the link emailed to them. New families meet with the principal and complete a tour and initial application. Once a new family's initial application is approved, they will receive a link to complete the registration process on TADS as well.

Book Covers – To keep the school's hardcover textbooks lasting a long while, please place a covering on each book.

Care for Property – We thank you for your cooperation in teaching your children appropriate respect for personal property. If a student's actions or carelessness causes damage to books, furnishings or other belongings, the school may ask for help in repairing or reimbursement to replace the item.

Electronic Devices – Personal electronic devices, cell phones or any other devices deemed potentially disruptive shall not be used during school hours or on school buses, including field trips.

With permission from the classroom teacher, students may bring an electronic device for a class project, assignment or field trip, and will ask permission before using it during the school day.

The school does not accept responsibility for personal electronic devices kept in lockers during the school day. Electronic devices activated without permission during the school day may be confiscated, turned in to the principal and returned at the end of the day.

Lockers – Each student in grades 1-8 is assigned a locker. To keep the halls looking tidy, only items that fit into a closed locker should be stored inside. Non-adhesive decorative items (using magnets or suction cups) are allowed. Wheeled backpacks do

not fit into the lockers and should be avoided. Students should not bring locks from home for use on their locker. The school does not accept responsibility for personal property kept in lockers.

Lost and Found – Lost items may be found in a bin in the closet near the school office.

Phone Usage – With permission from a teacher, a student may use the phone in the office for emergencies. If parents find it necessary to talk to a child during the school day, the secretary will take a message so that the child can return the call during a break time. After school arrangements should be made prior to the school day so as not to interrupt the day's learning.

Precious Preschools – Three WELS preschools serve the Rochester area for youngsters age 3+. These preschools are located at Ascension (*Precious is the Child*), Christ Our Rock (*Precious Pebbles*) and on the Resurrection Lutheran campus (*Precious Lambs*). If you would like more information about our program, please contact the Preschool Director at psdirector@resurrectionwels.org or call the school office.

School-sponsored trips may include tours of a facility, a play or concert in or out of town. We will inform you of these trips ahead of time. Our Scrip funds help reduce the expense of these trips.