



School Handbook

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Welcome Letter

Dear Parents,

Our children are a very precious gift given to us by our loving Heavenly Father. Thank you for entrusting Reformation Lutheran Church and School with this gift. It is our honor to work with you to train your child to know the love of their Savior Jesus Christ. The faculty of Reformation Lutheran School along with the pastors, staff, and members of Reformation are dedicated to bringing you and your family God's Word in its truth and purity.

Since 1970, Reformation Lutheran Church and School has been reaching out to the people of our community with God's Word. We provide a place where parents can send their children to be instructed in all subjects in accordance with that Word each and every day. We are grateful to the Lord for the many blessings He has given to the ministry of the school here at Reformation.

One of the keys to our success is the close working relationship between the school, the parents, and the church. It is truly amazing to see what God can accomplish when all three of these groups work together to look after the spiritual, physical, and academic needs of our children. It is our prayer that this close working relationship will continue and many more families will hear the amazing story of their Risen Savior.

This handbook is a guide for you, the parent, to better understand the way in which we carry out the ministry at Reformation Lutheran School. In it you will find the philosophy, objectives, policies, and programs of Reformation Lutheran School. Please read over this information carefully and discuss its contents with your children. If you have any questions regarding the information please contact me at 858-279-3311.

In Christ's service,

Sarah Rodrigues, Superintendent



Mission, Vision and Objectives

Our School's Mission:

Reformation Lutheran School
exists to

Educate with Academic Excellence

Equip for Christian Living

Encourage Growth in God's Word

Our School's Vision

With the eternal truths of God's Word as the foundation of our elementary school, our goal in Christian education is to provide each child with the maximum development of God-given spiritual, physical, and mental abilities.

Our School's Objectives:

1. **To strive for excellence in teaching the basic elementary-school curriculum.**
 - a. Use the best current educational research to guide curriculum instruction and assessment
 - b. Teach all secular subjects in the light of God's Word
 - c. Equip students for a future of academic success
2. **To provide children with a community in which the principles of God's Word rule supreme.**
 - a. Systematic and thorough instruction in God's Word
 - b. Teach all secular subjects in the light of God's Word
 - c. Encourage students to treat all people as Jesus did
3. **To support Christian parenthood and home life, the basis of human society.**
 - a. Assist parents in their God-given responsibility to teach their children God's Word
 - b. Equip parents with beneficial and current parenting techniques
 - c. Encourage parents with a rich devotional life centered in God's Word
4. **To encourage students to live as obedient citizens of their country.**
 - a. Give students an opportunity to live their faith in daily fellowship
 - b. Teach students to use their time, talents, and treasures to glorify God in faithful service
 - c. Provide opportunities to show God's love to the community
5. **To strengthen the body of Christ and church by training their future members and leaders.**
 - a. Provide a rich devotional life centered in God's Word
 - b. Nurture and strengthen the faith of each child
 - c. Encourage students to practice Christ-like servant leadership amongst their peers

Scriptural Foundation

Reformation Lutheran School is founded on these eternal truths as revealed in God's inerrant Word

1. The Holy Scriptures are God's Word and are inspired, inerrant, infallible, and supreme in all matters of doctrine and life. (*2 Peter 1:21; 2 Timothy 3:16; John 17:17; John 10:35*)
2. There is only one true God, Father, Son, and Holy Spirit, and He reveals Himself to us in the Holy Scriptures. (*1 Timothy 2:5; Matthew 3:16, 17; Matthew 28:19*)
3. God created all things in six normal days and created man as the crown of that creation. (*Genesis 1; Psalm 8:4-8*)
4. Mankind's fall into sin has corrupted the nature of every human being, making all people guilty of sin and therefore subject to God's judgment of eternal damnation. (*Isaiah 64:6; Romans 3:9-19, 23; Romans 5:12, 16; Romans 6:23*)
5. God, through his grace, love, and mercy, sent His only Son, Jesus Christ, to suffer and die to pay for the sins of the whole world. (*John 3:16; Romans 5:6-8; 1 John 2:2*)
6. All who, through the work of the Holy Spirit, believe that Jesus Christ is their Savior receive forgiveness of sins, life, and salvation. (*Romans 5:1; Romans 8:1; Titus 3:4-7*)
7. As a believer in Jesus, a Christian will strive to show love to God by using personal gifts and talents to help spread the Word of God. The Christian will also help fellow Christians and all people in every way that is consistent with God's Word. (*Matthew 25:31-46; Matthew 28:19; Psalm 51:10-13, 15; 2 Corinthians 5:14, 15*)
8. The Lord has given to parents the primary responsibility for the Christian training of their children. (*Deuteronomy 6:7-9; Ephesians 6:4*)
9. The Lord has also given to His church and every Christian congregation the responsibility to assist parents in the training of their children according to the Scriptures. (*Matthew 28:20; John 21:15-17; Ephesians 4:11-16*)
10. A congregation calls pastors and teachers to function in its midst as ministers of the Word of God. (*1 Corinthians 12:28; Ephesians 4:11, 12*)

