



Parent-Student Handbook

Revised September 2024 (V1.2)

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Introduction

“The fear of the Lord is the beginning of knowledge...” Proverbs 1:7. We believe that the living triune God is the source of all true knowledge. The Lord God is the creator of the universe and all that it contains. All human learning is essentially the study of God’s creation and the order He has made in it. As the Christian increases in knowledge and understanding of God’s creation and is led by the Holy Spirit, the Supreme Teacher, he is humbled by his smallness and dependence upon God and comes to reverence and fear Him. This school is formed to assist parents in providing a God glorifying, Christ centered, education for their children.

Educational Basis

Sola Scriptura (*Scripture Alone*)

Isaiah 40:8 “The grass withereth, the flower fadeth: but the word of our God shall stand forever.”

The basis for Redeemer Christian School’s administration and instruction is the Holy Bible. The Bible is the infallibly inspired, written Word of God. The doctrine of Scripture is faithfully summarized in the Three Forms of Unity: Belgic Confession, Heidelberg Catechism, and Canons of Dordt. The Old and New Testament Scriptures, as translated and preserved in the King James (Authorized) Version of the Bible, will be used as the supreme standard and guide for the operation of the school.

Our Sovereign, Triune, God has chosen, redeemed, and now gathers a people to live with Him in a covenant relationship of fellowship and love; to praise and serve Him in all areas of life in this fallen world.

The training of the covenant children in the school, as well as in the home and Church, must serve to prepare them to follow their calling to glorify God through a life from the principle of redemption by grace, and in service to God and one another.

Educational Principles

Sola Christus (*Christ Alone*)

John 14:6 “I am the way, the truth, and the life: no man cometh unto the Father, but by me.”

Since our faith in the Lord Jesus Christ encompasses every aspect of our lives, the teachings of the Bible must be the basis for the entire educational program and must pervade every subject of study.

We believe that the Bible clearly instructs parents to bring children up in the nurture and admonition of the Lord (Ephesians 6:1-4). Under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a Godly home.

We believe that the one true God and His glorious perfections may be known from two books. First, God makes Himself most clearly and fully known to us by His holy and divine Word. God also reveals Himself in the works of His hands, in the creation, government, and preservation of the universe “which is before our eyes as a most elegant book, wherein all creatures, great and small, are as so many characters leading us to contemplate the invisible things of God” (Belgic Confession Art. 2). Therefore, we teach that all true knowledge is interrelated (integrated), finds its unity and focus in God, and should lead us to praise and glorify God.

We believe that Christ alone stands at the heart of true knowledge and that knowledge of Him is above all things most precious. For the Scripture says that to know God, and His Son Jesus Christ, is life eternal (John 17:3), and that in Christ “are hid all the treasures of wisdom and knowledge” (Col. 2:3). Therefore, we seek to fill our instruction with the gospel of Christ, and to show how all knowledge relates to Christ, by whom, and for whom, all things were created, that in all things he might have the preeminence” (Col. 1:16, 18).

We also believe that the life of the mind is important for the Christian life. God commands us to love Him with our minds as well as with our hearts, our souls, and our strength (Matthew 22:37). Therefore, we seek to instruct children in the tradition of Reformed education using methods that aim to cultivate in students a love for learning and to train them to think biblically, logically, and critically. We seek to challenge children individually at all levels to develop a biblically informed intellectual life. We strive to help parents teach their children that everything they do should be done “heartily, as unto the Lord.” To that end, we seek to encourage high-quality academic work, to maintain high standards of conduct, and to instill clear biblical principles of discipline.

Vision Statement

Sola gratia (*Grace Alone*)

Ephesians 2:8-10 “For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.”

Our vision for Redeemer Christian School is that it be an institution where God’s grace in Jesus Christ is magnified and displayed. We envision a school where the truth of salvation by grace alone lies at the heart of its teaching, thinking, and living. We envision teachers, who, through their biblical and Reformed instruction and godly example, nurture covenant young people with true knowledge and wisdom, as they mature physically, mentally, and spiritually. We envision graduates who are grounded in a solid, biblical, and Reformed world and life view, who are prepared for life in God’s covenant and kingdom, and who are equipped and ready to serve and glorify their God. “That the man of God may be perfect, thoroughly furnished unto all good works.” 2 Timothy 3:17.

Mission Statement

Soli Deo Gloria (*Glory to God Alone*)

Our mission is best captured by the great Reformation theme: “to God alone be the glory.” Romans 11:36 “For of him, and through him, and to him, are all things: to whom be glory forever. Amen.”

The mission of Redeemer Christian School is to glorify the God of our salvation by preparing students to live as God’s covenant children in the world and equipping them to love and serve their God with all their heart, soul, mind, and strength.

Statement of Faith

Sola fide (*Faith Alone*)

2 Corinthians 5:7 “For we walk by faith, not by sight.”

We believe the Bible, both Old and New Testaments, is the infallibly inspired, written Word of God. That Word is best translated and preserved for us in the King James (Authorized) Version of the Bible. We believe that the

Three Forms of Unity: the Belgic Confession, the Heidelberg Catechism, and the Canons of Dordt are faithful summaries of Reformed doctrine and fully agree with the Word of God.

We believe God is sovereign; that He is eternal, all-powerful, all-knowing, and everywhere present. We believe in the truth of the Holy Trinity, that the true and living God is one in essence, yet three in person: Father, Son, and Holy Spirit. We believe that the Triune God, according to His eternal good pleasure, chose to redeem unto Himself a peculiar people through the work of Jesus Christ, determined to establish His everlasting covenant of grace with them in Jesus Christ, and is pleased now and forever to dwell with His people in this relationship of love and fellowship which He has established and maintains in Jesus Christ.

