

PARENT HANDBOOK



**Resurrection Lutheran Academy
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**Growing by the Cross
2018-2019**



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GENERAL INFORMATION

MESSAGE TO PARENTS

Dear Parents,

Welcome to Resurrection Lutheran Academy (RLA), and thank you for allowing us to be a part of your child's academic, social and spiritual education. In keeping with our Mission Statement and Academic Philosophy, the role and purpose of the Academy is to provide academic excellence and to cultivate each child's God-given potential.

We are pleased to provide you with this handbook, which includes most of our school policies, procedures, and even the school calendar. Please take the time to read it thoroughly and keep it nearby to use for reference throughout the school year.

MISSION STATEMENT

“Growing by the Cross”

Resurrection Lutheran Academy -- planted, nurtured and growing by the Cross -- provides a Christ-centered environment for academic excellence, while cultivating a lifetime of spiritual growth and service to God.

ACKNOWLEDGING PARENTS AS THE MOST VITAL EDUCATORS OF THEIR CHILDREN, WE BELIEVE THAT A LUTHERAN EDUCATION MUST:

1. Train and nurture children in the way of Christ for life as Christian people;
2. Provide high academic excellence in preparation for service to God, church and community; and;
3. Cultivate each child's God-given potential by developing his or her mental, social, physical, emotional, and spiritual gifts.

“Train a child in the way he should go, and when he is old he will not turn from it.”
-Proverbs 22:6

Resurrection Lutheran Academy (RLA) and Preschool are owned and operated by the Michiana Lutheran Education Association, Inc. (MLEA). The MLEA operates under the doctrine and practices of the Lutheran Church – Missouri Synod, with its membership open to all Lutheran congregations in the greater South Bend area. By the grace of God, Resurrection Lutheran Academy exists in order to provide a Christ-centered Lutheran education for the families of this community.

Children are a heritage from the Lord. Resurrection Lutheran Academy desires to assist parents in helping their children grow up knowing and believing in their Lord and Savior Jesus Christ, and learning to live as faithful, responsible, God-fearing citizens in the world wherever God has placed them. To this end, it is our goal to provide a high quality education and to share the Gospel of Jesus Christ with children and their families in an atmosphere committed to the Christian faith as revealed in the Bible and confessed by the Lutheran Church.

SIGNIFICANCE OF OUR NAME

“Resurrection Lutheran Academy”

RESURRECTION

The Resurrection of our Lord Jesus on Easter is God’s own proclamation that the Cross and Crucifixion of Christ were not His defeat, but the hour of His Glory and His victory over Satan. As Christians, we believe that our entire life in this world is lived (by grace) under the Cross, in the certain hope of the Resurrection. For we have been buried with Christ by our baptism into His death, and thereby also raised with Him in His Resurrection for new life. We are growing by the Cross, therefore, in the hope of the Resurrection.

LUTHERAN

In identifying ourselves as Lutheran, we proudly confess that we belong to the one, holy, catholic and Apostolic Church of all times and places: and that we are committed to the Christian faith as revealed in the Holy Scriptures and faithfully explained in the Lutheran Book of Concord of 1580 and all other official Lutheran Church Missouri Synod documents as found at www.lcms.org/CTR.

ACADEMY

We describe ourselves as an Academy, instead of a school, to communicate our emphasis on high quality and firm, but loving discipline.

SIGNIFICANCE OF OUR MISSION STATEMENT

“Acknowledging parents as the most vital educators of their children”

We understand from God’s Word that the responsibility of rearing children belongs to fathers and mothers. God has given many of His people this special blessing and the responsibility of rearing children, and part of that responsibility includes their education. The Academy cannot take the place of parents, but parents can rely on Resurrection Lutheran Academy to assist them in this God-given responsibility.

“Train and nurture children in the way of Christ for life as Christian people”

There is nothing in life more important than the story of Christ’s death on the Cross and His Resurrection. Christ died for each one of us, and there is no greater gift that any of us can ever receive. Our lives are shaped and guided by this proclamation of the Gospel. It’s not just information to be learned but a way of life to be lived.

**“Provide high academic excellence in preparation for service to God,
Church and community”**

Everything we have is a gift from God. Our proper response is to give our best in return. Therefore, as a Lutheran Academy we strive for excellence in all academic endeavors. We recognize the various academic subjects (reading, writing, and arithmetic, along with the arts and humanities) as part of God’s good gift of creation, a portion of what is meant by daily bread. A thorough grounding in these academic subjects prepares the children of RLA for a lifetime of service in their families, communities and congregations; whereby they will serve the Lord in faith wherever He places them in their world and life.

**“Cultivate each child’s God-given potential, by developing his or her mental, social, physical,
emotional and spiritual gifts”**

RLA strives for the holistic education of children in all aspects of life. The entire academic day, as well as the physical environment of the Academy, fosters the development of the whole child in his or her relationship to the Holy Triune, God and His Church, to parents/guardians and other authorities, to peers and colleagues, and to the world in which we live. We also believe that each child is uniquely created by the Lord, and personally called by His own Name in Holy Baptism, for a particular calling and place in the world.

