



Parent Handbook
2016-2017

INDEX OF TOPICS

<u>TOPIC</u>	<u>PAGE</u>
Administration of Medication	7
Admissions Policy	7
Assignment Expectations	8-9
Athletic Program	9
Attendance	10
Background Checks	10
Bicycles/Roller Blades	10
Bus Transportation	11
Calendar	11
Chapel	11
Church Attendance	11
Coat and Supply Area	12
Complaints	12
Conferences	12
Confirmation Instruction	12
Curriculum	13
Daily Schedule	13
Damages	13
Discipline	14
Dress and Grooming	15
Emergency School Closings	16
Entrance Requirements	16
Extra-curricular Activities	16
Field Trips	16
Gum	17

INDEX OF TOPICS

<u>TOPIC</u>	<u>PAGE</u>
Health	17
Home Visits	17
Hot Lunch	17
Immunizations	18
Lost and Found	18
Mission Program	18
Mission Statement	4
Music	18
Objectives	5-6
Philosophy of Education	4-5
Physical Education	19
PTF	19
Report Cards	19
School Supplies	19
School Theme	20
Singing in Church	20
Standardized Tests	20
Student Welfare	20-21
Tardies	21
Teachers' Aides	21
Telephone Use	21
Tuition and Fees	22
Weekly Announcements	22
Word to the Parents	22-23

Introduction

The purpose of this handbook is to familiarize students, parents, and others with the philosophy, mission, objectives, policies, and procedures of Risen Savior Lutheran School, a Wisconsin Evangelical Lutheran Synod (WELS) school in Mankato, Minnesota. All material in the handbook has been developed by the faculty and approved by the Board of Directors.

MISSION STATEMENT: Using God's true Word as a guide, Risen Savior Lutheran School exists to assist parents in providing a quality, full-time Christ-centered education to students in kindergarten through eighth grade.

Our Philosophy of Education

A Christ-centered education is based on the fear of the Lord which is the beginning of wisdom. (Psalm 111:10)

This wisdom includes the knowledge that, as a consequence of sin, man's perfect relationship with God has been severed. (Romans 5:12, 6:23, 3:23)

Through the atoning sacrifice of Jesus Christ on the cross, God has restored this perfect relationship with man. (John 3:16)

Through the power of the Holy Spirit, man will live a life according to God's holy will. (2 Corinthians 5:15)

God has given parents the primary responsibility to bring up their children in the fear of the Lord. (Ephesians 6:4)

To assist parents in training their children in these truths, Risen Savior Lutheran School has been established. (John 21:15-17)

At Risen Savior Lutheran School, all subjects are taught in the light of God's Holy Word. (2 Timothy 3:16)

Our Objectives

A. Spiritual

1. To confess the Triune God.
2. To know God the Father as their Creator and Provider.
3. That they are lost and condemned sinners in need of a Savior.
4. To know Jesus Christ as the only Savior.
5. To know the Holy Spirit as their Sanctifier.
6. The doctrines of Scripture.
7. To apply God's Word in their lives and share it with others.
8. Be stewards and evangelists in Christ's church.

B. Social

1. To provide children with a school environment where God's Word is the foundation of all that is done.
2. To develop in the children a desire for a Christ-centered lifestyle.
3. To give children the opportunity to live their faith through daily Christian fellowship and show their faith in the world in which they live.

4. To encourage children to be productive citizens of our country as believers in Jesus Christ.

C. Academic

1. To teach all subjects in the light of God's Holy Word.
2. To strive for excellence in the teaching of the curriculum.
3. To encourage children to be diligent in their studies as they use the abilities God has given them.
4. To teach children to work cooperatively as well as independently.
5. To develop the creative and communicative skills of the children.
6. To develop in the children an appreciation of the fine arts.

D. Physical

1. To teach children to make use of their God-given physical talents.
2. To teach the importance of good sportsmanship in competition.
3. To demonstrate the rewards of individual and team accomplishments.
4. To promote a healthy lifestyle through exercise.

Administration of Medication

If it is necessary for a student to take medication (prescription or non-prescription) during the school day, the medication must be administered by the teacher to the student. All medications must be in original container and need to be accompanied with a doctor's consent form for prescriptions or a parent consent form for non-prescription medications. (Non-prescription medications include such things as pain relievers, cough drops, throat sprays and eye-drops.) Consent forms will be kept on file with the school and district nurse. Blank consent forms are available through school.

Admissions Policy

Students are welcome as facilities permit and by approval of the Board of Directors. Risen Savior Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at school.

