

# outCAST

## No More

Our Redeemer's Christian School  
2014-15 Student-Parent Handbook

## **Parent/Student Handbook Updates Effective July 1, 2014.**

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# OUR REDEEMER'S CHURCH MISSION STATEMENT

Our Redeemer's is a community of faith –  
Believing God's power  
Confessing our weakness  
Proclaiming Christ's love, and  
Embracing our LORD's mission to Minot and to the world.

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## SCHOOL ADMINISTRATOR WELCOME

Dear Parents and Students,

For new students and parents, welcome to Our Redeemer's Christian School! For returning students and parents, welcome back! The ORCS parent and student handbook will provide answers to many questions that may arise during the school year. Please realize, however, that this is only a summary; the handbook does not contain all our school policies and procedures.

The staff and I anticipate an exciting school year of working with our students. We sincerely believe that the home, family, and church provide a foundation for a strong educational experience. We desire to partner with families to provide a great education, centered on a Biblical worldview.

Our Redeemer's Christian School is built upon the principle that God's word is the source of wisdom for all of life's decisions. In that context, the Bible is the background for all we do and the decisions we make.

Our theme for this year is, "Outcast No More!" In Ephesians 2:11-22, we read that we have been included in an amazing body, community, and family because of Christ's destruction of the "Dividing Wall of Hostility". In approaching this school year, let's start by recognizing that we were once far off, but, now Jesus has done everything necessary to draw us near to Him.

Please remember all the ORCS staff and students in your prayers. Our staff has been entrusted to teach, care for, and guide the students to help them become the best student, citizens, and servants they can be.

A servant of Christ,

Charles Strand  
School Administrator  
Our Redeemer's Christian School

## **2014-15 SCHOOL STAFF**

### **Teaching Staff**

Preschool.....Krista Bratvold  
Preschool.....Jodi Hall  
Preschool/K-1 PE/Teacher's Aide.....Brittany Jacobsen  
Preschool.....Shannon Knutson  
Preschool.....Karlee Rauschenberger  
Kindergarten.....Kendra Bartholomew  
Grade 1.....Holly Smoyer  
Grade 2.....Carol Vix  
Grade 2.....Melissa Beagle  
Grade 3.....Crystal Ciak  
Grade 4.....Mitchell Nelson  
Grade 5.....Brenda Emmert  
Grade 6.....Alyssa Thompson  
Physical Education 2-12 & A.D.....Jeremy Feller  
HS Math.....Ashly Marshall  
HS Language.....Erica Gade  
Junior High Classes.....Jocelyn Anderson  
Junior High Classes.....Sara Echanis  
Elem. Music/Band—HS Band/Choir....Jonathan Clark  
History, JH Bible & Spiritual A.D.....Don May  
Business.....Stacey Ringoen  
Science 9-12.....Ellen Redding  
Bible 9-12 & Counselor.....Jonathan Carr  
Spanish 1 & 2.....ITV  
Teacher's Aide.....Kathleen Pierce  
Teacher's Aide.....Renae Jespersen  
Librarian.....Seth Knutson

### **Support Staff**

Head Cook.....Margie Bangen  
Asst. Cook.....Bonnie Davis  
Asst. Cook.....Otie Alderman  
Custodian.....Steve Ellingson  
Custodian.....Calvin Davis  
Custodian.....Jerome Phillips

### **Administrative Staff**

School Administrator.....Charles Strand  
Assistant Principal.....Shannon Knutson  
Administrative Assistant.....Connie Lemieux  
Technology Facilitator.....Scott Skones  
Business Administrator.....Jay Zimmerman  
Bookkeeper.....Anne Davis

## **2014-15 ORCS Board Members**

Terry Altringer	Anne Boeckel	Jim Folden
Dave Gowan	Christie Lang	Barb Rued
Norval Semchenko	Christ VanWinkle	Roxanne Vendsel
Aaron Vibeto		Julia Williamson

### **Ex-Officio Members**

Charles Strand, School Admin.	Jay Zimmerman, Business Admin.
Pete Pederson, Elder Board Rep.	Dave Forthun, Elder Board Rep.

## **ORCS: God's School**

Our Redeemer's Christian School is sponsored by Our Redeemer's Church, an evangelical congregation committed to a strong Christian education program of which this school is a part.

Although sponsored by and housed in the church, the school's intent is to offer an educational opportunity to all Christian families in the community and surrounding area. The school seeks input from people outside the congregation. Whereas the church offers its facilities for the operation of the school, the costs of maintaining the program are to be assumed by registration and tuition fees. Contributions to school's ministry are needed and are very much appreciated. Contributions of money, books, or equipment are tax deductible. Receipts to contributors will be gladly issued.

We encourage the inclusion of Our Redeemer's Christian School in the wills of interested persons who want to have a lasting influence on the lives of children. An endowment fund has been established which gives interested persons opportunity to help defray rising operations costs.

### **~ Non-Discriminatory Policy ~**

In view of the fact that the Bible teaches that "God is no respecter of persons" (Acts 10:34) and that "there is neither Greek nor Jew, circumcised nor uncircumcised, barbarian, Scythian, bond nor free; but Christ is all and in all" (Col. 3:11), Our Redeemer's Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## **Mission Statement**

The mission of Our Redeemer's Christian School is to serve God by providing a quality Christian education for churches and families of the Minot area. The result of this quality education will be demonstrated as students successfully move to their next educational step with excellent academic preparation and a Christ-centered view of the world.

## Statement of Faith

This congregation subscribes to the Church of the Lutheran Brethren Confession of Faith as follows:

- A. The Bible, including both Old and New Testaments as originally given, is verbally and plenary inspired and free from error in the whole and in the part, and is therefore the final authoritative guide for faith and conduct.
- B. There is one God eternally existent in three distinct persons in one divine essence, Father, Son and Holy Spirit.
- C. God the Father has revealed Himself to us as the Creator and preserver of the universe, to whom the entire creation and all creatures are subject.
- D. God created Adam and Eve in His image to live in fellowship with Him. They fell into sin through the temptation of Satan and thereby lost fellowship with God. Through their disobedience the entire human race became totally depraved, that is, self-centered sinners who oppose God, and who by nature are unable to trust, fear or love Him. They are subject to the devil, and are condemned to death under the eternal wrath of God.
- E. Jesus Christ, the Eternal Son, is the image of the invisible God. To accomplish our redemption, He became fully human, being conceived of the Holy Spirit and born of the Virgin Mary. Jesus Christ, who is true God and true man, by His perfect obedience and substitutionary death on the cross, has purchased our redemption. He arose from the dead for our justification in the body in which He was crucified. He ascended into heaven, where He is now seated at the right hand of God the Father, as our interceding High Priest. He will come a second time personally, bodily, and visibly to gather the believers unto Himself and to establish His millennial kingdom. He will judge the living and the dead and make an eternal separation between believers and unbelievers. His kingdom shall have no end.
- F. The Holy Spirit is a divine person eternally one with the Father and with the Son. Through the Word of God He convicts people of sin, persuades them to confess their sinfulness to God and calls them to faith through the Gospel. He regenerates, sanctifies, and preserves believers in the one true faith. He comforts, guides, equips, directs, and empowers the church to fulfill the great commission.
- G. The knowledge and benefits of Christ's redemption from sin is brought to the human race through the Means of Grace, namely the Word and the sacraments.
  - 1. Through the Word of the Law God brings sinners to know their lost condition and to repent. Through the Word of the Gospel He brings sinners to believe in Jesus Christ, to be justified, to enter the process of sanctification, and to have eternal life. This occurs as the Holy Spirit awakens them to see their sin, convicts them of their guilt of sin, and calls them to repent and believe, inviting and enabling them to accept God's grace in Jesus Christ. Each one who thus believes is instantly forgiven and credited with Christ's righteousness. The Word then teaches and guides the believer to lead a godly life.
  - 2. In the Sacrament of Baptism, God offers the benefits of Christ's redemption to all the people and graciously bestows the washing of regeneration and newness of life to all who believe. God calls the baptized person to live in daily repentance, that is, in sorrow for sin, in turning from sin, and in personal faith in the forgiveness of sin obtained by Christ. By grace we are daily given the power to overcome sinful desires and live a new life in Christ. Those who do not continue to live in God's grace need to be brought again to repentance and faith through the Law and Gospel.