We believe in God the Father, Maker of heaven and earth. We believe God created the world in a literal six days and rested on the seventh day.

We believe that in the beginning God created mankind perfectly good and upright after His own image. But Adam, whom God made the head and first father of the human race, willfully transgressed God's command, and thereby brought guilt, corruption, and the penalty of death upon the whole human race. Consequently, fallen man is born dead in sin, and subject to all misery. By nature, man is so corrupt that he is wholly incapable of doing any good and inclined to all evil, and will surely perish, except he be rescued by the sovereign grace of God and regenerated by the Spirit of Jesus Christ.

We believe in Jesus Christ, the only begotten Son of God who was conceived by the Holy Spirit and born of the Virgin Mary. We believe Jesus Christ lived a perfectly obedient, sinless life on earth and thereby fulfilled the requirement of obedience to the whole law and gained for us eternal life. He satisfied God's divine justice when He gave Himself as a sacrifice in His death on the cross to redeem His chosen people from their sins. We believe Christ arose from the dead and now reigns on high.

We believe that Christ gives His Holy Spirit to those He redeemed and makes them, by a true and living faith, partakers of Christ and all His benefits.

We believe that throughout time and history, God gathers, defends, and preserves by His Spirit and Word, a Church made up of elect believers and their children. The Church is the body and bride of Christ, beautiful in the diversity of her many different members, and yet deeply unified in one true faith, firm hope, and ardent love. The life of the church is marked by the rich communion of the saints and the mutual service of the members of the body, each member being duty bound to readily and cheerfully employ their gifts for the advantage and salvation of others.

We believe that God freely forgives the sins of His redeemed people only for the sake of the merits of Jesus Christ, and that He graciously imputes to them the perfect righteousness of Christ. Therefore, we believe that we are acceptable to God, not on account of our own works or worthiness, but only on account of the satisfaction, righteousness, and holiness of Christ, who Himself is our righteousness before the judgment seat of God.

We believe that on the day appointed by the Father, the Lord Jesus will come again with glory to judge the living and the dead. On that day, our bodies will be raised incorruptible, reunited with our souls, and made like unto Christ's glorious body. We shall be taken to be with Him for eternity. On that day, the covenant and kingdom of God shall arrive at full perfection, and the entire assembly of the Church will perfectly praise God for all eternity.

Method of Instruction

Redeemer Christian School, in its Reformed Christian education, will integrate the strengths of the classical method of instruction in its curriculum. The classical method of instruction aims to equip children, whom God has created to be natural learners, with the tools of self-learning as they progress through the different stages of their development. The Classical Method strives to lay a firm foundation of factual knowledge, and then build upon that foundation, by teaching students to develop the skills of logical reasoning, discernment, and analytical thinking. In all of this, the Word of God is the standard for determining truth and developing a Christian worldview. The Classical Method endeavors to help students master the tools of learning, synthesize what they have learned, make practical use of the knowledge they have gained, and express their knowledge and ideas creatively, persuasively, eloquently in speech and in writing.

The Bible says we are to be “ready always to give an answer to every man that asketh you a reason of the hope that is in you with meekness and fear:” (1 Peter 3:15) God tells us that we are to reason and dispute from the Scriptures with persuasive and convincing arguments (Galatians 1:10, 2 Corinthians 5:11, and Acts 13:43). The Classical Method aims to impart these crucial skills so that students may be equipped to listen, think, reason, and respond properly in Christ... to be and give a good witness to our neighbor and ready to give an answer! Philippians 4:8-9 “Finally, brethren, whatsoever things are true, ... honest, ... just, ... pure, ...lovely, ... of good report; if there be any virtue, and if there be any praise, think on these things. Those things, which ye have both learned, and received, and heard, and seen in me, do: and the God of peace shall be with you.”

Enrollment

The following enrollment policy was established to ensure that the school, in its enrollment, can carry out the purpose of the Redeemer Christian School Society.

Policy

According to Scripture, God chooses His people from every race and tribe of people, without respect of persons. In keeping with this, Redeemer Christian School does not discriminate based on the race, nationality, or ethnic origin of the children.

Application for enrollment is to be made to the Enrollment Committee. Parents and guardians must agree in writing to the school’s Statement of Faith, Educational Principles and Method of Instruction in order to enroll their children in the school. All parents enrolling children for the first time should expect to meet with the Enrollment Committee of the Board to address these three foundational statements. The Enrollment Committee will assess whether the parents and children are an appropriate fit for Redeemer Christian School.

The Enrollment Committee shall make a recommendation to the full Board which has final discernment whether enrollment is granted or denied. At its discretion, the Board may require the parents or guardians of children to meet with the Enrollment Committee to continue enrollment or to re-enroll their child or children. If parents change their church denominational affiliation, they may be required to meet with the Enrollment Committee for assessment as to whether they still meet the enrollment requirements and are an appropriate fit for Redeemer Christian School.

Parents who enroll children must be members, and attend with their children, the services of a biblically sound Christian Church. What is, and what is not, considered to be biblically sound will be left to the discernment of the Redeemer Christian School Board.

Membership in the school's association and/or school enrollment by persons belonging to cults and other non-Christian religions, including, but not limited to Jehovah's Witnesses, Unitarians, Mormon, Jewish, Christian Scientists, Roman Catholics, and Atheists will not be granted since it is not possible for individuals aligned with these beliefs to knowingly subscribe to the Statement of Faith of this organization.