COMMITMENT OF RESURRECTION LUTHERAN ACADEMY

Resurrection Lutheran Academy is committed to forging a partnership with parents in the education of their children, including instruction in the Christian faith. This education is guided by the following principles:

1. A world view that is God-centered rather than people-centered.
2. Honor and respect for those in authority as representatives of God.
3. The centrality of the Gospel of forgiveness for Christ's sake in the Christian life and the Church.
4. A partnership and involvement with parents in their children's education and spiritual growth.
5. An education that will introduce children to the beginnings of reading, writing, mathematics, science, geography, history, literature, music and art.
6. Academic standards, which aim toward excellence and achievement.
7. The teaching of singing and music, in service to the Church and for the prayer life of God's people.
8. Faithfully teaching the Holy Scriptures and passing on the language of our Christian faith, so that the children learn how to receive God's gifts in the Divine Service, how to pray, how to confess and how to live where God has called them to live with faith in Christ and love toward one another.
9. The importance of daily prayer and the Divine Service of the Gospel and the Sacraments.

COMMITMENT OF PARENTS

The active support and involvement of parents in the education of their children are vital to the success of Resurrection Lutheran Academy. Thus, it is important that all parents who send their children to the Academy understand our Lutheran approach to education, and be willing to share and work together with us in this task. For this reason, RLA seeks to be very clear and open about whom we are as an Academy, what we believe as Lutherans, and *how* we train and nurture children providing them with academic excellence and cultivating their God-given potential. We ask parents, in turn, to be honest with us in their commitment of support and involvement in this education of their children.

SCHOOL INFORMATION AND POLICIES

Role and Purpose of the Academy

Resurrection Lutheran Academy offers a basic education in the core disciplines and humanities: reading, writing, mathematics, science, geography, history, literature, music and art. We maintain high academic standards, seeking to promote excellence and achievement from all our students. We believe that all children are able to learn well, especially when challenged and motivated by specific knowledge, high expectations, exceptional teachers, and the discipline and support of parents within an environment that is shaped and defined by the love of Christ for all people.

Age Requirements

All students entering RLA must meet the following age requirements unless the administration and faculty of RLA completes an assessment that indicates it is in the best interest of the child and school that early enrollment is recommended:

1. **Three-Year-Old Preschool** -- Age 3 by August 1st of the year entering;
(and must be toilet-trained);
2. **Four-Year-Old Preschool** -- Age 4 by August 1st of the year entering;
3. **Kindergarten** -- Age 5 by August 1st of the year entering;
(all immunizations must be up-to-date by the first day of school)
4. **Other grade levels** -- Must demonstrate through transcripts or report cards that the student has successfully completed prerequisite grades. The Principal will make the final determination of placement.

Attendance

Students are to arrive no earlier than fifteen minutes before classes begin at 8:15 a.m. If there is a need to drop off students at school before that time, then the parent should register the student in the Before-School Extended Care program. Students who arrive after 8:15 a.m. are considered tardy. Five tardies during any nine-week grading period will equal one absence and cause the student to be assigned to a 30 minute "Tardy Hall" on the fifth tardy and every tardy up to the ninth. On tardy number 10-14, a 45 minute "Tardy Hall" will be assigned and every subsequent tardy after fourteen will result in the student serving a 60 minute "Tardy Hall" after school from 3:30-4:30 p.m. Parents will be billed \$4.00 per hour (Extended Care rate) for "Tardy Hall." Students should be picked up by 3:30 p.m., or they will be placed into the After-School Extended Care program and be charged the regular fee. Any student picked up later than 6:00 p.m., when the Extended Care program closes, will have penalty fees assessed at a rate of \$5.00 for every fifteen minutes.

If you know that your child will be absent from school, please let his/her teacher know in advance. Otherwise please call the school as soon as possible. A child who is absent must bring in a written excuse upon returning to school. This excuse should state the reason for the absence and be signed by a parent/guardian. **Students having more than 10 unexcused absences will not be promoted to the next grade.** Excused absences only include doctor appointments, funerals, and family emergencies with proper documentation. Vacations during scheduled school times are strongly discouraged since they disrupt the student's progression of learning. In addition, parents/guardians are strongly encouraged to make appointments with doctors or dentists at a time other than during school hours. Parents are responsible for working with their child in making up the work that was missed during any absence. If a student is absent for the day or leaves early (unless they have a doctor's appointment, documentation necessary), they cannot participate in afterschool activities and/or sports.

If a student is to leave the school with someone other than a person who is authorized to pick the student up (a visiting relative, a classmate, etc.), written or verbal permission must be given to the child's teacher beforehand.

Books and Supplies

Our textbooks and teaching aids are carefully selected to best fit the needs of our school. The students, through their book fees, rent all textbooks. Each student will be held responsible for the proper care of these books. All textbooks should be fitted with a book cover. Should books become lost or damaged, the cost of repair or replacement will be the responsibility of the parent/guardian. All textbooks remain the property of RLA. Parents/guardians will be given a list of required school supplies for their child's class before the beginning of the school year.

