

Welcome

Looking into the coming school year...

As we prepare for the coming school year, it is a time of expectations. We all have them, those demands, desires, and wants of parents, teachers, staff, and students.

The expectations by teachers and staff members are few in number, but each is significant for the coming year to be a success for all:

We expect students to be prepared each day for school: fed, dressed, awake, and well-behaved. Their preparedness will be met by teachers who are also daily prepared for class and work, teaching students who need spiritual, intellectual, social, and physical training.

We expect parents to encourage their children's educational efforts (checking homework and providing a student workplace at home).

We expect parents to support teachers in learning activities and in classroom discipline. (When parents have questions about either school work or school discipline, teachers are always available for conversation (not confrontation) about parental concerns.)

We expect everyone to meet their school obligations: teachers in preparing and presenting lessons; parents in meeting their financial requirements; and students in behaving appropriately and working to their highest levels of ability.

We expect all of the Redeemer Lutheran School community to work together as *a community*, using our Christian faith and heritage as our guide to our behavior and to our work as students and teachers.

We expect students to be responsive to the demands of Christian education and practice, where all students have the privilege of learning about the Christian life of service to God and to one's neighbors. We expect students to recognize and to respect the fact that parents or others are sacrificing greatly so that this Christian education might be received by each student.

Our Mission Statement

We are a Christian school where children are nurtured spiritually, intellectually, socially, and physically in a caring, safe environment.

The Purpose of Redeemer Lutheran School

Redeemer Lutheran School is an integral part of the ministry of Redeemer Lutheran Church. The purpose of Redeemer Lutheran School is to provide Christian, academic education in partnership with parents so that:

1. Children learn to know and accept Jesus Christ as Lord and Savior, growing in their relationship with him and in service to others.
2. Children are provided with a comprehensive program of academic education so that they may develop their talents and skills as a foundation for further intellectual growth.
3. Children are influenced in their behavior as citizens of the school, the community, and the nation so that they become responsible and participating members of society.
4. Children learn healthy lifestyles and teamwork while participating in various sports and physical activities.
5. Children have a “safe place” to grow so that their bodies and minds are not subject to harmful, hurtful, or evil influences present in the larger society.

A Brief History of Redeemer Lutheran School

In the spring of 1948, Redeemer Lutheran Church took the first major step in establishing a school when it hired Mr. F. Carl Kretzmann to be principal and teacher. Mr. Kretzmann arrived in July, and in September Redeemer Lutheran School opened its doors to children of grades one and two. Classes were held in the lower level of the church building. A grade was added each year. A second teacher was added in 1950.

September of 1952 saw the completion of the present school building and the addition of a Kindergarten. Redeemer graduated its first class in June 1955. At this time there were five teachers. In May 1966, the addition of our gymnasium/auditorium and the renovation of four classrooms were completed in the church building.

We expanded again in 1995 when our Computer Lab was installed in the Parish House. We also use the Parish House for Kindergarten classrooms, our School Library, and the Extended School Care Program. CORA Services also use the Parish House for remediation, speech therapy, and counseling, and our school nurse maintains her records there.

We are beginning our 60th year of teaching and serving our community.

The Significance of Accreditation

Your child's school is accredited – twice! In 2005, after a significant study by Redeemer faculty and parents and other concerned persons followed by a visitation by a team of outside visitors, two agencies granted accreditation status to Redeemer Lutheran School. The agencies are the Middle States Commission on Elementary Schools (a secular organization) and the Evangelical Lutheran Education Association (a subsidiary of the national church of which Redeemer Lutheran Church is a member).

During the accreditation process, our school was examined in each of the areas of its operation: Curriculum, teachers' credentials, administration, physical plant, programs and activities, etc., etc. Both agencies awarded full accreditation status to Redeemer. The visitation team was made up of representatives from both agencies.

Stuff You Have to Know

The Administration of Redeemer Lutheran School

Redeemer Lutheran School is a ministry of Redeemer Lutheran Church. As such, it is under the direct control of the Congregation Council through its Committee on Parochial School Education. This group is responsible for setting school policy

The principal is responsible for the direct administrative duties connected with the school.

The Committee on Parochial School Education

The members of Redeemer's Committee on Parochial School Education for the 2007/2008 school year are –

- Ms Bette Anton, liaison to congregation council
- Mr. Alan G. Ault, congregation treasurer
- Mrs. E. Sandra Ault, business manager
- Mrs. Susan Blume
- Mr. William Bittenbusch
- Mr. Joseph Chilutti, chair
- The Rev. David H. Hinkelman, pastor
- Mrs. Carol LaCorte, liaison to PTA and PTA vice-president
- Mr. Stuart R. Schwarzer, principal

Faculty and Staff

Pastor:	The Rev. David H. Hinkelman
Vicar:	Ms Miriam Sedzro
Principal:	Mr. Stuart R. Schwarzer
Business Manager:	Mrs. E. Sandra Ault
Eighth Grade Homeroom Teacher:	Mrs. Sandra Kruvczuk
Seventh Grade Homeroom Teacher:	Mrs. Colleen Price
Sixth Grade Homeroom Teacher:	Mrs. Stacie Spence
Fifth Grade Teacher:	Ms Deborah Russo
Fourth Grade Teacher:	Miss Judith Bech
Third Grade Teacher:	Mrs. Jane Leppo
Second Grade Teacher:	Mrs. Amanda Doroshenko
First Grade Teacher:	Mrs. Christine Buttenbusch
Kindergarten Teacher:	Mrs. Sharon Domer
Art/Music/P.E./6 th Grade Religion Teacher:	Mr. Edward Hoffman
Spanish/P.E./Health Teacher:	Mrs. Pamela Ewing
Extended School Care Supervisors:	Mrs. Susan Hoffman & Mrs. Barbara Shelkin
Extended School Care Workers:	Ms. Marlene Alkins
	Mrs. Sharon Evans
	Mrs. Faith Haas
	Mrs. Susan Hoffman
	Miss Victoria Jupin
	Mrs. Kathleen Lazauskas
	Mrs. Barbara Shelkin
	Mrs. Susan Hoffman
Librarian:	Mrs. Susan Hoffman & Mrs. Barbara Shelkin
Recess Supervisors:	Ms Marlene Alkins
Recess Aides:	Mrs. Sharon Evans
	Miss Victoria Jupin
	Mrs. Kathleen Lazauskas
School Choir Director:	Mrs. Sharon Domer
Secretaries:	Mrs. Sharon Evans
	Mrs. Justine Lobley
	Mrs. Barbara Shelkin
Cleaning Staff:	Mrs. Shyqyrie Cena
	Mr. James Ford
	Mr. Kurt Polzin
CORA Staff:	
Psychologist:	Mr. Jack Bradley
Counselor:	Mrs. Mary Lanken
Educator:	Ms Kate Friend
Kindergarten Consultant:	Ms Daisy Stuempfig
Speech Therapist:	Ms Beverly Blatteau
School Nurse:	Mrs. Marie Curran

Redeemer Lutheran School

2007/2008 Calendar

<u>Date</u>	<u>Day</u>	<u>Event</u>
SEPTEMBER		
5	Wednesday	First Day of School – Our 60th year <u>9:00 a.m.</u> Opening Chapel <u>10:00 a.m.</u> Kindergarten Parents' Meeting <u>11:30 a.m. DISMISSAL</u>
9	Sunday	Christian Education Sunday <u>9:00 a.m.</u> – Installation of Teachers
10	Monday	<u>7:00 p.m.</u> - Environmental Education Parents' Night
12	Wednesday	<u>6:00 p.m.</u> - Library Book Sale <u>7:00 p.m.</u> - PTA "Back to School Night" - grades 2 & 3 host
12-26	Wed.-Wed.	PTA Fall Gift/Gift Wrap/Candy Sale
17	Monday	Constitution Day
21	Friday	<u>11:30 a.m. DISMISSAL</u> – Faculty Workshop
OCTOBER		
1-3	Mon-Wed.	Environmental Education – grades 6, 7 & 8
8	Monday	NO SCHOOL – Columbus Day
10	Wednesday	<u>7:00 p.m.</u> PTA High School Night - grade 4 hosts
14	Sunday	<u>2:00 p.m.</u> Admission Open House #1
19	Friday	<u>11:30 a.m. DISMISSAL</u> – Faculty Workshop
25	Thursday	School Picture Day
31	Wednesday	<u>2:00 p.m.</u> Parade of Horrors/classroom Halloween parties
NOVEMBER		
9	Friday	End of First Quarter
14-15-16	Wed.-Fri.	<u>11:30 a.m. DISMISSAL</u> – Parent-Teacher Conferences, by appointment
22-23	Thurs-Fri.	NO SCHOOL – Thanksgiving Holidays
DECEMBER		
7	Friday	<u>11:30 a.m. DISMISSAL</u> – Faculty Workshop
14	Friday	<u>7:00 p.m.</u> – Christmas Play, presented by grades 4-8 - grades K & 1 host
19	Wednesday	<i>8th graders deliver Christmas food baskets and gifts to Spirit & Truth Lutheran Church, Yeadon</i>
21	Friday	<u>9:00 a.m.</u> – Christmas Chapel <u>10:30 a.m.</u> Classroom Christmas parties <u>11:30 a.m. DISMISSAL</u>
24-31	Mon.-Mon.	NO SCHOOL – Christmas Vacation
JANUARY		
1-2	Tues.-Wed.	NO SCHOOL – Christmas Vacation
3	Thursday	<u>8:30 a.m.</u> Classes resume
11	Friday	<u>11:30 a.m. DISMISSAL</u> – Faculty Workshop
21	Monday	NO SCHOOL - Martin Luther King, Jr. Day
25	Friday	End of Second Quarter <u>11:30 a.m. DISMISSAL</u>
27	Sunday	<u>1:00 P.M.</u> School Admission Open House #2
30-Feb. 1	Wed.-Fri.	<u>11:30 a.m. DISMISSAL</u> - Parent-Teacher Conferences, by appointment

Date Day Event

FEBRUARY

14	Thursday	<u>2:00 p.m.</u> Classroom Valentine's Day parties
15	Friday	<u>11:30 a.m. DISMISSAL</u> – Faculty Workshop
18	Monday	NO SCHOOL – Presidents' Day

MARCH

3-7	Mon.-Fri.	Lutheran Education Week
3-4-5	Mon.-Wed.	Redeemer Education Week, classroom visits
7-8	Fri.-Sat.	Lutheran Invitational Tournament, Landover, MD
5-19	Wed.-Wed.	P.T.A. Spring Candy Sale
14	Friday	<u>11:30 a.m. DISMISSAL</u> – Faculty Workshop
20-25	Thurs.-Tues.	NO SCHOOL - Easter Holidays

APRIL

4	Friday	End of Third Quarter
9-10	Wed.-Thurs.	<u>3:00-???</u> Parent-Teacher Conferences, by appointment
11	Friday	Grandparents' & Special Guests' Day <u>11:30 a.m. DISMISSAL</u> – Parent-Teacher Conferences, by appointment
25	Friday	<u>7:00 p.m.</u> School Arts Festival/PTA Elections - grade 8 hosts

MAY

5-9	Mon.-Fri.	National Teacher Appreciation Week
7	Wednesday	<u>11:30 a.m.</u> PTA hosts Staff Appreciation Luncheon
9	Friday	<u>7:00 p.m.</u> PTA Talent Show - grades 5 & 6 host
16	Friday	<u>11:30 a.m. DISMISSAL</u> – Faculty Workshop
23-26	Fri.-Mon.	NO SCHOOL - Memorial Day Weekend

JUNE

4	Wednesday	<u>8:45 a.m.</u> "Thank You" Chapel Service (<u>11:30</u> dismissal for 8 th grade) <u>7:30 p.m.</u> Graduation – Our 54 th class <u>8:45 p.m.</u> Graduation Reception – grade 7 hosts
5	Thursday	<u>T.B.A.</u> Graduation Banquet
9	Monday	<u>2:00 p.m.</u> Move-Up Day
10	Tuesday	<u>11:30 a.m. DISMISSAL</u> - Faculty Records Day
11	Wednesday	<u>10:30 a.m. DISMISSAL</u> – Last Day of School
23	Monday	Roadrunner Summer Camp opens

EMERGENCY SCHOOL CLOSINGS will be announced, by school number, on KYW Newsradio (1060 AM). Whenever it is announced that all Philadelphia Public and Archdiocesan Parochial Schools are closed, Redeemer will also be closed. However, should Philadelphia Public and Archdiocesan Parochial Schools be open, we might be closed. Please listen to KYW for our school number. If you can't wait for the listing on KYW, you can call the KYW Snow Phone Line at 215.224.1060, or you can get on the Internet and go to <http://www.KYW1060.com>. If you miss the list on KYW, call the school to find out if we're open – there will be a message on the answering machine after 5:45 a.m.