Redeemer Christian School does not, and will not, accept funds and/or vouchers from federal, state, or local governments for tuition payment. The school will make no accommodations in school policies and programs so the school can qualify for vouchers and/or tax credits.

Student Requirements

Children who will be five (5) years old on or before September 1 may enroll in Kindergarten in September of that year. A Kindergarten Readiness Test will be administered, and the results will be used to advise school officials and parents concerning the readiness of the child to attend kindergarten, and to identify the child's strengths and weaknesses. Verification of age must be presented by the first day of class.

The September 1 cut-off date for kindergarten enrollment is strongly recommended to parents. However, if the parents are insistent on sending their child who is born after this date, the child will be required to score above average in at least six of the ten categories in the Readiness Test and not score in the "below average" category in any of the other four. The child must also be deemed ready for kindergarten by a licensed psychologist at the parents' expense. Another consideration would be available openings in the upcoming class to make an exception to the September 1 date.

If there are no standardized test scores available in a transfer student's record, or in the records of one who has been home-schooled, a reading test and a mathematics test will be administered within the first month after enrollment. If a new student seeking admission was suspended, expelled, or on probation from his/her previous school, he/she may be refused admission by the Education Committee and the School Board.

A student who is 1½ years or more below grade level will not be accepted into the regular program but will be considered for acceptance in the Special Ed Program if available.

To gather additional information, the administrator may also contact one or more of the following: previous administrator, teacher, pastor, psychologist, or guidance counselor.

Students must fulfill the State of Michigan requirements including immunization records and attendance requirements.

Enrollment Procedure

All parents and guardians enrolling children for the first time will be given an Enrollment Packet containing the following:

1. The school's Statement of Faith, Educational Principles and Method of Instruction, Enrollment Policy, and form for Application for Enrollment.
2. The application for enrollment shall be completed and submitted by the parents or guardians.
3. An interview with the Enrollment Committee shall be scheduled.
4. During the interview the Enrollment Committee shall discuss with the parents or guardians the following:
 - a. The applicants' reasons for desiring Christian education;
 - b. The goals, purposes, programs, and governance of the school;
 - c. The Christian commitment and lifestyle of the applicants;
 - d. The needs of the student being considered for enrollment and;

- e. Determination of the applicants' financial commitment to Christian education. Enrollment will be denied if any tuition is owed to a previous school.

Each year, parents and guardians will be given an Enrollment Packet pertaining to that school year.

Tuition Payment Policy

Payment Period: September-June

Payment Options:

Monthly - A check, cash, or money order for ten percent of the annual cost must be delivered to the school by the first of each month from September through June. Checks can be mailed or placed in the treasurer's box in the office.

Annually - One payment by check, cash or money order for the full amount paid by September 1.

Electronically - An automatic withdrawal will be made from your banking account at the beginning of each month. Please contact the treasurer for details.

Annual Agreement with Financial Responsibilities:

We accept the responsibility to pay our tuition account as explained.

If we cannot meet our obligation, we accept the responsibility of contacting the Treasurer by the due date.

We understand that if our tuition account becomes delinquent, the Board reserves the right to take necessary actions to prompt us to pay our debt.

We will communicate openly with the Treasurer regarding our obligation, and we will seek assistance from our family and/or church if needed. If we are unable to obtain sufficient assistance, we authorize the school to communicate with our church's consistory concerning this matter.

Delinquent Tuition Account Policy

Your tuition account is delinquent if it is past due by 60 days or not paid in full by July 1.

If your tuition account is delinquent a committee will meet with you to formulate a written agreement including amounts to be paid and due dates.

Delinquent Tuition Account Procedure

1. The Committee will submit the written agreement (names withheld) to the School Board for approval.
2. Progress will be monitored monthly by the committee.
3. If you are unable to meet the terms of the agreement you will notify the committee.
4. If you refuse to follow the terms of the agreement and/or you refuse to meet with the committee, the full situation will be disclosed to the Board and appropriate action taken.

Enrollment Statement and Agreement

Initial Enrollment - At the time of the initial (first) enrollment of children, the parents must sign a statement which includes the Statement of Faith for Redeemer Christian School. By signing this statement, the parents agree to have their children taught according to the educational philosophy of Redeemer Christian School.

Re-Enrollment - Annually, parents are required to enroll their children and are expected to sign the enrollment form in which they reaffirm their agreement with the Statement of Faith for Redeemer Christian School and agree to have their children taught according to the educational principles of RCS. At its discretion, the Board may require parents of an enrolled child or children to meet with the Enrollment Committee to continue enrollment or to re-enroll their child or children.

The enrollment agreement includes the consent of the parents to meet the tuition obligations based on the required schedule of tuition payments. The agreement also indicates that if they are unable to pay the tuition, they will call the appropriate member(s) of the Finance Committee to make other arrangements. In the event they are unable to pay on schedule, they agree that the RCS Board reserves the right to take appropriate action which could include denying the educational services of the school.

The Agreement Form:

All parents/guardians will be asked to sign the following agreement:

1. I/We have read the Statement of Faith, Educational Basis, Educational Principles and Method of Instruction and Mission Statement for Redeemer Christian School starting on page 5 of this document. We agree with the principles contained therein and agree to have our child(ren) taught accordingly.
2. I/We have read and agree with the Enrollment section of this document and, the Lord willing, to meet our tuition obligations and to comply with the Tuition Payment Policy.
3. I/We have read and agree with the behavioral expectations and discipline procedures contained in this Parent - Student Handbook.
4. I/We have discussed any special needs of my child(ren).