Because the sinfulness of human nature passes on from generation to generation and the promise of God's grace includes little children, we baptize infants, who become members of Christ's believing church through baptism. These children need to come to know that they are sinners with a sinful nature that opposes God. Through the work of the Holy Spirit, they need to confess their sinfulness and yield to God; and possess for themselves forgiveness of their sins through Jesus Christ, as they are lead from the faith received in infant baptism into a clear conscious personal faith in Christ as their Lord and Savior and being assured of salvation, rely solely on the finished work of Christ, and the power of the Gospel to live as children of God.

3. In the Sacrament of Holy Communion, Christ gives to the communicants His body and blood in, with, and under the bread and wine. He declares the forgiveness of sin to all believers, and strengthens their faith.
- H. Eternal salvation is available to every living human being on earth by God's grace alone through faith alone in Christ alone. This salvation consists of an instantaneous aspect and an ongoing, continual aspect.
1. Justification is God's gracious act by which He, for Christ's sake, instantaneously acquits repentant and believing sinners and credits them with Christ's righteousness. At that moment, God gives each one who believes a new and godly nature and the Holy Spirit begins the process of sanctification. There is no place for human effort in justification.
  2. Sanctification is God's gracious, continual work of spiritual renewal and growth in the life of every justified person. Through the means of grace, the Holy Spirit works to reproduce the character of Christ within the lives of all believers, instructing and urging them to live out their new nature. The Holy Spirit enables believers more and more to resist the devil, to overcome the world, and to count themselves dead to sin but alive to God in Christ Jesus. The Holy Spirit produces spiritual fruit in and bestows spiritual gifts upon all believers. He calls, empowers and equips them to serve God in the home, in the community, and as part of the Church Universal. The process of sanctification will be completed only when the believer reaches glory.
- I. The Church Universal consists of all those who truly believe in Jesus Christ as Savior. A Lutheran Brethren congregation is an assembly of believers in a certain locality among whom the Gospel is purely taught and the sacraments are administered. The confessing membership of the local congregation shall include only those who have been baptized into "the name of the Father, and of the Son and of the Holy Spirit," confess personal faith in the Lord Jesus Christ, maintain a good reputation in the community and accept the constitution of the Church of the Lutheran Brethren. It cannot, however, be avoided that hypocrites might be mixed in the congregation; that is, those whose unbelief is not evident to the congregation.
- J. The Church of the Lutheran Brethren practices the congregational form of church government and the autonomy of the local congregations. The office of pastor and elder is to be filled by men only. The synodical administration has an advisory function as it relates to the congregation and an administrative function as it relates to the cooperative efforts of the congregations.
- K. The Lutheran confessions are a summary of Bible doctrines. We adhere to the following confessional writings:
1. The Apostles' Creed
  2. Nicene and Athanasian Creeds
  3. Unaltered Augsburg Confession
  4. Luther's Small Catechism

## Matthew 18 Principle

In the school setting many interpersonal relationships exist—teacher/teacher, teacher/ student, teacher/parent, etc. It is our desire to have a spirit of unity and handle conflict according to God's instruction. Unity is best demonstrated as we show love to one another [John 17:21, John 13:34-35].

In Ephesians 4:1-3 Paul elaborates on the unity and character that we are to demonstrate to maintain unity. It grieves our Lord when Christians are divided. It is vital that there be an atmosphere of love and respect for one another. Satan is at work today and would like nothing better than to bring a spirit of disunity to our school.

God has provided a way for us to resolve conflict. Matthew 18:15-17 *If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But, if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church.*

When we desire to correct a wrong, it must be done with the correct attitude. Galatians 6:1 tells us to do it gently and with a desire to restore.

1. Each of us must give only a good report of others unless we have followed the steps in Matthew 18 with a clear conscience and desire to restore the offender [Galatians 6:1]. We should remember that if a Christian brother gives a bad report about any other brother without having gone to him first in a spirit of love, he becomes a whisperer and damages the wider work of Christ, for Jesus prayed in John 17 for oneness and unity among true Christians.
2. Each of us must encourage lovingly, but firmly, every other Christian to give only a good report and to follow the Matthew 18 principle when offended, for God tells us to exhort one another daily. Realizing the tremendous destructive potential that words have [James 1:26 and James 3:6], we must exhort each other in the use of the principle found in Matthew 18.
3. When implementing this principle we must consider the following as we follow the steps:
  - If there is a conflict between child and child, or child and teacher, the child and his parent If are one in the sight of God. We must involve the parents. The child should go with his parents to school personnel.
  - When child/child conflicts exist, the teacher may need to supervise to control the spirit and the procedure followed.
  - The child should be included in parent/teacher conflicts which focus on the child's complaint.
  - If conflict is not resolved in the first step, the school administrator or another school official should be brought in as a witness for the next step.
  - Teachers should maintain an atmosphere that encourages and permits students to come to them. Students should feel free to approach teachers.
  - For the unity of all believers, remember that a mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him.
  - In all of this, prayer should be the first activity, soliciting God's guidance in finding an effective resolution.
  - The goal in all of this is reconciliation.



## State Requirements

North Dakota Law requires that all children be properly immunized before they can be admitted to school. A Certificate of Immunization must be presented and signed by a physician or public health authority indicating the immunization status of the student. A health form is provided upon request from the school.

The State of North Dakota requires a calendar of 182 school days at which students are to be present regularly. Students may not miss more than 10 days per semester.

## Student Testing

### Standardized Testing

Each year students take part in the state required testing. Students in 3-8 & 11 will take the North Dakota Assessment. The students will be tested in Reading/Language Arts and Math. Students in grades 4, 8 & 11 will also be tested in science. This year the testing window is October 24 – November 11. Specific test days will be selected after the materials arrive.

### ASVAB

Testing is done for students in Grade 11. This test provides an interest inventory as well as some aptitude testing. If you do not wish to have your child take this test please inform the office.

### PSAT

This is a practice test for the SAT and is useful in identifying gaps in content knowledge. Students take the test in both grades 10 and 11. Test scores in Grade 11 can qualify students for the National Merit Scholarship.

### ACT

This test is required to enter all North Dakota Universities. Student should take it for the first time during their junior year. Many scholarship awards are based on scores on this test. What is in your future?? Prepare for college by completing your ACT. Take note of the available test dates and register online at [www.actstudent.org](http://www.actstudent.org). ACT packets are also available in the school office.

## Curriculum

**Basic Curriculum** -- The basic curriculum offered by Our Redeemer's Christian School is that of *ABeka* Publications. This Pensacola, Florida, Christian school publisher provides a well-proven, correlated continuity of traditional education materials for over 15,000 Christian schools throughout the United States and Canada. ORCS also utilizes curriculum from Bob Jones University Press and ACSI.

**Bible Classes** -- Bible study is recognized to be of fundamental importance and is a requirement for all students at ORCS. It provides a foundation for the other subjects being taught. A knowledge of the Bible is one of the greatest educational assets any person can have in addition to the moral and spiritual values resulting from such study.

### Grading Scale

92 - 100.....	A
82 - 91.....	B
72 - 81.....	C
67 - 71.....	D
66 and below.....	F

**Semester grades** are calculated from the two 9-weeks grades (40% of each) and the semester test (20%). Example:

$$1^{\text{st}} \text{ 9 weeks} = 89\% \text{ times } .40 = 36$$

$$2^{\text{nd}} \text{ 9 weeks} = 92\% \text{ times } .40 = 37$$

$$\text{Sem. Test} = 96\% \text{ times } .20 = 19$$

$$\text{Final Semester Grade} = 92\%$$

## Graduation Requirements

Our Redeemer's Christian School recognizes the need for strong academic preparation with a Christ-centered worldview. The school will continue to review curriculum and instructional strategies to provide well organized programs of study. Our Redeemer's Christian School believes that students learn best when excellence is expected of them and they are encouraged by teachers and mentors to achieve it. With increased graduation requirements and scholarship opportunities, it is critical that parents/guardians take an active role in student's course selection.