Bullying

Bullying, whether physical or verbal, is unacceptable as it goes against core teachings of Jesus as found in the Bible and as explained by Martin Luther in the Small Catechism.

"A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another." John 13:34-35

"Do to others as you would have them do to you." Luke 6:31

"We should fear and love God so that we do not hurt or harm our neighbor in his body, but help and support him in every physical need." Explanation to the Fifth Commandment (You shall not murder.) from Luther's Small Catechism.

Resurrection Lutheran Academy stands on the words of our Lord Jesus Christ and the model He set forth for us by His life on earth. Jesus loved all people, forgiving even those who put him to death on the cross, and cared for their physical and spiritual needs. Jesus' actions were always taken with the desired outcome being a closer relationship with God and a Godly relationship between the people. In fact, Jesus even stated that the behaviors we have with each other reflect our true attitude towards Him when he said, "Truly I tell you, **as** you did it to one of the **least** of these brothers (and sisters of mine), you did to me." Matthew 25:40

Therefore, Resurrection Lutheran Academy cannot stand by and knowingly allow students to act in ways that demonstrate disrespect for others because it also shows disrespect towards God. While we cannot change someone's heart, we are obligated by Christian duty and love to act against bullying, not only for the sake of the student being bullied, but for the sake of the accused bully. By acting against bullying, we seek to restore the relationship between students and with God.

Disciplinary action may include suspension and/or expulsion and will be handled in a case-by-case basis.

Catechesis

As a Lutheran Academy, we have a unique way of sharing the Gospel of Jesus Christ through the process of Catechesis. Our Christian beliefs cannot be separated from our daily living; therefore, each day at Resurrection Lutheran Academy begins and ends in prayer. At the beginning of each day, we ask the Lord to be with us, confessing what we believe and worshiping God together. In the same way, at the end of each day, we thank the Lord for His presence, His guidance and protection, and we ask Him to forgive our sins.

Parents/guardians and families are encouraged to conduct daily devotions at home, giving their children a secure routine for life, both now and in the future.

Chapel

Every Wednesday morning students worship together in a service led by one of the MLEA member congregation pastors or special guest. Parents/Guardians and siblings are always invited to join us. An offering is collected each week in support of Christian mission projects. The faculty chooses the mission projects before the beginning of school.

Conflict Resolution

Should parents/guardians have questions or concerns about their child, it is their responsibility to approach the teacher first. Questions or situations still needing clarification or resolution should be referred to the Principal. Lastly, if the issue remains unresolved, it should be brought to the attention of the MLEA School Board. Following these steps will help maintain an atmosphere of cooperation between the home and school. This policy is modeled after the concept taught to us in **Matthew 18:15-17**.

Matthew 18:15-17 says “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen to even the church, treat him as you would a pagan or a tax collector.”

Any person or group having a legitimate interest in the operations of Resurrection Lutheran Academy shall have the right to present a request, suggestion, complaint, or concern relating to school personnel, the program, or the operations of the school. At the same time, the MLEA School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

This policy is modeled in the spirit of Matthew 18:15-17, printed above, which encourages everyone to work to solve problems/conflicts through proper channels. As Matthew 18 encourages a process of speaking directly to an erring brother, we as a board will encourage all parents, students, and staff members who have complaints about personnel at the school or the operations of the school to talk directly to the person involved with which there might be a problem.

We will encourage others, as well as heed this ourselves, to work to solve the problems/conflicts through proper channels. We will encourage others, as well as heed this ourselves, to discourage gossip and talking “about” others in a manner which would involve tearing down individuals or ministries of the school rather than “building up” and encouraging said individuals or ministries. We will encourage others to forgive, keeping in mind the words of the Lord’s Prayer, “forgive us our trespasses as we forgive those who trespass against us.”

In all cases, we must deal with each other in Christian love as fellow redeemed and forgiven children of God who strive toward the common goals of quality, Christian education for our children.

A. First Step of Reconciliation

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it with the complainant and make every effort to provide a reasonable explanation and seek resolution.

B. Second Step of Reconciliation

If the matter cannot be satisfactorily resolved at the First Step, it shall be discussed by the complainant with the staff member and the Executive Director/Principal. Should the grievance be directed toward the Executive Director/Principal, it shall be discussed by the complainant with the Executive Director/Principal and the President of the MLEA School Board.

C. Third Step of Reconciliation

If the matter still is not resolved, the complainant shall address the grievance with the staff member, Executive Director/Principal and Pastoral Advisor. If the grievance is directed toward the Executive Director/Principal, it shall be addressed with the Executive Director, President of the MLEA School Board, and the Pastoral Advisor.

The Pastoral Advisor may request the complainant to put in writing, details pertaining to the grievance.

D. Fourth Step of Reconciliation

If the complainant feels that the grievance was not effectively resolved, they shall request, in writing, a hearing by the MLEA School Board or its appointed Grievance Committee. The written appeal should include the following:

1. Specific details pertaining to the grievance prompting the appeal.
2. Identification of the specific action requested from the MLEA School Board.
3. The signature of the individual filing the appeal.