IN THE EVENT THAT WE USE MORE THAN ONE DAY FOR SNOW, the following days will become school days, in the order printed:

- #1 Wednesday, January 2, 2008
- #2 Friday, May 23, 2008
- #3 Tuesday, March 25, 2008
- #4 Monday, March 24, 2008

School Hours

Our school hours are 8:30 a.m. to 3:00 p.m. The doors open at 8:15 a.m.. Students arriving prior to 8:00 a.m. must join the Extended School Care Program. Students arriving between 8:00 and 8:15 a.m. must assemble on the playground, where they will be supervised. In case of inclement weather, students are supervised in the gymnasium between 8:00 and 8:15.

“Short” Fridays

All schools need time for parent conferences and professional meetings. Our most common day for such sessions is Friday. So that the same classes are not always affected, we devised a rotating schedule for “short” Fridays. We will post the schedule for each upcoming short Friday in that week’s *WOW* as a reminder.

SCHEDULE	A	B	C	D	E	F	G
8:30-8:45	H O M E R O O M						
8:45-9:22	1 st	5 th	2 nd	6 th	3 rd	7 th	4 th
9:25-10:02	2 nd	6 th	3 rd	7 th	4 th	1 st	5 th
10:05-10:37	3 rd	7 th	4 th	1 st	5 th	2 nd	6 th
10:40-11:12	4 th	1 st	5 th	2 nd	6 th	3 rd	7 th
11:15-11:30	H O M E R O O M						
Dates:	September 21:	Schedule A		January 25:	Schedule F		
	October 19:	Schedule B		February 1	Schedule G		
	November 16:	Schedule C		February 15	Schedule A		
	December 7:	Schedule D		March 14	Schedule B		
	January 11:	Schedule E		May 16	Schedule C		

Extended School Care

Extended School Care is available before school from 6:30 to 8:00 a.m., and after school from 3:00 to 6:00 p.m. Any student registered in Redeemer Lutheran School may be enrolled in this program. Fees for the program are billed at the beginning of the month for the previous month, and are due approximately two weeks after the bill is sent out.

Extended School Care is available every school day. Extended School Care is available from 11:30 a.m. to 6:00 p.m. on days when there is a scheduled early dismissal.

Children who have not been picked up by 3:10 p.m. will be sent to Extended School Care until they are picked up. You will be billed for the time your child spends in Extended School Care. The fifth time a child is placed in Extended School Care because of early arrival or late pick-up, the parent will be required to pay the Registration Fee for Extended School Care.

Weekly Newsletter – *WOW*

To promote good home-school communication, Redeemer Lutheran School publishes a weekly newsletter, *WOW* (Words of Wisdom). Parents are encouraged to read *WOW* each week for important information about school and church activities. Lunch menus and order forms are in each week's *WOW*.

Special School Closings

School closings because of snow or other weather emergencies will be announced, by school number (ours is **178**), on KYW Newsradio (1060 AM). Whenever it is announced that all Philadelphia Public and Archdiocesan Parochial Schools are closed, Redeemer will also be closed. However, should Philadelphia Public and Archdiocesan Parochial Schools be open, we might be closed. Please listen to KYW for our school number. If you can't wait for the listing on KYW, you can call the KYW Snow Phone Line at 215.224.1060, or you can get on the Internet and go to <http://www.KYW1060.com>. You can also call the school to find out if we're open – there will be a message on the answering machine after 5:45 a.m.

Emergency Early Dismissal

The safety of our students is of utmost importance. Therefore, when severe inclement weather is predicted, we may have early dismissals. If we have an early dismissal, please make arrangements to pick up your child as quickly as possible. On such occasions, Extended School Care does not operate, as we are trying to get everyone home before the weather closes in.

On days when an early dismissal is called because of snow or other weather emergencies, we expect parents to pick up their child(ren) as quickly as possible to ensure the safety of the children, parents, and workers in the Extended School Care program.

Please communicate with your child what he/she is to do in the case of an unscheduled early dismissal. We will assume that your child is to go to his/her normal afternoon destination and that someone will be there when he/she arrives, unless you have told us otherwise on the Emergency Contact Form. Students are not permitted to call home when we have unscheduled early dismissals – our phone lines are tied up all day long on a snow day, and permitting children to use the phone is just not possible.

Attendance Policy

Many factors contribute to a child's growth and learning both in and out of school. During the school day, there is much teacher instruction and explanation, as well as interaction between the teacher and students and among students. Whenever a student is absent, he/she misses this instruction and interaction. These activities can never be made up through homework or extra-credit assignments. Therefore, regular attendance is necessary to a child's progress in each subject. To emphasize the importance of regular attendance, the following policies regarding absenteeism, lateness, and early dismissal have been established:

Absence

Whenever a child is to be absent, a parent must call the school by 8:30 a.m. The child must bring a note explaining the reason for the absence on the day he/she returns. If the absence is caused by illness and lasts more than five days, the child must bring in a physician's note. Absences will be listed as unexcused until a note is returned to school. Any student who accumulates 20 absences jeopardizes his/her promotion at the end of the year.

Vacations when school is in session are strongly discouraged. We recognize that certain industries do not have summer time off and that their employees and their families must take vacation during the school year if the family is to have any time together. If the child is going to be absent from school for family vacation, a parent must inform the principal in writing at least five days before the absence occurs.

Vacations are not considered excused absences. Homework, projects, and examinations that are missed by the vacationing student will have to be made up upon the student's return to school within two weeks (unless the teacher orders a shorter time frame because of special circumstances such as the end of the quarter).

Even after a child makes up all missed homework, parents should understand that significant aspects of the time away will have been missed, never to be re-captured: The presentation by a highly qualified teacher; the in-class interactions; and the student-to-student learning where they help and teach each other. These three elements of the education process cannot be ignored for the benefits that come to students. Simply put, an in-session vacation from school creates gaps in a child's education – gaps never to be filled in.

Any student who is absent from school on a particular day may not participate in any extracurricular activity on that evening.

When a child is absent, arrangements should be made to pick up the child's assignments.
Absence never excuses a student from assignments.

Lateness

Students who arrive late are, by their very lateness, disruptive to the class and the teacher. One of the basic rules of inter-personal behavior is respect for others. We start to show that respect by recognizing that what we do impacts others. Nowhere is this more true than in the area of punctuality. Simply stated, students are expected to be on time - all the time.

Students who arrive late miss out. They may miss the opening devotions of their classes. They miss the “settling down” time of a class with their teacher. They miss the social times among students that occur prior to 8:30 a.m. when the classes come to order. Everyone in the room is negatively impacted by a student’s late arrival and rooting around to get ready when all the others have already done that – on time.

Students who arrive after 8:30 a.m. must stop at the office for a pass to class. A student may face disciplinary action for chronic lateness. Class participation, if it is negatively impacted, may also adversely affect grades.

Early Dismissal

If a child is to be excused during the school day because physician and dental appointments cannot be scheduled after school, the parent must come to the office and sign him/her out. The child will remain in the classroom until notified that the parent has arrived and then will meet the parent at the office.

Student Lunch Program

- Lunches are available every day except for early-dismissal days, but must be ordered in advance.
- Menus are included in *WOW* each week, and orders must be returned with payment by Friday morning, in an envelope marked “lunch order.”
- **Checks**, made payable to “Redeemer Lutheran School PTA,” are the preferred method of payment. If you pay in cash, please make your payment in **currency**, limiting the coins to the amount of change needed.
- If you have more than one child for whom you are ordering lunch, **please use a separate order form for each child**. The orders may be enclosed in one envelope with the appropriate payment enclosed.
- If your child is **absent** on a day for which he/she has ordered a lunch, you must re-order that lunch the following week, indicating on the lunch order that your child has a credit for the amount of the missed lunch.
- We all forget our lunch from time to time. If your child **forgets** his/her lunch and has not ordered a lunch for that day, our hot lunch parent will make your child a peanut butter and jelly sandwich. There is a \$2.00 charge for the sandwich. Your child will not receive the lunch on the menu. Extra lunches are not ordered.
- If you run out of bread or lunch meat to pack your child’s lunch in the morning, please don’t bring in McDonald’s or some other special treat. Your child would surely enjoy it, but that special treat for one child disrupts the whole classroom!
- Similarly, parents need to refrain from bringing other special lunches (heated or not) to school for their child. Again, it is disruptive and may cause the child to be singled out by classmates.
- If your child brings lunch, please provide an insulated bag with an ice pack if the lunch is perishable. We cannot provide refrigerator space for lunches, nor can we allow students to heat up food at lunch time.

Sunday School and Church Attendance

Redeemer Lutheran School urges that each child in the school regularly attend Sunday school and church with his/her family, whether at Redeemer Lutheran Church or another church. It is important that parents set the proper example for their children.

Visitors to Our School

All visitors and parents must sign in at the school office for security reasons. A “visitor” name tag will be issued to you to wear while you visit.

Parents may arrange to make an appointment to visit a classroom by contacting the classroom teacher through the school office.

Immunization Requirements

The Pennsylvania Department of Health requires that students must be immunized or exempted before attending school. A child whose immunizations have been begun but are not complete may be admitted on a provisional basis. All provisional admissions expire on the date the next dose is due or eight months after the first day of school attendance, whichever comes first.

The immunizations required for admission to school for the 2007/2008 school year are:

GRADES	VACCINES	REQUIREMENTS
K - 8	Diphtheria, Tetanus.	4 doses: at least one after 4 th birthday (DtaP/DTP/DT/Td)
	Polio.	3 doses (OPV/IPV)
	Measles.....	2 doses: both after 1 st birthday (Measles/MMR)
	Mumps.	1 dose after 1 st birthday (MMR)
	Rubella.	1 dose after 1 st birthday (MMR)
	Hepatitis B.....	3 doses properly spaced (HBV)
	Varicella.	2 doses after 1 st birthday or past disease (chicken pox)

Medication Policy

No prescription medication/treatment will be administered in school without a completed Request for Administration of Medication/Treatment form, which is available from the school office.