Risen Savior Lutheran School does not discriminate on the basis of race, gender, or national and ethnic origin in the administration of its educational policies and school-sponsored programs and activities.

Assignment Expectations

As children of God, we want to use the abilities He has given us to thank Him for His many blessings. One way that students can do this is through the quality, effort, and timely completion of their work. If students need support in meeting this expectation, teacher and parents will work together to guide them.

In an effort to help students in grades 5-8 grow in their level of responsibility, the following late work policy has been developed.

If work is not finished or is not at school by the assigned class period, it will be marked as a late assignment. Assignments handed in incomplete will be considered late. There will be no penalty for the first three late assignments during a marking period. However, if a student receives a fourth late assignment during a quarter, he/she will remain after school until 3:30 PM the following school day to work in a supervised study period. The same procedure will be followed for any additional late assignment during the quarter. If the problem persists, an alternative consequence may be arranged as well as the matter being brought to the attention of the Board of Directors.

The following points also apply:

1. Students' work will not be graded down if it is late, but it will be completed.
2. Before the school day begins, students will be allowed to use the phone to call parents regarding work they have forgotten at home.
3. If a student is absent, he/she will be given two school days per days absent in which to complete the work. If this is not sufficient, parents and teacher will work together to make alternate arrangements.

4. If there are unusual circumstances that prevent the student from completing his/her work for the day, the parent is asked to contact the teacher by note or by phone. Assignments will not be marked as late under such circumstances.

Athletic Program

A sports program is provided for interested boys and girls. As a school, we currently compete in soccer, basketball, and track. All students in grades 5-8 are invited to participate. Girls 3-8 may also be cheerleaders for basketball. Grade level participation is reviewed annually by the Board of Directors as enrollment and interest dictate.

All participants are expected to be at all practices and games unless excused by a parent. A player must be in attendance at school for at least ½ of that school day in order to participate in any after-school or evening practice or game.

A student may be declared ineligible to participate if his/her attitude, behavior, attendance or academic progress is not satisfactory.

Attendance

All children are expected to attend school daily unless there is a valid reason for the absence. Students miss instruction and class activities when they are absent because they cannot participate in the interaction within the classroom. Eight (8) absences per quarter will be cause to review the student's enrollment at Risen Savior Lutheran School. A student has the right of appeal if unusual circumstances resulted in excessive absences.

Parents may request assignments in advance, but it is not always practical or possible for teachers to do this. The student is required to complete the work in a reasonable amount of time, as determined by the school's Assignment Expectations policy. Teachers and parents will assist in helping students make-up their work.

Background Checks

Risen Savior performs background checks for all paid employees as well as all volunteers as needed.

Bicycles / Roller Blades

Bicycles are to be parked in the area provided. If possible, bikes should be locked, since the school cannot be responsible for stolen bikes. Bikes are not to be left overnight unless previous arrangements have been made. They are not to be brought into the building. They may not be ridden during the school day.

Roller blades are not to be worn inside the building. They may be kept in the school during the day, but may not be used during school hours.

Bus Transportation

Children may ride District 77 buses if they live more than one mile from school and live within district boundaries. Palmer Bus Company and Yaeger Bus Company are the two bus companies for Mankato schools. Students who live in district boundaries will ride one of these two bus lines, depending on location of residence. Parents must contact their bus operator for bus numbers and schedules. Families outside the district should contact the District 77 transportation office for options regarding the use of district bus services.

Calendar

The Board of Directors approves a yearly school calendar.

Chapel

On the morning of the first and last days of school and one day during each school week, all students will gather together for a chapel service. The weekly mission offering is collected on this day. Parents are always welcome to attend chapel services.

Church Attendance

Our students, along with their families, are expected to worship regularly in their churches.

Coat and Supply Area

Each student is assigned space for coat and supply storage. Each is responsible for the cleanliness of his/her area.

Complaints

Situations may arise where parents may have a specific concern about a problem at the school. Parents are encouraged to bring their concerns to the attention of the classroom teacher involved. If the problem cannot be resolved, the matter should be taken up with the principal. If the problem continues to exist, the Board of Directors will take the matter under consideration. Christian love will dictate the solving of all problems in light of Matthew 18:15-20.

Conferences

Parent/Teacher conferences will be held at the end of the first quarter, and an additional third quarter conference is optional. During the rest of the year conferences will be held individually as the need arises.

Confirmation Instruction

Formal instruction for confirmation will be held. Confirmation arrangements (including public examinations) for those who are not members of supporting congregations should be made between the area pastors and the parents.