The Board, after granting a hearing and reviewing all material relating to the case, shall provide the complainant with its written decision.

All decisions of the MLEA School Board are final.

Discipline

The purpose of a discipline policy is to maintain a safe, positive environment and to instill Christian growth and character in our students. In order to maintain such an environment, students are expected to:

1. Strive to do their best work at all times.
2. Obey school rules and regulations as explained by the teachers and staff.
3. Respect and honor all teachers and school personnel.
4. Respect the rights of other students.
5. Respect the school property and possessions of others.

Each teacher will develop their own classroom rules, based on clear expectations for student behavior, positive reinforcement, communication and consequences for inappropriate behavior. Physical punishment will not be used; instead we use alternative methods of encouraging self-control, self-direction, self-esteem and cooperation. Our teachers seek to model and praise positive Christian behavior. When these efforts fail, the school will take the following actions:

1. The Principal will assign after-school detentions for behavior issues at school. The length of the detention will begin with 30 minutes and will escalate to 45 and 60 minutes if there are repeat offenses for the same or similar behaviors.
2. Homework is assigned to compliment and reinforce the instruction given in class. It is important that students complete their work and turn it in on time. Students will be allowed two zeros assignments in each subject, per quarter. After the 3rd zero, a 30 minute “after-school” detention will be assigned. If a student continues not to turn in assignments, the detention period will increase to 45 minutes for late assignments depending on the number missing on a per subject basis
3. Note: Parents will be billed \$4.00 per hour (the Extended Care rate) for children serving detentions for behavior and late assignments.

Dress Code

We believe the personal appearance of students can have a marked effect on a student's attitude toward school and therefore, the degree of each pupil's achievement at Resurrection Lutheran Academy. Our dress code is based on the following premises.

1. Christian standards are the basic criteria for appropriate dress at school;
2. School dress should not detract from the attention of students doing schoolwork;
3. School dress must be safe for school activities in and out of the classroom;
4. **It is the parents' responsibility to monitor and maintain the dress standards and appearance of their children according to the dress code of RLA.**
5. Students are required to dress within the general below mentioned standards on any "no uniform day", **specific attention should be paid to any item marked with a * below.**
6. The RLA staff has the authority to use their own discretion to determine if an item of clothing is within the stated guidelines. If a questionable item is worn to school a note and a copy of the dress code will be sent home. If the same/similar item is worn to school again or if an item is deemed too distracting, parents may be contacted and asked to bring a change of clothing.

In keeping with those premises, we do require the following:

*Students may not wear body glitter or temporary tattoos to school.
*Hair should be clean and out of the eyes. Unnatural hair colors are not allowed.
*Clothing should not be too tight, too short, too long, or controversial.
*Clothing should be in good repair – no holes, frays, or tears.
*Hats are not to be worn in the building unless it is a part of a special occasion.
*Proper outdoor attire is necessary for recess. During the winter, students go outside if the temperature/wind chill is about 20 degrees. Heavy coats, boots, scarves, hats, mittens/gloves and snow pants are needed. During the fall and spring, light-weight jackets are needed.

*Shoes – must have backs or straps
 Leather or athletic
 Tennis shoes are necessary for gym
 No "Crocs"

*Socks – must be worn at all times

Polo shirts – hunter green, royal blue, navy blue, light blue, or white
 Must be tucked in at all times
Oxford (button down) shirts – light blue or white
 Must be tucked in at all times
Shirts under the uniform – white or exact same color as the uniform shirt
Sweatshirts – any RLA style or plain uniform color (no other prints, writing, or insignias)
Cardigan sweaters – navy or white

Pants – cotton/twill mix, either khaki or navy blue (think "Docker")
 No denim, polyester blends, or pocket rivets
 *No low – rise styles, holes, frayed bottoms, or dragging on the floor
Shorts/Capris/Skorts – cotton/twill mix, either khaki or navy blue (think "Docker")
 No denim, polyester blends, or pocket rivets
 *Must come no higher than mid-thigh and no low – rise styles

Dresses/Skirts/Jumpers – cotton/twill mix, either khaki or navy blue (think “Docker”)

No denim, polyester blends, or pocket rivets

*Must come no higher than mid-thigh and no low – rise styles

*Must be worn with leggings or navy shorts

Leggings - hunter green, royal blue, navy blue, light blue, or white

*Must be worn under dresses/skirts/shorts that come no higher than mid-thigh

T-Shirt/\$1 Jean Fridays (optional)

Any school-sold RLA t-shirt can be worn

Students must bring \$1 to wear blue jeans (donated to our charity of the month)

Blue jeans must be in good condition with no rips, holes, or frays

Leggings/Jeggings are not considered blue jeans

Emergency Information

It is critical that we have updated and accurate information regarding places of employment, phone numbers, and current addresses. In case of an emergency, we need to be certain that someone can be contacted for assistance and information. Your home address and phone number is available to RLA families through Fast Direct. Your listing in the directory can be removed in the school office. All additional information you provide for us will be kept confidential. It is very important that we be notified of any changes in addresses, phone numbers, places of employment, and custodial rights situations, so that our records can always be kept up-to-date. We understand that sometimes family members might need to contact our students during the school day. We are happy to take a message and pass it to your child (or their teacher), but we ask that phone calls to speak directly to a student be restricted to their lunch period or emergencies only.

