

2016-2017
Resurrection Lutheran School
Student Handbook



Resurrection Lutheran School is committed to educating generations of children in the training and instruction of the Lord. Because of this commitment, we will provide a Lutheran educational experience that is Christ-centered, as well as academically focused, for children in grades kindergarten through eighth.

Resurrection Lutheran School~100 Lochmere Drive West, Cary, NC 27518
Tel: (919)851-7270 ext. 30 ~ Fax: (919) 851-6411 ~ Website: www.rlscary.org

August 2016

Dear Parents,

We are delighted to have the opportunity of working in partnership with your family at Resurrection Lutheran School and welcome you to our family. We strive to provide an academically excellent, Christ-centered environment where each student is encouraged to progress to his or her utmost. Thank you for entrusting your child to our care.

To help make your child's educational journey with us more pleasant and meaningful, the following handbook is provided. In it you will find answers to many of the more frequently asked questions that families have regarding procedures and policies. These basic regulations are considered requirements to be adhered to by those who wish to be part of our student body. Please take the time to read and understand this document. If you find you have questions regarding any part of this handbook, please feel free to ask for clarification in the school office.

Individual and grade-level procedures will be addressed by your child's teachers. Additionally, a Middle School Student Handbook Addendum is published with policies and procedures addressing concerns unique to the Middle School program at RLS. Furthermore, an Acceptable Use Policy will be shared with each student and family by our Technology Department and will specifically address technology policy issues for students and families. Those policies, or specific areas in a policy, not expressly dealt with here are considered under the discretion of the principal and/or the school's Board of Directors.

In His Service,

*Thomas W. Kolb, Principal
In Christ Alone
Philippians 1:21*

This handbook is meant to serve as a general guideline for daily school operations. The procedures are subject to change at the discretion of the principal with School Board approval. You will be notified of changes relevant to your child.

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

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Statement of Philosophy

Spiritual Philosophy

As part of the mission of Resurrection Lutheran Church, RLS teaches and models the Christian faith as expressed in Scripture and the Lutheran confessions. Keeping Christ central in all we are and do, RLS uses daily Bible study, weekly chapel, devotions and prayers to help each other “take every thought captive to Christ” (2 Cor. 10:5). While we recognize that our sinful nature affects every aspect of our existence, we believe strongly in the power of Christ’s redemption to free us. Working with the power of Christ’s Gospel, we motivate and empower each other to follow Christ in all of life. “We love him because he first loved us” (1 John 4:19).

Academic Environment

Resurrection Lutheran School provides a learning environment that is academically rich for students in Grades K-8. Each day, students experience a very special kind of learning atmosphere that has continued to strengthen and grow since RLS opened in 2001. At RLS, the teachers, administration, church staff and parents work together to plant seeds in the hearts and minds of our students through discipline, respect, guidance, encouragement, sound educational strategies and daily modeling of Christian love.

Educational Strategies

While reading, writing, and mathematics drive the core curriculum, RLS integrates these basics with religion, science, social studies, literature, physical education, music, art, Spanish and technology. Within this framework several teaching strategies are incorporated to provide a developmentally appropriate education and a full year of academic growth for each child.

- Varied instructional strategies include skill instruction, guided reading, cooperative learning, teacher led, peer coaching and tutoring, thematic instruction, and literature study. A mixture of teacher-directed and child-directed activities offers the guidance necessary for academic growth while challenging the students to think independently.
- Integrating the curriculum combines many subject areas into a cohesive unit of study that is meaningful to the students and often relates learning to real life.
- Learning centers are utilized to encourage students to explore, practice cooperative learning and problem solving while giving them an opportunity to polish skills to their own satisfaction.
- Active learning experiences promote children’s active exploration of the environment.

In addition to these strategies, teachers at RLS are given the freedom to highlight their own unique gifts, interests and talents in the classroom to further enrich the curriculum, and go below the surface to achieve academic excellence on many different levels.

Expectations for Success

At RLS, we believe that everyone plays a role in education. The expectation is for parents, teachers and the administration to work in concert in the best interest of each child through the following ways:

- Support one another with love and understanding and work as allies through proper and respectful communication.
- Operate with a grateful heart and lift each other up in all that we do.
- Model Christian behavior and set realistic expectations.
- Together, provide a safe, nurturing, secure school environment that will infuse each child with the confidence and enthusiasm that is critical for learning.

Each student at RLS is called to be an important part of his/her own education and contribute positively to the learning environment he/she shares with his/her peers. Children are expected to:

- Work toward independence.
- Show respect to their teachers, peers and school, and come to school prepared.
- Take responsibility for their learning and persevere through small disappointments as they practice solving problems surrounded by experienced educators and loving adults.

Goals

- Proclaim the Gospel of Jesus Christ to families of the Church and the community at large.
- Serve the individual needs of the total child in mind, body and spirit.
- Provide well-rounded, developmentally appropriate curriculum that focuses on the sovereignty of God in all aspects of school life.
- Provide an environment that stimulates spiritual growth and academic excellence.
- Be an extension of the Church for community outreach.
- Encourage active participation of parents and Congregational members.
- Facilitate children's interaction with the community at large.
- Encourage children's expression of their unique God-given talents.
- Recognize that all children have the right to learn in a warm, nurturing and safe environment.

Faculty and Staff

Administration

Tom Kolb, Principal
Rosie Creasy, Director of Admissions/School Growth
Alicia Wyatt, Financial Assistant
Barb Storum, Administrative Assistant

Classroom Teachers

Pat Smith, Kindergarten
Chris Johanson, Grade 1
Cheryl Jenkins, Grade 2 (Language Arts, Social Studies)
Candace Moore, Grade 2 (Science, Math, Religion)
Kathy Siemon, Grade 3
Amanda Powell, Grade 4
Mackenzie Sottini, Grade 5

Middle School Team

Lisa von Sprecken, (Math)
Kelly Gibson, (Language Arts, Social Studies)
Jennifer Hundertmark, (Language Arts)
MaryAnn Unger, (Religion)
Bob Unger, (Religion)
Donna McHenry, (Science)
Tom Kolb, (Math, Social Studies)

Teacher Assistants

Melissa Doster, Grades K-2
Lori Jones, Grades K-2
Donna McHenry, Grade 5

Curriculum Enrichment Teachers/Specialists

Helga Bogardus, Music
Mary Beth Weber, Art
Lori Ehlert, Spanish
Leigh Carter, Physical Education
Danielle Altieri, Technology Instructor
Alison Nack, Technology Coordinator
Andrea Diagonale, Library, Supplemental Academic Tutor
Bob Unger, Band-Orchestra and Choirs

Before School/After School Care

Susan Richard, After School Care Coordinator
Bethany Judd, Before School Care
Katy Pereda, Before School Care

Governance

There is a Resurrection Lutheran School Board which reports regularly to the Church Council. The School Director reports to the School Board. The Board consists of up to seven voting church and community members. It also consists of an RLC pastoral advisor, the school's principal, and a teacher representative as non-voting members.

Board of Directors

Anne Altieri-Chairman

Jennifer Mudd-Vice Chairman

Jamee Thieme-Secretary

Ross Carter

Laura Fischer

Chad Guthrie

Lisa Snyder

Pastor Dave Schleusener-non-voting member

Tom Kolb, Principal-non-voting member

Jennifer Hundertmark, Teacher-non-voting member

The Board's primary function is to govern Resurrection Lutheran School, its programs, curriculum, personnel, facilities, budget and planning. This governance involves establishing policy, setting goals, evaluating achievement of those goals, reviewing and revising curriculum, providing financial planning and direction, and providing counsel and assistance to the principal. The administration of our Christian-based education program and the conduct of school business are left up to our school principal and, through his supervision, the RLS staff.

As individuals, RLS Board members have no legal authority outside of the meetings of the Board. The principal of RLS is given full charge of the school. Therefore, all suggestions, questions and complaints should be directed to the administration.