Curriculum

The study of God's Word is the focal point of the curriculum. As the student progresses through the grades, he/she learns of Jesus through the study of the Bible and the chief parts of Christian Doctrine as presented in the Catechism, as well as through memorization of Bible passages, sections of the Catechism, hymns, Psalms, and prayers.

The curriculum at Risen Savior Lutheran School, guided by the Minnesota state standards, also provides instruction in Language Arts, Mathematics, Science, Social Studies, Handwriting, Art, Music, Technology, and Phy Ed. Graduates of our school are well prepared to enter Minnesota Valley Lutheran High School, WELS prep schools, and public high schools.

Daily Schedule

The school day begins at 8:10 AM. Students will be dismissed at 2:35 PM. Doors open at 7:45 AM in the morning. All students should be picked up by 2:50 PM unless other arrangements are made.

Damages

Good Christian stewardship and responsibility demand that pupils be held accountable for the use of the church and school buildings as well as all furnishings, equipment, and supplies. Deliberate destruction and/or the careless use of church and school property may result in a child or parent being asked to make restitution.

Discipline

Risen Savior Lutheran School has a decided advantage over public schools in matters of discipline, for we are in all things guided by the Word of God. Merely making a child behave is not the goal of our discipline.

Our aim is to encourage Christ-like behavior as behavior that flows from a heart that truly loves its Savior. Thus, the Word of God is our guide in all matters pertaining to student behavior. Pupils who attend this school are expected to place themselves under this guide not only in classes, but also on the playground, in the hall, in athletic competition, and in their daily lives. It is also expected that Christian conduct be present on the buses to and from school.

The teachers, aides, the pastors, parent helpers, and bus drivers are to be respected and obeyed as representatives of God as required by the Fourth Commandment. The following steps will be followed in disciplining a student:

1. Teacher counsels the student. If there is no change in behavior,
2. Parents are notified. If improvement is not made,
3. Principal consults with the student and parents. If the behavior still exists,
4. The situation is referred to the Board of Directors

Dress Code and Grooming

Christian students want to be well-groomed and wear clothing which is God-pleasing in appearance. Students should come to school with a satisfactory level of cleanliness, not only for the sake of proper hygiene, but also out of respect to others. Proper dress glorifies our God and reflects our school's image to the community. Christians live in the world, but are not of the world. Our dress should be clean and modest and should indicate that we are Christ's ambassadors. The following dress code has been adopted by the Risen Savior School Board to help encourage this in our students, K-8.

1. Shorts are permissible – weather permitting **in September and May.**
2. Boys: Sleeveless shirts are not permitted.
Girls: Sleeveless shirts are not permitted. Skirts and shorts should be of modest length. (Finger tip rule)
3. No beer, tobacco, or band names on shirts.
4. Shirts should not be revealing and must be long enough to cover the midriff during normal daily activities.
5. **Close fitting pants; i.e. yoga pants, are acceptable with a shirt that adequately covers the student's backside.**
6. No wearing any other inappropriate clothing including excessively torn articles of clothing (discretion of the teachers and school board).
7. Open-toed shoes are not allowed due to safety concerns. A pair of athletic shoes that provide enough support for physical education class are required.
8. On a child's first and second offense against the dress code, the child's parents will be contacted. On any

subsequent offenses, the parents will be contacted and must bring different clothes or take the child home.

Emergency School Closings

If it becomes necessary to close school at Risen Savior, parents will be notified through the *One Call Now* system. Risen Savior will close if District 77 schools close due to severe weather.

Entrance Requirements

Children 5 years old on or before September 1 may enroll in our Kindergarten class. Students transferring from another school should provide the principal with the name and address of the former school so that records can be properly transferred.

Extra-curricular Activities

Students who participate in any extra-curricular activities provided by Risen Savior, such as band, athletics, etc. must be Risen Savior students unless approved by the Board of Directors.

Field Trips

From time to time, classes may plan a field trip as part of the school curriculum. Details of the trip are sent home in advance. All students are expected to participate in planned school outings.

Gum

Chewing gum is not allowed at school.

Health

We are served by the District 77 School Health Service for Non-public Schools. The nurse conducts vision and hearing screenings, immunizations, scoliosis tests, and advises the school on any health problems that may arise in the school or community.

Home Visits

Prior to school starting, the teachers will make an effort to visit the homes of all students new to their classroom. The purpose of the visit is to provide information about the new school year. Parents are encouraged to ask questions and express concerns they may have so that an open line of communication is established between the parent and teacher.