Enrollment Policies

All students must register for enrollment each year. Re-enrollment for the following year will not be accepted until all financial commitments are paid up in full (or to the Financial Secretary’s approval). A completed enrollment form and non-refundable registration fee must be submitted for enrollment consideration.

The date when the enrollment form is received is used when determining enrollment priority. There are two enrollment priority time frames, beginning with:

- 1) Families of current students and families of MLEA member churches, then,
- 2) Open enrollment to all students.

Applications will be processed on a first come, first served basis.

Enrollment applications will be accepted until classes are filled and waiting lists of ten students per class are reached. Applications will be accepted throughout the school year, and new students admitted if there is an opening in the class.

Resurrection Lutheran Academy is not equipped to handle all types of special medical or physical needs. If a child has special needs (as identified on the enrollment form), the principal will have the discretion to determine if those special needs can be met within the current curriculum and structure of the school based on an interview with the prospective student and parents. If the child does enroll, the initial enrollment will be on a tentative basis with the understanding that in the event the special needs of that child cannot be accommodated by RLA, the parents will agree to enroll their child in another school that can better accommodate those needs. New students entering grades 1-8 will be required to take an admittance test. New students must fall no lower than one grade level below the intended entrance grade. Any exceptions must be made at the discretion of the Principal.

Extended Care

Resurrection Lutheran Academy offers supervised extended care programs both before and after school in hope of making a Lutheran education accessible to children of working parents. These programs are an extension of the loving Christian environment provided during school hours.

Extended Care is not supported by regular tuition, nor subsidized by the Michiana Lutheran Education Association (MLEA) fund-raising efforts. Instead, fees paid by the parents using the service cover the cost of this service. Fees are due with tuition, payable either monthly or weekly. Any student picked up later than 6:00 p.m., when the Extended Care program closes, will have penalty fees assessed at a rate of \$5.00 for every fifteen minutes. **Bills are sent home by the 15th of each month. If accounts are not paid by the 1st of the next month, children will not be eligible for Extended Care.**

Before-School	7:00 – 8:00 a.m.	\$4.00 per day
After-School (half day)	11:30 – 3:30 p.m.	\$10.00 per day
After-School (full day)	11:30 – 6:00 p.m.	\$16.00 per day
After K-Eighth Grade	3:30 – 6:00 p.m.	\$4.00 per hour

Preschool students enrolled in the Extended After-School Care program must bring their own lunches (or order pizza) and a beach towel to use at rest time.

Staff will sign-in students who are enrolled in the Extended Care program at the close of the school day. **All regular school rules and policies apply to this program. This includes the possession and use of all electronic devices.**

On half-days of school with 11:45 a.m. dismissal, the Extended Care program will be available for any student that may need it. Those students will be charged the full-day or half-day rate based on when they are picked up. If a student who does not regularly attend the after-school program but would like to use it on those days or any other day, the parent must let the office know so that we can staff accordingly.

Family Changes

Please inform your child's teacher of any changes at home that could affect your child. This could include a new baby, a death in the family, a change in baby-sitters, etc. These factors may greatly influence your child, and his or her behavior can reflect these changes in his or her life in unusual ways that the teachers need to watch for and be aware of.

Field Trips

Field trips are a highlight of any school experience, and we consider them to be an important part of our curriculum. Parents will be notified in the monthly or weekly newsletter when specific trips will take place and given a Field Trip Permission Slip that will need to be signed by the parent/guardian and returned to the teacher. Students without a signed Permission Slip will **not** be allowed to leave the school grounds.

Any adult who plans to help drive on field trips must have on file with the school a background check, copy of their current automobile insurance card which coverage must be \$100,000/\$300,000 and their driver's license number. Students must be seat-belted or in a car seat/booster seat as the law mandates. Child/adult ratios will be maintained. Transportation to field trips will be provided by family members, a volunteer, or a teacher.

Health and Safety

If a child becomes sick or injured and needs medical treatment while at school, we will contact the parent/guardian or someone listed on the student's Emergency Care Card immediately. If a child gets hurt (minor cut, scrape), we will administer appropriate first aid and send a note home detailing the incident.

If a child is sick while at home, **DO NOT** send him/her to school (fever, vomiting, diarrhea, etc.). The child should remain at home until the illness is no longer contagious, or until **24 hours have passed with no symptoms**. If the child becomes sick while at school, we will contact the parent/guardian and expect them to pick up the child as soon as possible in consideration for the health of the other students and staff of RLA. Please be assured that the staff uses its best discretion to properly analyze the health and safety of the children its care. If your child is not running a fever, but is not able to participate in classroom activities, then we will contact you. Thank you in advance for your cooperation in this regard. It is our intention to make sure all children are well and able to learn effectively when they are in our care.

Lost and Found

There is a "Lost and Found" box located in the office. Please check it regularly for any items that might belong to your child. RLA reserves the right to donate any unclaimed items during summer breaks.