Notice of Non-Discrimination

Redeemer Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students of the school. Redeemer does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship, and athletic and other school-administered programs. Redeemer Christian School makes no distinction concerning a person's race or ethnic background because we acknowledge there can be no preferential treatment with God (Romans 2:11).

Statement on Gender, Marriage, and Sexuality

We believe that all matters of faith and conduct must be evaluated on the basis of the Holy Bible, which is our infallible guide (2 Timothy 3:16-17; 2 Peter 1:19-21; Belgic Confession Article 7). Since the Bible speaks to the creation of human beings by God as male and female (Genesis 1:26-27 and 2:18- 25), as well as to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters. The Form for the Confirmation of Marriage for the Protestant Reformed Churches properly summarizes the Bible's doctrine regarding the institution of marriage, the behavior in marriage by both spouses, and the life-long nature of marriage.

Based on the Bible (Authorized Version-KJV), and the Reformed Confessions both major and minor:

- We believe that God wonderfully and immutably for this life creates each person as male or female before birth biologically (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the rule and wisdom of God the Creator. Consequently, we must refrain from all attempts to alter or change our gender (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9- 11).
- We believe that God created and ordered human sexuality for the lifelong, exclusive, comprehensive, and sexual "one flesh" union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and children. Consequently, we must affirm the sexual complementarity of man and woman, flee any and all same-sex attractions and refrain from all same-sex sexual acts or conduct, which are intrinsically disordered and forbidden by the Bible and the Reformed Confessions (Genesis 1:27, Genesis 2:24, Matthew 19:4-5, Mark 10:5-9, 1 Corinthians 6:9-11, Ephesians 5:25-28, Revelation 19:7-9, Revelation 21:2, Heidelberg Catechism Q.A. 89).
- We believe a person's sex is either male or female and is determined by our Sovereign Creator before birth biologically. Therefore, participation in any program or activity that is limited to individuals of one biological sex is exclusively limited to individuals who are persons of that biological sex, and access to facilities that are designated for use by only one biological sex is exclusively limited to individuals who are persons of that biological sex.

Commitment to Parental Involvement

In choosing to send my child to Redeemer Christian School, I agree to:

1. Support the school in its Discipline Policy.
2. Support the school in enforcing the Dress Code.
3. Give permission for your child to go on all scheduled field trips.
4. Read the school's Parent/Student Handbook and the Discipline Policy and uphold the faculty, staff and administrator in all rules and regulations.
5. Recognize the school's right to dismiss any student who does not respect its spiritual standards or cooperate in the educational process.
6. Abide by all financial agreements.
7. Respect the school's responsibility for placing the student in the proper grade and classroom.
8. Follow the proper channels as outlined in the Matthew 18 principle if I should disagree with the actions of any school employee.

Ways in which all parents are asked to help our school.

1. Prayer. Please pray for our school. Pray for our teachers, students, supporters, volunteers, and all who help at the school. Pray that God continues to bless our efforts as He has in the past.
2. Financial Giving. Redeemer Christian School relies on these sources of income: tuition, an annual fund drive, fund raising activities and the support from the Redeemer Christian School Foundation. The annual fund drive is a way in which parents, grandparents, aunts and uncles, friends, and all who love, and support Redeemer can help the school carry out its mission.
3. Time. Volunteering of your time is another wonderful way to help Redeemer. Parents are encouraged to seek out volunteer opportunities at the school. There are many ways that your willing assistance can be helpful. We view this as an important way for you to support Christian education at RCS. We are so thankful to God for the help of our volunteers who make the school function. Specific ways to help are listed below.

Volunteer Opportunities:

- Assist teachers with classroom needs.
- Help out when teachers request help with special projects.
- Field Trips and special events - there are always needs at the school related to special events.
- Promoters group - Fundraising projects are planned by the school's fundraiser group, the Promoters. Raising money through these projects enables the Promoters to provide for extra needs which the school has encountered such as playground equipment, library books, science supplies, etc. We need your help to make these fundraisers successful. Prayerfully consider how you can share your talents and abilities with us by volunteering to help when fundraisers are announced.
- Join the Redeemer Christian School Association.
 - Be willing to serve on the School Board when asked to be nominated. You must be a member of the Redeemer Christian School Association to be eligible to serve as a board member. This is a great way to help the school to operate, to learn more about how the school runs, and to be involved in the educational decisions that affect your children.

Use of the KJV Bible in Instruction

The school will use the King James Version of the Bible in its instruction.

Redeemer recognizes the difficulty of finding textbooks that use Biblical references from the King James Version. Most use the ESV and even though, at times, the wording can be more easily understood by the younger students when in today's language, for school purposes only the KJV will be used for Bible reading, memorizing, and reciting.

General Information

Weather Related/Emergency Closing of School

There are times when it is necessary to close school because of adverse weather conditions. Parents always have the option of keeping their children at home or picking them up early from school when, in their judgment, the weather and/or road conditions dictate.

If Zeeland Public Schools cancel school for the day or announce a 2-hour delay due to weather conditions, Redeemer Christian School will do likewise.

Weather-related closings/delays will be posted on WOODTV by the Administrator or his designated appointee. Parents can go to woodtv.com; the WOODTV app; or sign up with WOODTV, to be alerted by text or email.

In all situations, Redeemer Christian School will make the decision to close school as early as possible, sometimes the night before school, but frequently early in the morning of a school day. Announcement of the decision to close will be made first through an email or text message alert. If, for any reason, it becomes necessary to close the school on short notice, parents will receive a "Parent Alert" text message. Additionally, the closing will be posted to the Redeemer Christian School Facebook page.