Admission Policy:

Admittance Requirements:

1. All children in our school are required to submit to its religious instruction.
2. Parents must be willing to have the child instructed in the doctrines of Holy Scripture as taught by the Wisconsin Evangelical Lutheran Synod.
3. All new families must agree to a visit by the Pastor, Superintendent, and/or classroom teacher.
4. Parents of transfer students must agree to bring their child to school for screening if the classroom teacher feels it is appropriate. This screening will assist the teacher in making appropriate changes to the student's curriculum if deemed necessary.

Pre-registration School Visit:

Prospective parents are required to visit our campus and meet with the superintendent. We ask that you schedule an appointment prior to the visit. This will allow our superintendent, preschool director, or office faculty member to guide you on your tour and answer your questions. During this visit you will meet the classroom teacher, Pastor James Werner, and Financial Office Representative.

Enrollment Process:

The following items must be received in the school office before an application for admission will be processed:

1. Student application form and application fee of \$50.00. **THIS FEE IS NON-REFUNDABLE**
2. Immunization records
3. Previous school transcript (transferring students only)

Acceptance will be communicated to you once a review is complete. Upon acceptance, an enrollment fee is required to secure a place in the classroom.

Grade Placement:

Prospective students are generally placed in the grade to which they have been assigned or promoted by the transferring school. Reformation Lutheran School reserves the right to require any student to be tested, at the parents' expense to determine proper grade placement both before and after final acceptance of the child as a student. The school further reserves the right to determine and adjust any grade placement of any child before or after final acceptance of the child as a student. Please understand that new students and those who transfer in mid-year may have a difficult transition and *it is imperative that the school and the parents work together to help the student.*

Admission Policy:

Grade Adjustment:

At Reformation we follow a philosophy of retention based on doing what is best for each student as well as evaluating the academic standards of each individual student. We work with the teachers and parents to determine the appropriate grade for each student. Reformation Lutheran School reserves the right to deny any enrollment request.

Student Records:

Satisfactory scholastic, health and immunization records required by law in the state of California are required from all prospective students. Upon enrollment, the superintendent shall send a request to the previous school for the student's records, which are then placed in the student's file.

Age of Entrance Requirements:

The age requirement for entering our school follows that set by the public school system. To be enrolled in Kindergarten, children must have reached their fifth birthday by the first day of September.

Community Member Requirements:

If accepted, community member students are enrolled on an annual basis. New community member students will be enrolled on a provisional status. If the Board of Education believes that the student or parent is not meeting our expectations for students and/or parents, the student will be asked to withdraw from Reformation Lutheran School.

Non-Discriminatory Policy:

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

Academic Policy:

Annual Calendar:

A complete school calendar, listing vacation dates and other important school information, will be distributed to each family prior to the beginning of the school year or upon admission. An updated version of the school calendar is available on our website.

Course of Study:

Reformation Lutheran School offers those subjects commonly taught at the elementary and middle school level, in compliance with the California Department of Education. Curriculum requirements will be met by using textbooks chosen by the staff. In keeping with the philosophy of the school, all subjects are to be taught in the light of God's Word. Our academic approach is to prepare children not to just meet the standards set by our State and Nation, but to reach their full potential using their God-given gifts and abilities. Many of our graduates test out of freshman level courses and/or into AP courses at our local public and private high schools.