The RLS Board welcomes input and feedback designed to improve our school and overall educational experience. The Board encourages parents, students, staff, and RLC congregation members to request time to address your item on its monthly meeting agenda by contacting the school office or by emailing the RLS Board chairman. Please contact the school office for the exact information about your item that is required to request time on the Board monthly meeting agenda. If your request is received less than one week prior to a scheduled Board meeting, or if there are multiple requests for Board audience from others already scheduled at the next meeting, time for your request on the RLS Board agenda may only be available in a Board meeting in a later month. Please ensure that any item that you bring to the Board is best addressed by the Board and would not be more appropriately addressed by a teacher or the RLS administration.

Academics

Curriculum

Resurrection Lutheran School (RLS) will utilize a variety of curricula. To ensure continuity with the public school system, North Carolina's State Standards will be used as a framework upon which other curriculum will be added

(<http://www.ncpublicschools.org/acre/standards/>). RLS strives to integrate the various components of the curriculum into the school day in order to encourage logical and critical thinking. It is our goal to provide each student the opportunity to receive a full year of academic growth.

Elementary Curriculum:

Religious Education

RLS will utilize the **One in Christ** series from Concordia Publishing. This curriculum helps students in kindergarten-eighth grade discover how Jesus is our guide for life in today's world. Voyages succeeds in getting children excited about exploring scripture by offering a comprehensive, coordinated religious curriculum that is Christ-centered and solidly Bible-based. Active learning is built into the curriculum and age-appropriate lessons meet students where they are. Features include:

- Bible stories taught sequentially at all levels.
- An emphasis on teaching faith by living it.
- Accompaniment for hymns and songs of faith.
- Take-home materials to involve parents in their child's Christian education.

Faith development may be defined as an ongoing process, beginning in early childhood, in which an individual trusts, believes in, and has a personal relationship with God. This relationship grows and changes throughout the life span as the individual attempts to integrate this faith into his life, seek spiritual growth, and practice his faith in the community. At RLS, our students will feel God's presence every day through the gentle guidance of our teachers, staff and Resurrection Lutheran Church (RLC) leaders. Students will be encouraged to participate in various service projects on and off campus.

Mathematics

The math curriculum will utilize a mixture of hands-on math manipulatives and experimental learning with rote memorization of math facts and daily practice of computational and problem solving skills. The major strands covered by this curriculum are:

- Numeration
- Spatial Sense
- Geometry
- Measurement
- Data (Statistics)
- Patterning

- Problem Solving
- Algebra

Language Arts

A leveled reading program will be utilized in grades K-2, combined with authentic literature in the second grade. In addition to reading, the language arts curriculum will encompass the following content areas:

- Comprehension
- Vocabulary
- Phonics
- Spelling
- Grammar
- Exposure to Multiple Literary Genre
- Writing Styles & Conventions
- Oral Reading/Speaking
- Listening
- Handwriting (modified Zaner-Bloser)

Social Studies

Social Studies will focus on the child and the child's relationship to self, family, country, and the world. Students will explore:

- Cultural Awareness
- Patriotism
- Economics
- Government
- Geography
- Map Skills
- Citizenship
- History

Science

The science curriculum will focus on a hands-on/lab approach in which science principles are learned and then tested. Topics from the following four areas of science will be explored:

- Physical Science
- Earth Science
- Life Science
- Health Science

Technology

RLS students will have exposure to the following technological elements:

- General computer care/usage
- Cyber safety
- Digital citizenship
- Desktop and cloud file management

- Keyboarding
- Word Processing
- Database Concepts
- Spreadsheets
- Reliable internet research methods
- Creating digital media-graphics, presentations, recordings
- Digital collaboration
- Exposure to various Web 2.0 learning tools

The Arts

Art and Music

Foreign Language

Spanish

Physical Education

Middle School Curriculum:

(Showing the Three Year Cycle of Grades 6- 8)

Religious Education

Comparative Study of World Religions

Survey of Old Testament

Survey of New Testament

Application of Biblical Concepts to Daily Life

Servant Leadership/Service Opportunities

Hymns/Songs of Faith

Chapel Leadership

Memory Verses

Language Arts

Speaking/Listening

Speaking for a purpose

Speaking for an audience

Development of Active Listening Skills

Fluency

Literature

Distinguish and Demonstrate Familiarity with Different Types of Literature:

Fiction/Non-Fiction

Short Story/Novel

Narrative, Expository, and Reflective Non-Fiction

Poetry/Drama Themes in Folk Literature

Fact and Opinion

Making Predictions

Making Inferences
Draw Conclusions
Distinguish Main Idea
Determine Author's Purpose
Paraphrasing
Summarizing
Compare/Contrast
Cause and Effect

Writing and Grammar

The Writing Process
Sentence and Paragraph Composition
Narration
Exposition
Description
Persuasive Essay
Organize Data
Research Report
Autobiographical Writing
Short Story Composition
Grammar Usage and Mechanics
Effective Sentences
Making Words Agree
Study, Reference, and Test-Taking Skills

Vocabulary/Spelling

Spelling Patterns
Antonym/Synonym
Word Usage in Writing
Expanded Oral Vocabulary

Mathematics

Grade 6:

Numbers, expressions, and equations
Decimals
Number Theory and Fraction Concepts
Ratio, Rates, and Proportion
Percent
Algebraic Concepts (Integers, Rational Numbers, Inequalities, and Equations)
Geometric Concepts
Data Graphs and Probability

Grade 7:

7th Grade Mathematics or 7th Grade Mathematics Plus (Grouped by Ability)
In preparation for Integrated Math 1

Grade 8:

8th Grade Mathematics or Integrated Math 1(Grouped by Ability)

In preparation for Integrated Math 2 in high school

Social Studies**Advanced Mapping and Geographical Concepts****Geographic, Cultural, Historical and Sociological Studies of World Regions:**

Ancient Greece and Rome

Medieval Europe and Renaissance

Revolutionary and Modern Europe

Latin America

Australia

Africa

Asia

North America

Comparison and Contrast of Cultural Features

North Carolina and American Political, Historic, and Geographical Study

In-depth Study of Multiple “Eras” in US History

Political Science

Comparative Study of World Political Systems

US Electoral Processes

Current Events**Science****Physical Science**

Cycles of Matter

Energy Transfer

Motion and Force

Biological Science

The Human Body

Cell Theory

Heredity and Genetics

Microbiology

Earth Science

Geological Cycles

The Solar System

Population Dynamics
Ecology
Atmospheric Studies
The Hydrosphere
Evolution of Landforms and Organisms

Beginning Topics in Chemistry

Electives*

*** On a rotational schedule per quarter/semester. Possible offerings include:**

Advanced Topics in Art
Journalism/School Newspaper/Yearbook
Introduction to a Foreign Language
Service Learning
Advanced Topics in Technology
Advanced Topics in Science
Current Events
Advanced Topics in Social Studies
Essentials of Drama
Advanced Topics in Theology
Topics in Music
Health/Advanced Topics in Physical Education
Advanced Themes in Literature
Advanced Topics in Mathematics

Chapel

One morning a week, students will attend chapel in the sanctuary of Resurrection Lutheran Church. They will enjoy weekly Bible lessons and learn traditional hymns from our dedicated church leaders. Parents are encouraged to attend this chapel service and, from time to time, the students will be participating in the leading of chapel.

Assessment

Upon entering kindergarten, students will be evaluated using the Brigance Early Development Skills Assessment. Beginning in 2nd Grade, RLS will administer the IOWA Test of Basic Skills (ITBS), a nationally-normed achievement test. An end-of-grade portfolio will be maintained at the completion of each grade documenting growth. Select assessments and work samples will be filed in each student's permanent record.

Reporting to Parents

Report cards are issued four times during the year for grades 2-8. At the time of the first report card, parent/teacher conferences are conducted. A second parent/teacher conference may be requested by the teacher at the end of the third quarter following achievement testing if applicable.

Kindergarten and first grade will issue three report cards throughout the year. The first, a "Semester Report Card", is issued at the end of the second quarter, with the second at the

end of third quarter and the final one at the end of the school year. K -1 parent conferences will be held before the semester report cards go out. K-1 will not be a part of the standardized testing regimen.