Medication is to be administered by the principal or his designee.

The parent will supply the medication to the school administration, properly labeled and packaged, including Safe-T-Closure cap, with the following information:

- Child's name;
- Pharmacy name, address and phone number;
- Prescription number and date;
- Name of medication/treatment and dosage;
- Instructions for administration; and
- Name of prescribing health care provider.

In specific cases, individual students will be permitted to be directly responsible for the maintenance and administration of the medication/treatment with minimal supervision. To self-medicate/treat and carry medication, the student must demonstrate the following abilities:

- respond to his/her name, and recognize it visually;
- identify his/her medication;
- wash hands properly;
- measure, pour, and administer the prescribed dosage as well as the frequency of the dosage;
- state the importance of maintaining safe storage, including carrying, of the medication/treatment;
- state the importance of not allowing other students to use the medication/treatment;
- state the reason/symptom for using the medication/treatment, as well as the dangers of exceeding the prescribed dosage; and
- notify the appropriate personnel when the medication has been taken.

Medical Emergencies

Minor injuries or illnesses (scraped knees, etc.) are dealt with by the teacher, recess aide, or secretary. NO INTERNAL MEDICINE (aspirin, Tylenol, etc.) will be administered to any child without a written note from the parents. A permission slip for Tylenol is incorporated in the Emergency Contact Form filled out by parents each summer.

It is important for the safety of each child that we have **emergency contact numbers** in case of serious illness or injury. If there should be any change in the phone numbers you have provided for emergency contact for your child, notify the school office promptly!

Staying Healthy at School; Getting Well at Home

One of the sensitive issues that teachers and administrators deal with each winter is the issue of student health. How sick should a child be before we call the parent/grandparent/neighbor/family friend to pick up a not-feeling-good youngster? From a parent's perspective, how sick must my child be before keeping him/her at home on a school day and thereby impact my work or other scheduled appointments? (Rephrase the question: Would I want one of my child's friends coming over for a visit if that child is as sick as mine is today?) It's not a very tough call.

If a child is running a fever, home is the place to be. This is also true if stomach upset has led to vomiting of any degree. If a child is coughing and hacking and bringing up green or yellow mucus, that bespeaks a probable infection and a trip to the doctor's office is probably in order. That child should not be brought to school, nor should that child remain in school.

All the spray Lysol in the world (or your child's classroom) will not replace applying the above simple common sense approaches to dealing with your child's wellness and the health of the others in the classroom (teachers, visitors, and other students). Thanks for your consideration.

Academics

Our Curriculum

Redeemer Lutheran School provides a full academic elementary curriculum as prescribed by the Commonwealth of Pennsylvania. Subjects include:

Major Subjects

English/Language Arts
Mathematics
Reading
Religion
Science
Social Studies

Minor Subjects

Art
Computer Education
Handwriting
Health
Music
Physical Education
Spanish
Spelling

Our Grading System

Kindergarten:

M = Mastered skill or concept
S = Satisfactory progress, on level
NI = Needs improvement

Primary (Grades 1-3):

A = Outstanding
B = Good
C = Fair
D = Poor
F = Failing
S = Satisfactory
U = Unsatisfactory

Grades 1 and 2 use letter grades for Reading, Math and Spelling. S and U are used for all other subjects.

Grade 3 uses letter grades for Religion, Reading, Math, Spelling, Language Arts, Science/Health and Social Studies. S and U are used for Spanish, Physical Education, Art, Music, and Computer Education.

Intermediate (Grades 4-6):

90-100	A = Excellent
80-89	B = Good
70-79	C = Fair
60-69	D = Poor
59 & below	F = Failing
	I = Incomplete
	+ = Excellent
	✓ = Satisfactory work
	- = Is in need of improvement

Numerical grades are used for all major subjects: Religion, Reading, Math, Social Studies, Science/Health, and English.

Letter grades are used for Spanish.

In grades 4 and 5, numerical grades are used for Spelling. In grade 6, letter grades are used for Spelling.

+, ✓, and – are used for Art, Music, Physical Education, Handwriting, and Computer Education.

Junior High (Grades 7 and 8):

90-100	A = Excellent
80-89	B = Good
70-79	C = Fair
60-69	D = Poor
59 & below	F = Failing
	I = Incomplete
	+ = Excellent
	✓ = Satisfactory work
	- = Is in need of improvement

Numerical grades are used for all major subjects: Religion, Reading, Math, Social Studies, Science, and English.

Letter grades are used for Spelling, Health, and Spanish.

+, ✓, and – are used for Art, Music, Physical Education, and Computer Education.

Report Cards and Parent-Teacher Conferences

A report card is issued four times a year. This report provides parents with the teachers' evaluations of the child's progress along with an indication of social and emotional development. Conferences with the teachers are scheduled at the end of the first, second, and third quarters.

If you wish to meet with a teacher at some other time, we urge you to call and make an appointment through the school office. Please refrain from calling teachers at their homes.

Interim Progress Reports

Interim progress reports will be issued approximately half-way through each quarter to students in grades 6 through 8. The report should be signed by a parent and returned to the teacher on the following day. If a progress report indicates that the student is not making satisfactory progress, a conference may be requested by the parent or the teacher. In the lower grades, progress reports may be included in the folders containing graded assignments and tests.

Homework Folders and Assignment Books

In order to help students with their organizational skills and to keep parents informed of classroom work and homework assignments, all students in grades 1 through 8 have homework folders and/or assignment books.

We encourage parents to check the homework folder for assignments each evening. There are also folders in the lower grades that go home on a regular basis with graded assignments and tests.

Students in grades 3 through 8 are issued a student assignment book. These booklets will help students and parents keep track of homework assigned daily in each class. In order to promote communication between home and school, we ask that the parent check the assignment book each evening.

IEP's, Resource Rooms, and Special Education

Students who qualify for "special education" curricula are not admitted to Redeemer Lutheran School. IEP's and resource rooms are not part of the Redeemer curriculum, not do we have special education teachers on our faculty.

Honor Roll

Redeemer Lutheran School recognizes its students in grades 4 through 8 who achieve good grades on their report cards by means of the Honor Roll. Honor Roll is awarded at the end of each report card period. There are three categories of Honor Roll:

Principal's List: For students who receive grades of 90 or above in all major subjects, and grades of A, 90 or above, and + in all minor subjects.

First Honors: For students who have grades of 80 or above in all major subjects, with at least four grades of 90 or above in major subjects, and grades of A or B, 80 or above, or + or ✓ in all minor subjects.

Second Honors: For students who have grades of 80 or above in all major subjects, and grades of A or B, 80 or above, or + or ✓ in all minor subjects.

The principal spotlights the Honor Roll students by giving each of them a small recognition at the end of each report card period.

Students will also be recognized at year-end for academic achievement. The student's year-end average will be used as a basis for the year-end awards.

Promotion Policy

At Redeemer, we expect students to maintain passing grades in all of their subjects. (For students in grades 4 through 8 this means at least a 70 average.) Grades below 70 are below-average grades, which might indicate that the student has not worked hard enough.

Students who receive

a 60-69 year-end average in two major subjects

or

a 60-69 year-end average in one major subject **and**

a 59 or lower year-end average in one major subject

will need to repeat the grade unless they attend and pass summer school or a summer tutoring program.

Students will need to repeat the grade

if their year-end average in three or more major subjects is 60-69

or

if their year-end average in two or more major subjects is 60-69 **and**

in one major subject is 59 or below

or

if their year-end average in two or more major subjects is 59 or below.

Graduation Requirements

To become a graduate of Redeemer Lutheran School, a student must present a credible academic record. Year-end grades that are below 70 are not credible evidence of having mastered the subject matter.

To participate in eighth grade year-end activities, a student may not have two or more major subject grades below 70. Students with non-qualifying grades may not participate in class trips, the graduation ceremony, or the graduation banquet.

Teachers will communicate with parents by report cards, parent-teacher conferences, and interim reports about the status of students' progress. Parents are encouraged to discuss their children's progress with the teachers at other times also. Please make appointments through the office.

Release of Records

A policy of the Committee on Parochial School Education prohibits the release of report cards, diplomas, award certificates, and/or other records at the end of the school year when tuition, fees, penalties, and fines for lost or destroyed books, library books, school property, or other instructional materials remain unpaid.

Federal law has established that a parent or custodian with whom the child resides is entitled to inspect or copy the child's student records. However, questions often arise when a non-custodial, divorced, separated or otherwise estranged parent requests to view, inspect, challenge or copy the child's student records. The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. §1232g) allows inspection of school records by a parent (father or mother by birth or adoption, step-father or step-mother, legally appointed guardian, or custodian), without regard to custody, unless such access is barred by state law, court order, or legally binding instrument (e.g. divorce or separation decree). Such parent may request duplicate written records, but original records may not be removed from the school premises.

When there is a request to see the child's records by a parent with whom the child does not reside, the administration will notify the parent with whom the child resides of the request. The requesting parent will also be notified that the parent with whom the child resides is being given an opportunity to inform the school of any court order or legally binding instrument which bars the school from giving said requesting parent access to the records. If such court order or legally binding instrument is not provided to the school within 45 days, the requesting parent may have access to the child's records.

If a student is transferring to another school, we must have a signed release form in order to transfer pertinent school records, in accordance with the Family Educational Rights and Privacy Act. In the event the release form is signed by a non-custodial parent, the policy of notification of the custodial parent as outlined above will be followed.

Summer Required Reading

Reading throughout the summer months is essential in the development and maintenance of vocabulary and comprehension skills. For this reason, we have a Summer Required Reading Program for children going into grades 2 through 8. Information is sent home with students before the end of the school year on the requirements for their particular grade levels.

We want all our students to be good readers and to enjoy reading!

“Summer School”

If it is necessary for a student to perform summer remedial work because of poor academic performance, the following conditions need to be met:

Tutoring must be conducted by a certified teacher.

The student must receive a minimum of 20 hours of tutoring per subject.

The school must receive, from the tutor, a written evaluation of the study which has taken place.

Several of our faculty members do provide summer tutoring. They may be contacted through the school office.

Educational Support

Occasionally, a student needs academic support in reading or math or both of these critical learning areas. At Redeemer Lutheran School, we have several ways of providing such assistance: Tutoring, Reading Support Teacher, CORA Support, and After School Study Groups.

One-on-one individual tutoring is the most intensive help. Some of our teachers provide individual tutoring for a fee to students who require this kind of support. Contact the school office for a list of available teachers.

CORA is the counseling and remediation service that is available to Redeemer students during the school day. Counseling and math and reading support will be delivered to identified students. This service is state and Philadelphia School District contracted and funded. There is no charge to parents for this service.

After School Group Tutoring. Students who need a little extra help in their academics are encouraged by their teachers to stay after school one or two days a week for an hour of special group work. There is no charge for this service.

Curriculum Beyond the Classroom: Field Trips, Special Events, Assemblies

Redeemer Lutheran School seeks to present a total educational experience. Each activity has educational benefits that support the academic subjects that are delivered in the classroom. Our curriculum includes field trips, an arts festival, a Christmas play, and a talent show.

Field trips are taken throughout the school year. A notice will be sent home by the teacher approximately three weeks prior to the trip with details of the trip, costs, and permission form. Field trips are part of our curriculum, and student participation is expected. The cost of field trips varies from \$20 to \$25, as a general price range. The environmental education trip for sixth through eighth graders will cost approximately \$200.