Religion

Bible History
Catechism
Memory Work

Foreign Language

Spanish

Creative Arts

Music Theater/Drama
Art

Mathematics

Math Facts
Elementary Math
Pre-Algebra
Algebra I
Geometry

Language Arts

Reading Skills
Penmanship
Writing Skills
Creative Writing
English Grammar
Spelling
Vocabulary Skills
Literature
Poetry

Social Studies

Community
California State History
U.S. History
World History
Current Events
Civics

Science

General Science
Life Science
Physical Science

Technology

Computer Skills
Typing
Computer Application Skills
Internet Research

Physical Education

Fitness
Team sport skills
Individual game skills

Academic Policy:

What we expect from parents to achieve academic excellence:

1. **Homework supervision:** Reformation Lutheran School expects parents to take an active role in their child's education. ***Punctual, responsible completion of assigned work will enable our students to maintain high standards of achievement at Reformation.*** This achievement starts in a home environment that places an emphasis on good study habits. Parents are invited to discuss homework and study habits with the teachers at any time. Since teachers and parents are concerned about the children's progress in school, it is therefore essential that their work be completed punctually. We encourage parents to do their part by requiring such diligence from their children. Work not done on time will receive a reduced grade.
2. **Regular attendance:** Parents are asked to make every effort to schedule doctors' appointments and vacations so that they do not interfere with the student's academic instruction.
3. **Timely feedback:** Parents are asked to respond to teachers' questions and concerns in a timely manner. It is imperative the parents and teachers are able to communicate openly and honestly on a regular basis so that student needs are addressed. If you see a problem with your child's progress, please set up a meeting with your child's teacher.

What we expect from students to achieve academic excellence:

1. **Best efforts:** Reformation Lutheran School expects every student to work to the best of his or her God-given ability.
2. **Assignments done completely and on time:** Every student is expected to take the role as student seriously and complete school work in the timeframe it was assigned.
3. **Seek assistance when needed:** Reformation Lutheran School expects every student to assist the teacher by seeking help when not understanding.

Student Records:

Records will be kept to chart the children's academic, physical, emotional and social growth for improving their instruction.

GradeLink:

Report Cards to inform parents of the children's progress in academic and Christian attitudes will be issued using GradeLink. GradeLink is a web-based tool designed to help parents keep track of their child's academic progress. Each student will have an account the parents can use to check their child's progress online. Therefore it is the parent's responsibility to check this website to stay informed. Log-in information is provided at the start of the school year and upon request to school@refsd.org. GradeLink is also the service that is used to register for the school year. Enrollment or Re-enrollment links will be sent out for parents to enter or update their information in the system at the time of their child's enrollment.

Academic Policy:

Letter Grade Key: Letter grades are given for students in Grades 1-8.

A+	97 - 100	A	93 - 96	A-	90 - 92	O - OUSTANDING
B+	87 - 89	B	83 - 86	B-	80 - 82	E - EXCEPTIONAL
C+	77 - 79	C	73 - 76	C-	70 - 72	S - SATISFACTORY
D+	67 - 69	D	63 - 66	D-	60 - 62	G - GOOD
F	0 - 59					N - NEEDS IMPROVEMENT
						U - UNSATISFACTORY

Honor Roll (grades 5-8):

Honor Roll students must have earned a combined 85% or better on all academic subjects. Students who receive a 92% or better will be awarded Highest Honors.

- **Academic:** Language Arts, Science, Reading, Mathematics, Spelling, History, Social Studies
- **Arts Education:** Religion, Music, Art, Physical Education, Penmanship

Student Testing Program:

Our school follows one of the two programs endorsed by the Wisconsin Synod, which currently includes testing materials from NWEA MAP Testing. All students in Grades 3rd - 8th are tested. Individual and class results of these tests are used for the guidance of the individual child and for general school and class curriculum planning. Reports of test results are given to parents upon their request, and copies are retained in the school office.

Homework and Study Habits:

Homework is a cooperative effort on the part of the student and parents. Parents should not excuse late work and let extra-curricular activities interfere with their students' homework. Students in grades 1 through 8 receive a student planner on the first day of school. Each day they are encouraged to write their current and upcoming assignments in the planner. Parents are encouraged to help the student with the planner and keeping it up to date. Students are ultimately responsible for being completely prepared for school each day, which means homework should be finished the night before school not during the morning hours before school (such as in early morning Shepherd's Care).