The final report card will be issued within two weeks of the last day of school if not made available on the final day of school. Parents are also encouraged to utilize the Sycamore portal online to follow the student's progress. Many reports will be available through this service.

*Parents who are behind on tuition or other fees will not receive their child's report card at the end of a quarter. Report cards will be released to the parents when payment is made.

Permanent Records

The school office maintains a permanent record file for each student. The record contains personal information, academic records, attendance records, health records, work samples and test scores. Parents may have access to their child's permanent record upon request. Requests to view these records must be made to the principal at least one day in advance. Access to permanent records will be denied if the parent is behind in tuition or other fees until such time that payment is made.

Health & Safety

It is the responsibility of the parents to notify the school in writing if there are any special instructions regarding the application of first aid, food or other allergies, special precautions concerning the student's health, or reasons why the child cannot actively participate in Physical Education. All students must be inoculated as required by the state. For the sake of clarity, the school office must be notified regarding medications, prescribed and over-the counter, to be taken by the child. ALL PRESCRIBED MEDICATIONS are to be given to the school office upon arrival at school in a pharmacy-labeled container with complete written instructions from the physician. Students may NOT self-medicate. Much of this reporting can take place via the Sycamore portal. Please contact the school office if you are unsure where your information is best reported to the school.

To minimize the danger of spreading diseases, a child having the symptoms of a contagious infection should be kept home. Fever should be absent (not masked by medications) for 24 hours. Should signs of illness arise while the child is in school, the office will contact the parent/guardian, who will then make arrangements for transportation home. In cases of serious illness, we will contact the parent and/or call 911.

Students unable to go outside for recess or participate in Physical Education will be required to have a note from the physician. Children will be supervised at all times by a teacher or staff member.

Immunization Compliance

Resurrection Lutheran School is required to comply with the North Carolina Immunization Laws. As such, any child entering RLS as a new student must submit a copy of current and up to date immunization records from their doctor. Returning students must also be in compliance and up to date on their immunizations.

If you are claiming an exemption for your child from NC immunization laws for medical reasons, documentation is required from the child's physician explaining why such exemption is requested. For more information about the vaccines or state requirements, visit the NC website at www.immunize.nc.gov . We encourage you to check with your doctor with any questions or concerns you may have.

If an outbreak of a communicable disease (whooping cough, measles, meningitis, etc.) occurs and your family has claimed an immunization exemption to a particular vaccine, your child **WILL BE EXCLUDED FROM SCHOOL UNTIL THE DISEASE IS NO LONGER CONTAGIOUS**. This protects the health of not only your child, but the health of individuals in the process of immunizations but not yet complete due to their age, those with compromised immune systems, and most importantly, prevents the spread of disease in the community.

Head Lice

RLS follows the Wake County Public Schools policy on head lice. Students affected should be medically treated and have no live lice on them before returning to school.

First Aid

In the case of a minor injury on school grounds, first aid will be administered by the teacher or office. In the case of a serious injury, the parent/guardian will be contacted and the child will be taken to a hospital. Parents will be required to provide emergency contact information to be kept in the child's file. **If contact information changes during the school year, you must update it immediately in Sycamore.**

Food Allergies

The number of children with potentially life-threatening allergies to food products is on the rise. While it is understood that it is impossible to make as public a place as school completely safe for children who have life threatening allergies, we can make it a safer place for these children.

As a result of the volatility of peanuts and nuts (even minute amounts of peanuts-e.g. 1/200th of one peanut – can trigger a reaction), as well as the viscosity of peanut butter (which can stick everywhere), and in view of the fact that peanuts and nuts are the most common serious food allergy, the following policy will be in effect. If RLS has a student with a known peanut allergy, that student's classroom will be designated as a peanut/nut sensitive classroom. We will request that parents and students avoid bringing food

products containing peanuts or other nuts into a classroom designated as a peanut/nut sensitive classroom.

All administration and staff will be trained in the proper procedure for students with potential anaphylaxis to foods.

Blood Borne Pathogens

The parent/guardian of any student enrolled or enrolling in Resurrection Lutheran School who has contracted a blood borne pathogen (such as AIDS or Aids Related Complex) or has tested positive on a reliable test for such, must inform the principal.

Fire & Disaster Drill

Regular drills are conducted for emergency exit of the building for fire and other emergencies. Disaster drills are also conducted in the classrooms.

Fire Drills: When the bell sounds for the fire drill (or actual fire), all persons are to go quickly and quietly to the exit determined in advance for each class. Students proceed as a group to the designated outdoor area. The last person exiting a classroom should turn out the lights and close the door. Students gather silently with their classmates while the teacher takes attendance. When the return signal is given, everyone should return quietly and in single file to the classroom. (Exit paths are posted outside the RLS office.)

Tornado Drill: When the announcement is made for a tornado drill (or actual tornado), all persons are to go quickly and quietly as a group to the place designated by the classroom teacher. When they get to their safety area, students should sit as directed by their teacher for maximum safety. Parents should not pick up their child(ren) from school during a tornado warning. Please wait until the warning has passed.

Lock-in/Lock-down Drills: Lock-in/lock-down drills are conducted on an as needed basis. These drills prepare the students for all other emergencies. Playground/field procedures are in place to clear the playground/field immediately should there be a need to do so. A lock-in occurs when there is a general or specific localized threat, and for the safety of the students, the administration confirms all entry doors are locked and posts a notice on the main entrances and exits. The notices state that a lock-in is in effect. Parents who come across these signs may be unaware of the potential danger and may call the school for admittance to the building. Lock-downs are rarer and handled similarly. This is an unannounced and imminent danger that may present itself. Procedures are in place for handling such emergencies.



Resurrection Lutheran School

100 Lochmere Drive West ♦ Cary, NC 27518 ♦ (919) 851-7270

TO: ALL PARENTS AND STAFF OF RESURRECTION
LUTHERAN SCHOOL

FROM: RESURRECTION LUTHERAN SCHOOL PRINCIPAL, TOM KOLB

RE: REQUIRED ANNUAL AHERA NOTIFICATIONS

DATE: August 2016

The US Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirement if the school was constructed after October 12, 1988, and has a signed statement from the architect or project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in the construction of the school. Our school has been provided such a statement, and is, therefore, exempt from the requirement to conduct an asbestos inspection.

The EPA requires us to annually notify you that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is available for your review at anytime during normal school hours (Monday – Friday, 8:30 A.M. – 3:00 P.M.). The Asbestos Program Manager, Tom Kolb, is available to answer any questions you may have about asbestos in our buildings (919-851-7270).

Student Expectations

At Resurrection Lutheran School, we have a set of expectations for our students regarding their academic performance and their behavior. Our philosophy is that making good choices is a skill that develops with age and practice. While no person makes good choices 100% of the time, we encourage students to focus their attention and efforts on the behaviors described below. Additional information for Middle School students may be found in the *Resurrection Lutheran Middle School Handbook Addendum*.

- Respect teachers, parents, and peers. Evidence of this choice is seen through the student's actions and words.
- Represent our school in a positive way, whether on our campus or away from school.
- Come to school prepared to learn. Adequate sleep, completed homework assignments and a positive attitude are examples of preparedness.
- Manage his/her behavior in ways that enhance his/her own learning and the learning of others. Following class rules, staying focused, paying attention, keeping hands and feet to selves, and speaking when it is appropriate are all examples of effective behavior management.
- Choose to demonstrate a kind and caring attitude toward others.
- Choose to respect individual differences.
- Choose to honor personal safety and the safety of others when at work and play.
- Choose to give each task his/her best each day.
- Choose to take responsibility for his/her actions, behaviors, and decisions.
- Choose to accept responsibility for his/her learning.
- Choose to share with others.
- Choose to speak truthfully about self and others.
- Children are always to show reverence for the house of God when entering and leaving Church.