Parent-chaperones are frequently needed to accompany the class on field trips. In order to be a parent-chaperone, the parent must provide to the school a completed Pennsylvania State Police “Request for Criminal Record Check” (form SP4-164) and a Pennsylvania Child Abuse History Clearance.

- The criminal record check form is available online at <http://www.psp.state.pa.us/psp/lib/psp/sp4-164.pdf>
- The child abuse clearance form is available online at <http://www.dpw.state.pa.us/Resources/Documents/Pdg/FillinForms/DPWchildabuse.pdf>.
- Both forms are also available at the school office. Each has a fee of \$10 for processing.

Students are not permitted to bring extra money (for souvenirs, etc.) on field trips. It is school policy that parents and chaperones are not to provide extra money for students on field trips. Running to gift shops and snack bars interferes with the learning experience and sets some students up for embarrassment when they do not have extra money to spend, too.

Special events Participation in the Arts Festival (Friday, April 25, 2008, 7:00 p.m.) and Christmas play (Friday, December 14, 7:00 p.m.) is expected. The Arts Festival is a school-wide program for all students’ involvement. This year, the Christmas play is being staged by Grades 4 through 8. These experiences are part of a well-rounded education. Put the dates in the family calendar. These are great events for families as well as for the students and their education.

Special assemblies are held from time to time during the school year. The times of the assemblies are publicized in *WOW*, and parents are always welcome to attend!

“Big Trips”:

Several times during the year, students from Redeemer may be involved in “big trips,” trips that require significant planning, significant financing, and overnight stays away from the Philadelphia area. Only students *who are in good standing may represent the school* at venues in Washington, D.C. (e.g. the Cherry Blossom Festival), Valparaiso University and its national Lutheran basketball tournament, or other similar long-distance programs.

“In good standing” includes financial matters also. A tuition account that is in arrears is not considered an attribute of being “in good standing.” Before a student may represent the school, financial obligations must be met. Payments for activities will be re-directed toward tuition or other payments due if that account is in arrears.

School Library

Redeemer maintains a library which is available for use by all school children and their families. It is located in the Parish House. Our librarian is Mrs. Susan Hoffman.

Students have the opportunity to visit the library once a week. Children in Kindergarten through Grade 4 may check out one book; children in grades 5 through 8 may check out two books. The book(s) may be kept for a week. If no requests have been received for a book, it may be renewed for a second week.

The fine for overdue books is 5¢ a day, including Saturday and Sunday. The charge for a lost or ruined book is as follows:

Hardback: \$20.00 or actual cost, if more

Paperback: \$10.00 or actual cost, if more

Magazine: \$15.00 or actual cost, if more (includes the cost of the magazine cover)

Tape: \$15.00 or actual cost, if more

Books should be returned to the teacher on days the library is not open. If a child is sick the day the book is due back and returns it on the first day he/she returns to school from being ill, there is no fine due.

Children who do not comply with the library rules may lose their library privileges.

Extra-Curricular Activities

Participation in Extra-Curricular Activities

Students are encouraged to participate in as many extra-curricular activities as they are able. However, participation is dependent on academic performance. A student receiving two grades of 60-69 or one grade of 59 or lower in major subjects on a quarterly report card is on academic probation and will not be permitted to participate in any extra-curricular activities until the mid-quarter progress report.

Since we are first and foremost a Christian academic institution, we want to keep the focus of students and their parents on the religious/academic development of children. The purpose of having a student removed from the extra-curricular activity because of grades is not to punish, but rather to provide opportunity for the student to spend extra time improving in academics. All extra-curricular activities are included, not just sports. A partial list of activities would include (but is not limited to) student council, cheerleading, and choir. Practices, being integral to many of the activities, are included in the prohibition on participation. Similarly, group or club meetings are off-limits while students are on academic probation.

If the student's grades on the mid-quarter progress report show improvement, a conference will be held to determine whether (s)he will be permitted to return to extra-curricular activities. The principal has the final determination in this matter.

Extra-Curricular Activities

Redeemer provides the following activities for children in the school:

Basketball	Grades 5-8
Cheerleading	Grades 5-8
Choir	Grades 2-8
Community Service	Grades 6-8
Cross Country	Grades 4-8
Intramural Sports	grades vary by activity
Roadrunner Magazine Staff	Grades 7-8
Soccer	Grades 3-8
Softball	Grades 3-8
Stage Crew	Grades 7-8
Student Council	Grades 1-8
Volleyball	Grades 5-8
Yearbook Staff	Grades 7-8

After-School Arts Instruction

As a service to our parents and students, we provide an opportunity for private and group lessons in various art forms in our facilities during after-school hours. These include:

Guitar Lessons with Mr. Edward Hoffman

Piano Lessons with Mrs. Sharon Domer

Information about these programs and their associated fees will be available in September.

School Dances

Several times a year, the school and/or a class will sponsor a dance for seventh and eighth graders*. These are special occasions for our students, times to learn the social graces and appropriate social behavior. Students who exhibit inappropriate or boorish behavior at dances will find themselves immediately removed and excluded from future dances.

Redeemer students may invite one guest per dance from another school. The guest may be no older than ninth grade. The host student must be responsible for the guest and will be accountable for any misbehavior.

* The last dance of the year is opened to sixth graders as they prepare to cross over into seventh grade.

Roadrunner Summer Camp

Redeemer Lutheran School offers a summer camp experience for children who will be entering Kindergarten through 9th Grade in September. The camp offers enrichment programs in math and reading as well as computers and art classes each morning. The afternoons include games and sports. Enrollment takes place in the spring when our brochure is distributed.

Finances Matter

Tuition and Fees

The following is a schedule of fees for the 2007/2008 school year.

Evaluation Fee (new students)	\$25.00 per child, non-refundable
Registration/Book Fee (new <u>and</u> returning students)	\$200.00 per child, non-refundable
Tuition	\$4,300.00 per child
Tuition Late Payment Fee	\$25.00
Extended School Care Registration Fee	\$50.00 per child, non-refundable
Extended School Care Rate	\$3.50 per hour, billed on a half-hour basis
Extended Care Late Pickup Fee	\$20.00 per quarter-hour
Returned Check Fee	\$25.00 per check
CYO Sports Participation Fees:	
Cheerleading, Cross-Country, Soccer, Softball, Volleyball	\$35.00 per child, per activity, non-refundable
Basketball	\$75.00 per child, non-refundable
Intramural Sports Fee:	\$10.00 per child, non-refundable

Tuition payments are due the first of each month, June through March. Payments made after the 15th of each month are subject to a \$25 late fee. **If the payments remain unpaid at the end of the month in which it was due, children are subject to being suspended from attending class until such time as payments are up to date.**

We are happy to accept payments by VISA or MasterCard for amounts over \$100. You may combine payments on one check: just make sure you make a notation of the fees you are paying on the memo line of your check so that we can credit the appropriate accounts. Payments may be sent to school with your child. Please put the payment in an envelope, addressed to the office.

Checks returned by the bank for non-sufficient funds or other reasons will be redeposited, and the \$25.00 returned check fee will be billed to the parent issuing the check. **If two checks from the same family are returned by the bank during the same school year, all succeeding payments must be made by cash, money order, or certified check for the remainder of that school year.**

Parents/guardians are responsible for collection fees, court fees, and reasonable attorney fees to collect unpaid balances.

Do you have a friend or neighbor who might be interested in enrolling their child(ren) in Redeemer Lutheran School? If you recommend the school to someone, and if their child is subsequently enrolled here, you could receive a \$500 tuition rebate. Speak with Mrs. Ault for full details of this program.

“Big Trips”:

Several times during the year, students from Redeemer may be involved in “big trips,” trips that require significant planning, significant financing, and overnight stays away from the Philadelphia area. Only students *who are in good standing may represent the school* at venues in Washington, D.C. (e.g. the Cherry Blossom Festival), Valparaiso University and its national Lutheran basketball tournament, or other similar long-distance programs.

“In good standing” includes financial matters also. A tuition account that is in arrears is not considered an attribute of being “in good standing.” Before a student may represent the school, financial obligations must be met. Payments for activities will be re-directed toward tuition or other payments due if that account is in arrears.

Scrip Program

Scrip is a very special way in which you can help Redeemer Lutheran School. It is a program which gives schools a 1% to 13% discount on the purchase of gift certificates.

At the school office, we stock scrip for Acme Markets, DiGiulio’s Uniforms, Pathmark, Shop N Bag, Shop Rite, and Wawa. We purchase the scrip at the discounted rate, and then sell the scrip to you at face value. We give you a receipt which is good for a credit towards tuition, other fees – you can even pay for your child’s lunch order with it! Just send in your white receipt with your payment. What could be easier?

Through www.simplifiedscrip.com, parents and other interested parties can order scrip from over 100 sporting goods stores, gas stations and convenience stores, home improvement stores, pharmacies, restaurants, movie theaters, motels, and other retailers. Once quarterly, we will send you a statement of your accumulated scrip earnings, which then, again, can be deducted from tuition or other bills just by your indication of how you would like the credit applied.

By purchasing gift certificates to a variety of stores through the school office and through www.simplifiedscrhip.com, you receive a rebate on your tuition and make a contribution to our School Financial Aid Fund as well.

Fund-Raisers

Occasionally the school administration, Student Council, graduation class, or PTA may institute a fund-raiser to support various programs and activities. These may include a mug sale, magazine subscription sale, etc. Participation in these fund-raisers is **strictly voluntary**. We do not wish to make anyone feel obligated to participate. We try not to overwhelm parents with fund-raisers, but we do need to raise funds in addition to tuition payments. This is one way we can do so without it coming out of your pocket.

Fundraising Solutions

If you like to shop online, you'll love this opportunity to benefit Redeemer Lutheran School! Just go to our website (www.RedeemerLutheranPhila.org) and click on the link to Fundraising Solutions. Then shop the retailers online, just as you always would. Through your purchases, we will receive contributions for our School Financial Aid Fund.

Campbell's Labels for Education

Each year Redeemer Lutheran School collects Campbell's products labels to "purchase" athletic equipment for our gym classes and playground use. There are more than 800 different products, sizes, and varieties of Campbell products participating in the labels for Education Program. Although there's a closing date when we need to send our labels in for redemption, the Campbell's program runs all year. Keep saving those labels! Ask your friends and relatives to save them, too. Tuck them into a Ziploc bag and bring them to school or send them with your child. (And save the "Big G" label off the Ziploc bag for us, too!)