Academic Policy:

Religious Instruction:

As the child progresses through the grades, he or she also progresses in the knowledge of Biblical truths. Systematic study of the chief parts of Christian doctrine, prayers, hymns, and Bible verses helps to make religion a part of every child's life. Every child is also expected to take part in regular church services, daily devotions and other religious projects. Memory work is required in each grade, including Kindergarten. During seventh and eighth grades, ***our children receive instruction in the chief parts of Christian doctrine as it is taught in the Wisconsin Evangelical Lutheran Church.*** Our basic textbook is the Holy Bible. We use the Small Catechism, written by Dr. Martin Luther, as our guide to systematically study the teachings of God's Word.

Chapel and Mission Offerings:

Children's chapel services are also held on a weekly basis. We also encourage our parents to attend this service. The children will be given an opportunity to give a weekly offering for mission work. We encourage parents to discuss with their children this phase of being good stewards of God's gifts and then determine the children's weekly offerings.

Church and Sunday School Attendance:

Attendance at worship services and Sunday School is a vital part of every child's training at Reformation Lutheran School. Each teacher, by word and example, will encourage regular Sunday attendance by all children. Parents, in turn, are expected to do all in their power to assist the child's spiritual growth and welfare. God admonishes us, and children, not to despise His Word, but to consider it holy and gladly hear and learn it.

Special Worship Services:

Certain dates are set aside during the church year for special religious services commemorating important events. All parents are highly encouraged to attend these special services.

Classroom Singing in Worship Services:

The children learn and rehearse songs of praise in school. A part of the school curriculum involves the performance of these songs in our weekly worship services. All students are expected to attend services and participate when their class or group is scheduled to sing. There are two very good reasons for this:

1. Spreading God's Word in song is a most gratifying and rewarding privilege
2. Singing in church is a part of our school music program, and serves as a culminating activity of student work.

A commitment form agreeing to this requirement is signed by all parents as part of school registration. A calendar listing the times the students sing will be issued to the parents at registration. Should an emergency arise, students who are unable to attend when their class or group sings are to present a written parental excuse to the supervising teacher. Students are also expected to dress appropriately since they will be representing the school to the congregation. The standard of dress must at least meet, if not surpass, the standard for the typical school day. (See the dress code for a more detailed description.)

Academic Policy:

Attendance, Tardiness and Absences:

In accordance with the laws of the State of California, all students are required to attend school regularly. Each absence or tardy must be excused by a parent or guardian, in written form, email, or by calling the school office (858-279-3311—not Shepherd's Care) by 8:20am on the morning of the tardy, absence, or illness. Leave all messages on the main office system. State health and safety officials may also require a doctor's written approval in some instances for re-admittance into school after an illness.

We ask that every effort be made to schedule all appointments, dental or doctor, for non-school time, out of consideration for the child, his/her classmates, and the teacher. Excusable absences are those resulting from illness, medical, dental, optometric appointment, or bereavement. Examples of non-excusable absences are absence from school to run errands for parents, absence from school to help care for children, absence from school because of family travel or vacation plans unless pre-approved by the superintendent. Planned absence from school for any reason will be marked as "unexcused" unless the planned absence form has been submitted to the superintendent at least 2 weeks prior to the planned absence. Submitting the form does not guarantee that the absence will be excused. Other factors such as the student's grades, their ability to keep pace with their class, their history for missing work and the reason for the absence will be considered before the absence will be excused. The Planned Absence Form can be found on the school website or at the school office.

It is necessary to stress how important it is to have your child present every day. The first trimester lays the foundation for the entire year, and every school day prepares for the next. All subject material for the school year must be completed before promotion will be considered.

Teachers will keep track of all tardy time. If a student is more than 30 minutes late, an unexcused absence and not a tardy will be recorded. Students may receive an out of school suspension after the 5th, 10th, and 15th tardy per trimester. After the 15th tardy in a trimester the parents of the student may need to meet with the Board of Education to discuss the future enrollment of the child at Reformation Lutheran School. Please make every effort to help set an example of responsibility and punctuality for your child. Many students require 15 minutes to prepare themselves for the day's events. Therefore it is recommended that students arrive at school by 8:15 am. If a student is on campus but not ready for the day, they may be marked as tardy. Nonscheduled meetings with your child's teacher should take place before 8:15am or after 3:15pm.