Our Redeemer's Christian School makes every effort to assure students get the academic classes needed for graduation, however, students are ultimately responsible for checking their credits and course selection to make sure that they meet all graduation requirements.

Our Redeemer's Diploma Requirements:

- 1.) 4 units of English language arts from a sequence that includes literature, composition, and speech;
- 2.) 3 units of mathematics
- 3.) 3 units of science, including:
  - o 1 unit of physical science
  - o 1 unit of Biology
  - o 1 unit (or 2 half-units) of any other science
- 4.) 3 units of social studies, including:
  - o 1 unit of US history
  - o 1 unit of problems of democracy; and
  - o 1 unit of world history
- 5.) 1 unit of physical education; OR ½ unit of physical education and ½ unit of health.
- 6.) 3 units of foreign language, Native American Languages, Fine Arts; OR career and technical education courses (1 unit foreign language required)
- 7.) 1 unit of theology for each year enrolled
- 8.) Any 5 additional units (2 of which may be theology units)

Two theology units may be used as electives. Students enrolled at Our Redeemer's grades 9-12 need 24 units for graduation.

## North Dakota University System Entrance Requirements

High school graduates planning to attend a four-year school in the North Dakota University System must have the following credits:

- Four (4) credits of language arts;
- Three (3) credits of mathematics - Algebra I and above;
- Three (3) credits of science - Two must be in biology, chemistry, physics or physical science;
- Three (3) credits of social studies; and,

**Note:** A student who takes general math or pre-algebra in the freshman year could fulfill the N.D. University entrance requirement by taking Algebra in the 10<sup>th</sup> grade, Algebra II in the 11<sup>th</sup> grade and Geometry in the 12<sup>th</sup> grade.

## Valedictorian and Salutatorian

Following the posting of the first semester grades, a student or students will be selected for valedictorian and salutatorian from the senior class. In the case of a tie for the valedictorian honor, the tied students will share the honor and a salutatorian shall not be named. The following criteria will be used in making the selection.

- The students being considered must be enrolled as a full-time student at Our Redeemer's Christian School no later than the first day of their junior academic year.
- Grade point shall be determined by the average of grades during the seven (7) semesters of a student's high school career. (Grades earned during the final 8<sup>th</sup> semester shall not count for the purpose of this policy).
- GPA calculation shall be rounded to the nearest hundredth.
- The student(s) with the highest GPA shall be designated Valedictorian while the next highest GPA shall be recognized as the Salutatorian.
- Students awarded early graduation privileges may be considered for valedictorian/salutatorian honors, but may not displace a conventional student.

## Official Transcripts

A student may request an official or a non-official transcript at any time.

A Student's official transcript may not be changed unless adequate evidence can be provided indicating a mistake was made. A committee consisting of the principal, registrar, and classroom teacher will review supporting evidence and determine if a change is warranted.

Class names and course codes will be reviewed annually. Every effort will be made to align course names and curricular descriptions with their corresponding codes as indicated by the North Dakota Department of Public Instruction. Errors shall be reported to school administration.

### Current Students:

Current students must complete a "Transcript Request Form" in the administration office. Transcripts are ready for pick up 48 hours\* after the date of the request and will be provided in sealed envelopes, which should not be opened prior to mailing.

Our Redeemer's Christian School will mail an official transcript to the requested school when provided a complete address or the student may elect to mail the transcript to his/her college.

A student can request electronic transcripts be sent to participating colleges.

### Former Students:

Former students may request transcripts in person following the directions above or in writing by mail or fax.

Transcripts requested by mail or fax will be mailed to the address provided within 48 hours\* of receipt of the request.

Please provide all of the following information when requesting transcripts:

- Student's Name
- Student's Birthdate
- Student's Phone Number
- Student's graduation date
- Complete mailing address for Transcript

*\*Current students with delinquent accounts or former students with balances due may not receive their transcript until all outstanding balances owed to ORCS are paid.*

# Academic Integrity Policy

~ Approved July 2004 ~

Materials used to develop this policy were obtained from the Josephson Institute of Ethics "Honor Above All" program 2004. (Josephson et al, 2004)

## **I. Forms of Academic Dishonesty - The following acts are strictly forbidden and will result in disciplinary action.**

### **A. Cheating on tests or daily assignments specified as individual assignments.** Using or attempting to use unauthorized assistance, materials or study aids during tests or daily assignment completion, including but not limited to:

1. Copying from others.
2. Having or using notes, formulas or other information in programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Asking another person for improper assistance, including offering money or other benefits.
5. Providing or receiving information about all or part of a test, including answers (such as telling someone in another period what was on the test, or being told this information).
6. Having or using a "cheat sheet" (i.e., a piece of paper with answers, formulas, information, or notes) that is not specifically authorized by the teacher.
7. Altering a graded test or assignment and resubmitting it for a better grade.
8. Sharing the work with another student to complete the assignment.
9. Working together on an assignment or take-home test unless specifically authorized by a teacher.
10. Gaining or providing unauthorized access to test materials.

**Note:** Simply possessing and prohibited or unauthorized information or device during a test, whether or not it is actually used is an act of academic dishonesty and will be dealt with as such.

### **B. Plagiarism in Paper and Assignments.** Using the ideas, data or language of another without specific or proper acknowledgement, including but not limited to:

1. Giving or getting improper assistance on an assignment meant to be individual work.
2. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
  - a. Using the services of a commercial term paper company.
  - b. Using the services of another student.
  - c. Copying part or all of another person's paper and submitting as your own.
3. Providing research, writing or other work that others use and credit as their own.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting with both teachers (self-plagiarism).
5. Failing to use quotation marks where appropriate.
6. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes, and/or bibliography.
7. Citing nonexistent sources such as articles and books.

### **C. Other Forms of Academic Dishonesty**

1. Deceiving a teacher or making up a false reason or excuse to get special consideration on a test or an extension on a test or assignment.
2. Failing to promptly stop work on a test when the time allocated has elapsed.
3. Forging a signature.
4. Hoarding or damaging library materials.
5. Facilitating academic dishonesty (i.e., knowingly helping another violate any provision of the Honor Code).

**Note:** Attempted academic dishonesty, even if unsuccessful, will still be treated as such.

II. **Consequences** - may include but are not limited to actions listed below. Disciplinary action will be commensurate with the offense. All teachers and administrators are expected to enforce the rules and consequences of the Academic Integrity Policy uniformly.

**A. First Offense**

1. Warning - for a minor infraction only - such as glancing at another student's paper;
2. Score of zero (F) on the test, paper, or assignment;
3. Conference with teacher, parent, and student;
4. Assignment of additional work or retesting; and/or,
5. Maximum one (1) day in school suspension.

**B. Second Offense**

1. Drop of one letter grade in the class;
2. Conference with teacher, parent, student and principal;
3. Disciplinary probation; and/or,
4. Maximum one (1) day in school suspension.

**C. Third Offense**

1. Grade of **F** in the class;
2. Conference with teacher, parent, student, and principal; and/or,
3. Suspension or expulsion.

**Note:** Instances of clearly premeditated attempts at cheating, of schemes that reveal attempts at coordination beyond the individual level, may warrant treatment of first offenses as second offenses.

III. **Testing Procedures** - To ensure testing security, teachers will follow these procedures:

**A. Access to Tests.** Keep the test secure by locking it up in a drawer or cabinet.

**B. Modify Former Questions.** If teachers intend to reuse any objective questions that have been used before, change the wording slightly and change the order of the options to foil any cheater who might try to memorize answers without understanding the question.

**C. Alternate Versions.** If the test includes objective questions, make at least two versions of the test, putting questions in different order. Distribute tests so that student sitting next to each other will have different versions.

**D. Counsel Students.** Periodically and immediately before the test, explicitly discuss the academic integrity policy and student honor code. Seek to inspire personal commitment by stating high expectations and confidence that the students will not betray teachers' trust, seek unfair advantage over their classmates, jeopardize their future, or dishonor themselves, their families, and God.