Save the UPC code

- Campbell's Bean Products
- Campbell's Chunky Soups & Chili
- Campbell's Condensed Soups, all sizes
- Campbell's Healthy Request Soups
- Campbell's Kitchen Classics Soups
- Campbell's Tomato Juices
- Campbell's Low Sodium Soups
- Campbell's Select Soups
- Campbell's Soup at Hand
- Campbell's Soup To Go tubs
- Campbell's Supper Bake
- Campbell's Tomato Juices
- Franco-American Gravies
- Franco-American SpaghettiOs & Pasta
- Market Day products (tub/carton)
- Pepperidge Farm Breads, Croutons,
Rolls, Stuffing (bag or carton)
- Pepperidge Farm Cookies, Crackers,
Goldfish, Snack Mixes
(bag, box, or carton)
- Pepperidge Farm Frozen Garlic Breads,
Cakes, Turnover, Dumplings, Puff
Pastries, Phyllo Dough
- Pepperidge Farm Soups
- Swanson Broths
- Swanson Canned Chicken

Save 2 code numbers from the outer carton:

- Campbell's Chef's Kettle Soups
- Campbell's Fat Free Soups
- Campbell's Food Service Products
- Pepperidge Farm Products

Save the lid from:

- Campbell's Ready To Serve Soups
- Prego Pasta Sauces
- V8 Fusion 100% Juice
- V8 Splash Smoothies
- V8 Vegetable Juice, all varieties

Save bottom panel:

- Campbell's Soup & Recipe Mix

Target Take Charge of Education

Everyone loves to shop at TARGET. When you apply for a Target Guest Card and designate Redeemer Lutheran School, Target will donate 1% of your purchases to our school!

www.eScrip.com

eScrip is a hassle-free way for schools to raise funds through everyday purchases made at eScrip merchants. All you need to do is register your credit, debit, and grocery club cards as supporters with the eScrip program. Upon receipt of your registration, a percentage of all purchases made at eScrip merchants will be given back to Redeemer Lutheran School.

www.schoolpop.com

It's easy to shop online, and when you shop through www.schoolpop.com, our school receives a percentage of your purchase. Shop through schoolpop at places like Eddie Bauer, Gap, JCPenney, Lands' End, L.L.Bean, Nordstrom, Walmart, Amazon, Barnes & Noble, Borders, Sharper Image, 1-800-Flowers, FTD, PetSmart, Disney, Tower Records, OfficeMax, and ToysRUs.

Box Tops for Education

General Mills supports schools through "Box Tops for Education." Cut out the little coupon on the box that has "Box Tops for Education" on it, and send it in! Sponsoring products include:

Betty Crocker Fruit Snacks
Big G Cereals
Chex Snack Mixes
Cottonelle paper products
Fruit by the Foot
Fruit Gushers
Fruit Roll-Ups
Hamburger Helper
Kleenex paper products
Nature Valley products

Pillsbury Toaster Strudel Pstries
Ready to Bake cookies
S. C. Johnson products
Saran Wrap
Scott paper products
Totino's Pizza products
Viva paper products
Yoplait Yogurt
Ziploc products

Watch for those "Box Tops for Education" logos! When you have some accumulated, send bring them in or send them with your child.

Making School Run Smoothly (AKA “Rules”)

Security and Safety Issues

Maintaining a safe and secure campus is of paramount concern to everyone. Your cooperation is sought in this area. Several issues and locations are involved.

Releasing children

33,000 children were kidnapped by adults who were not non-custodial parents last year, according to the National Center for Missing and Exploited Children (NCMEC). Many of these situations are avoidable if we educate our children and *keep re-educating* them. None are too young; none are too old. (There is a real tendency to cease the education as our children reach their pre-teen years.) Throughout the school year we print a variety of parenting tips and child safety tips with *WOW*. Please share them with your child as appropriate.

If your child is being picked up by someone other than the person or persons who usually pick up your child, call the office (215.624.6446) or, in the case of Extended School Care, call the ESC direct line (215.624.7404), or write a note, so that we know we have your permission to release your child to the person picking up the child.

Dropping Children Off and Picking Children Up

Double-parking on Ryan Avenue is hazardous and illegal. The parking lot at Lincoln High School is available to Redeemer School parents. Park there and cross with the light at Ryan and Sackett – safely and legally. From time to time, the 15th Police District will come along and ticket cars that are illegally parked. The citation is costly. Be warned.

Building & Student Security

During our hours of operation (6:30 a.m. to 6:00 p.m.), only persons with business at the business office or Extended School Care are permitted on the campus. Specifically, this includes parents signing children in and out of Extended Care, those visiting the campus with the approval of the principal or his designee, and school personnel. All visitors must sign in at the school office and wear a “visitor” badge while on campus. Parents are to wait for their children at the sidewalk or in their vehicles when school is dismissed.

Kindergartners will be dismissed from the front of the school building. Please do not gather at the stairway leading to the Kindergarten classroom.

Parents waiting to meet with a teacher or the principal must have their child(ren) with them, or the child(ren) must wait for the parents on the chairs outside the school office.

Buildings are secured at 3:30 p.m. and re-open at 8:15 a.m. on the next school day. For the protection of all children, there can be no admittance to the school after the day’s closing. Please do not call the office asking if you might bring your child back to school to pick up a forgotten or missing item. (Teachers will remind students each day of the necessary items for take-home. Detention slips, tests that require a parental signature, and books are a student’s responsibility.)

After-School Activities

If students are staying after school for athletics or tutoring, they will be dismissed by their teacher or coach.

Athletics

Athletes' parents may enter the gymnasium through the Sackett Street entrance to watch the games.

Tutoring

Parents of students who are being tutored or are in an athletic practice should wait for the children outside. Parents in the hallway outside the classroom or on the sidelines are a distraction to the teacher/coach and to the students. If no parent is picking up a child at the end of the tutoring session or athletic practice, the child will be dismissed to Extended Care or to walk home, as appropriate.

Extended School Care

Parents picking up students from Extended School Care need to use the rear entrance of the Parish House.

Dismissal Policy

School is dismissed by 3:00 p.m. All children who are not involved in an extra-curricular activity or are not enrolled in Extended School Care are to leave Redeemer property by 3:10 p.m.

Children are not permitted to play on the grass or to climb trees at any time. Children may play on Redeemer's playground only during scheduled recess or gym periods.

Parent/Guardian Conduct

Parents and guardians play an important role in the education of their children. This is particularly true at a private Christian school such as Redeemer. Therefore, it is important that parents and guardians conduct themselves as examples to children.

Parents and guardians should treat staff, other parents, and children with consideration and respect. Adults who are rude, argumentative, disrespectful, physically or verbally threatening, harassing, confrontational, profane, or obscene to students, faculty, staff, or administrators may be barred from the campus and/or school activities. In extreme cases, their child (children) may be removed from school. We hope that these measures will not be required and that all adults will conduct themselves as positive role models to all children.

Adults who are on the Commonwealth's list of registered sex offenders are automatically considered barred from the campus and from all school activities, on and off campus. These individuals may not serve as chaperones on trips nor for dances. They may not attend shows, plays, nor Redeemer Lutheran School athletic events (on or off our campus).

Telephone Policy

Neither teachers nor students may be called to the telephone between 8:15 and 3:15. Students and parents must plan ahead for after-school ride arrangements and similar “emergencies.” Similarly, forgotten assignments and gym gear do not constitute emergencies. Prior night planning and packing will prevent 99 and 44/100% of all emergencies.

There is no pay phone on the campus. Cell phone usage is limited. See paragraphs below.

Toys, Games, Beepers, Cell Phones, Electronic Equipment

There are times and places when teachers and administrators must act for parents when the students’ parents are not present. The legal doctrine of “in loco parentis” means that teachers frequently must act in place of parents when the students are in school and on school activities.

As an example, teachers must control the content of VHS tapes and DVD’s shown in the classrooms. As a general rule, for grades K-4, “G” rated movies are acceptable. In grades 5 through 8, no item rated higher than “PG” is to be shown in the classroom for any grade’s entertainment. “PG-13” movies are not acceptable.

On bus trips where VCR equipment is available, the above applies.

Portable DVD players, iPods, game boys, and similar electronic toys are forbidden. None of these items are to be in evidence at school or on trips at any time. Redeemer Lutheran School assumes no responsibility for any electronic gear or equipment brought to school or on trips.

Cell phones are to be shut off and left in book bags in the students’ homerooms. The appearance of a cell phone or its ringing/chirping/playing during the school day (8:15 a.m. - 3:00 p.m.) will result in its confiscation. Such contraband items will be stored in the principal’s office until picked up by an adult.

Cell phones on trips have become great nuisances, annoyances, and problems. Phones that are also video receivers pose the problem of minor children receiving material that is way beyond their maturity to view. Cell phones that are also cameras have been used to take pictures (in locker rooms and restrooms) that are embarrassing to others. Schools have been held liable for such cyber-bullying in a number of jurisdictions, including the Commonwealth of Pennsylvania.

On the trip permission slip, a parent or guardian will mark in the appropriate place that the child has permission to carry the cell phone with the power off and in a backpack or other bag. As the bus is returning to the school from a trip, permission to use the phone will be given to call parents with an approximate arrival time. Then, and only then, may the cell phones be taken out and used. If a phone is out at any time other than when permission has been given, it will be confiscated and turned in to the principal's office for a parent or guardian to pick up.

Dress Code

Redeemer Lutheran School Dress Code – 2007/2008

Redeemer Lutheran School encourages all individuals to be neat and well-groomed, for such an appearance reflects students' pride in themselves and in their school and is a positive image for the community. Proper attire also inspires a serious atmosphere and reminds students that Redeemer is a place where they come to learn and work. Our dress code applies for all school functions unless otherwise designated by the principal.

Our official school uniform supplier is DiGiulio Uniforms, 6948 Frankford Avenue, Philadelphia 19149. Our maroon shirts and sweaters and the jumpers and kilts must be purchased from DiGiulio's. The khaki uniform pants and khaki walking shorts may be purchased from any uniform store. All uniform pants, shorts, shirts, sweaters, jumpers, kilts, and gym uniforms may also be purchased from our uniform exchange program, provided we have what you want in stock. You may also purchase French Toast khaki uniform pants and khaki walking shorts at any department store carrying the French Toast brand.

Gym uniforms are available only from the school office. We stock new gym items as well as uniform exchange gym items.

Dress Code for Students in Grades 1 through 8

School Uniform, Boys:

School Uniform, Girls:

Khaki uniform pants	Khaki uniform pants
Must be ankle-length and neatly hemmed. <u>A belt must be worn.</u> To be worn with maroon knit shirt. To be worn with uniform shoes.	Must be ankle-length and neatly hemmed. <u>A belt must be worn.</u> To be worn with maroon knit shirt. To be worn with uniform shoes.
Khaki uniform shorts	Khaki uniform shorts
Must be walking/Bermuda length and neatly hemmed. <u>A belt must be worn.</u> To be worn in September, October, May, and June only. To be worn with uniform shoes.	Must be walking or Bermuda length and neatly hemmed. <u>A belt must be worn.</u> To be worn in September, October, May, and June only. To be worn with uniform shoes.
	DiGiulio jumper #1628B
	Must be neatly hemmed.
	DiGiulio Kilt #1378B
	Must be neatly hemmed. No rolling of waistbands is permitted.
	DiGiulio white blouse
	#41092 (short-sleeved) or #41592 (long-sleeved) with button-down collar Must be tucked in. Is worn only with jumper.
DiGiulio maroon knit shirt with logo	DiGiulio maroon knit shirt with logo
Short-sleeved or long-sleeved <u>Must be tucked in.</u> Undershirt must be white, with no logos.	Short-sleeved or long-sleeved <u>Must be tucked in.</u> Undershirt must be white, with no logos.
DiGiulio maroon sweater with logo	DiGiulio maroon sweater with logo
Cardigan or V-neck Must be worn with uniform shirt under it.	Cardigan or V-neck Must be worn with uniform shirt under it.