Academic Policy:

Class Field Trips:

To enhance the learning process, our teachers periodically plan curriculum-related field trips for students in Grades K through 8. The purpose of these trips is to enable children to grow culturally, expand their awareness of their community and to motivate them toward further study. Students may periodically have on-campus “field trips” for special events. Children are reminded that they are representatives of Reformation while on such trips and are expected to behave accordingly. Failure to do so means forfeiture of the privilege of taking part in field trips. Prior to each trip, parents will be notified by the teacher in advance. ***You must notify the school in writing or see the teacher in the classroom if you do NOT want your child to participate in any scheduled activity.*** If you are willing to drive for field trips, please contact your child’s teachers so that the appropriate forms can be completed. You must have the superintendent’s permission to bring a sibling on a fieldtrip at least two days prior to the scheduled field trip.

7th and 8th Grade Class Trips:

Each year the students in 7th and 8th grade participate in an educational class trip. These trips are strongly encouraged and participation in these events will impact their grade in core subject areas. If attendance is not possible, alternative assignments and projects will be required. The cost of these trips are not covered by the annual tuition. Students and families may choose to work with the classroom teacher to develop fund-raising opportunities so that the expense of the trip is not a burden to their family.

School Governance:

The Congregation's School

The members of Reformation have been committed to providing excellent Christian Education to the children in our community since 1970. The members of Reformation Lutheran Church support the school with their time, talents, and offerings. It is our goal that Reformation Lutheran School serve as an instrument the congregation uses to assist them in fulfilling their mission statement:

A Statement of Mission

As men, women and children united in faith and worship by the Word of God, Reformation congregation exists to make disciples, using the Word of God for:

- 1. The nurture and fellowship of our people.*
- 2. Mission outreach to our community and to the world by the active use and study of the Word of God, by spreading the gospel of Christ to our friends, relatives, acquaintances and neighbors and by supporting world mission work, all to the glory of God.*

The Board of Education

Reformation Lutheran School is at all times under the control and supervision of the voters' assembly of Reformation Lutheran Church. For the sake of orderliness and efficiency, the congregation elects a Board of Education that exercises the power and authority delegated to it by the congregation. The pastor and superintendent serve as *ex officio* members of the Board of Education. The Board of Education members, working in close cooperation, determine and adopt policies which affect the operation of Reformation Lutheran School. The Board of Education has the duty of overseeing the school's task of offering its children thorough instruction in God's Word, as well as in secular knowledge. The Financial Responsibilities Committee (FRC) is a component of the Board of Education and is responsible for matters of tuition, financial contracts, financial assistance and tuition delinquency.

The Superintendent

The primary function of the Superintendent is to implement and follow through on all school policies as established by the Board of Education and the Congregation. The Superintendent is a called servant of the congregation who serves as the leader of the school faculty and as a representative of the congregation to the community.

The Teacher:

The primary function of the teacher is to assist the family by providing thorough instruction in God's Word as well as secular knowledge.

Discipline Policy:

Discipline Philosophy:

Students at Reformation Lutheran School are expected to conduct themselves as Christian young people at all times, whether they are in school, on the playground, attending athletic events, or participating in field trips.

God's Word is the guide for discipline in the school.

All the children attending Reformation Lutheran School must submit to the wholesome discipline of the Word of God (Ephesians 6:4). Disciplinary actions have as their ultimate goal that the children would ***“Be imitators of God as dearly loved children and live a life of love, just as Christ loved us”*** (Ephesians 5:1-2a).

Good school discipline is an integral part of the educational process and is necessary to reach our goal of meaningful learning experiences. The presence of habitual behavioral problems is not conducive to effective teaching-learning situations and is not tolerated.

Teachers make every effort to treat all children fairly, in accordance with God's Word. On the other hand, all must understand that students owe implicit obedience to their teachers under the Fourth Commandment. Students are expected to show this respect, not only to their classroom teacher, but also to all members of the staff. All discipline in the school must be in keeping with the principles of the Word of God. Parents having children in school automatically extend their authority to the teachers and Superintendent while the children are at school.

A student is responsible to know the school rules, in order to avoid the causes for disciplinary action. For the guidance and information of students and parents, the most common causes for disciplinary action are listed in the next section. *These examples are not necessarily exclusive.*

Time outs: (younger grades)

The most common form of discipline used is a time out. During a time out a child will sit away from the rest of the group for a predetermined amount of time. Once the time is served the student may rejoin their class.