**E. Proctor the Test Vigilantly.** Teachers shall move about the room as the students are taking the test.

**F. Cover Sheets.** Provide a blank sheet of paper for students to cover their answers, and remind them periodically throughout the test to use it.

IV. **Promoting an Atmosphere Conducive to Integrity**

**A. Provide information to all students equally** about what the test will cover, how it will be graded and how that grade will affect the students final grade.

**B. Ensure your expectations are reasonable** for what students can demonstrate and accomplish given their age and any special circumstances.

**C. Establish clear grading criteria** and announce the criteria to the entire class for each assignment or test.

**D. Base the course on multiple assessments.** Do not have one test that makes or breaks a student's grade. When the stakes are that high, students feel cheating is justifiable.

**E. Accept valid excuses** for late assignments and absences.

**F. Make sure students have adequate time** to complete each assignment, project or test. The goal is learning not completing the text book.

**G. Do not let cheating become an acceptable** or allow a culture of tolerance toward cheating to develop.

## Technology Responsible Use

Our Redeemer's Church and Christian School views the use and implementation of technology as essential to the fulfillment of our mission. In order to best leverage the potential educational benefits of technology, Our Redeemer's Church and Christian School makes a variety of resources available to our students, staff, and public. The following is an outline of our expectations for responsible use of these resources. Unless impractical or stated otherwise, all provisions and expectations below apply to all of the following:

- School owned computers
- School owned personal learning devices
- Any software, online services, or application used while on the property of Our Redeemer's Church and Christian School
- Privately owned computers while on the property of Our Redeemer's Church and Christian School.
- Privately owned mobile devices of any kind (including cell phones) or any other electronic device while on the property of Our Redeemer's Church and Christian School
- Network or internet traffic of any kind while on the property of Our Redeemer's Church and Christian School.

Please note that all subjectivity will be settled at the discretion of the Technology Director in conjunction with the School Administrator and/or Business Administrator.

### General Expectations

- Students will avoid activities that have the potential to interfere in any way with the educational process.
- We expect students to avoid any activity that may threaten, offend, demean, manipulate, or hurt another person.
- Electronic devices will not be used in areas that have been designated as a restricted area in the ORCS policy manual.
- Students and staff should not assume privacy or anonymity while using networks or devices owned by Our Redeemer's Church and Christian School.
- Any email address or other account provided to a student or staff member is subject to suspension, content review, deletion, or any other act, at the discretion of the Technology Director.
- Any electronic device owned by the school or church may be locked, cleared, reviewed, monitored, or removed from service at any time at the discretion of the Technology Director. There should be no assumption of privacy while using a device owned by the school or church.
- Any electronic device that has been assigned to a student or staff member must be returned to the Technology Director when the student's enrollment ends or when the staff member is no longer an employee of the church or school. IN addition, the Technology Director may remove a device from the possession of students or staff members without reason.
- Students and staff are expected to respect intellectual property rights and obey all applicable copyright laws while using technology. All questions regarding this should be directed to the Technology Director for review.

### Device Content

- We expect that all devices used on ORCS property (both school owned and privately owned) will not contain, display, or be used to view pornographic, sexually suggestive, drug-related, violent, or other morally and ethically inappropriate content. If any inappropriate content is mistakenly viewed, the Technology Director should be notified immediately. If the appropriateness of content is in question, a student should ask their teacher or the Technology Director.
- All devices used on school or church property will only contain content that has been legally obtained by the owner of the device. This includes music, videos, software, and other

content. If a device contains any content, which has not been obtained legally, we reserve the right to ban the device from our property.

- We expect that no software or applications will be installed on or removed from any school owned device without the express permission of the Technology Director.
- Any personal data (academic or non-academic) that is stored on any electronic device owned by the school or church is subject to deletion or manipulation at any time. All personal data should be backed up.
- The school or church will not be responsible for any lost or damaged data.

#### **Online Behavior**

- We expect that all online interaction conducted while on the property of Our Redeemer's Church and Christian School will be representative of the standards for interpersonal behavior that we expect.
- Students should protect their own personal privacy, as well as the privacy of other students and staff, at all times. This means that students will not post potentially damaging or compromising personal information of themselves or other people online at any time. This includes full name, telephone number, email address, date of birth, and other personal information.

#### **Network Access**

- Access to any network and/or internet connection provided by Our Redeemer's Church and Christian School may be terminated or restricted at any time without notice.
- The Technology Director may throttle, block, or manage the internet traffic of specific users without notice.
- Illegal, questionable, or unethical network or internet use of any kind is strictly prohibited.
- Students and staff should expect no anonymity or privacy while using any network and/or internet connection owned or provided by Our Redeemer's Church and Christian School. All data and/or internet traffic is subject to review at any time without notice.
- We take precautions to filter and/or restrict access to questionable and objectionable material on our network. However, given the dynamic nature of internet content, it is simply impossible to completely restrict such content. Our Redeemer's Church and Christian School cannot be held responsible for students or staff accessing such content. In addition, the school or church is not responsible for any consequences that are incurred as a result of a student or staff member accessing questionable or objectionable content.
- Tethering services, internet hotspots, or any similar services may not be used on school or church property without approval from the Technology Director.
- We expect all network users to refrain from any activities that could cause potential security problems.

#### **Violations of this Policy**

- Any violation of the Responsible Use Policy will be handled by the Technology Director, in conjunction with the School Administrator and/or Business Administrator.

#### **Legal Disclaimer**

Our Redeemer's Church and Christian School makes no guarantee of any kind, whether expressed or implied, for any provided services. We will not be responsible for any damages suffered by users. Use of any information obtained via the Internet while on our network is at your own risk. We deny any responsibility for the accuracy or quality of information obtained through its services. Since all transactions conducted through technology resources provided by Our Redeemer's Church and Christian School could be perceived as authorized district activities, users of our technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of district technology resources may result in legal action against the offender by Our Redeemer's Church and Christian School, injured third parties and/or governmental authorities. If such an event should occur, the district will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. Our Redeemer's Church and Christian School will not be held liable for the actions of users violating the conditions of this document.

## **Admissions Policy**

Our Redeemer's Christian School is an extension of the Christian home, and our calling is to help parent's disciple their children. Our Redeemer's Christian School is a traditional Christian co-educational, church sponsored school for preschool through grade twelve. We seek students who will benefit from our Biblically based programs designed to encourage students to develop maturity of mind, body, and character.

### **Selection Consideration**

The criteria for admitting any new child begins with the family:

1. The parents in agreement with the philosophy, mission statement, and statement of faith of Our Redeemer's Christian School.
2. The parents uphold the spirit and principles of a Christian home in a positive manner.
3. The parents are committed to working with the school and the teachers in accomplishing the best educational goals for their child(ren).
4. At least one parent or guardian accepted the Lord Jesus Christ as his/her personal Savior and regularly attends church.

### **Additional Guidelines Grades 7-12**

A high school student (7-12) is considered for admission to Our Redeemer's Christian School on the basis of character, personal consent and the desire to learn. Each individual student applying for admission must have a personal commitment and testimony of Jesus Christ in his or her life.

### **Character**

There should be observable evidence of Christian character and the student should have assumed ownership of his or her own God-given gifts and talents. He or she should be practicing citizenship in the spheres of home, school and church.

### **Consent**

On admission to Our Redeemer's Christian School, the high school student consents to:

- Enter a mentoring relationship with the high school faculty.
- Be in unity with the 'letter of the law' and the spirit of the school policies.
- Commit to respecting faculty, staff and students.
- Demonstrate a willingness to submit to training in spiritual disciplines such as prayer and Bible study.
- The practice of Christian service including helping the needy and community service.

### **Desire to Learn**

Students should have an aptitude for learning and an application to independent learning. They should assume the responsibility for learning and commit to completing the assignments that will be part of their academic training.

### **Student Commitment**

The student must be in agreement with the policies of the school, the Mission Statement, and the Statement of Faith. The student will signify this agreement by signing the Student Covenant.