Dress Code for Students in Grades 1 through 8

School Uniform, Boys:

School Uniform, Girls:

<p>Footwear</p> <p>Any <u>all-black</u> sneaker or walking shoe with non-marring soles is permitted. No “heelies.” Shoe and sneaker laces must be tied. Navy, maroon, or white socks must be worn.</p>	<p>Footwear</p> <p>Any <u>all-black</u> sneaker or walking shoe with non-marring soles is permitted. No “heelies.” Shoe and sneaker laces must be tied. Navy, maroon, or white socks, tights, or skin-tone stockings must be worn.</p>
<p>Coats, hats, and other outerwear</p> <p>May not be worn in the classroom. May not have objectionable or inappropriate words or graphics on them.</p>	<p>Coats, hats, and other outerwear</p> <p>May not be worn in the classroom. May not have objectionable or inappropriate words or graphics on them.</p>
<p>Hairstyles</p> <p>Clean and neat No styles that cause an unusual amount of attention, including unusual colors</p>	<p>Hairstyles</p> <p>Clean and neat No styles that cause an unusual amount of attention, including unusual colors</p>
<p>Jewelry</p> <p>No jewelry that causes an unusual amount of attention may be worn. Jewelry and other items of significant value should be left at home.</p>	<p>Jewelry</p> <p>No jewelry that causes an unusual amount of attention may be worn. Jewelry and other items of significant value should be left at home.</p>
<p>Students are expected to arrive at school in uniform.</p>	<p>Make-up</p> <p>May be used lightly by 7th and 8th graders only. Make-up may not be brought to school.</p>
<p>Students are expected to arrive at school in uniform.</p>	<p>Students are expected to arrive at school in uniform.</p>

Dress Code for Students in Kindergarten

Kindergarten students may wear a school uniform if the child’s parent wishes to have them do so, but it is **not** mandatory, and we strongly suggest that play clothes are a better choice for active 5-year-olds. Kindergarten students must wear **sneakers** every day. For safety’s sake, “heelies” are not permitted.

Gym Dress Code for All Students

September, October, May and June: Redeemer gym shirt and shorts, white socks, all-black sneakers.
November through April: Redeemer sweat suits must be worn over gym shirt and shorts.

On those days a grade has physical education class, the students must wear their gym uniforms to school in lieu of their school uniform.

Dress Code Infractions

When students arrive at school improperly dressed, a call will be placed to the parent/guardian to deliver correct uniform parts. Subsequent dress code infractions will result in a detention being assigned, and a call will be placed to the parent/guardian to deliver correct uniform parts.

Casual Days

Casual days are special days sponsored by the Student Council or the Eighth Grade Class to raise funds for a special project. Students who pay a fee may wear clothes that do not conform to the dress code on Casual Day. The Casual Days have special themes, like “Tacky Day” (mismatched clothes) or Sports Day (wear the colors of your favorite sports team), etc. On Casual Days in September, October, May, and June, all students are permitted to wear shorts. Casual Days are announced in advance in *WOW*. A call will be placed to the parent/guardian to deliver clothing for students who exceed the boundaries of good sense and propriety on Casual Day.

**Any questions about the implementation of the dress code
will be decided by the principal.**

Discipline

Student Behavior

Redeemer Lutheran School maintains firm discipline standards.

Positive reinforcement techniques are utilized in every classroom through various strategies and methods by the classroom teachers. The goal of discipline is self-discipline. We view the students and teachers as a community of believers united in the love of Christ, and we affirm that positive relationships between teachers and students are vital for the educational process.

For behavior which does not follow with the policies or goals of Redeemer Lutheran School as a Christian school, we reserve the right to discipline, and, if necessary, to suspend the child, or to ask parents to withdraw the child. Prior to this action, the following steps will be taken with love and concern for the child and with regard for the education and safety of the other students in the class.

Contraband Items

Students are not encouraged to bring any electronic games, toys, audio/video platforms, or cell phones to school. As stated elsewhere in this Handbook, the school has no responsibility for the care and safety of such items. Securing these items in one's book bag or backpack while at school is required. Desks and book bags are subject to search at any time if the administration or police authorities deem it necessary.

Detentions

Every attempt will be made to solve difficulties through teacher-pupil discussion. If a problem continues, the student may receive a detention.

Students in Kindergarten through Grade 4 may be assigned a recess detention. A notice will be sent home to parents and must be signed and returned the following day. In special circumstances, third and fourth graders may serve a half-hour after-school detention.

Students in Grades 5 through 8 may be assigned an after-school detention on Tuesdays from 3:00 to 4:00 p.m. A notice will be sent home and must be signed and returned the following day. If the student is unable to keep the detention, a note of explanation, signed by a parent, must be returned before the scheduled detention, and it will be rescheduled for the following Tuesday. Since detention is a consequence of failure to follow school policy, talking, drawing, playing games, etc. are forbidden during detention. After-school detentions are served in the 8th grade classroom. Students may be assigned school community-service projects (sweeping, picking up trash in yard, dusting classrooms, and other small tasks) to be performed during their detention. Parents are responsible for their child's transportation following after-school detentions at 4:00 p.m.

Parents will be notified if a student is absent from a scheduled detention.

Group I Detentions: A Group I detention may be assigned for improper behavior which includes, but is not limited to, the following:

- Running in classrooms, halls, or between buildings;
- Inappropriate classroom behavior
- Unprepared assignments;
- Chewing gum;
- Dress code violations;
- Passing notes;
- Possession of contraband items: radios and audio-video equipment, any item banned from class by a teacher

Group II Detentions: A Group II detention may be assigned for improper behavior which includes, but is not limited to, the following:

- Unruly behavior which causes a disturbance or safety hazard in classroom, hallway, playground or bus (loud talking, pushing, grabbing, interrupting class routine, etc.);
- Abusive language, cursing, or inappropriate gestures;
- Throwing of snowballs, iceballs, or any other item that might cause bodily harm;
- Fighting, wrestling, pushing, shoving, biting, kicking, offensive bodily contact that does not result in physical harm;
- Disrespect: insubordination, derogatory words or actions directed towards a staff member including muttering under one's breath and/or ignoring directions;
- Dishonesty: lying, cheating, stealing, forging signatures;
- Bullying (see below);
- Inappropriate behavior between sexes; and
- Cutting detention

Amassing Detentions

Each Group I detention equals one demerit. Each Group II detention equals two demerits. When a student accumulates a total of six demerits, a parent/pupil/principal conference is held. When a student accumulates a total of twelve demerits, the student will be suspended. (See suspension, below.)

Suspension

A suspension will be assigned for improper behavior which includes, but is not limited to, the following:

- Stealing items having significant value;
- Fighting; an aggressive act that intends physical harm;
- Possession/use and/or being under the influence of alcohol or illegal drugs; *
- Possession and/or use of weapons, firecrackers or any item which threatens safety; *
- Smoking on school grounds or at any school event;
- Assault on any member of the school community; *
- [Sexual] Harassment, threatening or intimidating any member of the school community;
- Any willful or intentional action that endangers the health and welfare of others;
- Vandalism; *
- Leaving property without permission of principal;
- Truancy/cutting school or a school-sponsored activity;
- Amassing detention demerits; and
- Bullying (see below).

* Notification to Philadelphia Police Department will be made.

Suspension will be out-of-school for one to three days, to be determined by the principal. A parent/pupil/principal conference is required following a suspension. If during a post-suspension conference, a problem cannot be satisfactorily resolved, the suspension is extended with the intent to expel pending review by the Committee on Parochial School Education.

Expulsion

Persistent anti-social behavior leading to a second suspension may be cause for expulsion, pending review by the principal and the Committee on Parochial School Education.

Depending on the circumstances, several other in-between steps may be recommended, such as psychological testing and counseling.

In the event of outrageous, dangerous, threatening, or terroristic behavior, expulsion will be recommended by the principal to the Committee on Parochial School Education. This may be done without regard to the number of previously assigned suspensions or previously assigned demerits. While expulsion is under consideration, the student is suspended from school and all activities.

Weapons

Federal law requires schools to expel students for twelve months for carrying weapons to school. "Weapon" includes, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

The commonwealth's School Code "Safe Schools" Program defines "school property" as the school's grounds, any school-sponsored activity, or any conveyance providing transportation to a school or school-sponsored activity.

At Redeemer Lutheran School, the bringing of weapons onto the campus or to any off-campus school activity (any of the field trips, for example) will result in an immediate suspension with the intention to expel. The school will report the possession of any weapon and incidents of violence to the Office for Safe Schools of the Pennsylvania Department of Education as well as to the Philadelphia Police Department (Act 26 of 1995 as amended [also known as Pennsylvania's Safe Schools Act]).

Bullying and Hazing

At Redeemer Lutheran School, bullying is defined as "intentional, repeated acts, words, or other behavior, such as name-calling, threatening, and/or shunning by one or more individuals against another." Bullying comes in several varieties: Physical, verbal, relational/emotional, and sexual. Bullying behavior has several markers: Imbalance of power, intent to harm, threat(s) of future aggression, and terror.

A bully works by intimidation of others. S/He might repeatedly threaten another individual. The threat might be communicated directly or indirectly. In any event, the threat places another member of the school community in fear for one's own physical safety, fear of pain, or fear of ridicule. Indirect bullying might involve (repeated) use of the Internet and its chat rooms and blogs, bulletin boards in school hallways, clothing, and personal belongings (to name a few venues). In all cases of bullying, the targeted individual is non-consenting.

Hazing is defined as any humiliating or dangerous activity required to join a group, regardless of one's willingness to participate.

Every child has the fundamental right to feel safe at school. Bullying and hazing violate both the spirit and the letter of our discipline code. Redeemer Lutheran School has made a firm commitment that bullying and hazing will not be tolerated. Redeemer Lutheran School is to be a "safe place" for students and all teachers and staff.

Cyberbullying is a special sub-set of bullying behavior. It is intentional cruelty visited on a person by a bully who uses the Internet and/or cellphone. It may involve harassment, cyber-stalking, impersonation, “outing,” trickery, and exclusion. Cyberbullying material may be posted on personal web sites, in blogs, and on third party sites. The messages may be transmitted through e-mail, discussion groups, chat rooms, instant messaging, newsgroups, and text, or digital image messaging via mobile devices. The cyberbully may be a person the student knows or an on-line stranger. Video-equipped cell-phones have become special tools of in-school terror when used inappropriately (and, not infrequently, illegally). (See the section, “Toys, Games, Beepers, Cell Phones, Electronic Equipment.”)

Parents as well as school personnel must provide boundaries and model correct behavior in problem solving for children. Parents’ involvement in their children’s lives by monitoring computer usage is also part of the defense against cyberbullying. Courts have ruled, however, that schools must take action against a student whose off-campus behavior in cyber-space impacts and is disruptive to the educational process in school.

All students must know that they can report bullying and hazing to any adult on campus. That which is not reported cannot be prevented in the future. *Students must report. Adults will take action.*

Consequences: Bullying is learned behavior. It frequently starts when children are very young. Therefore, in Kindergarten through second grade, teachers and administrators will admonish and correct a child who is bullying classmates and others. Parents will be notified of the circumstances and the consequences of their child’s bullying.

For students in third through eighth grades, a first offense may be treated as a Group II detention, or a suspension may be levied. A second offense will result in suspension.

Warning signs: All parents should be alert to signs that their child may be subject to bullying or hazing. Consider the following as *possible* signs of your child’s being bullied:

- | | |
|---|------------------------------|
| Not willing to go to school | Begging for a ride to school |
| Persistently feeling ill in the morning | A drop in grades |
| Destruction of clothes, books, etc. | Coming home hungry |
| Withdrawal from family activities | Anxiety and distress |
| Nightmares | Missing possessions |
| Loss of appetite | Skipping school |
| Refusal to discuss what’s wrong | Unexplained cuts and bruises |
| Stomachaches, panic attacks | Change in sleep habits |
| Threats of self-injury and harm | |

Parents should always feel free to contact the principal or the classroom teacher about their safety concerns for their child.