Expulsion:

Expulsion is defined as the removal of the student from school enrollment. If the Superintendent feels that an expulsion is necessary, he will issue an indefinite out-of-school suspension until the Board of Education can meet and discuss the issue. The student's parents will be invited to attend the first portion of the meeting to discuss the issue with the Board of Education. At the end of the meeting after the Board has had a chance to discuss the matter privately, the parents will be informed of the consequence.

Discipline Policy:

Causes for Expulsion:

1. Repeated, blatant, and/or public refusal to worship our Savior
2. The sale or use of alcohol, tobacco, narcotics, or other drugs
3. Illegal dispensation of prescription drugs
4. Any assault or battery to adults or students on campus
5. Sexual misconduct
6. Repeated suspensions
7. Use of, threat to use, or possession of weapons in any form
8. Repeated bullying
9. Repeated misbehavior
10. Parental actions that are detrimental to the ministry and or education provided at Reformation Lutheran Church and School

Suspensions:

A suspension is the removal of the student from the classroom for a period of one to five days for disciplinary purposes. The Superintendent ordinarily implements suspensions or expulsions. However, teachers are authorized to suspend or expel a student in the absence of the Superintendent. The Superintendent will decide whether the suspension will be an in-school or out-of-school suspension.

Causes for Suspension upon First Offense:

1. Theft of any kind or unlawful possession of another person's property. Willful damage to church or school property. Parents or legal guardians are responsible for damage and restitution for damages.
2. Any act of defiance or disobedience, either in language or in action, against school personnel; or refusal to comply with reasonable requests, orders, or directions of school personnel.
3. The superintendent may also request the Board of Education to authorize a suspension upon first offense for other offenses.
4. Threatening, intimidating, or bullying another person.

In the above instances, the following procedures will be followed: On the first occasion, there will be an immediate suspension and a parent-teacher conference with the superintendent present. On the second and any subsequent occasions, there will be immediate suspension and parents will meet with the Board of Education, or a representative committee thereof, to determine the child's status at Reformation Lutheran School.

Discipline Policy:

Causes for Suspension after Previous Warnings:

1. Engaging in fighting or assault and battery on another person
2. Use of profane or indecent language, either verbally or in writing
3. Insubordination toward teachers, administrators or other school personnel
4. Cheating

On the first occasion, the student will receive a warning by the classroom teacher and a detention, and the student's parents will be notified. On the second occasion, the student will receive a final warning from the superintendent, and there will be a parent-teacher conference with the superintendent present. On the third or subsequent occurrences, there will be an immediate suspension and the parents will be required to meet with the Board of Education, or representative committee thereof, to determine the student's status at Reformation Lutheran School.

Appealing a suspension:

Any suspension or expulsion from Reformation Lutheran School may be appealed to the Board of Education. The parent shall present the superintendent with a written request, which must include the grounds for the appeal. The Board of Education shall convene at the earliest convenient time for parties concerned to hear the matter and to make a decision.

Homework during suspensions:

When a student is suspended for disciplinary reasons, the student will be still be expected to complete any and all work that was assigned during that period. Students shall be readmitted to school upon the expiration of the suspension period. Make-up of any work missed during the suspension must be completed within one week of the suspension.

School-Parent Relationship and Role of Parents:

While much can be credited to a Christian school for child guidance and development, it remains a fact that the child normally spends the larger portion of the day in the home. Ideally, the school serves as the arm of the home and the church; obviously, there will be more effective Christian training when these three agencies are teaching the same principles by word and example. The teacher and parents should make every effort to cooperate in the interest of guiding the child. Parents are expected to support the teacher and teachers are expected to support the parents. If a problem seems to be developing, the parents and teacher should consult privately, in accordance with Matthew 18:15-20:

Discipline Policy:

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they 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 they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector."

"Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven."

"Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. For where two or three gather in my name, there am I with them."