At Resurrection Lutheran School, we expect our students to strive to do their best academically. Each student should produce work they are proud of. With this in mind, the following academic standards have been developed:

1. Homework must be complete by the required time. Students will receive an "Incomplete" on their report card for unfinished work. If work is not made up in an appropriate amount of time the grade will automatically be changed to "Unsatisfactory".
2. Students are expected to make productive use of all classroom time, including study periods and time before school starts.
3. All assignments have specific learning objectives. Therefore, each assignment should be done neatly to the best of the student's ability.

4. A student may be kept after school at the teacher's discretion due to unsatisfactory work or behavior. The parents will be notified in advance so that transportation arrangements can be made.

Christian Living

We expect RLS students to reflect Christian behavior in and out of the classroom. The vertical love from God to a Christian is reflected both in responsive love to God and horizontal love to classmates, teachers and parents. The climate of Christian love, with confession and forgiveness in the home will do much to augment the atmosphere at school. We encourage RLS families to regularly worship together on the weekends. We welcome you to attend services at RLC if you are searching for a church home. Pastors are available for appointments through the church office.

Discipline

Respect should be shown at all times. Every student should respect the authority of all teachers and the rights and property of other students. Students should act responsibly and accept responsibility for their actions. Behavioral expectations are outlined at the end of this handbook on a sheet entitled "Academic and Behavioral Expectations". One copy of this sheet should be signed and returned for the child, the other should be kept for reference. If needed, additional sheets are available from the school office.

In the absence of the attitudes outlined in the expectations, reasonable consequences may be necessary. The primary responsibility for classroom discipline rests with the classroom teacher. The teacher will establish and enforce consistent and justifiable behavioral limits within the classroom and reinforce positive behavior. In addition, the teacher assumes the responsibility of helping to enforce school-wide limits outside the classroom.

Parents have the responsibility to work with the school in reinforcing appropriate behavior. Communication between the school and home must be open and supportive in both directions. Students have the responsibility to be familiar with the limits and consequences defined by their teachers and to behave in a positive manner.

The administration has the primary responsibility for establishing and enforcing school-wide behavioral limits and supporting the teachers in their effort to maintain classroom discipline.

School-Wide Consequence System

In cases where the teacher is unable to obtain appropriate behavior from a student, the teacher will report such inappropriate behavior to the parents. If this intervention does not produce the desired results, the matter will be referred to the principal and, at his discretion, fall under the "School-Wide Consequence System".

When a student is sent to the office the following actions will be taken:

1. The student will confer with the principal. He/she will be asked to explain the reason for being sent to the office and what could have been done differently and how that could have changed the situation. The principal will make the determination whether to send the child back to class for the remainder of the day or if further consequences are warranted.
2. The parents will be notified by the school office and a conference with the parents, teacher, student, and principal will be scheduled. A follow up between principal and parents will take place within one week.

On a second, subsequent visit to the office, the above actions will be taken and additionally:

1. The student will be removed from the classroom for the remainder of the day and the parents notified that they need to pick their child up from the office.
2. At the subsequent parent, teacher, student, and principal conference, an Individualized Behavioral Contract will be used. The contract will specify the behavioral expectations to be observed and the consequences which will be encountered if the rules are broken. Since this is an individualized contract, the consequences will differ in severity from student to student based on the behaviors that have been targeted in the contract.
3. Any privileges or activities taking place within a week's time of the office visit will be taken away (e.g. extracurricular activities).
4. The student may potentially be suspended from school for at least one additional day.

Any additional, subsequent visits to the office will result in the following actions being taken:

1. The student will be removed from the classroom for the remainder of the day and will serve an additional suspension from school for at least one additional day.
2. The Individualized Behavioral Contract will be reevaluated with the parents, teacher, student, and principal.
3. The student may potentially be disenrolled for the upcoming school year and/or face expulsion for the remainder of the present school year.

The severity of the incident may cause one or more of the above "steps" to be passed over. It is at the discretion of the principal to determine this.

Detrimental Behaviors

The RLS School Board believes that protection of our students is of utmost importance. It is our hope that harsh consequences for detrimental behavior will not have to be administered. However, the possibility of an occurrence cannot be ignored. A list of criteria that qualifies as detrimental behavior and the consequences is posted within the school office and is also provided below. The school principal will determine if the student's behavior fits the criteria of a detrimental behavior.

The following is a list of criteria that characterizes **detrimental** behaviors and the consequences that may occur. Ultimate consequences will be based on the severity of the incident.

1. **Vandalism.** Any child who vandalizes the school, school property or other children's possessions will receive 1 to 3 days suspension from school and may be disenrolled from the school. He/she will also be required to pay for or correct any damage done.
2. **Theft.** Any child who steals from the school or from another child will receive 1 to 3 days suspension from school and may be disenrolled from the school. The will also be required to return or provide compensation for the property.
3. **Fighting.** Any child who physically fights with a peer will receive 1 to 3 days suspension from school and may be disenrolled from the school.
4. **Bullying/Disrespect.** Any child who demonstrates bullying behavior or shows disrespect toward peers or teachers may receive 1 to 3 days suspension and may be dis-enrolled from the school. Please refer to the school's Technology Acceptable Use policy for reference to cyber bullying or online misbehavior.
5. **Language/Gestures.** Any child using foul language, obscene language or displaying obscene gestures will receive 1 to 3 days suspension from school and may be disenrolled from the school.
6. **Schoolwork.** Any child who habitually refuses to do the required class work will receive 1 to 3 days suspension from school and may be disenrolled from the school.
7. **Drugs.** Any child who brings any illegal substance onto school property or to school functions will receive 1 to 3 days suspension from school and may be disenrolled from the school.
8. **Weapons.** Any child who brings a weapon of any type to school will receive 1 to 3 days suspension from school and may be disenrolled from the school.
9. **Assault.** Any child who physically or sexually assaults another student or staff will receive 1 to 3 days suspension from school and may be disenrolled from the school.
10. **Disruption.** Any child who excessively disrupts the class on a consistent basis, who consistently shows through his/her actions and performance that RLS is not suitable to his/her education needs may be disenrolled from the school.

Dress Code

The primary purpose of our school's dress code is to assure that our students are neat, clean, and well groomed for school activities. The appearance should reflect the Christian values of our school and foster a positive learning environment. Parents are responsible for making sure their children are dressed in accordance with this code. Additional information for Middle School students may be found in the *Resurrection Lutheran Middle School Handbook Addendum*.

General Appearance – Students should be dressed neatly. Clothes should be clean and tidy and should not be tight fitting, revealing, or inappropriately oversized. Holes, rips, and excessively frayed clothing will not be tolerated. A general dress code will be enforced Monday through Thursday. RLS school colors (navy, light blue, khaki, or white) should be worn on these days. The girls may also wear the designated plaid #8B. (See Educational

Outfitters-www.educationaloutfitters.com-RLS school code 0306). Friday will be RLS casual dress day for grades K – 5, Thursday for grades 6 - 8. Students may wear any color on these days. A Special Event Dress Code may be required on specific days, such as field trips, school programs and class pictures, etc. (See specifications below.)

General Dress Code

Pants: walking shorts or pants are required. Fit should be comfortable; not too loose or too tight. Students are encouraged to wear pants that touch the top of their shoes. No sweatpants, soccer shorts, gym shorts, etc. are allowed. No cut-offs are allowed unless they are hemmed.

Shorts/Skirts/Skortts: length should be mid-thigh or longer.

Dresses: length should fall between the knee and ankle. The dress should be the designated school color. Collared shirts must be worn under jumpers or sleeveless dresses.

Shirts: must have a collar or turtleneck. Sleeveless shirts for girls in warmer weather are allowed as long as they have collars, have the material between the neckline and arm at least “three fingers” wide (no “spaghetti straps”), and are form-fitting around the armpit area. Shirts should not have designs or writing on them, with the exception of approved shirts with the school logo. No plunging or scooped neckline. No see through or meshed material.

Normally, shirts will not have to be kept tucked in. However, it is at each teacher’s discretion as to whether shirts will be kept tucked in on certain occasions, such as special trips, events, or times when visitors come to class, etc.

T-shirts: can be worn on casual days only. Designs or writing on the t-shirt should be age appropriate. Crude language or pictures will not be tolerated.