Health and Safety

First Aid: First aid is administered at school for minor injuries. In case of an injury that requires treatment by medical professionals, the parents are notified of the status and requested to arrange for treatment. Parents should keep an up-to-date emergency number on file at the school. Teachers may give medicine to students with written permission and instructions from the parents. These instructions should be noted in the child's records or on the enrollment form.

Teachers and Staff are to receive CPR and First Aid training annually or as required.

Health Department Screenings: The Ottawa County Health Department conducts vision screening of grades 1, 3, 5, 7, and hearing screening of grades K, 2, 4, 6. An Ottawa County Health Department nurse may visit the school periodically.

Medications

Whenever possible, medications should be scheduled so that they can be taken at home. When that is not possible, it is acceptable for them to be given to the student by the administration staff at school. NO student is to have medication in her or his possession at school without the permission of the school administration.

Bicycles

Students may not ride bicycles on the playground. All bicycles should be properly parked.

School Safety

School Visitors

For the safety of the children, all visitors, including parents, are to sign in at the office. Any visitor not signed in at the office will be considered a trespasser.

Security Cameras and Surveillance

The school reserves the right to have security cameras installed throughout the school building in strategic locations as a means of increasing school safety and security to staff, students, parents, visitors, and the property. Surveillance of school activities and events using such security equipment will be conducted by school personnel.

Emergency and Fire Drills

Fire drills will be conducted as needed and as required by law. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teachers in each classroom will give the students specific instructions. Fire drill instructions will be posted in each room. Students are to stay together in their designated area outside with the teacher unless directed otherwise by their teacher.

Other emergency drills such as Lockdown, Evacuation or Shelter-in-Place will be conducted intermittently to help prepare in the event of an actual emergency.

Teachers will verify and account for all children under their supervision during that period.

Weapons Policy

Redeemer Christian has adopted as policy the Michigan state law which reads as follows:

Students are forbidden to knowingly or voluntarily possess, use, or distribute any explosive device or instrument that is a weapon in school, on school grounds, on a school bus, within motor vehicles used to transport students, or at a school-sponsored activity. Also, any instrument designed or used as a weapon to threaten or produce bodily harm is not allowed on school property.

The usual discipline and consequence for a student who possesses, uses, or distributes weapons shall include:

- Immediate out-of-school suspension;
- Confiscation of the weapon;
- Immediate notification of parents or guardians; and
- Recommendation to the Board for dismissal not less than 5 school days.

Note: The school administrator is given permission to recommend the reduction of the minimum days of dismissal in certain cases where its application would be manifestly unfair.

Attendance

It is important for students to be punctual when arriving at school and/or getting to class.

Morning Tardies

Students arriving after the scheduled starting time are considered tardy and will need to check in with the office to get a tardy slip. It is just as important for students to be punctual to class as it is to be present.

Five (5) tardies will be counted as an absence for each class period missed, regardless of whether it is excused or unexcused.

Unexplained or habitual tardiness is not acceptable. Disciplinary action may result when tardiness becomes a frequent or severe problem.

Check-out Procedures

Prior approval is needed for any early dismissal. Students are to turn in early dismissal notes into the office prior to the scheduled starting time. Verbal communication from a parent or guardian may be acceptable at the discretion of the Administration in unusual circumstances. Any exceptions must have the permission of the Administration.

Teachers are not permitted to allow students to leave a class without notification from the office. When it is necessary to dismiss a student early, the parent or guardian must give notice to the school office.

Reporting Absences

Parents must call the school office before the start of school if their child is absent. This enables Redeemer to know where students are and helps provide safety for all children. Parents will receive notification if their child is absent, and the office has not received a parent message to that effect. If the parent does not respond verbally or by note to the office staff on the first day of attendance following the absence, the student absence will be considered unexcused.

Attendance is recorded on permanent records and report cards in whole numbers.

Excused Absences and Tardies

1. Death in the Immediate Family
2. Medical or Dental Appointment with a written doctor's excuse
3. When the school is closed due to inclement weather
4. Emergency (at administrative discretion)
5. Providential delay
6. Other absences at administrative discretion

Make-Up Work for Absences

When a student is absent from school, either planned or unplanned, the student and parents must work with the teacher to make up the work. Teachers will not be required to re-teach a lesson or to prepare lab experiments again.

If a student misses only the day a test is given, or an assignment is due, the student will make up the work the first day returned.

Academics

Grading Scale

96 - 100 A
90 - 95 A
86 - 90 B+
83 - 85 B
80 - 82 B
77 - 79 C+
74 - 76 C
71 - 73 C
68 - 70 D+
65 - 67 D
62 - 64 D
61 and below E

In addition, teachers in grades K-2 may use the following marks to report on student progress in their classes:

- + Commendable
- ✓ Expected
- Needs improvement

Grades

Final grades are recorded on the student's permanent record. If the account is clear, a transcript of a present or former student will be sent. If the account is not cleared, no transcript or other written details regarding the student's academic record will be released. RCS will send a letter to the party requesting the transcripts explaining that there is an open account and records cannot be released. If an account is open, Redeemer Christian School will release, by telephone, to another school counselor the courses the student has completed for scheduling purposes only. Redeemer Christian School will not release the credit or the grade for each class.

Report Cards

RCS uses a semester grading system. Each semester is made up of two nine-week quarters. Individual Parent-Teacher conferences are scheduled throughout the year as needed. Parents are encouraged to call or email teachers if they have any questions about courses their child is taking or about the progress of their child in the class.