## **Application For Admission Procedures**

- An admissions interview and application is conducted for K-12 applicants and their parents. Parents should note that at this point, before proceeding, the school gathers the data needed to verify church commitment, personal and school references, school transcripts, test scores, etc.
- Admissions Committee meets regarding applicant and determination letters are sent to the family.
- Families proceeding with enrollment submit \$100 registration fee.
- Once the registration fee is received in the school office, families will be instructed on the FACTS Tuition Registration, an electronic tuition payment utilized by ORCS.
- Before school begins, all documents must be on file, health forms complete, and enrollment procedure finished. Students must arrive equipped with required supplies on the first day of school.
- ORCS will contact the transferring school for official records upon receipt of the registration fee.
- A transcript is requested for students in grades 9-12 to initiate the scheduling process.

**Note:** A provisional status is granted to all students accepted. Acceptance into any grade does not mean automatic acceptance into school the following year.

### **Re-Enrollment**

Each year families are required to fill out a re-enrollment form and pay the annual registration fee of \$100.00 per student.

## **Dress Code**

We recognize that as a Christian School, students can sometimes misinterpret a dress code, thinking that Christians can dress only a certain way, or that dressing a certain way makes them holy. This is not the purpose of the Our Redeemer's dress code. We do not wish to confuse the message of God's love, mercy, and forgiveness with an outward style or specific appearance. We do, however, believe that there is dress that can be dishonoring to the Lord.

The goal of a dress code is not to get so detailed that we have a list of 101 items that can't be worn at school. For example, one may notice that we didn't specifically state the acceptable width of straps on a tank top. We do not want to get into measuring and defining 'appropriate' dozens of times per day. A tight, revealing top would be inappropriate even with wide straps. Modest, decent in repair, dignified, and school appropriate are the key concepts we need to focus on with any article of clothing for both males and females.

### **Our school dress guidelines are as follows -**

- Clothing should not display slogans or insignias pertaining to sex, drugs, alcohol, tobacco, violence, gangs, etc.
- Attire should be safe, modest, decent in repair, non-disruptive or offensive. (Clothing should fit comfortably, not overly tight or excessively baggy)
- Pants need to be at the waist and with no undergarments showing.
- No skin can be showing between the shoulders and just below the lower thigh (just above the knee).
- Clothing is not to have holes in areas deemed inappropriate.

### **Banquet Dress**

Banquet dress is the formal attire worn for special occasions such as the Junior-Senior banquet. For the men, it includes a tuxedo or a jacket and tie, for the women formals or dresses. Formals will need to be at the knee at any point (hem length or any openings). All dresses will have adequate coverage. Strapless dresses are allowed if the other guidelines are followed. Cleavage, low backs, or very wide-open backs (side to side) will not be allowed. The midriff will be covered. As usual, modest, dignified, and God honoring is the main goal.

### **Procedures**

- 1.) If a dress code violation is observed, the principal or designee shall hold a conference with the student. If the principal or designee determines the dress code was violated, the student shall be asked to take whatever steps are necessary to meet the guidelines. If the student is directed to return home, the student's parents will be notified.
- 2.) Any student violating the dress code more than once may be subject to additional disciplinary action.
- 3.) Parents of student violating the policy will be notified either in writing or by phone.
  - a. First Offense: Warning. Student could be sent home to change inappropriate attire. Parent Contact.
  - b. Second Offense: Possible work duty, detention, or suspension. Student could be sent home to change in appropriate attire. Parent contact.
  - c. Third Offense: Subject to discipline for willful defiance

### **Yearbook Notice**

If a senior picture is going to be in the yearbook, the photo must be in compliance with the Our Redeemer's Christian School Dress Code.

## **Discipline Policy**

The position of ORCS is to provide a safe, orderly, and spiritual environment where students can be taught God's principles to use in modeling their character to a Godly life. Students can best learn individual and collective responsibility and gain maturity if they are provided with opportunities for exercising responsibility within the school activities.

The ultimate goal of ORCS is to develop students who are wise and see life from God's point of view. It is our goal to discipline in love according to God's instruction (Psalm 94:12). The result of discipline should be a change toward a more Godly character (Eph.4:20-22, Prov. 1:7). God puts people in authority to carry out His will (Rom 13:1-5, Prov. 10:17). It is necessary for our students to obey the leaders of our school if they are to develop into self disciplined individuals who desire to serve God (Hebrews 12:7-15, 13:17). Parental support is essential to disciplining God's way. Although God puts people in positions of authority, they will make mistakes. An attitude of love and forgiveness is always necessary on the part of teachers, students, and parents.

### **Classroom**

Each teacher has a classroom discipline plan which has been submitted to the administrator. Copies may be seen by asking the teacher or administrator.

### **All School**

All students are expected to respect and respond to the authority of all ORCS staff. Referrals for discipline beyond the classroom setting will be handled by the administration. Consequences will be determined based on both the rule infraction and frequency of infractions.

### **General Rules**

Verbal directions from staff or supervisors will be promptly followed in a polite and courteous manner. Disrespect in speech or action toward another student or staff member will not be tolerated. Bullying in any form by one student to another is strictly prohibited.

### **Disciplinary Actions**

Discipline is intended to change a student's behavior so that it is in line with school policy, and more importantly God's will. There are a variety of methods used to discipline, these methods usually vary in severity based on the level and/or frequency of a problem. The use of the various discipline methods will be at the discretion of the administrator.

### **Detention**

Detention for excessive tardiness will be served the day following student and parent notification.

### **Loss of Privileges**

Students may lose the privilege of checking out for lunch or having an unsupervised study hall as a consequence for misconduct or failing grades.

### **In-school Suspension**

Students may be separated from other students and required to do their daily assignments. Partial credit may be given for work completed.

### **Out-of-school Suspension**

Student will not be allowed on school property or allowed to attend school activities for a designated time determined by the school administrator. All missed work must be completed, but no credit will be given.

### **Behavioral Probation**

This form of discipline will be used by the school administrator for the purpose of guiding and controlling future behavior of student(s). It is preventative in nature and is designed to remind student(s) of their responsibility to act appropriately in the future. Terms of probation could be as follows: a) loss of student leadership roles. b) loss of, or suspension from designated extra-curricular activities. c) other follow-up counseling or special assignments.

## **Expulsion**

Persistent misbehavior and noncompliance with the school's rules and guidelines may result in expulsion. Expulsions are not final until the school board has reviewed the case and given the parent and student time to address the school board.

## **Bullying**

Bullying is an intentional, repetitive pattern of harmful behavior initiated by one or more persons with the intent to intimidate, frighten, hurt or ostracize another individual. (*Ephesians 4:29, 31 – 5:2; James 3:9-12*)

Behavior may be classified as bullying if:

1. The behavior is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
2. The behavior places the student in actual and reasonable fear of harm;
3. The behavior places the student in actual and reasonable fear of damage to property of the student; or,
4. The behavior substantially disrupts the orderly operation of the school.

For our purposes, it takes place in the school, on school property, or on school sanctioned activities.

Forms to report bullying may be found on the school website, outside the school office or by communicating the act of bullying to a school staff person.

## **Student Redemptive Discipline Policy**

ORCS reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. These situations include, but are not limited to issues related to pregnancy; abuse; sexual activity; pornography; inappropriate solicitation; abortion; harassment; and the use of alcohol, tobacco, illegal drugs, etc. A redemptive approach should be considered for a student and his/her family who exhibit a repentant and humble heart and if ORCS Administration has determined that continued enrollment is in the best interest of the student(s) and ORCS student body.

Redemptive Disciplinary team includes: ORCS Administrator, ORCS Spiritual Life Director, one ORCS Board member, and a Pastor/Elder of Our Redeemer's Lutheran Brethren Church or the student's home church.