Shoes: Students are encouraged to wear sneakers or dress shoes. For safety reasons, open-toed and/or open-backed shoes (even if they have a strap in the back) are prohibited. This prohibition would include flip-flops, sandals, and clogs. Platform shoes and high heels are also prohibited. Students should wear athletic shoes or sneakers on their PE days. These shoes do NOT need to be kept at school on other days.

Socks and Tights: It is expected that socks are generally to be worn in school. Socks need not be worn when appropriate to the shoe design. Socks may be required for safety or hygiene reasons. Girls may wear stockings, pantyhose or tights that match the child’s outfit.

Cardigans: should match the child’s outfit.

Sweatshirt/pullover sweaters are acceptable to wear inside as long as they are of school colors and do not have significant wording, lettering, or art, besides school

logos/designs. Other sweatshirts may only be worn as “coats” (see below) and must be taken off when he or she comes inside the classroom.

Coats: should not be worn in the classroom. No restriction on design, color, or style.

Hats: to be worn outside. No offensive logos or words.

Jewelry: age appropriate jewelry. Only pierced earrings will be allowed, preferably no more than one piercing in each ear. Teachers will set their own rules in terms of rings, bracelets, and necklaces.

Make-up: lip moisturizers can be applied during the school day with the teacher’s permission. Make-up should not be worn to school and will be confiscated if brought to school.

Hair: The school considers this to be a matter of personal responsibility and urges all parents to keep their children’s hair well groomed. In exceptional cases, the principal will inform parents as to the necessity of proper hairstyle. Extreme fad haircuts and hair color will not be acceptable at school. Students with dyed hair of an unnatural color will be sent home. Boy’s hair should not fall below the top of the shirt collar. Hair should never hang in the student’s eyes.

Special Event Dress Code

Boys

Navy pants or shorts, white collared shirt (short or long sleeved). Belt should be worn if pants have belt loops.

Girls

Navy skirt, skort or jumper with white collared shirt

Or

Designated RLS plaid skirt or jumper with collared white shirt

PE Dress Code

Teaching children how to prepare and properly dress for exercise is a skill and habit that they will be able to continue throughout their lives. Acceptable PE Dress Code for the 2016/17 school year is the prescribed PE shorts and shirt that may be purchased through the Johnson & Lambe Website, Educational Outfitters, as well as the PE shorts purchased from RLS for the 2015/16 or 2014/15 school year. Athletic shoes with socks should be worn on gym days.

Consequences: The following will occur if dress guidelines are violated:

1. On the first offense, the student will be issued a written warning that must be taken home and signed by a parent and returned to school. At the principal's discretion, the student may be asked to phone home for another item of clothing or one may be provided by the school.
2. On the second offense, the student will be sent to the school office where he/she will remain until a parent can be contacted and an appropriate item of clothing brought for the student.
3. Subsequent offenses will result in a conference between the principal and the parents to review and identify the problem and help find an appropriate solution.

Parent Opportunities & Expectations

Resurrection Lutheran School continues to achieve academic, spiritual and social excellence due to the many resources and unending support of our parent population. The parents of RLS are driven by their strong commitment to a Christian education for their child. Their role will be critical to their child's success.

As an RLS parent, you are expected to abide by the following Code of Conduct:

- Respect to the utmost each and every individual or group associated with RLS, including, but not limited to, school administration and faculty, the school board, fellow RLS families, and the staff and congregants of Resurrection Lutheran Church.
- Refrain from the use of any language, actions or behavior which may be considered abusive, threatening, profane or otherwise in conflict with the Christian mission of RLS.
- Any personal concerns relating to RLS of an academic, administrative, or financial nature should be treated as confidential information.
- Adhere to the following guidelines for bringing forth complaints and/or concerns pertaining to RLS:
 - Any concerns with your child's classroom experiences should be first addressed by engaging in communication with the appropriate teacher. If, after a reasonable degree of effort and time, such concerns remain unresolved, then the concerns should be addressed to the principal for further handling.

- Any concerns with the administration of the school should be addressed to the principal's office for resolution.
- Any appropriate documentation should be provided for review.
- In the event that any concerns remain unresolved after all reasonable communications with the teacher, staff and/or principal are exhausted, you may contact the Chairman of the RLS school board and request that your concern be placed on the agenda of the next regularly scheduled board meeting. This request must include a written statement of your concern and should be made as soon as possible, and in no event less than one week, prior to the meeting so as to provide adequate time for the board to investigate your concerns in advance. The board will contact you when your concern has been added to the agenda.

RLS takes very seriously its Christian mission to enrich and educate every student and the RLS staff strives to model the highest degree of Christian behavior by respecting every child and parent within our community, and by listening to every concern carefully and engaging in positive, productive, and cordial discussion of how such concerns may be alleviated or otherwise appropriately addressed.

Failure to abide by the Code of Conduct set forth above severely impairs the RLS mission and cannot be tolerated. Any such failure will result in appropriate remedial action, up to and including disenrollment of your children from RLS.

In addition, as an RLS parent, you are strongly encouraged to:

- Attend church and Sunday school faithfully, thereby setting the Christian example for your child.
- Regularly attend all parent meetings scheduled by the administration or teachers so that you will be informed and actively involved in your child's education. Parental involvement is critical to your child's educational success.
- Realize that your child will be taught Christian doctrine from a Lutheran perspective.
- Reinforce and support the Christian attitudes and conduct that is being taught during the school day.
- Look for opportunities to offer your time and special gifts to the School.

Parent Participation

Parents are invited and welcome to actively participate in our school. If you have an area of expertise or a hobby that you would be willing to share, please let us know so that we may maximize the many talents within our school population.

Parent School Organization

Additionally, Resurrection Lutheran School has been blessed with an extremely active **Parent School Organization (PSO)**. There are endless opportunities to become involved in the enrichment of your child's education within this organization.



The PSO's goal is to provide support for the school community's academic, religious, cultural and social needs through parental involvement. To this end, parents will seek to utilize their many gifts, talents, and resources to assist our teachers and staff and enrich the educational experience of our children. We invite all parents who share this vision to join us in this worthwhile endeavor.

Parent volunteers and visitors will be assisting in the classrooms throughout the year. Each teacher will discuss their individual classroom needs during the Parent Information meeting at the beginning of the school year. Volunteers will also be asked to help with school events, field trips and special projects. **All volunteers must check in/out at the school office and wear an RLS Visitor badge while on campus.** In order to protect the privacy of our students, parent volunteers and visitors should not discuss individual students outside the classroom. Additionally, background checks may be required for participation in certain volunteer opportunities.

Whenever possible, we do ask that parents do not walk their children to the classroom doorway, but accompany them no further than the school lobby. This will help the students to gain the idea of school as a distinct place unto itself.

Room Parents assist the classroom teacher by arranging transportation for field trips and coordinating seasonal class events. All inquires concerning transportation, parties, etc. will be directed to the Room Parent. Please speak to your child's teacher during the Parent Information meeting if you are interested in this responsibility.

Meet the Teacher is scheduled prior to the first day of school. This session is designed to give your child an opportunity to see the classroom, visit with the teacher and classmates, and get the supply list for the coming school year.

A Parent Information/Orientation Session (Back to School Night) will be scheduled the week after your child starts school. Administration will present the Student Handbook and discuss general policies and procedures that will be followed during the school year. Teachers will review classroom goals and expectations and answer any general questions you may have regarding your child's day. Parental participation, Room Parent Sign-up, and classroom needs will be addressed at this time.

Parent Teacher Conferences may be scheduled throughout the year. Unless there are extenuating circumstances, we will not schedule conferences during the first six weeks of school to allow teachers the time necessary to fully evaluate each student. Of course, if your child's teacher feels it is necessary, they will contact you to request a conference. We ask that you do not conference with your child's teacher during morning drop off or afternoon pickup. If you need to provide immediate information to your child's teacher or ask a question, please do so by written note or email.