Promotion/Retention

Students making acceptable progress in all areas will be promoted to the next grade. Teachers and Administration closely monitor student progress in all areas. Students may be retained if they have "F" averages in two or more of their major subjects - Bible, math, reading, language, science, or social studies - or if the teacher and Administrator agree that he/she is over-placed.

Assigned Work

All student assigned work is expected to be completed on time, and to the best ability of the student. The attitude and effort to produce the finest quality work should be reflected in the completed work of each student. Incomplete work is not acceptable and will be expected to be completed. Late assignments may be penalized grade-wise or refused. Students not turning in work on time will be required to complete the assignment as determined by the classroom teacher.

Homework

Teachers will consider all variables in assigning reasonable amounts of homework. If done in a timely manner, homework should not be an unreasonable burden. Special circumstances may dictate the amount of homework that is assigned. The amount of time spent on homework will vary with each child. Parents with concerns about time spent on homework should contact the teacher to discuss the concern.

Teacher's responsibilities:

Teachers plan meaningful homework assignments in conjunction with their daily lesson plans. The homework assignments lead to the accomplishment of the course's instructional objectives. Students should know exactly what is expected of them and receive all necessary clarification pertinent to the assignment.

The prompt and complete response to the student's homework assignment by the teacher is essential. Homework is reviewed, recorded, and included as part of the student's progress evaluation.

Student's responsibilities

It is the responsibility of the student to complete assigned homework.

It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized.

Administrator's responsibilities

The administrator will encourage communication among teachers to ensure students' homework assignments are reasonable.

The administrator will make sure that all assessments are coordinated to increase communication and cooperation among teachers, with the goal being that students are not overburdened with heavy workloads.

Parent/home responsibilities

It is important that parents become aware of the assignments and expectations of the school and individual teachers.

Parents should help their child plan and budget the proper amount of study time for the completion of homework. Please feel free to consult with teachers with any questions that arise.

Incomplete and late work

Students must turn in all completed assignments on time. Late assignments receive a 10% deduction in score per specified class period. After 5 school days the grade is a zero.

Textbooks

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be handled carefully. Students will be required to pay for lost or damaged books.

Summer Reading

Extra opportunities for summer reading may be presented at the end of each school year; they may also be found on the RCS website.

Field Trips

Various classes take trips to interesting and educational places as a vital part of the instructional program. Parents will be notified in advance of such trips.

Behavior

Proper behavior shows ourselves as servants of God and reflectors of Christ in our behavior at school, and in doing so, brings praise and glory to God.

The general rule is to show respect at all times. Respect is “to hold in high or special regard”. Philippians 2:3: *“Let nothing be done through strife or vainglory; but in lowliness of mind let each esteem other better than themselves.”*

- Respect God's Word.
- Respect the instructors and administrators.
- Respect the other students.
- Respect ourselves.

School Dress Policy

Although parents are primarily responsible for the dress of their children, the school reserves the right to determine dress standards in the school and at school functions. We trust full cooperation will exist between home and school.

The clothes students wear to school should reflect the Christian values of decency and moderation, and their appearance should demonstrate that which we believe, namely, that our bodies are temples of the Holy Spirit. The principal, in consultation with the staff, may prohibit any hair grooming practice, article of clothing, accessory, emblem, or logo they deem to be inappropriate. Footwear must be worn at all times.

For the school chapel services, school programs, and most school outings, the students are required to wear the RCS shirts assigned for this purpose. Parents will be notified for certain specific events when the shirts are not required.

A separate "RCS Dress Policy" will be published in the annual school directory for reference.

Discipline

RCS strives to establish a standard of discipline supporting the Biblical instruction provided in the home. Discipline is training in discipleship designed to move the child of God to Spirit controlled behavior that will produce a harvest of righteousness and peace in the child. It is not to be equated with punishment but should be based on the positive aspects of teaching, training, modeling, encouraging, and loving the child.

The purpose of the discipline policy at Redeemer Christian School is to:

1. Apply Biblical principles in handling daily problems.
2. Assist students in developing a way of life that is pleasing to the Lord, as they strive to become more like Him.
3. Avoid behavior that may tempt a weaker brother or sister.
4. Encourage in students a positive response to authority so that they will be better prepared to yield to God's will.
5. Encourage students to accept responsibility for their words and actions.
6. Encourage complete honesty in all matters.
7. Protect and build respect for the personal property and rights of others.

Some principles and practices:

1. Rules, guidelines, and standards of conduct are to be clearly established and explained to students.
2. Parents and teachers must work together in the discipline of children. Clear communication between home and school is helpful in this regard.
3. Teachers and administrators have the right to expect well-behaved and well-mannered children in the school.
4. The teacher is the first-line enforcer of the school's rules and standards. This enforcement can often be accomplished with a gentle word or glance.
5. Teachers and administrators will protect the integrity of the individual by keeping all disciplinary actions as private as possible.

RCS believes that discipline is essential to a good learning environment. The specific consequences for violations of standards of conduct is presented later in this document.

Classroom Discipline

Each teacher will establish a classroom discipline plan, consistent with general school rules and standards, and will list the proper rewards and consequences. This plan will be visibly posted in each classroom, reviewed periodically, and included in materials sent home at the beginning of the year.

Each student will become familiar with this management plan and will be expected to abide by it.

Redeemer Christian School is not obligated to stay within the confines of these procedures exclusively. Students may be dealt with independently at any time the Teacher/Administration believes it is necessary.