Possible requirements for continued enrollment may include, but are not limited to the following--The student:

- 1) is willing to meet with pastoral counsel on a regularly scheduled basis;
- 2) has parents who are cooperative with ORCS and supportive of its expectations;
- 3) is willing to meet with an ORCS faculty member on a regular basis for a specified number of weeks or months in which the faculty member will require specific scripture reading, journaling, accountability, etc.;
- 4) is willing to sign a contract with ORCS requiring specific elements of cooperation of the student and parents; this agreement can be cancelled at any time by ORCS if the elements of the agreement are not fulfilled. Failure to meet the conditions of this agreement can result in suspension or termination of enrollment.
- 5) is willing to undergo necessary testing or ongoing random testing with results sent to the school if requested by ORCS administration;
- 6) is willing to provide legal disclosure as needed and requested by ORCS administration;
- 7) is willing to be home schooled for a specified period of time in which the student completes lessons assigned by ORCS staff and lessons are returned to ORCS for grading;

- 8) is willing to pay an additional fee assessed to the family to compensate the ORCS staff for the additional time spent assisting the student in the items described in #3 and #7 above;
- 9) is willing to agree that ORCS may set limitations regarding student involvement in extra-curricular activities or leadership roles.
- 10) is willing to agree that ORCS may require a physician, counselor, attorney, or legal authority's opinion regarding continued attendance at ORCS. If continued attendance is not advised, the ORCS administration will provide guidance that will assist the student and parents with further education.

Re-enrollment, probationary periods, graduation status, and participation in commencement exercises will also be considered on a case-by-case basis.

## **Guidelines For Student Conduct**

It is our goal to live for Christ each day. Students should always strive to behave in a manner pleasing to God. God desires for us to love Him with all our heart and all our soul and all our mind. He also desires for us to love one another. Our conduct should reflect these attitudes. [Matthew 22:36-40, I John 4:11]

- Respect and prompt obedience is expected to be given to pastors, administrators, teachers, supervisors and all staff persons in every situation.[Romans 13:1-3]
- Students will have respect for one another both in words and in actions. [Ephesians 4:29, Romans 12:9-16] Honesty must be observed at all times.
- Students will refrain from a negative and complaining attitude. [Philippians 2:14-15]
- No offensive language or conversation will be allowed at any time. [Ephesians 4:29]
- Classroom, lunchroom, and playground rules set forth by supervisors and teachers must be cheerfully observed.
- Running, shoving, and excessive loudness in the classrooms, hallways and restrooms is never tolerated.
- No eating is permitted in the school classroom areas except during lunch time and special classroom functions. Exceptions may be made for medical reasons, please notify the teaching staff.
- It is expected that the students take pride in the appearance of their school. Defacing or misusing school property will not be tolerated.
- Public displays of affections are not acceptable.
- As a matter of safety, students will not be allowed to carry backpacks from class to class. Backpacks must remain in the lockers.

## GENERAL INFORMATION

### † **School Hours**

The building and office will be open each school day at 7:45 a.m. until 4:15 p.m. The class hours for junior high and high school are 8:20 a.m. through 3:16 p.m. Class hours for 1-6 are 8:30 a.m. through 3:16 p.m. Kindergarten AM hours are 8:30–11:25 and Kindergarten PM is from 12:15–3:16.

### † **Arrival and Departure**

**Morning K Session – Grade 6** – Supervision is provided in the old gym beginning at 7:50 a.m. Students will be dismissed to their classrooms from the supervisor.

**Afternoon K Session** – Students may begin to arrive at 12:00 p.m. (noon) and will report to the old gym for supervision. Students will be dismissed to their classroom from the supervisor.

**Grades 7 to 12** – Students report to the fellowship hall and will be dismissed at 8:10 to their lockers.

**Note:** All students should return home immediately after dismissal. No loitering is permitted before or after school. Students should wait for rides at the main entrance.

### † **Tardies**

All students are expected to be on time. The student who is tardy three times during one quarter will serve 15 minutes of detention for each tardy thereafter.

A student is marked tardy when he/she does not arrive in the classroom prior to the scheduled class start time. When a student has a viable excuse (i.e. car trouble) for tardiness, the student is still counted as tardy and the tardy is added to the student's total count of tardies leading to detention.

Tardies are not counted toward a student's total count for the following reasons only:

- Appointment outside of school (parent notice required)
- Conference with the school administrator or office (tardy slip required)
- Conference with another teacher (tardy slip required)

### † **School Attendance**

Students are expected to be in attendance whenever the school is in session. Parents are responsible for informing the school office to provide reason for the absence of their student(s). If parents do not provide either a verbal or written excuse for an absence the absence will be recorded as truancy. All absences are counted. Student and parent or guardian will receive a written notice when the student reaches 7 absences in a class.

Students absent more than 10 days per semester may not receive credit for the class or grade level. Should a student exceed 10 absences in a given class the student must make arrangements with the classroom teacher to make up each absence over 10 before the end of the semester in order to be eligible to receive credit.

Exceptions:

1. Extended illness documented by an attending physician
2. Extended family emergency documented by the immediate family.

Students receiving instruction at home or in a hospital under and approved instructor are considered to be in attendance.

### † **Make-up Work**

When a student is absent, he/she must bring a written excuse to obtain a "make-up report slip". Teachers will attempt to provide work for a planned absence, but students are encouraged to check with the teacher upon returning for any additional work.

### † **Telephone**

Students will be allowed to use the school phone only in emergencies. Please refrain from calling your child unless it becomes absolutely necessary. During non-academic times, the student may place a cell phone call from the "Gathering Grounds" area near the school office.

### † Sign Out Policy

Our Redeemer's Christian School is a closed campus. All students must have a permission slip from a parent before leaving for lunch or appointments and must sign the dismissal log in the office.

- Students must sign out of school on the dismissal log in the main office whenever the student leaves campus during school hours.
- Students must sign into school when they return from an appointment or arrive at school after the start of the school day.
- Phone calls to leave for lunch are not allowed.
- Students must have written permission from a parent excusing the child from campus for any reason **or** the parent may come to the office to sign their child out.
- Seniors are allowed to complete a senior privilege form at the start of the school year to serve as permission for the entire year to leave during off hours and lunch. To leave for appointments during class hours, parental permission is still required. **Parents and students – please respect this as it is a senior privilege only.**

### † Admit Policy/Make-up Work

- Students have two days for each day of an excused absence to complete make up work.
- Requests for make up work must be received in the school office no later than 10:00 a.m. The request will be forwarded to the appropriate teachers. Assignments will be available to the parents in the school office by 3:30 p.m. on the day of the request.
- Students who will be absent from class because of a school activity must request assignments prior to leaving for the activity. The assignment is due on the scheduled due day when the absence is caused by the school activity.

### † Right to Inspect

- Our Redeemer's Christian School reserves the right to inspect lockers and desks whenever the need arises.
- Students who damage desks or lockers may be required to pay for repairs.
- Students will be charged \$10.00 for lost locks.

### † End of Day

All books, physical education equipment, and clothing must be in the lockers. Any items left on the floor, the benches, or in the hallway will be confiscated. Some act of service may be required to retrieve a confiscated item(s).

### † Student Retention

Retention is the repeating of a grade and is applicable to students in grades K-12. The consideration of retention will occur only when all other remedial avenues available have been utilized.

Factors to be considered in retention shall include a student's age, mental health, physical health, sensitivity, need for success, need for status, need for self-confidence, size, maturity, mental ability, level of achievement, and the attitudes of parents. No student shall be retained in a grade without consultation between the school and the parents.

Every attempt will be made to notify parents in writing of the final decision made in cases of retention. The school administration will have the final authority in the matter of student retention or promotion.

#### † **Chapel Day**

- Chapel meets one day per week. Speakers will be selected from within the Christian community and the ORCS family. Thursday is Chapel day for the school. Elementary chapel meets from 8:40-9:15. High school chapel meets from 9:50-10:40.
- All students are required to attend chapel as a part of their class schedule
- High school chapel is student led with a faculty advisor. Students will follow a modified class schedule on chapel day.

#### † **School Dances**

ORCS will not sponsor or support school dances.

#### † **Locker Rooms**

High school students will have use of the lockers in both the boys and girls locker rooms. At the end of each school day, all Phy. Ed. equipment and clothing must be in the lockers or on top of the lockers in an orderly fashion. Any items left on the floor or the benches will be confiscated. Some act of service may be required to retrieve a confiscated item.