Complaints from parents should be dealt with only outside the regular school hours and as a rule should be directed to the teacher involved. As stated earlier in this handbook, we expect our faculty and parents to act in accordance with scripture while dealing with conflict. Speaking to other parents and/or faculty members about the actions of others (whether they are students, other parents, or faculty members) is inappropriate and a sin against the teachings given to us in Matthew 18. When conflict arises we ask that you handle it in the following way, and while we pray that issues will be resolved after one meeting we have listed the step by step actions you should take if you feel that the issue has not been resolved:

1. Meet personally with individual with whom you have the conflict
2. Meet personally with individual with whom you have the conflict and the Superintendent
3. Meet personally with individual with whom you have the conflict, Superintendent and a member of the Board of Education
4. Submit a formal written complaint to the Superintendent, Board of Education, Pastors, and President of the Congregation listing the grievance and the method used to try and bring resolution to the problem

Our Superintendent is available and encourages feedback from parents. Our goal is to work with you to provide an outstanding Christian Education for your children. Communication is a key part of effective education. Please feel free to visit with our Superintendent at any time.

Discipline Policy:

Appointments with the teacher and visits to the classroom are easily arranged and encouraged. However, we ask that all parents who wish to visit a class, speak with the teacher 24 hours prior to their visit. It is important the parent visits, phone calls and general messages do not interrupt the school day.

Volunteers helping the teachers should do their best to complete their work in the T.A. room and not in the classroom itself whenever possible.

Christian parents and students are urged to remember the obligation laid upon them by God in the Eighth Commandment, which makes it an offense to speak in a derogatory manner about each other, students, parents, families, the school, elected leaders, its teachers, or its staff.



Dress Code Policy:

The School's Role:

Reformation Lutheran School recognizes its responsibility to guide its students toward respectability and decency in all matters. It is our intention to provide parents with a standard of school clothing appearance. As stated earlier in this handbook, it is our mission to assist parents. We will inform you when your child is not meeting the dress code standard and we will work with you to ensure that the problem is resolved in a timely manner. The school will view refusal to comply with the dress code policy as an act of defiance and may lead to detention or suspension.

Dress Code Policy: The Parent and Student's Role

All students are expected to comply with the uniform policy. The parent is ultimately responsible for the clothing a child wears to school. Therefore, parents must be aware of the dress code policy in order to prevent students from coming to school wearing the wrong clothing. Parents should ensure that their children are appropriately dressed for the weather that occurs or is expected to occur on any particular day. Students will typically have recess periods outdoors, and weather changes during the day may make some attire inappropriate for outdoor use during these periods. Parents are responsible for making sure that children have clothing that fits their stature. This may require purchases in winter or spring as your child grows throughout the year.

Dress and Appearance Guidelines:

Neat and proper attire has a definite bearing in providing an atmosphere conducive to study and school-work. It also reflects our Christian attitude. Parents are expected to exercise good judgment, safety, good taste and modesty regarding their children's dress and grooming. Any clothing considered to be disruptive to the Christian education process is inappropriate for school. Students not meeting our uniform code may be sent home or sent to the office for an in-school suspension at the discretion of the teacher or superintendent and will be readmitted only when appropriate corrections are made.

Policy Statement

Each student on the campus of Reformation Lutheran School will be attired in approved clothing while school is in session and that child is in attendance. This policy, which delineates the approved attire, is to be provided to parents and guardians of students upon enrollment, at the beginning of each school year, and throughout the school year by request. Shoes, socks, hair ties, and outerwear selection should be in accordance with this uniform policy. Items that reflect disrespect or a non-Christian attitude (such as drug or gang references) will not be tolerated. Uniforms should be properly fitted and clean. Clothing that is excessively tight, baggy, short, long, dirty, torn, or worn is unacceptable and a student wearing such clothing will be required to change clothes.

Dress Code Policy:

Uniform Standards

Shirts

1. Students may wear a solid color white, red, or navy blue polo-style, collared shirt or blouse. No labels/logos larger than a quarter may be visible.
2. Shirts should fit properly and not be tied in any way. Shirts should be long enough that the student's midriff is not showing when arms are raised. Shirts that are deemed to be excessively long must remain tucked in at all times.
3. Reformation branded t-shirts may be worn during designated PE classes and other identified classroom activities, such as field trips.

Outerwear

1. Students may wear solid color white, red, navy blue, or black sweatshirts or jackets. Reformation branded outerwear is also acceptable. No labels/logos larger than a quarter may be visible. Jackets and sweatshirts may have a zipper, hood or be pullover style.
2. The intention of limited acceptable outerwear is to remain consistent with the uniform shirt standards.