Plagiarism, Another Form of Cheating

Plagiarism is the willful stealing of another's ideas and then passing them off as one's own work. It is, according to one dictionary, "literary theft." In collegiate and university circles, plagiarism is frequently punishable by dismissal from the student body.

At Redeemer, we begin to create an understanding of plagiarism as students work on projects, compositions, book reports, and plays. Unless directed otherwise, students are to work on their own. Occasionally, a teacher might assign group projects. The general rule, though, is that a student's assignments are his/hers to do. Further, their work is to be their own, not lifted out of an encyclopedia, web site, magazine, textbook, or any other written article.

Use of the Internet definitely is a concern in dealing with plagiarism. Web sites are great resources for securing information on many topics. Students also need to learn the limitations of web site materials. Lifting whole articles or pieces of articles out of an Internet article without attribution is no different from copying off someone else's paper. It is dishonest.

As each school year starts, teachers in grades five through eight will review with their classes the meaning of plagiarism and the implications of stealing someone else's ideas and work product. Teachers will also discuss the appropriate way to give credit when one does use someone else's work.

Teachers will deal with plagiarism as it arises in their classrooms. At a minimum, the assignment for which the student plagiarized work from other sources will be graded as a "0" and averaged accordingly. A Group II detention will be written by the teacher to be served within the following ten days. Should there be repeated offenses of plagiarism, the principal may assess further penalties.

Bus Rules

In order to have safe buses, the driver's attention must not be diverted by students' misbehavior on the bus. Only one or two students causing trouble could mean catastrophe for all of the students. Therefore, these rules will be enforced:

Waiting for the bus:

- Help the buses run on time. The student should be at his/her stop ten minutes early.
- Students should be considerate of private property and stay off the lawns of homes near the bus stop.
- Students should stay on sidewalks while waiting for the bus.
- Wait until the bus comes to a complete stop before trying to get aboard. Do not push or crowd when getting on the bus.
- If you are late, never run after a moving bus.

Riding the bus:

- Each student shall display courteous conduct while on the bus.
- Students must keep their hands and head inside the bus at all times.
- Students should help keep the bus clean. Students should not throw trash on the floor or out the windows.
- Eating or drinking is not permitted on the bus.
- Loud talking, laughing, and yelling can be distracting to the driver. Students may speak at a moderate level and should not cause disturbances on the bus.
- Profanity of any kind will not be tolerated.
- Live animals, glass containers, firearms, explosives, or any other dangerous or objectionable item may not be taken on the bus.
- Objects must be kept out of the aisle. Nothing shall be thrown or otherwise propelled on the bus or through the windows.
- Fighting, scuffling, pushing, or tripping is not permitted.
- Students should find a seat as soon as they board the bus. Students may not leave their seats while the bus is moving. Students should face the front of the bus at all times and stay seated until the bus stops. Each student should remain seated until the driver stops at his/her stop.
- Students should share their seat with others. No "saving a seat" is permitted. Students may be assigned seats by the bus driver or the principal.
- Absolute quiet is required when the bus approaches a railroad crossing.
- Students should always follow the directions of the bus driver.
- Smoking, lighted matches, or open flame is not permitted on the bus.
- No student shall open the emergency door without being directed to do so by the driver, except in an emergency in which the driver is incapacitated.
- Parent(s) will have to pay for the repair of any damage their child(ren) may cause to the bus.

Leaving the bus:

- Students should always cross the street in front of the bus where the driver can see you.
- Students must stay a safe distance away from the side of the bus.
- Drivers are allowed to drop off passengers only at regular bus stops.

Failure to follow these rules will result in:

First time: Note to parents, and child meets with the principal

Second time: Bus suspension (1-3 days)

Third time: Bus suspension (3-5 days)

Fourth time: Expulsion from riding the bus

Rules Specific to the Playground and Gym

- Kicking or throwing anything wildly is not permitted.
- Students may play on the blacktop surface only - playing on the grass is off-limits.
- There shall be no climbing of fences, poles, walls, or trees.
- Students may not be on the stage.
- Students may not hang on basketball hoop or net.
- Students may not leave the play area without the supervisor's permission.
- Students wearing splints, slings, casts, etc. must sit and play "quiet" games in order to avoid further injury.

Redeemer's school discipline policy will apply to violations during recess. Violations during Extended School Care will result in the following actions:

1. Time out from the activity;
2. Communication about the problem with the parent;
3. A detention may be assigned;
4. Suspension from Extended School Care; and/or
5. Expulsion from the Extended School Care Program.

Stuff You Might Like to Know

Something Extra for Parents

You have chosen to offer your children a high quality education in a nurturing environment. You have decided to make a personal financial sacrifice to enroll your child(ren) in a safe school community that is founded on Christian principles, a community that offers both the best in education and growth in a spiritual community.

If you would like to learn more about the Lutheran Church and its witness to the Gospel or to explore your own faith journey, we offer a midweek Bible study group, as well as a Sunday morning Bible study group. There are also quarterly adult gatherings for the exploration and growth in faith. Please watch for announcements in the weekly *WOW*. Education at Redeemer Lutheran Church and School is for children *and* their parents.

You are *always* welcome at Redeemer Lutheran Church. All services of the church are listed in the “upcoming events” section of *WOW* each week.

Our worship schedule:

Sundays: Holy Communion: 9:00 a.m.

Fellowship Time: 10:00 a.m.

Worship, Sunday School, Adult Bible Study, Junior & Senior High Bible Study: 10:30 a.m.

Worship at Trinity Lutheran Church (2920 Holme Avenue), 10:45 a.m.

Thursdays; June, July, and August: 7:30 p.m.

Those interested in church membership should contact Pastor Hinkelman.

Chapel Services

A Chapel Service is held each week for the children. Parents and friends are invited to join the children in these worship services. The pastor, principal, faculty, and students take turns leading the congregation in worship.

Chapel services are usually held on Wednesdays at 8:45 a.m. Check *WOW* for the week to week schedule.

Monthly Newsletter – *The MESSENGER*

The monthly newsletter, *The MESSENGER*, is distributed monthly to all school parents. This publication contains important information about school and church activities.

Admission Policy

Since Redeemer Lutheran School is sponsored by Redeemer Lutheran Church, first consideration is given to those children whose parents are members of Redeemer Lutheran Church. Consideration is then given to children whose parents are members of other Lutheran churches and to children whose siblings are already enrolled in the school. All other applications are accepted on a first-come, first-served basis, as openings occur. Final responsibility for acceptance of all applications lies with the Committee on Parochial School Education.

Children who enroll in Kindergarten should be five years old on or before September 1st of the year they begin Kindergarten. Children who enroll in the first grade should be six years old on or before September 1st of the year they begin first grade. Exceptions to the cut-off date may be made by the administration following evaluation of the applicant.

Grade placement is determined by an entrance evaluation and interview of the student, with regard to previous grade attended.

All newly-enrolled students are accepted on a probationary basis for the first quarter of the school year.

Re-Registration

All students currently enrolled will have first placement in the next year's class. However, the school does maintain the right to decline to re-register a student and to determine the placement for returning students. Judgment shall be based on academic progress and social conduct. The school may also decline to re-enroll a student when the parent's tuition account is in arrears or when other fees remain unpaid.

Lost Books and Broken Equipment

Redeemer Lutheran School expects students to be good stewards of the books and equipment issued to them. If a book is lost, defaced, or destroyed, or if equipment issued to the student is lost or broken, the parent will be expected to reimburse the school for the cost of the item in question.

Lunch and Recess Schedule

Lunch Schedule:

Grades 3, 4, and 5	11:45 a.m. to 12:15 p.m.
Grades 6, 7, and 8	12:05 p.m. to 12:30 p.m.
Grades K, 1, and 2	12:15 a.m. to 12:45 p.m.

Recess Schedule:

Grade 1	mid-morning
Grades 2 and 3	mid-morning
Kindergarten	mid-morning
Grades 6, 7, and 8	11:45 to 12:05 p.m.
Grades 3, 4, and 5	12:15 to 12:40 p.m.
Grades K, 1, and 2	12:45 to 1:15 p.m.

Recess Policy

During every school day, time is set aside for short breaks: Recess! These breaks offer students and teachers time to re-charge the batteries and to re-invigorate the mind. The classroom needs airing out, and recess time helps to make that happen.

Occasionally, a teacher will have a student stay in at recess to complete an assignment or to make up a test or quiz. Except for those limited happenings, students need to avail themselves of recess and the opportunities it presents. On days with inclement/cold weather, recess will be conducted in the gymnasium.

The required school shoes in the dress code are satisfactory footwear during all recess periods.

S.T.A.R.S. and Other Recognitions

“STARS” is an acronym for “Super Talented Awesome Redeemer Student.” Every day, students do “above and beyond” actions that deserve recognition. Teachers and staff might award a STARS card for whatever the action was. When a student amasses ten of the STARS cards, they are turned back to the (homeroom) teacher. At the following weekly chapel service, the principal will call the student forward for recognition as one of the “STARS of the Week.”

Chenille Letters Each quarter, students who make Principal’s List receive additional, special recognition. At the end of the year, students who have made Principal’s List for three quarters will receive a gold “R” chenille letter. Those who achieve Principal’s List in all four quarters get the same letter with a distinctive pin for academic excellence.

Also at the end of each quarter, students who achieve Principal’s List, First and Second Honors each receive a certificate that recognizes their levels of excellence in academics.

The Timothy Award In the spring of each year, the faculty chooses an Eighth Grade student to be recognized at Graduation Night with the presentation of the Timothy Award. The award is given to a student who has demonstrated Christian living in our school setting and who has a record of service to parish and community.

There is no requirement for membership at Redeemer Lutheran Church or in any other Lutheran congregation. The criterion is service.

C.O.R.A. Services

C.O.R.A. (Counseling or Referral Assistance) is an agency funded by the commonwealth through Act 89 to provide the following services to nonpublic schools in our area:

Psychological evaluation
Psychological counseling
Educational testing
Remediation in Math and Reading
Speech Therapy
Guidance programs for groups of students
Mentally Gifted evaluation
Consultation with teachers
Consultation with parents

These services are provided free of charge. Most services are conducted in a room on the upper level of our Parish House. Students who are involved in C.O.R.A. Services, other than group guidance programs, must be referred by a teacher. Once students have been referred, they go through a screening and testing process at C.O.R.A. that may involve several sessions and an interview with parents.

Our C.O.R.A. staff this year includes:

Counselor:	Mrs. Mary Lancken	Psychologist:	Mr. Jack Bradley
Kindergarten Consultant:	Ms Daisy Stuempfig	Speech Therapist:	Ms Beverly Blatteau
Educator:	Ms Kate Friend		

Health Services

The School District of Philadelphia provides Redeemer Lutheran School with a school nurse one day a week. It is the nurse's responsibility to maintain our health records and conduct periodic health screenings. Our nurse is Mrs. Marie Curran.

Birthday Parties

Everyone likes birthday parties! If you would like to have the class celebrate your child's birthday, please communicate with the teacher a few days in advance, to determine a convenient time and to be sure there are no allergies (e.g. peanuts) to be concerned about. Most parents send in cupcakes, cookies, Munchkins, soft pretzels, ice cream cups, or similar treats for lunch time on the day of the birthday celebration. Please keep the treat simple and easy for the teacher to distribute.