Home and School Cooperation

RLS teachers look forward to getting acquainted with the families of their students. They are highly motivated to achieve academic success with your child and welcome your insight to assist in this process. The relationship between home and school is a two-way process. This relationship will be nurtured in order to provide the insight, understanding and cooperation that are essential for the proper development of a child. Parents are always welcome to visit the school, **by appointment**, for conferences or matters pertaining to their child's welfare.

The first line of communication regarding your child's education is the teacher. If special circumstances dictate, the matter may be referred to the principal. **All appointments will be scheduled after school and NOT in the presence of children.**

School Procedures

School Hours

The school day begins at 8:15 AM and ends at 3:00 PM for grades K - 5. The school day ends at 3:10 PM for grades 6 – 8. Carpool will begin promptly at 8:15 am. We ask that you do not bring children prior to 8:15 AM as the staff will be involved in morning devotions and preparing for the school day. Students should be picked up no later than 3:30 PM. Middle School students will be expected to be in their first period classroom by 8:25 AM to go over morning announcements and devotions.

Check-in/Check-out

Parents/guardians must check their child(ren) in and out at the school office when picking up or dropping off during school hours. In addition, all items being delivered to a child during school hours must be left in the office.

Parents visiting the School Building

All entrances to the school building will be locked during school hours. Parents/guardians must check in at the school office and pick up an RLS Visitor tag when entering the school building for any reason. Parents who are volunteering or wish to visit the classroom must contact the school office **and** the teacher to set up an appointment prior to the visit.

School Cancellations and Inclement Weather Policy

As a general rule, Resurrection Lutheran School will follow the Wake County Public School Inclement Weather Policy. Exceptions may be made during extended school cancellations in the county if the administration is confident that the safety of our students will not be compromised. A message will be posted on Sycamore by 6:00 a.m. to advise of late openings or school closings. You may also be notified via a school wide email and Parent Alert text. Various television and radio stations may also carry RLS cancellation notifications but your primary resource is Sycamore. The decision to send a child to school or not remains with the parent. This is true for field trips as well as bad weather days.

Attendance

In accordance with state laws, all pupils are held to regular and punctual attendance. Students who are more than one hour late to school or who miss more than one hour of school during the school day will be considered absent for $\frac{1}{4}$ of a day. Students who miss more than two hours during the school day will be considered absent for $\frac{1}{2}$ a day, between three and four hours missed they will be marked absent $\frac{3}{4}$ of a day and four or more hours will be considered and marked absent for the entire school day. Written excuses from the parents are to be presented to the student's teacher via the School Office following the period of absence. A phone call the morning of the absence is always appreciated, but does not take the place of the written explanation. Students having unusually high absenteeism may be subject to retention. Parents will be contacted by the School Office after 15 absences. Good attendance and school performance go hand and hand. Please be reminded that students missing school with illness due to fever, vomiting or diarrhea should be symptom free for 24 hours prior to their return.

Absences for reasons other than illness (such as medical appointments) must be excused in advance by written notice through the School Office and teachers. Parents may submit a Request for Excused Absence form to the School Office at least one week in advance of any scheduled absence to request prior approval for educational and family trips. A final decision regarding the excused absence will be communicated, in the form of a letter, upon receipt of all necessary assignments.

Lateness to School

Prompt arrival in class is important so that your child can start the day in a positive and productive manner. Students must be in their classroom, ready to work, by 8:30 AM in order to avoid being marked absent for the day. Any student arriving after 8:30 AM must first come to the school office to check in. The student will be marked tardy. An excused tardy is defined as An unexcused tardy is defined as ... If a student arrives after 8:30 a.m. and does not sign in at the front A RLS staff member will safely escort your child to his/her classroom in order to minimize any interruptions. Parents will not be allowed to accompany their child to the classroom if they are late to school.

Lost and Found

A lost and found is located in the school office. Please label your child's clothing to aid in the identification of lost items.

Lunchtime

Students will bring their lunch each day and eat lunch in their classrooms. If there is a student in your child's class with known peanut allergies, the classroom will be designated as a peanut/nut sensitive classroom. Your teacher will inform you if that is the case. We appreciate your consideration in this matter as the safety of our students is of utmost importance.

There may be opportunities during the school year to provide lunch for your child's class. Please see your classroom teacher for individual classroom policies. Furthermore, the PSO will offer a "hot lunch" option for the students. More information regarding this program will be forthcoming from the PSO.

School Library

All students will have weekly library time and an opportunity to check out books. Books are returned or renewed each week. Students will be unable to check out a library book for the week if they have more than 2 books checked out. In case of lost books, please contact the school librarian to discuss the replacement policy.

Communications

Each week, students in grades K-4 will bring home a *Weekly Folder* containing timely information. Please read the enclosed materials and return the folder the following day. Communications from the school office may come home in your child's Weekly Folder, or will be emailed directly to families, and will be posted in the appropriate section of Sycamore. Students in grades 5-8 will receive timely information in hard copy format as needed, but will primarily receive information from teachers via email and Sycamore. Furthermore, parent/teacher communication will take place through the student planner.

Parents may communicate with Resurrection Lutheran School staff by phone, in person, through notes, or via email. To reach most RLS staff member by e-mail, use the following format: [firstnamelastname@rlscary.org](mailto:firstname.lastname@rlscary.org), for example: tomkolb@rlscary.org.

Classroom sites on Sycamore will be updated regularly, at least monthly for grades K-4 and weekly for grades 5-8. All school calendar events will be emailed to parents weekly from office administration.

Appointments for all staff can be made by calling the school office. Situations requiring immediate attention should be addressed by phone or in person. If you send an e-mail, please allow 48 hours for a response.

Carpool

Carpool Safety Rules & Procedures

As children are dropped off in the morning and picked up in the afternoon, safety is our prime objective. The following text will outline a procedure that will help us maintain a safe, happy, and healthy environment for all of our RLS children.

These rules apply to anyone who drives during morning or afternoon carpool.

Carpool Times

Morning Drop Off: 8:15 AM – 8:30 AM

Elementary Afternoon Pick Up: 3:00 PM – 3:15 PM

Middle School Afternoon Pick Up: 3:10 PM – 3:20 PM

Carpool Procedure

*After the first week of school, we would encourage you to drop off your child in the carpool line. This procedure will give your child a sense of independence and personal responsibility as he/she prepares for the school day.

*Conferencing in the carpool line is not permitted. Please be considerate of the parents in line behind you.

Morning Procedure

- Students may be dropped between 8:15 AM and 8:30 AM. If you arrive after 8:30 AM, you will need to walk your child to the school office and sign them in as tardy.
- Enter the second church driveway (lower lot entrance) and circle around to the front school doorway. Do this by turning into the first lot on your right, proceeding through the next tier by turning left, and finally a right turn into the highest tier adjacent to the Family Life Center.

- The first car should stop at the crosswalk in front of the school entrance. There will be stations in line behind.
- Students should exit to the left side of the car if at all possible as this is adjacent to the building.
- One or two designated adults will be available to help and assist at drop – off, but the car doors will not normally be opened by a staff member for every vehicle.
- Children are to exit from the car by themselves and walk directly into the school via the sidewalk and the main school entry door. There will be someone standing inside the main entrance to greet and guide your children to their classrooms.
- Do not pull around the car in front of you unless directed to do so by a RLS staff member.
- Vehicles will exit the school campus via the upper entrance near the traffic circle adjacent to the church building.
- If you need to bring something into the building or need to speak with someone in the school office, park in the lower left hand lots and come in the main school entrance.

*If you would like to park and walk your child up to the school entrance, please adhere to the following procedures:

- Parents must park in the lowest lots on the left hand side of the entrance drive. These will be designated “Walk Up” lots. This will enable the parent and child to proceed to the school entrance via the sidewalk nearest the playground and not cross traffic in the carpool lane.
- Parents must wait outside the school doors with their child if it is before 8:15 AM and the doors have not yet been opened (the exception to this will be Middle School Children whose parents have opted to remain in carpool line with siblings). Parents should normally proceed only as far as the school lobby/offices with their children.
- Walk – up traffic may exit the lower lots from the lower entrance.