Lunches

Most days students will need to pack a lunch. We will continue serving Marco's Pizza on Tuesdays. **All orders must be placed the Monday before pizza day. We will be paying upon delivery, so the \$3.50 MUST be in your family's lunch account on Monday to order. Orders will be taken on Fridays in event of a Monday holiday and no pizza will be ordered if school is cancelled on Monday due to weather.** Refrigeration is not available to any student. Third through 8th grade students may request use of the microwave.

Media Center

The Media Center houses library materials including books and computers. Most classes will have scheduled times to visit and use the many different kinds of media that are available. Students are responsible for bringing their own earbuds for computer use.

Medication

In order to protect the health and welfare of the students and school staff at RLA, Indiana law requires that a parent/guardian consent be on file in writing, regarding the administration of ANY type of medicine. **ALL medications brought to school must be taken to the office to be kept until the time that they are to be dispensed. This includes cough drops.** Students are not to store or maintain a supply of ANY type of medication in their desks or personal belongings in school.

For **PRESCRIPTION MEDICATIONS**, the school must have:

1. The ORIGINAL pharmaceutical packaging with the correct child's name AND
2. A written consent form signed by the parent/guardian. (**See pg. 19**)

Prescriptions must be brought to school in their original containers with dosing instructions clearly labeled with the name of the child and the amount to be given. Dosages may be changed only by another

written order by the physician authorizing the change. Medications will be dispensed as directed and records kept regarding their administration.

For **OVER-THE-COUNTER MEDICATIONS**, the school must have on record:

1. A written consent form signed by the parent/guardian. (**See pg. 19**)

Over-the-counter medication (aspirin, cough drops, etc.) will not be administered in any manner inconsistent with the instructions on the brand label, unless by written order of a physician authorizing such administration. Medications will be dispensed as directed and records kept regarding their administration.

Non-Custodial Parents

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. The student will not be released to the non-custodial parent unless the custodial parent gives permission.

A certified copy of the court order restricting the rights of the non-custodial parent must be provided to the Principal if a custodial parent/guardian wishes to prohibit the distribution of information to, or the school visitation of, the non-custodial parent/guardian.

Non-Discrimination Policy

Resurrection Lutheran Academy admits students of any race, color, religion, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, religion, nationality, and ethnic origin in administration of its educational policies, athletic, and other school administered programs.

Report Cards / Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled for students at the end of the first and third quarters (when report cards are issued) and at other times during the year as requested by the parent or teacher. These conferences provide special opportunities for parents and teachers to discuss how they can work together to help the child learn and grow. Report cards are issued each quarter in Kindergarten – 8th Grade. Preschool will issue progress reports twice a year with a final evaluation at the end of the year.

Restraint Policy

Selected members of the faculty/staff have received special training through the South Bend School District in conflict de-escalation and restraint procedures. Any behavioral interventions must be consistent with a student's right to be treated with dignity and respect and to be free from abuse. Any behavioral intervention used must be consistent with the student's most current individualized education program (IEP) and with the student's Health Plan.

Every effort must be made to eliminate or minimize the need for the use of restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to use of restraint, except in the case of an emergency. Restraint is to be used only: 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success

and 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school. Restraint may be used only for a short period of time or until the imminent risk of injury has passed. Any use of restraint will be documented and a student's parent must be notified as soon as possible.

Restraint must not be used as a means of punishment or discipline, coercion or retaliation, or as a matter of convenience. A verbal threat, verbally aggressive behavior, or destruction/damage to property does not constitute imminent risk of injury warranting the use of restraint unless in the course of such behavior a risk of injury to the student or others is created. Restraint must never be used in a manner that restricts a child's breathing. The student must be monitored by a staff member at all times during the use of restraint to ensure the appropriateness of its use and the safety of the student or others. A full document of guidelines, reporting procedures, regulations, and definitions is available in the school office.

Parent-Teacher League (PTL)

Every parent/guardian and teacher is a member of the Parent-Teacher League (PTL). It is the intent of the PTL to use the talents and resources of parents to support our school. Meeting days and times will be communicated to parents through the school newsletter and on the calendar available through the school website at www.rlasouthbend.com. All parents and teachers are invited to attend. Childcare will be provided.

Parking Lot Procedures

In order to keep our children and families safe, we ask that you follow our parking lot rules.

1. No cell phones in the car line or lot unless you are completely stopped in a designated parking space.
2. Stop at and do not block the crosswalk, designated by the yellow crossing zone at the main entrance. Pedestrians have the right of way.
3. The speed limit in the parking lot is 5 mph.
4. If you are in the drop-off/pick-up line, please be prepared do so quickly. If your child needs assistance or you need to speak to a teacher, please park in the lot and use the crossing zone to enter the building.
5. If you are picking up a preschool child from extended care from 3:10-3:35pm, please park in the lot and enter the building via the crossing zone or the extended care sidewalk.

Safety Drills

Resurrection Lutheran Academy will conduct regularly scheduled fire drills and tornado drills, etc. to help ensure student safety.