Harassment, Intimidation, Bullying

The Board is responsible for establishing and enforcing the following school policy that provides a safe, orderly, and Christ-like environment for students, parents, legal guardians, faculty, staff, volunteers, and visitors:

Any intentional, repeated, and harmful conduct while on Redeemer Christian School property, that is physical, verbal, written or electronically communicated toward another person, group of people, or someone who reports such alleged behavior, is strictly prohibited; and further, any alleged conduct of a harassing, intimidating, or bullying nature, regardless of whether it involves students, parents, legal guardians, faculty members, staff, volunteers, or visitors, will be promptly reviewed and investigated by the appropriate Redeemer Christian School officials.

Punishment can include, but is not limited to, warnings, counseling, training, suspension, dismissal from Redeemer Christian School, or notification of law enforcement if circumstances warrant such notification.

Policy Against Sexual Abuse and Misconduct

Redeemer Christian School prohibits actual or threatened acts of sexual abuse and any kind of sexual misconduct at school or at any activity sponsored by or related to the school. The Scriptures support this zero-tolerance policy in Ephesians 5:1-5 where it states, *"be ye therefore followers of God, as dear children; and walk in love, as Christ also hath loved us, and hath given himself for us an offering and a sacrifice to God for a sweet-smelling savor. But fornication, and all uncleanness, or covetousness, let it not be once named among you, as becometh saints; neither filthiness, nor foolish talking, nor jesting, which are not convenient: but rather giving of thanks. For this ye know, that no whoremonger, nor unclean person, nor covetous man, who is an idolater hath any inheritance in the kingdom of Christ and of God."*

All school employees, Board members, students, family members, volunteers, visitors, and victims must follow the proper procedures when they reasonably suspect, learn of, or witness sexual misconduct.

Reporting

Allegations of sexual misconduct must be taken very seriously. Once an allegation is reported, the school will promptly and thoroughly initiate an investigation. The investigation may be undertaken by a team of fellow employees or Board members, or an independent third party may be called. The school will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and the school may refer the complaint and the result of its investigation to those agencies. As much as possible, the school will endeavor to keep the identities of the targets and alleged victims confidential.

Retaliation

The school prohibits retaliation against anyone who in good faith reports sexual misconduct. Retaliation against a participant in the investigation is also prohibited. Anyone who retaliates or intentionally provides false information will be subject to strict discipline by the school Board.

Throughout the entire process, the principles of Scripture are the supreme authority and are to be applied and upheld.

Employee/Volunteer Acknowledgment of Policy

On a yearly basis, the employees and volunteers of Redeemer Christian School will read the Policy for Sexual Abuse and Misconduct. They will sign a document provided by the administrator acknowledging their receipt of this policy. The administrator will retain records of this in the school office files.

School Information

In addition to this handbook, the Preschool Program has its own policy addendum, which addresses state regulations and requirements for the operation of a preschool program.

The School Day

The school hours and the daily schedule will be published in the Redeemer Christian Summer Newsletter.

School Calendar

The first and last day of classes, days off for breaks, holidays, and other reasons will be published in a calendar in the Redeemer Christian Summer Newsletter and School Directory.

School Life

School Activities

Class events or other class social activities that are sponsored by RCS will always be organized in the following manner:

1. Obtain initial approval from the principal or administrator.
2. Plan with a homeroom teacher, coach, or activities sponsor.
3. Secure adequate number of chaperones.
4. Secure final approval from the principal or administrator.

Communication

Redeemer will communicate personally through e-mail and generally through school published memos. School events will be posted on the school calendar. Elementary classroom teachers will send home classroom information as teachers deem necessary. If you desire to have a conference with your child's teacher, please contact the teacher or administrator to make an appointment.

Student Messages

Students and parents are asked to cooperate to minimize requests for messages to students during the school day. Delivering messages to students interrupts class and the work of the front office personnel. Parents are therefore asked, should a message need to be delivered which is not a real emergency by school standards, to call the front office receptionist and the message will be shared with the student at the end of the current class. Students are not to be contacted by cellphone during regular school hours.

Grievances or Complaints

Parents who are displeased with discipline administered or the instruction by a teacher shall follow these steps:

1. Discuss the issue with the teacher involved, preferably in person. If the parents are not satisfied with the response, they must inform the teacher of their intent to contact the administrator.
2. Discuss in person the issue with the administrator and teacher. If parents are not satisfied with the response, they must inform the administrator and teacher of their intent to contact the Board.
3. Submit the issue in writing to the Board. All those involved (parents, teacher, and administrator) should be present at the Board meeting when the issue is first addressed. Executive sessions may be arranged after the first presentation of the issue.
4. It is contrary to proper procedure that the grievance will be discussed with someone not directly involved. It also is contrary to proper procedure to discuss issues with Board members individually. The involvement of the Board and its members must be through correspondence to the Board or by personal appearance at a meeting of the Board.

Cell Phones and Other Devices

Students may bring their own electronic devices to school. Due to increased availability of devices to our students, the Board of Redeemer CS will define the school day to be any time students are on school property. During those times, because we cannot filter what students are researching or watching on their own device, we will not allow use of devices EXCEPT for phone calls to parents or siblings in an emergency situation with oversight of school staff.

Misuse of devices will result in confiscation.

Lockers

Students that have assigned lockers are encouraged to keep the locker closed when not in use. Locks are not to be used, and no student should ever need to enter another's locker. Lockers are inspected periodically and must be kept clean and neat. Only sticky tack may be used to post anything in or on the lockers, not tape. Nothing may be posted on the outside of the lockers without permission, and anything posted inside must be spiritually, morally, and ethically acceptable. Food, other than sack lunches, is NOT to be kept in lockers. The student is responsible for any damage done to the locker. The Administration reserves the right to check the lockers at any time. The school is not responsible for lost or stolen items from individual lockers.