Afternoon Procedure

- At dismissal, the K-5 students will be lined up by class in the gymnasium, 6-8 students will be gathered at the covered walkway by the circle in front of the church.
- Parents should proceed into the carpool line as in the morning procedure.
- RLS staff members or parent volunteers will be on hand. Please follow all staff member instructions.
- You will be provided with a name card at the beginning of the school year to assist staff in identifying your vehicle. Written permission must be delivered to the school office if someone other than you will be picking up your child. Please have the name card in their vehicle if possible. (Additional name cards are available in the school office.)
- Remain inside your vehicle and the staff members will direct your child to you in order to ensure safety.
- Do not pass other drivers in the carpool line. Patience will go a long way in the prevention of accidents.
- Please be sure your child’s seatbelt is securely fastened before leaving.

- As in the morning procedure, vehicles will exit the school campus via the upper entrance near the traffic circle adjacent to the church building.
- Afternoon dismissal will be “staggered” with grades K – 5 being picked up first, followed by grades 6 – 8.
- Parents with students in both grades K – 5 and 6 – 8 should pick up all their students during the 6 – 8 dismissal time.
- Parents of 6th -8th graders are to follow the elementary (K-5) carpool line. You will be directed left of the circle drive in front of the church where staff members will send your student to you.
- 6th – 8th grade parents should be cautious while merging with K-5 parents exiting carpool.

*If you would like to park and walk up to pick up your child, please adhere to the following procedures:

- Please park in the lowest, left hand lot as stated in the morning procedure.
- Proceed up the sidewalk by the playground.
- Wait by the main entrance to the gymnasium (the 4 doors) for K-5 students. The staff member at Station 6 will call your name into the gym by walkie-talkie/microphone. 6 – 8 students may be picked up at the circle by the church.
- In order to insure the safety and whereabouts of your child, please do not pass through the parking lots, but proceed via the sidewalk to your vehicle.
- Walk – up traffic may exit the lower lots from the lower entrance.

Walkers/Bicyclists

RLS families who choose to have their students walk or bike to and/or from school will register at the school office and agree to the following:

- When your child walks/bikes to school in the morning, he/she walks/bikes from home and is not dropped off in another area other than the carpool line.
- When your child leaves school as a walker/biker, he/she will be walking/biking home, not to a waiting car.
- When you need to pick up your child, you will follow the regular carpool/walk up procedures.
- Middle School students whose parents have requested to pick them up from the lower “Walk Up” lots will be considered “walkers” and must have the appropriate registration through the school office.

Miscellaneous Policy Information

School Class Directory

It is the policy of Resurrection Lutheran School to provide access to a directory of enrolled students on Sycamore. This list is for personal information and is NOT to be used for any non-school related promotions or contacts. No student or parent shall, during school, promote any business product or service among pupils for purposes of financial gain to himself/herself or others. Parents may opt to block personal information from being viewed on the directory by accessing the My Family Information tab on Sycamore.

Personal Property

Please label ALL personal items such as workbooks, umbrellas, coats, backpacks, etc. Backpacks with wheels are prohibited.

Birthday Celebrations

Parents of all school children may treat their child's class to cupcakes, etc., providing the details have been worked out in advance. Treats should be nutritious and simple in nature. Parents of children with dietary restrictions will provide treats for their child. Party invitations may not be distributed at school unless the entire class is invited.

Special Events

Students may have special event days to celebrate holidays such as Thanksgiving, Christmas, Valentine's Day and Easter at the discretion of the teacher. Room parents should coordinate activities with the classroom teacher.

Field Trips

Various field trips may be planned throughout the year. All students will be required to have a signed permission slip prior to departure. Students under the age of 8 will be required to be restrained in a child safety seat. Room parents will coordinate transportation. Parents providing transportation will be asked to assist with supervision of the children. Parents are required to indicate via Sycamore whether or not they grant permission for their child to leave school premises under the supervision of a staff member for neighborhood walks or for activities at Ritter Park.

Electronic Devices/Cell Phones

Electronic devices such as Game Boys, radios, CD and MP3 players are prohibited at school. If you feel your child must have a cell phone, he/she must leave it in the school office in the morning and pick it up at dismissal time.

Computer/Internet Use Policy

Students and their parents will be required to review a Technology Acceptable Use Policy (TAUP) at the beginning of the school year. Students may only bring in their own electronic devices with the permission of a teacher after signing a Bring Your Own Device (BYOD) Form. This form is available from the RLS Technology Instructor and the TAUP is attached at the end of this handbook.

Admissions

The registration process begins in December with currently enrolled families and their siblings. Beginning in January, members of Resurrection Lutheran Church, Preschool and other LCMS (Lutheran Church of Missouri Synod) congregations have an opportunity to apply online. Online application will be open to the community by the end of January and remain open until classes are full.

Please contact Rose Marie Creasy, Director of Admissions & School Growth to learn more about the application process, student shadow opportunities, or to arrange a school tour.
(919) 851-7270 x 35

Academic Calendar

The current Academic Calendar may be accessed and printed by visiting the www.rlscary.org homepage. You click on the upper tab entitled “Academics” then select “Academic Calendar” from the drop down menu. An event calendar and announcements can be also be accessed via Sycamore Education.

Tuition Schedules and Policies

Late Fees

A \$25.00 late fee is assessed if tuition is not paid by the 10th of the month.

Direct Debit

At no cost, your monthly payments can be drafted directly from your checking account. If you are interested in this service, please complete a direct debit enrollment form and submit it along with a voided check. Direct debit enrollment forms are available in the school office.

Tuition Assistance

Tuition assistance is available to those who qualify. Applications are available in the school office. An independent financial consulting firm conducts an analysis to determine eligibility and need for tuition assistance. Once the analysis is complete, the admissions committee reviews the application and makes a decision. The applicant will receive notification in the mail of the committee's decision. If tuition assistance is offered, the applicant has two weeks from the time of notification to either accept or deny tuition assistance.

Termination/Withdrawal

Parents must notify the principal in writing 30 days prior to a pending withdrawal if they plan to move or transfer their child to another school. A signed Release of Records Request Form will be kept on file while awaiting a formal request from the new school for your child's permanent record. All outstanding fees must be paid before records are transferred. Parents/students must turn in all school-owned books and materials to their teacher or to the front office.



Resurrection Lutheran School

100 Lochmere Drive West Cary, NC 27518 (919) 851-7270

2016/2017 Schedule of Tuition and Fees With Enrollment Timeline

Dec 4, 2015- Jan 4, 2016	<i>CURRENT RLS FAMILIES</i> Online Registration & Sibling Application Period Registration Fee (non-refundable) of \$125 per family due. Schedule of Fees and Tuition Contract 2016/17 Academic School Year given out with submission of Online Intent and Registration Fee. (Note: If planning to submit application for a NEW student, please contact Rosie Creasy, Admissions Director.)
January 4, 2016	<i>NEW RLS FAMILIES</i> Online Registration Fee (non-refundable) of \$175.00 for first student and \$50 for each subsequent sibling application is due. Schedule of Fees and Tuition Agreement 2016/2017 Academic School Year given out with submission of Online Intent and Registration Fee.
February 1, 2016	<i>ALL RLS FAMILIES</i> Signed Tuition Contract and Enrollment/Facility Fee (non-refundable) of \$525.00 (first student) and \$162.50 (each subsequent student) is due.
May 2, 2016	Annual Tuition (non-refundable) is due (see payment options below). <ul style="list-style-type: none">• \$6,355.00 per student (Active Resurrection Lutheran Church and other local LCMS members)• \$6,940.00 per student (Local Community Members)
August 1, 2016	Tuition payment option designation is due.

The Resurrection Lutheran School Board of Directors strives to maintain the highest educational standards while keeping the cost of our Christian Education reasonable. We are offering a payment plan (Option 1) that provides a discount on tuition for those who choose to pre-pay the full amount by August 1, 2016.