School Calendar

Resurrection Lutheran Academy coordinates much of their school calendar with that of the South Bend Community School Corporation. Adjustments will be made to accommodate LCMS Indiana District Conferences or other church-sponsored professional gatherings. Resurrection Lutheran Academy uses a four-quarter system with a total of 180 days per school year.

School Closings/Delays

RLA does not follow the decisions of the South Bend School Corporation in determining whether to cancel school because of bad weather. The closing/delay will be listed with WNDU and WSBT television stations as well as their affiliate radio stations. Our full name – Resurrection Lutheran Academy - should be listed. Also look on our website at www.rlasouthbend.com and then click on “Events/Calendar” for up-to-date information. An email is also sent via FastDirect. In the event of a delay, RLA will still provide morning extended care beginning at 7am and all preschool classes will be cancelled.

School Day Schedule

7:00 a.m.	Morning Extended Care begins
8:00 a.m.	School doors unlocked
8:15 a.m.	Classes begin
11:30 a.m.	Preschool dismisses / After-school (preschool) Extended Care begins
3:15 p.m.	Elementary dismisses / After-school (elementary) Extended Care begins at 3:30
6:00 p.m.	End of Extended Care program

School Pictures

School pictures are taken each year in the fall, offering both individual poses and class pictures for all grades. Notices and information will be sent home with the students in advance of Picture Day. Pictures will also be taken for sports teams and activities (e.g.. NJHS, band, choir) during a second session, later in the year. Parents are under no obligation to purchase any pictures, but we would like all students to be present on Picture Day so they will be included in the yearbook pictures.

School Rules

1. Any solicitation request must be approved by the office at least 2 business days prior to the start of sales. This includes, but is not limited to, non-school fundraisers and direct sales.
2. Foul and abusive language and fighting in any form are unacceptable.
3. Gum is not allowed at school.
4. **Electronic items (toys, electronic games, Ipods, MP3 players, cell phones, etc.) are not to be brought to school. Electronic devices are specifically prohibited during school hours, extended care, events with required attendance, and volunteer work shifts. Any unauthorized usage will result in the device confiscated. Confiscated items must be picked up at the office during office hours. If a student has a cell phone in school for emergency use after school, it MUST stay in their backpack.**
5. Valuables and toys should NOT be brought to school.
6. The possession of a weapon is strictly forbidden and will result in automatic suspension and possible expulsion.

Special Services

Educational screening and testing is available to Resurrection Lutheran Academy students upon the recommendation of a child's classroom teacher or parental/guardian request. By law, screening or testing is to be available through the public school system in which the student resides. With parental consent, licensed personnel test children undergoing academic, social, and/or emotional difficulties in school. These educators and psychologists administer tests and report results to parents and the child's classroom teacher for remediation of individual weaknesses.

Student Promotion / Retention

Promotion or retention of a student at Resurrection Lutheran Academy is determined by the student's overall development including achievement, effort, levels of physical, social and emotional maturity, attendance, and testing results (including standardized tests) as well as excessive absences.

The Principal, in consultation with the teacher, may recommend that a student be retained in the present grade if there are serious concerns for the student with regard to the above factors. The following steps will take place before any retention decision is made, always with the best interest of the student as the primary focus:

1. Identification and documentation of the student's serious learning problems early in the school year. Ideally, this would be done by January but could be later.
2. A parent/teacher conference to discuss the possibility of recommending retention of the child and to explore assistance (further educational and/or psychological screening or testing, tutoring, etc.) and options;
3. Upon continuation of the learning problems, a written recommendation for retention providing the reason for the recommendation and signed by the Principal and teacher; and
4. Signature of the parent/guardian if the recommendation is rejected. The signed document is placed in the student's permanent file.
5. RLA retains the right not to accept enrollment of that student for the following year.

Transfer Students

For elementary students who wish to transfer to Resurrection Lutheran Academy during the school year, an interview will be scheduled between the Principal and the parents/guardians to discuss admittance to RLA. The student's records will be requested from the last school the student attended.

Tuition Policy

Parents are expected to fulfill their financial commitment (tuition, Extended Care, fees, etc.) throughout the year in the amount and at the times outlined below. This will allow Resurrection Lutheran Academy to keep its commitments to its teachers, staff, and students. Tuition for members of MLEA congregations receive a discount for children in grades K-8. Non-MLEA members receive a discount for their second child enrolled in grades K-8.