Hot Lunch

Our school participates in the Hot Lunch program run by Mankato Public Schools. Lunches are served in St. Mark church basement. Family accounts are established with the Mankato Public Schools. All financial obligations are taken care of between Mankato Public Schools Food Service and the family. Students will be encouraged to eat all that they take. Monthly menus are sent home. If students wish, they may bring their own lunch.

Immunizations

The following immunizations must be completed before entrance into school: 5 DTP, 4 oral Polio (OPV), 1 MMR, 2 Varicella, and 3 Hepatitis B. An immunization record needs to be on file in the health service at West High School. One Td booster is required after age 11. A second MMR, 2 Varicella, and 3 Hepatitis B are required before entering 7th grade.

Lost and Found

Unclaimed items found in the school or on school grounds will be kept in a lost and found box. Students are to regularly check for missing items. All unclaimed items will be given to New 2 You or discarded at the end of the school year.

Mission Program

Each year, mission projects are chosen to be supported with our weekly mission collection. Students are encouraged to give of their own money when possible to help teach the concept of good stewardship.

Music

Vocal and instrumental programs will be available based on the interest and availability. Contact the principal for more information.

Physical Education

The prime purpose of our Phy Ed program is to provide physical activity for learning skills and developing fitness. Another purpose is to teach sportsmanship and fair play.

Students are expected to participate in activities during the class unless they are excused by a parent or doctor. Requests for extended excusals should be accompanied by a doctor's written explanation.

Parents-Teachers-Friends (PTF)

This group functions with the purpose of providing school families and friends of the school educational and fellowship opportunities. It also serves as a service organization to the school. The PTF meets periodically throughout the school year. Information on meeting dates and times are published in the weekly Knightline.

Report Cards

Report cards are issued at the end of each quarter of the school year. Additional progress reports may be sent home as necessary.

School Supplies

Each summer, a listing of all required school supplies will be sent to all enrolled students. Students are expected to have these supplies on hand and in adequate supply throughout the year.

School Theme

Each year a Scriptural truth or thought is chosen as the school theme. The theme is displayed prominently at the school. This theme is referred to as often as possible during the course of the school year.

Singing in Church

The entire school or an individual classroom will sing in worship services at St. Mark and St. Paul's. All students are expected to sing when their class is singing unless excused by a parent in advance.

Standardized Tests

Standardized achievement tests will be administered in the fall and spring. When results are available, reports will be distributed to parents.

Student Welfare

While the children are at school, their welfare is the responsibility of the school personnel. The school must insist that:

1. No student may go home with someone else without a written explanation signed by the parent.
2. No student may leave the school grounds without parental or teacher permission.
3. Students come dressed properly for the weather.

4. Students inform the teacher immediately of any accident so that proper first aid can be administered.
5. Children should not be sent to school when they are obviously ill or have a fever.

Tardies

A student is considered tardy when the student is not in the classroom and ready to begin the school day.

Three tardies per quarter will result in a call to parents/guardians.

Teacher's Aides

The teachers' aides assist teachers and students during the school day. Students are encouraged to make use of the aides when they have questions on their schoolwork.

Telephone Use

Students may use the telephone only with a teacher's permission. Permission will only be granted if the teacher feels the call is absolutely necessary. Parents wishing to speak to the teachers should call before or after school. (Emergencies and urgent messages are exceptions.)

Tuition and Fees

Tuition and fees are set each year by the Board of Directors. All tuition and fees are to be paid at registration each August. If this is not possible, a payment plan can be established. All tuition and fees must be paid by the end of the school year unless other arrangements are made.

Weekly Announcements

Each week, the school newsletter will be sent home with the oldest child in each family.

A Word to Parents

The home and church share the responsibility of a Christian education. Our school is a vital part of the supporting congregations, but it is no substitute for parents in educating children in the ways of the Lord. Our school exists to aid, support, reinforce, and extend the Christian education being carried out by parents. To that end, parents should seek to:

1. Be faithful in church and Bible class attendance and in the use of the Sacrament.
2. Use God's Word regularly in private and family devotions.
3. Pray regularly for themselves and their children, the church and its pastor, the school and its teachers.
4. Set a consistent example of Christian living.
5. Show a continued interest in the school life of the child.

6. Visit the school when possible to gain firsthand knowledge of the operation of the school and the teaching and learning that is going on there.
7. Encourage the child to do his/her schoolwork neatly, promptly, and correctly to the best of his/her ability.
8. Provide training in helpfulness, courtesy, and Christian values.
9. Provide a quiet study area at home.
10. Take advantage of the earliest opportunity to speak to your child's teacher should there be some questions or misunderstandings.
11. Refrain from the discussion of school problems in front of your child.