If you are having a birthday party in your home for your child and wish to invite **all** his/her classmates, your child may bring in invitations and distribute them in the classroom. If, however, you are unable to invite all your child's classmates to the party, then please mail invitations to the homes of those children you would like to invite so as not to cause hurt feelings in the classroom.

Lost and Found

A "Lost and Found" basket is located at the school office and also at Extended School Care. Students who have lost a book, jacket, etc., should check at the office or at Extended Care to see if it has been turned in. Students who find items that do not belong to them should turn them in at the office to be placed in "Lost and Found." **Parents, please make sure your child's name is on all books, clothes, etc.** That way, a found item can be returned to its owner immediately. At the end of the season, unclaimed "Lost and Found" items are given to a charity.

“Book Store”

The school office sells

- “Book Looks” book covers (\$3.00)
- Roadrunner pencil cases (\$3.00)
- A limited supply of replacement gym uniforms is also available:
 - Roadrunner T-shirt (\$9.00)
 - Roadrunner gym shorts, children's sizes (\$13.00)
 - Roadrunner gym shorts, adult sizes (\$13.00)
 - Roadrunner sweat shirt (\$15.00)
 - Roadrunner sweat pants (\$16.00)

Students and parents may make their purchases from 8:15 to 8:30 a.m. or after 3:00 p.m.

Uniform Exchange

As a service for our parents, we also operate a “Uniform Exchange” program. Outgrown uniforms and gym clothes in good condition may be turned in at the school office. We will tag the clothing with a coded tag so that we know to whom it belongs. When the item is sold, we will share the proceeds with you, keeping a portion for our time and storage. Prices are listed below. Parents wishing to purchase used uniforms may call or stop by the office to see if we have a particular item in the size they need.

<u>Clothing Item</u>	<u>Purchase Price</u>	<u>Parent Gets</u>
Jumper	\$15.00	\$10.00
Kilt	\$15.00	\$10.00
Uniform Shirt	\$7.00	\$5.00
Uniform Pants	\$10.00	\$7.00
Sweater	\$15.00	\$10.00
Uniform shorts	\$10.00	\$7.00
Roadrunner (gym) T-shirt	\$3.00	\$2.00
Roadrunner gym shorts	\$7.00	\$5.00
Roadrunner sweat shirt	\$8.00	\$6.00
Roadrunner sweat pants	\$8.00	\$6.00

Please label your child’s clothing and school supplies!

School Supplies

For the 2007/2008 school year, the following school supplies will be provided for your child:

Kindergarten: watercolors, crayons, school glue, scissors, pencils, markers

First Grade: watercolors, crayons, school glue, scissors

Second Grade: Roadrunner pencil case, watercolors, crayons, colored pencils, school glue, scissors

Third Grade: Roadrunner pencil case, watercolors, crayons, colored pencils, school glue, scissors, markers, ruler, assignment book

Fourth Grade: Roadrunner pencil case, watercolors, crayons, colored pencils, school glue, scissors, markers, ruler, assignment book, compass, protractor

Fifth Grade: Roadrunner pencil case, watercolors, crayons, colored pencils, school glue, scissors, markers, ruler, assignment book, compass, protractor

Sixth Grade: Roadrunner pencil case, watercolors, crayons, colored pencils, school glue, scissors, markers, ruler, assignment book, compass, protractor

Seventh Grade: Roadrunner pencil case, watercolors, colored pencils, school glue, scissors, markers, ruler, assignment book, compass, protractor

Eighth Grade: Roadrunner pencil case, watercolors, colored pencils, school glue, scissors, markers, ruler, assignment book, compass, protractor

PTA Business

Parent-Teacher Association

2007/2008

PTA Executive Committee: The executive committee is composed of all the elected officers, the principal, the business manager, and a faculty representative. The chairpersons of the various standing committees are advisory [voice but no vote] members of the executive board. The chairpersons of the various fund-raising committees report to the executive board. The executive board discusses and conducts the business of the organization.

President: Mr. Mark Burrows

The president presides at all meetings, having general supervision of all activities and committees of the Parent-Teacher Association. He/she serves as chairperson of the volunteer committee. He/she performs all duties usually belonging to the office of president.

Vice-President: Mrs. Carol LaCorte

The vice-president performs the duties of the president when necessary, serves as Chairperson of the Nominating Committee, and otherwise generally assists the president. He/she also serves as liaison to the Redeemer Committee on Parochial School Education, attending all committee meetings as a voting member.

Secretary: Mrs. Coleen Mitchell

The secretary records all minutes of the meetings and distributes the minutes of the previous meeting at each subsequent meeting.

Treasurer: Mrs. Marilyn Elwell

The treasurer is responsible for the receipts and disbursements of the association. A financial report is to be submitted at each meeting.

Head Class Parent Chair: Mrs. Bridget Peters

The Head Class Parent Chair serves as a liaison between the head class parents and executive board. The Head Class Parent Chair should have held the office of Head Class Parent for a period of at least one year prior to becoming Head Class Parent Chair. The Head Class Parent Chair should not hold this office in conjunction with that of Head Class Parent of a particular grade. It is the responsibility of the Head Class Parent Chair to select individuals to serve as Head Class Parents.

Principal: Mr. Stuart Schwarzer

Business Manager: Mrs. E. Sandra Ault

Faculty Representative: Mrs. Sharon Domer

Head Class Parents: Head Class Parents are appointed for each class. They are to promote a spirit of cooperation between parents, pupils, teachers, and the PTA, assisting the teacher, upon request, in every way possible, such as planning and carrying out classroom parties and field trips. The Class Parents are expected to help with PTA functions when needed and to host one PTA Meeting or event each year. Their cooperation is appreciated.

The following individuals have been appointed as Head Class Parents for the 2007/2008 school year:

- Kindergarten: Karen Laing, Birgit Teesdale
- First Grade: Kathy McCaffery, Nancy McKee
- Second Grade: Shannon Burke, Carol LaCorte
- Third Grade: Judi Brown
- Fourth Grade: Debra Breitner, Michele McArdle
- Fifth Grade: Pam Marren, Pat Manalo
- Sixth Grade: Dorothea Czarnik
- Seventh Grade: Marilyn Elwell, Faye Mitchell
- Eighth Grade: Kim Burrows, Sharon Faraldo, Diane Pizzarelli

Standing Committees:

- **Lunch Program:** The chairperson is Mrs. Sharon Faraldo. Volunteers staff the program.
- **Volunteer Program** - The chairperson is the president. Members are appointed by the executive board.
- **Nominating Committee** - The chairperson is the vice-president. Members are appointed by the executive board.
- **Graduation Banquet Committee** - Chairperson and members (8th grade parents) are appointed by the executive board.

P.T.A. Meetings

Frequent PTA meetings are held. Since PTA business meetings are planned for adults, it is advisable that you not bring your child(ren) with you. If, however, you can only come provided that you bring your child(ren) along, please do still come. Please be aware that your child(ren) are your responsibility, and should be seated with you and supervised during the meeting. Students may not roam around the building or play on the playground unsupervised.

Index

Absence.....	15
Academic/Social Probation.....	35
Accreditation.....	5
Administration of Redeemer Lutheran School.....	9
Administrative Staff E-Mail Addresses.....	inside front cover
Admission Policy.....	68
After-School Activities.....	46
After School Arts Instruction.....	36
After-School Group Tutoring.....	29
After-School Individual Tutoring.....	29
Assemblies.....	30
Assignment Books.....	25
Athletics.....	46
Attendance Policy.....	15-16
Beepers and Cell Phones.....	47-48
“Big Trips”.....	36, 39-40
Birthday Parties.....	72
“Book Store”.....	73
Box Tops for Education.....	42
Building & Student Security.....	45
Bullying.....	60-61
Bus Rules.....	62-63
Campbell’s Labels for Education.....	41
Casual Days.....	54
Chapel Services.....	67
Chenille Letters.....	70
Committee on Parochial School Education.....	9
Contraband Items.....	57
CORA Services.....	29, 71
Curriculum.....	23
Curriculum beyond the Classroom.....	30
Detentions.....	57-58
Discipline Policy.....	57-64
Dismissal Policy.....	46
Dress Code.....	51-54
Dropping Children Off.....	45
E-mail.....	inside front cover

Early Dismissal.....	16
Educational Support.....	29
Electronic Equipment.....	47-48
Emergency Early Dismissal.....	14
Emergency School Closings.....	12, 14
Expulsion.....	59
Extended School Care.....	13, 46
Extended School Care Direct Phone Number.....	inside front cover
Extra-Curricular Activities.....	35
Faculty and Staff.....	10
Field Trips.....	30
Fund-Raisers.....	40
Fundraising Solutions.....	41
Grading System.....	23-24
Graduation Requirements.....	27
Gym Rules.....	64
Gym Uniforms.....	54
Hazing.....	60-61
Head Class Parents.....	78
Health Services.....	71
History of Redeemer Lutheran School.....	4
Homework Folders.....	25
Honor Roll.....	26
IEP's.....	25
Immunization Requirements.....	17
Interim Progress Reports.....	25
Lateness.....	15-16
Lost and Found.....	72
Lost Books and Broken Equipment.....	68
Lunch Program.....	16
Lunch Schedule.....	69
Medication Policy.....	18
Medical Emergencies.....	18
<i>The MESSENGER</i>	67
Mission Statement.....	4
Non-Discrimination Policy.....	inside front cover
One-on-One Individual Tutoring.....	29
Parent/Guardian Conduct.....	46
Parent-Teacher Conferences.....	24

Participation in Extra-Curricular Activities.....	35
Pastor’s Direct Phone Number.....	inside front cover
Phone Number.....	inside front cover
Picking Children Up.....	45
Plagiarism.....	62
Playground Rules.....	64
Promotion Policy.....	26
P.T.A. Meetings.....	78
P.T.A. Officers.....	77-78
Purpose of Redeemer Lutheran School.....	4
Re-Registration.....	68
Recess Policy.....	69
Recess Schedule.....	69
Report Cards.....	24
Release of Records.....	27
Releasing Children.....	45
Resource Rooms.....	25
Roadrunner Summer Camp.....	36
School Calendar.....	11-12
School Dances.....	36
School Emergency Number.....	inside front cover
School Fax Number.....	inside front cover
School Hours.....	13
School Library.....	31
School Supplies.....	74
Scrip.....	40
Security and Safety Issues.....	45-46
Services at Redeemer Lutheran Church.....	67
“Short” Fridays.....	13
Smoke-Free Facility.....	inside front cover
Something Extra for Parents.....	67
Special Education.....	25
Special Events.....	30
Special School Closings.....	14
STARS and Other Recognitions.....	70
Staying Health at School: Getting Well at Home.....	19
Student Behavior.....	57-64
Summer Required Reading.....	28
Summer School.....	28

Sunday School and Church Attendance.....	17
Suspension.....	59
Target Take Charge of Education.....	42
Telephone Policy.....	47
Timothy Award.....	70
Toys, Games, Beeper, Cell Phones, Electronic Equipment.....	47-48
Tuition and Fees.....	39
Tutoring.....	29, 46
Uniform Exchange.....	73
Vacations.....	15
Visitors to Our School.....	17
Weapons.....	60
Website.....	inside front cover
<i>WOW</i>	14
www.escrip.com	42
www.schoolpop.com	42