Option 1 - \$150 Discount with two (2) installments:

Installment #1 due May 2, 2016 for \$635.50 (Resurrection Lutheran Church or LCMS Member) or \$694.00 (Community Member) per student. Installment #2 due August 1, 2016 for \$5,569.50 (RLC or LCMS member) or \$6,096.00 (Community

member). If full payment is not made by August 2, 2016 the discount is forfeited.

Option 2 - Ten (10) equal installments:

Installment #1 due May 2, 2016 and nine other installments are due on the first day of each month from August 1, 2016 through April 3, 2017.



Before School/After School Care Program Information

Bethany Judd and Katy Pereda, Before School Care

beforeschoolcare@rlscary.org

919-851-7270 ext. 30

Susan Richard, After School Care Coordinator

richard4@bellsouth.net

919-641-9432

Before School Care

Resurrection Lutheran School-K-8 (7:45 am drop-off)

At Resurrection, we think of you as family and work hard to accommodate the needs of our school community. RLS families may now take advantage of an early drop off time (7:45am) in order to make the morning commute easier!

Resurrection Lutheran Preschool (8:15 am drop-off)

Eligible students will be in a 3 year old, 3/4 combo or 4 year old class and/or Transitional Kindergarten. Preschoolers may be dropped off at 8:15 am and will be accompanied to their classrooms at the start of their school day.

After School Care is available daily from 3:00 pm-6:00 pm. Our “home-away-from-home” atmosphere allows students to learn and play in a relaxed, less structured environment after school hours.

**Late Pick up (After 6:00 p.m.)= \$20.00 per every 15 minutes or any part thereof.*

***Visit www.rlscary.org for applications and fee schedule.*

Resurrection Lutheran School

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

Resurrection Lutheran School (RLS) believes that internet access for students and teachers offers vast and unique resources. RLS's goal in providing this access is to promote educational excellence.

The purpose of this policy is to insure that technology use is intentionally integrated into the curriculum while keeping the mission of RLS education in mind. Technology in the classroom should engage the student and enhance the learning environment. Technology instruction should prepare students for an ever changing digital environment as well as train students in digital citizenship and cyber safety.

RLS provides internet access through a wireless and wired network. All connections are filtered to help prevent access to inappropriate, obscene or any other content that may be harmful to minors. RLS faculty will be present to supervise and make certain students are not accessing harmful content. The filtering content is updated regularly to assure proper filtering.

Information published via the internet from people all around the world may not have educational value in the context of the school setting. Families should be warned that some material obtained via the internet might contain information that is inaccurate, defamatory, potentially offensive, or even illegal. In addition, the RLS technology program emphasizes digital citizenship and safety at all grade levels and among its staff. However, it is impossible to control all materials, and any user may discover controversial information, either accidentally or deliberately.

Access to RLS technology is a privilege, not a right. All parents and students are required to follow this policy. RLS has the right to manage and/or restrict student use of devices, software and internet access.

RLS Technology Guidelines

The following Guidelines are to promote responsible and acceptable use of technology at RLS.

Technology Use Guidelines:

1. Student behavior in the digital world is held to the same RLS behavior guidelines as if they are in a classroom or school hallway.
2. The digital network and media lab are provided for students to use for school purposes only. Students must have an educational goal when using any school internet access points.
3. Digital social communication outside of the rlscary.org educational domain is *not permitted at school*. This includes but is not limited to texting, chatting, video conferencing, blogging, emailing, gaming, and purchasing applications.
4. Physical or electronic tampering with computer resources is not permitted.
5. The use of students' personal technology is prohibited unless specifically requested from RLS teachers for educational purposes. A separate form (BYOD) must be submitted before a student may bring their own device. Personal technology includes but is not limited to laptops, e-book readers, tablets, etc.
6. All students are issued an rlscary.org Google Apps for Education login. This ID is to be used for RLS educational purposes only. Misuse will result in losing account privileges.
7. Grades 5-8 will have limited use of rlscary.org internal email address. This address will be monitored by staff and is to be used only among fellow students and teachers. Any abuse of the email account will result in the privilege being rescinded.
8. For all students' safety, refrain from using any personal identifying information when accessing internet applications requiring logins.
9. No food or beverages may be consumed while working on a device.
10. Music may not be listened to through headphones.



Resurrection Lutheran School

Bring Your Own Device (BYOD) Policy

Students will be allowed to bring their own devices to enhance their educational experience. Students wishing to participate must follow the Technology Acceptance Use Policy (TAUP) of RLS when using their personal device as well as the guidelines listed below.

For the purpose of this program, the word "device" refers to any privately owned electronic equipment that includes laptops, netbooks and tablets. Personal 3G/4G devices are not permitted to be used in the classroom.

Guidelines:

1. Any student who wishes to use a personally owned electronic device within RLS must read and sign this agreement along with a parent. The form should be returned to Alison Nack, RLS Technology Coordinator.
2. The student may use their device if permission is granted by the classroom teacher. Permission must be granted by each individual teacher.
3. The student takes full responsibility for his/her device and keeps it with himself/herself at all times.
4. The school is not responsible for the security of the device. The student is responsible for the proper care of his/her device, including cost of repairs, replacement or any modifications needed.
5. The school reserves the right to inspect a student's device and install monitoring applications on the device. RLS currently uses Meraki System Manager to monitor all personal devices.
6. Violations of any RLS policies involving a student's personal device may result in the loss of the use of the device in school and/or disciplinary action.
7. The student complies with teachers' requests to shutdown the device or close the screen.
8. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school. Teachers do not guarantee time to recharge and will be counted as unprepared for class.
9. The student may not use the device to record, transmit or post photos/videos of a person or persons on campus. No image taken or video recorded at school may be transmitted or posted at any time without the permission of a teacher.
10. During school hours, the student should only use their device to access classroom related activities. The student will use the RLS Student wireless network. Use of a 3G or 4G network is not allowed.



Resurrection Lutheran School

Bring Your Own Device (BYOD) Policy

I, _____, agree to let my child, _____, bring their personally owned technology device for educational use at Resurrection Lutheran School (RLS). I understand that the student named above will be permitted to use their own device, subject to the conditions of this document.

I understand that if I agree to allow my child to use their own device, RLS is not responsible for any lost device, theft, or damage incurred during the school day as a result of participating in this program. I understand that the RLS Staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use. The student also agrees to let their teacher know immediately if they cannot find it or if it is not working properly.

RLS uses technological measures such as filtering the internet to promote safety. Filtering limits the student's ability to access harmful/inappropriate internet sites from any device connected to RLS' network. Additionally, I agree to let RLS install monitoring software on my student's device.

I have verified that my student is aware that all aspects of the Technology Acceptable Use Policy (TAUP) of RLS apply to the use and care of their personal device while on the RLS campus or while involved in any RLS sponsored activity/event.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the RLS curriculum. Uses of these devices for unrelated activities will subject the student to a loss of the privilege to bring their own device.

Device Name : _____

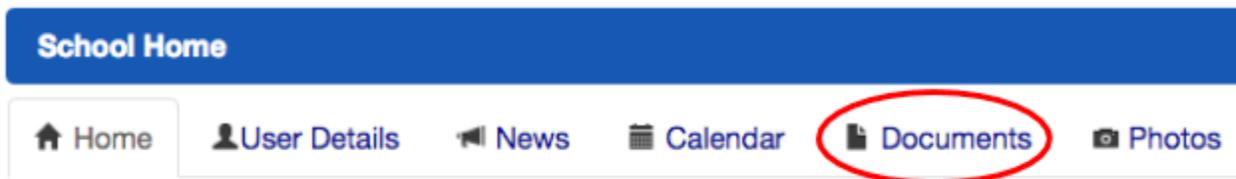
Serial Number: _____

Parent/Guardian Signature and Date

Student Signature and Date

Parents are *required* to acknowledge receipt of this Student Handbook via an E-verification in Sycamore.

An electronic copy of the Student Handbook is posted in Sycamore. To access this copy, please go to **School Home** and click on the **Documents** tab.



Please make sure your information is up-to-date on Sycamore. Additional forms and acknowledgements will be added as necessary throughout the school year.

If you have questions, please contact Alison Nack, Technology Coordinator, at alisonnack@rlscary.org.