#### † **Junior/Senior Banquet**

- The Junior/Senior Banquet is a formal dinner sponsored by the Junior Class. Attendees must be a junior or a senior attending ORCS.
- The purpose of the Junior/Senior Banquet is for fellowship and reminiscing of time shared in high school. It is also during this time that the Senior Class passes on the torch of leadership to the Junior Class.
- School faculty, staff, and Administration are invited guests for the night.
- Any events planned following the banquet are not school sponsored.

#### † **Personal Learning Devices**

The Personal Learning Device Initiative at Our Redeemer's Christian School is an effort to more closely align our instructional methods and practices with the way that students learn in the 21<sup>st</sup> century. By partnering each student at ORCS with a Personal Learning Device, we will be giving our quality educators the tools that they need to teach in a way that will engage those students in meaningful and effective learning.

- **Examining Our Context**

As part of the initiative, we are acknowledging the following:

- The way that people learn and gather information has changed dramatically.
- We are educating *Digital Natives* (students who have grown up in the internet age).
- There are incredible digital resources available to both teachers and students that have the potential to be a great contribution to our learning environments.

#### † **School-Owned Electronic Devices**

With administrative support, the teacher acts as a gatekeeper for their own classroom and should determine when the use of devices is appropriate. Because these guidelines will change depending on the class, they should be clearly communicated to students. However, it should be assumed that every student who is issued a school-owned Personal Learning Device will bring that device with them to each class. Personal Learning Devices will be viewed by teachers and administration as a curricular resource (similar to a textbook).

Any abuse of a school-owned electronic device shall be reported to the administrator as soon as practical.

- **Content Access**

The appropriate nature of content accessed while in the classroom is to be monitored by the classroom teacher and is subject to their discretion. If it is suspected that a student is



accessing inappropriate content, school administration will take the disciplinary and/or redemptive action they deem necessary. The classroom teacher shall refer all inappropriate content issues to the administrator as soon as practical.

▪ **Area Restrictions**

Personal Learning Devices are allowed anywhere on church and school property, with the following exceptions:

- No electronic devices are allowed in restrooms.
- No electronic devices are allowed in locker rooms.
- No electronic devices are allowed in the sanctuary (unless otherwise requested).

▪ **Damage, Loss, Replacement**

Students shall be held responsible for the cost of any damaged, lost, or stolen device dependent upon their enrollment in the damage waiver program.

† **Student-Owned Electronic Devices**

With administrator support, the teacher acts as a gatekeeper for their own classroom and should determine what student-owned electronic devices are allowed, and when use is appropriate.

▪ **Accessed Content**

The appropriate nature of content accessed while in the classroom is to be monitored by the classroom teacher and is subject to their discretion.

If it is suspected that a device contains inappropriate content, school administration will make a determination whether continued use of the device is permissible during school or while at school sponsored activities.

▪ **Non-Academic Device Access**

Our redeemer's Christian School recognizes the right and prerogative of parents to provide personal learning and communication devices to their children. Students are allowed use of these devices during non-academic segments of the day.

E-mailing, text messaging, and social networking are not allowed during academic segments unless approved by the classroom teacher.

▪ **Area Restrictions**

Student owned personal learning devices are allowed anywhere on church and school property, with the following exceptions:

- No electronic devices are allowed in restrooms.
- No electronic devices are allowed in locker rooms.
- No electronic devices are allowed in the sanctuary (unless otherwise requested).

▪ **Student-Owned Device Etiquette**

- Devices shall be silenced at all times during the school day.
- Phone calls can only be made and received in the "Gathering Grounds" area.
- When devices are allowed in the classroom, they shall be kept in plain view at all times.
- If a student has a device in a class in which it is not allowed, it shall be placed on the teacher's desk for the remainder of the class period.

▪ **Damage – Loss – Replacement**

Our Redeemer's Christian School is not responsible for any lost, stolen, or damaged student-owned devices. The sole responsibility for the care of student-owned devices rests upon the student and family.

† **Cell Phones**

Our Redeemer's Christian School views cell phones as Personal Learning Devices and therefore they are subject to all policies pertaining to student-owned devices.

### † **Parking and Traffic Flow**

Please be sure to park only in marked spaces to allow traffic to flow properly. Enter the parking lot from the west (off of 6<sup>th</sup> St) and exit through the north driveway (onto 16<sup>th</sup> Ave). Remember to always keep a watchful eye for students in the parking lot.

### † **Symptoms of Illness**

A child will be sent home when his temperature is above normal or when he is sneezing and coughing, or showing signs of illness that will not allow him to participate in the regular activities of the day. A child who is unable to participate in the daily school activities or could infect other children should be kept at home.

### † **Medication Administration**

The school board and staff of Our Redeemer's Christian School wish to ensure that students with medication needs receive appropriate care and support at school. An authorized individual, having received the proper training in medication administration, will supervise students taking prescribed medication during the school day provided the following criteria has been met:

- Parents have provided administration with comprehensive information regarding the student's condition and medication.
- Parents have provided and signed complete instructions for the administration of the medication.
- Parents have provided only a reasonable amount of medication (maximum 4 week supply). Initial quantity must be recorded.
- Parents have provided medication **in a secure and labeled container as originally dispensed.**
- Medication is labeled with student name, medication name, dosage, frequency of administration, date of dispensing, storage requirements, and expiration date.
- Parents will provide written notice if they wish their child to carry their medicine with them in school.

#### **Other restrictions:**

- Staff will not give "over-the-counter" medicine to a child without specific written permission or verbal consent. Verbal consent will suffice only when a prior permission form has been signed and the request and dosage has been recorded in a log.
- Staff will not force students to take medicines and will inform parents of the refusal on the same day.
- Staff will not make changes to dosages on parental instruction. A new container must be supplied with the updated dosage.
- Staff will not dispose of medications. Medicines, which are in use and in date, shall be collected by the parent at the end of each term. Date expired medicines will be returned to the parent for disposal.
- Medication will be kept in a locked cabinet.

### † **Visitors**

Any person(s) **to include parents, grandparents, family and friends**, visiting the lunchroom, chapel, a classroom or any place where there may be potential student contact - **must** notify the school office. Upon arrival, visitor(s) will sign in and receive an I.D. badge which is to be worn while in the school. The badge is to be returned to the office when the visitor(s) sign out. Again, your cooperation is appreciated in this security effort of ORCS students and staff. Parents are welcome to visit their child's classroom. Parents must contact the teacher in charge to arrange a time so as not to run into conflicts with testing or other classroom activities.

## † **Sportsmanship Program Policy**

Beyond the guidelines and regulations that Our Redeemer's Christian School is obligated to follow, it is the hope that everyone associated with our athletic programs recognize the purpose of our sportsmanship policies; namely that as a Christian community we are called to mirror the love that God has for all people, including those we compete against.

Anyone associated with an athletic contest has a responsibility to uphold the highest standards of sportsmanship before, during, and after a contest. Sportsmanship includes, but is not limited to the following:

- Respect for teammates, opponents, officials, and coaches.
- Treat opponents as guests in the facility.
- Accept both victory and defeat with grace and dignity.
- Refrain from heckling, jeering, or profanity.
- Be positive in words and actions.
- Acknowledge the authority of the coach to determine strategy, player selection, and playing time.
- Acknowledge the authority of the officials.

Parents are the primary role models for their children. It is critical that parents set the best example of sportsmanship, particularly when they are spectators at an athletic contest. The following are some ways to ensure you are part of a positive youth sports culture:

- Offer supportive encouragement to all the players, coaches, and teams.
- Show respect for the decisions made by contest officials. Refrain from refereeing from the stands or making derogatory remarks toward game officials.
- Respect the fans, coaches, and participants from opposing schools.
- Support the team in prayer and various team ministry opportunities.
- Avoid criticizing the decisions of athletes or coaches at events or in your home.
- Attend parent meetings.