Lost and Found

The lost and found department of the school is operated from the office. After two weeks have passed and items have not been picked up, they will become the property of the school and will be disposed of or donated to a charitable organization. The school is not responsible for lost or stolen items.

Conduct

Students at Redeemer are expected to be respectful of others. This should be first shown for God, His Word, and prayer. In chapel services, this respect can be displayed through reverence and quiet.

Students are also expected to show respect for authority and cooperate to the utmost with the Administration, faculty, and staff, observing all rules set by the school. Any disrespect shown by attitude, action, or words, will result in disciplinary action.

Visitors

All persons visiting the school are to report directly to the school office. For the safety of the children, all visitors, including parents, are to sign in at the office. This prevents disruption of classes if messages, forgotten lunches, books, homework, etc., are channeled through the school office. Students who want to bring a visitor to school must request permission from the Administration at least one day in advance. Visitors must adhere to our dress code and classroom policies. Each visitor must have written permission from their school administrator if his or her school is in session and written permission from his or her parent or guardian. Parents wishing to visit classes should arrange for their visit through the school office.

Sign In/Sign Out

There will be a sign in and sign out sheets for all visitors at Redeemer Christian School.

Absolutely no student will be allowed to sign out of school without verification from a parent or legal guardian.

Those adults listed on the students Emergency Card will be permitted to assume temporary care of a student in the event of an emergency only.

Lunch

The school office will send information through email when vendor lunches are available, along with a menu.

Each student is expected to:

1. Bring their own lunch or preorder on hot lunch days
2. Follow lunchroom rules
3. Display proper table manners
4. Keep their area neat and clean

Class Supply Lists

Please bring all school supplies on the first day of school. Label all belongings and supplies with your child's name before bringing them to school. Supply lists will be sent to the parents on or before July 1. They will also be in the Summer Newsletter. A specific list for each grade level is posted on the RCS website, <http://redeemerchrschool.com/>

Gym Class

Students in elementary school are to wear clothing that allows movement on gym days as well as sneakers/athletic shoes. To be good stewards, students should have a clean pair of athletic shoes designated for gym class. Children may keep their gym shoes in their locker and will be given time to put them on before participation. If a dress is worn, girls must wear leggings or shorts under their dress. Please do not allow students to wear loose jewelry or hoop earrings for safety purposes.

Transportation

Transportation to and from school and school functions is a parental responsibility. However, in some cases, transportation is provided by some local school districts in accordance with state transportation aid for non-public schools.

Chaperone Guidelines

Volunteer chaperones and drivers are given guidelines prior to events. The purpose of the Chaperone and Driver Guidelines is to provide parents with an overview of their responsibilities and to make recommendations for the proper responses to various situations that may arise.

School Building Use Policy

Use of the school property is granted for all regular Association-related activities. All other requests require building committee approval. The building rental policy form must also be completed and presented to the building committee.

The school will not be made available when a function would interfere with regular school activities. All activities must be concluded by 11:00 p.m.

No alcoholic beverages are permitted.

The monies received shall go to the General Fund.

No chairs, tables, or any school equipment shall be removed from the school without permission from the Building Committee.

The facilities of RCS were provided through God's benevolence and by the sacrificial generosity of its constituents. The school desires that its facilities be used for the fellowship of the Body of Christ and to bring glory to God. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity.

This policy applies to all school facilities and property, including the building, grounds, and equipment, because all that Christians have should be used to the glory of God. (Col 3:17.)

Generally, priority shall be given to members of the School Association, families with students enrolled in the school, ancillary school organizations (athletic teams, fundraising groups, etc.) and organized groups that are part of other Protestant Reformed Christian Schools or the Protestant Reformed Churches in America.

Additional Documents and Information

Immunization Requirements

<https://www.michigan.gov/mdhhs/>

SCHOOLS VACCINES REQUIRED FOR SCHOOL ENTRY IN MICHIGAN

Whenever children are brought into group settings, there is a chance for diseases to spread. Students must follow state vaccine laws in order to attend school. These laws are the minimum standard to help prevent disease outbreaks in school settings. The best way to protect students in your care from other serious diseases is to promote the recommended vaccination schedule at www.cdc.gov/vaccines. Encourage parents to follow CDC's recommended schedule; by doing so, school requirements will be met.

	All Kindergarteners and 4-6 year old transfer students	All 7th Graders and 7-18 year old transfer students
Diphtheria, Tetanus, Pertussis (DTP, DTaP, Tdap)	4 doses DTP or DTaP 1 dose must be at or after 4 years of age	4 doses diphtheria and tetanus or 3 doses if 1st dose given at or after 1 year of age 1 dose Tdap at 11 years of age or older upon entry into 7th grade or higher
Polio	4 doses 3 doses if dose 3 was given at or after 4 years of age	
Measles, Mumps, Rubella (MMR)*	2 doses at or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal Conjugate (MenACWY)	None	1 dose at 11 years of age or older upon entry into 7th grade or higher
Varicella (Chickenpox)*	2 doses at or after 12 months of age or Current lab immunity or History of varicella disease	

During disease outbreaks, incompletely vaccinated students may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at www.michigan.gov/immunize.

*If the student has not received these vaccines, documented immunity is required.
All doses of vaccines must be valid (correct spacing and ages) for school entry purposes.



Updated December 12, 2019