Tuition Schedule for 2018-2019

<u>Class / Grade</u>	<u>(10) Monthly</u>	<u>Annual</u>	<u>Book/Material Fee</u>
3-Year Old (2 days/wk)	\$ 126.00	\$ 1,260.00	\$ 60.00
4-Year Old (3 days/wk)	\$ 196.00	\$ 1,960.00	\$ 85.00
4-Year Old (5 days/wk)	\$ 256.00	\$ 2,560.00	\$110.00
Kindergarten - 8 th Grade	\$ 505.00	\$ 5,050.00	\$400.00

- Tuition can be paid in one annual payment at the start of the year or in ten (10) equal payments.
- Monthly tuition payments are due by the first (1st) day of each month. Tuition is considered late after the fifteenth (15th) day of the month.
- Tuition payments (check or money order) should be mailed to:
6840 Nimitz Parkway, South Bend, IN 46637
- Tuition payments and Extended Care payments can also be dropped off in the school office.
- A late fee of \$10 will be assessed if tuition is not received by the 15th day of the month.
- **If parents are not able to pay tuition by the 15th day of the month, or extended care by the 30th day of the month, they must contact the school office 272-2200 ASAP for payment arrangements. If no payment arrangement is made by the 15th of the month, parents will be required to provide a credit card number for the outstanding payment. If no payment arrangement or credit card number is provided, the students(s) will not be allowed to return to school the following month until all delinquent payments are paid in full.**
- Tuition will not be reimbursed for any missed school days.
- In the event of a student's withdrawal or dismissal from school, tuition payments are still to be paid through the month that the child attended class.
- Extended care fees will be billed for the previous month and are due by the end of each month.
- Penalty fees will be assessed at a rate of five dollars (\$5.00) for every fifteen (15) minutes that a student is picked up late from Extended Care.
- We believe it is necessary that all families work towards RLA's success. As such, we require each family to document 20 volunteer hours a year. A fee of \$200 will be assessed in June if they are not completed.
- Other fees, as applicable, are due as indicated at the time that they are assessed.
- Parents will be assessed all NSF fees charged by the bank.

All financial commitments must be paid in full (or to the School Board's approval), or re-enrollment for the future year(s) will not be accepted.

The School Board will prayerfully consider all special circumstances.

Withdrawal Policy

If it should become necessary to withdraw a student from Resurrection Lutheran Academy, we request a written notice at least two (2) weeks in advance. A withdrawal form is available in the office. Parents who withdraw students for any reason still have the responsibility for their financial commitment through the month the student last attended class.

SUPPLEMENTAL INFORMATION

MLEA Member Churches

Membership in the MLEA is open to all Lutheran congregations in the greater South Bend area. Current members of the Association are:

Our Redeemer Lutheran Church

Steven Latzke, Pastor
805 South 29th Street
South Bend, IN 46615
(574) 288-8288

St. Peter Lutheran Church

Bryan Borger, Pastor
Adam Clark, Pastor
437 Dragoon Trail East
Mishawaka, IN 46544
(574) 255-5585

St. Paul Lutheran Church

Greg Fiechtner, Pastor
51490 Laurel Road
South Bend, IN 46637
(574) 271-1050

Written Consent for Administration of Medication

In order to protect the health and welfare of the students and school staff alike, Indiana law requires that parents' consent in writing to the administration of medication. In order for the school nurse, volunteer school nurse, or a staff member to administer medication to your student, the form below must be read and signed.

1. The school **must have on record written consent from the parent/guardian for all medications.** No medications (including cough drops) will be administered without consent.
2. Medications prescribed and/or OTC meds should be kept in original container with the pharmacy or brand label affixed. The label must include the following:
 - Student's Name
 - Name of Medication
 - Dosage of Medication
 - Prescribing Physician/Practitioner (if applicable)
3. Medication brought to the school must be checked in and kept with the office (or teacher).
4. The school nurse/assigned staff member must be aware of the purpose for which the student is receiving the medication.
5. In specific cases, the school nurse/assigned staff member may require the parent/guardian to come to the school to administer the medication.
6. All prescribed medication will be administered strictly in accordance with the written order of the physician/practitioner. The dosage may be changed only if the school is provided with the written order of the physician/practitioner authorizing the change. The school nurse/staff member cannot take a physician/practitioner order over the phone.
7. OTC medication will not be administered in any manner inconsistent with the instructions on the brand label, unless the school receives a written order of a physician/practitioner authorizing such administration.

I have read and understand the above policy.

Please administer to my child, _____, the prescribed/over-the-counter medication(s) written below, in accordance with the written order of the physician/practitioner.

AND/OR

Please administer to my child, _____, the over-the-counter medication(s) as described below.

Medication	Dosage (Mg and # of tabs)	Time	Precautions/Side Effects

Period of time medication is to be continued: _____

Reason for medication: _____

Parent/guardian Signature: _____ Date: _____

Printed Name: _____ Phone #: _____

RLA Health Plan

In order to meet the health needs of my child, _____, please administer care by the following the outlined plan during the effective dates listed below:

Start Date: _____ End Date: _____

	Health Need	Response Plan
Allergies	(e.g. allergic to nuts)	(e.g. avoid nuts in snacks/meals, administer epi-pen upon ingestion)
Nutritional Needs	(e.g. gluten free)	(e.g. no gluten snacks)
Respiratory Treatments	(e.g. asthma)	(e.g. administer inhaler upon breathing troubles)
Other		

Parent/guardian Signature: _____ Date: _____

Printed Name: _____ Phone #: _____

PARENT HANDBOOK ACKNOWLEDGEMENT
(Please turn in your completed form to the office)

I, _____, acknowledge that
Parent / guardian name(s)

I/we have read and will abide by the policies set forth in the 2018-2019 Parent Handbook.