The administration, staff, and supervisory personnel of Our Redeemer's Christian School will hold all spectators at our athletic events to the highest ideals of good sportsmanship. Spectators who are unable to exhibit the necessary self-control to attend our athletic events may be subject to one or more of the following:

- Verbal reminder
- Removal from the site for the remainder of the contest
- Meeting with ORCS administration
- Permanent banning from ORCS events and athletic contests

Should you ever become aware of or concerned about issues of poor sportsmanship on the part of our students, coaches, or parents, please do not hesitate to contact the supervisory personnel on duty at the game or the athletic director.

## † **Lost and Found**

Articles of clothing should be labeled so they can be returned when lost or misplaced. Items not claimed will be given to a charitable organization.

## † **Music**

Music is recognized as important to life and enhances one's appreciation of finer things. Vocal and instrumental music are a part of the curriculum. Private lessons can be arranged at additional costs.

## † **Child Protection Law Policy**

ORCS is bound by N.D. Law to comply with interview requests from Human Services. However, the Administrator will urge the agency to meet with the child where parents can be present.

## † Playground

### **Rules are in place to keep all children safe.**

1. Respect each other and their property.
2. Obey those in authority and listen to directions carefully.
3. Treat each other the way you would like to be treated.
4. Any activity that is deemed too rough or dangerous by the playground supervisors may be stopped immediately.

### **Equipment**

The supervisors on the playground will take away the privilege of playing on the playground equipment if a child does not follow the safety instructions or is not cooperating with others while using the equipment. We ask students take turns on all of the equipment.

### **Merry-Go-Round**

- Please wait until the merry-go-round is stopped to get on and off – please don't jump on and don't jump off.
- All body parts must stay inside the merry-go-round. **HANG ON TIGHT!**

### **Swings**

- Must be seated upright on the swings.
- No twisting.
- No jumping off while the swing is moving.

### **Playground tower**

- Please remain seated all the way down the slide.
- No climbing on the slide.

### **Lining Up**

Once the bell rings or whistle blows all play stops and it is time to line up. Students will line up by grades on the basketball court. Students are asked not to talk in line to allow everyone to hear instructions and enter the building quietly. Students may be asked to step out of line and be the last to enter the building if they fail to listen to the supervisors.

### **Winter Apparel**

North Dakota weather is unpredictable. It is important that students have the proper clothing to be in the elements during recess. Once the weather grows cold, students will need to have a warm coat, hat (must cover ears), gloves, and snow boots in school every day. If the student does not have the necessary items, they will be asked to stand in the sheltered area for their protection. This expectation will remain in effect until we determine it is no longer necessary. Students will not always be required to wear all of the gear but they are expected to have it available every day. Snow pants are strongly recommended but are **not** required unless the student chooses to play in the snow or on the snow hill.

### **Recess Weather Criteria**

Indoor recess will occur when the actual temperature falls below zero or the real feel temperature exceeds -10 degrees. Indoor recess may also occur when the playground is deemed too wet or muddy.

## † Consequences for Misbehavior

When a student misbehaves s/he will be sent to stand 'on the wall'. This could be for 5 minutes, ten minutes or the entire recess depending on the severity of the infraction.

## † Emergency School Closing

All information regarding school cancellations or early dismissals will be announced on radio stations KHRT and KCJB and television stations KMOT and KXMC.

## † Lunchroom

- Seating arrangements for students are set up by class. Table tents with the grade numbers are placed in the center of the table. Students may sit at any table designated for their class.
- Eight students per table.
- Teachers will direct each class on how they will proceed through the line.
- All students are asked to remember to say please and thank you to the cooks and servers.
- Lunchroom guests are welcome:
  - ~ Guests must be included in the lunch count by contacting the office by 9:00 am.
  - ~ Adult lunches are \$3.00 each and can be paid for in the school office.
- Eating out - if you take your child out to lunch please remember to sign the student out in the office and sign them back in when you return.
- Respect others (teachers, aides, fellow students, and lunchroom workers).
- Use good manners.
- When the lights are turned off during the last 3-4 minutes, please do not talk.
- During announcements listen quietly.
- Clean the tops of your tables and pick up anything from the floor underneath your table.
- Place cups, forks, spoons and plates in the correct area when dismissed from your table.
- Line up quickly, quietly, and calmly for recess.
- Tables will be dismissed for recess when they are clean and quiet. Students may be dismissed late or lose some of their recess time for misconduct.
- Enjoy your lunch time and remember that it is a blessing to have a great place to have your lunch with friends. Let's make it a pleasant area!

## FINANCIAL INFORMATION

### † Financial Aid

Financial aid is available to those families who qualify. Our Redeemer's Christian School (ORCS) has a formal process for requesting financial aid. FACTS Grant and Aid Assessment will conduct the financial needs analysis for Our Redeemer's Christian School. Families seeking financial aid must complete the application and submit the necessary supporting documentation to FACTS Grant and Aid Assessment as soon as possible. Paper applications are available in the school office. Applications can also be submitted online at [www.factstuition.com](http://www.factstuition.com). FACTS Grant and Aid Assessment will provide a self-addressed for you to mail the supporting document information.

### † Registration Fee

Each student pays an annual non-refundable registration fee to secure a position in a class at ORCS. New applicants must pay the registration fee with the written enrollment application. Families currently enrolled will be billed the registration fee on April 1 unless formal withdrawal steps are completed. Payment of the registration fee is due by June 30<sup>th</sup>.

### † Tuition

The cost of tuition is determined annually by the school board. Tuition is billed over twelve months beginning in July. Any exceptions to this policy will be handled on a case-by-case basis by the business office. Please contact the Business Administrator if an alternate payment schedule is needed.

### † Fees

Tuition covers most of the fees that a child might experience in school. Occasionally teachers do special projects that result in a small fee.

### † Lunch Costs

Lunches are \$2.75 and include the meal and a beverage. Students may purchase additional milk for \$.25/carton. Grades 5 through 12 have the option of the main lunch or a salad bar.

### † Discounts

Pastors receive a 30% discount on tuition. Families with multiple students currently receive a multi-student discount paying full price for the first child and a discount of 6% off the tuition fees of each additional child (K-11). Discounts are applied after reducing tuition by any awarded financial aid.

### † Tuition Pre-payment

Parents wishing to prepay the entire year's tuition will receive a 3% discount if payment is made in full by June 30<sup>th</sup>.

### † Collection Policy

- Accounts must be kept current. Tuition is due no later than the 15<sup>th</sup> of each month. If an account balance goes beyond 60 days past due, the student(s) will be required to withdraw from the school.
- Five (5) school days will be allowed to make accounts current. During this time, the student(s) will not be allowed to participate in extra- curricular activities. In addition, all fees must be current by the end of the semester and the end of the school year even if they are not 60 days past due at that time in order to enroll in the next semester.
- If a child is dismissed because of money owed to the school, ORCS will not give out report cards or transcripts until all money owed is paid in full.
- Special circumstance requests must be submitted in writing to the School Administrator or the Business Administrator to be evaluated by the ORCS Board. Written request must be made prior to the account becoming 60 days past due.
- Failure to comply with said policy may result in legal proceedings.

## PTO

The Our Redeemer's Christian School Parent-Teacher Organization serves a very important role at the school. It is in charge of teacher appreciation, providing meals for teachers during conferences and so much more. More importantly, PTO facilitates parents and teachers working together to make a better school for all of the children.

On a regular basis everyone can contribute to the school by collecting Box Tops for Education, Campbell's Soup labels, Marketplace Foods receipts and Our Family UPC's. This helps get cash for classroom educational needs and it's so easy even extended family and friends can help. PTO uses the money raised for classroom needs, such as desks, white boards, chairs, instruments, sports equipment and science lab supplies just to name a few. Your financial donations to the Our Redeemer's PTO are used to support the teachers and their educational endeavors.

Anyone interested in donating or being a part of this important program, please contact the school office at 839-0772 and we will get you connected!

"May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ." Romans 15:5,6"



## Moms In Prayer



A time of prayer – praises, asking for God's blessings and giving thanks!  
ORCS mothers meet on a weekly basis to pray for our students, families & staff.  
Grandmother's, aunts and friends are welcome to join in this powerful time of prayer.

Please e-mail Sue Thomas at [suethomas@srt.com](mailto:suethomas@srt.com).  
You may also call the school at 839-0772.