Pants/shorts

1. Students may wear solid color Dockers-style school uniform pants in the following colors: navy blue, black, or tan/khaki.
2. Pants must not have any labels larger than a quarter.
3. Pants should be pulled up to the waist; sagging pants will not be permitted.
4. No jeans, cargo or carpenter pants may be worn.
5. Leggings/jeggings may not be worn alone. Leggings/jeggings may be worn under a skirt or dress, and they must be solid color navy blue, black or tan/khaki.
6. Shorts must be of modest length and no shorter than mid-thigh. Shorts must be the same solid colors (navy blue, black, or tan/khaki) and made of the same material as described for the pants.
7. No athletic or jean shorts will be permitted, except for P.E. classes. Shorts worn for PE must be no shorter than mid-thigh.
8. Pants and shorts should fit the stature of the child and not be overly tight or baggy.
9. Undergarments may not be exposed.

Dress Code Policy:

Skirts/skorts

1. Students may wear skirts/skorts/dresses that are solid color red, navy blue or tan/khaki. Dresses must have a collar or be worn with a collared shirt or blouse.
2. Shorts or leggings must be worn under all dresses, skirts and jumpers. Shorts or leggings must be solid color navy blue, black or tan/khaki.
3. Skirts/skorts/dresses should be fitted to the stature of the child and must be no shorter than mid-thigh.
4. Undergarments may not be exposed.

Shoes

1. Students should wear close-toed shoes at all times. Shoes should allow the student to freely run and play during recess and PE.
2. Shoes that light up, make noise, or have wheels will not be permitted.
3. High heeled shoes will not be permitted.
4. Shoes and visible socks should not detract from a modest appearance and should be school colors (red, navy blue, white, or black).

Accessories

1. Hair accessories should not detract from a modest appearance and should be school colors.
2. No hoop earrings will be allowed.
3. Girls are only allowed one earring in each ear. Boys are not permitted to wear earrings at school or school functions.
4. No piercing of any kind will be allowed in any area other than the ears.
5. Students should wear appropriate clothing to participate in Physical Education including the Reformation P.E. T-shirt when needed.
6. Hats are not permitted indoors

Hair

1. Hair should be neatly groomed and kept away from the eyes. Natural hair colors only. This rule does not apply to students who use temporary hair dye during "Spirit Week" activities.
2. Hair extensions should match the style and color of the student's hair.
3. Patterns or words should not be shaved into the student's hair.

Dress Code Policy:

General Rules

1. Garments, backpacks and accessories must not display any of the following: profane, sexually suggestive, obscene language or pictures, vulgar gestures, racial, ethnic or sexist slurs, messages about politics, drugs, alcohol, or tobacco, images depicting violence, gang related graffiti, promote famous personalities, or music trends.
2. Tattoos or other body markings (whether permanent or temporary) will not be permitted. Any student with a preexisting tattoo or body marking must keep it covered at all times during the school day and at all school-related activities.
3. The school maintains a used uniform store, which contains acceptable school uniform clothing items sold at inexpensive prices. Please donate clothing your student outgrows if it is in usable condition and parents are encouraged to shop the store for replacement items as needed.
4. For parents looking for clarification on the acceptable clothing items, it is recommended to visit www.frenchtoast.com for school uniform clothing examples. This may help clarify the type of pants outlined in the policy.

Free Dress

On designated school days such as Spirit Week, field trips or other classroom activities, students may be allowed to wear non-uniform clothing. Parents and students will be notified by a teacher in advance of Free Dress days. On these days, clothing should still maintain an appearance that is neat and appropriate, reflective of a Christian attitude: Clothing should not be too tight, baggy, short, long or ripped. Logos or designs should must not display any of the following: profane, sexually suggestive, obscene language or pictures, vulgar gestures, racial, ethnic or sexist slurs, messages about politics, drugs, alcohol, or tobacco, images depicting violence, gang related graffiti, promote famous personalities, or music trends.

When Students Sing for Worship

During the school year, students will be invited to sing or be involved during worship services. Appropriate clothing for these occasions would be anything that fits within the school uniform policy, as well as other dress clothes.

If you are unsure about whether or not an item or outfit meets this dress code, please talk to the Superintendent before wearing it to school.

Lost and Found

All articles of clothing, personal books and other belongings that students bring to school should be labeled. The school will not be responsible for valuables or money brought to school by students. Stray items found on the school grounds will be placed in the lost and found box. Unclaimed articles may be given to charities or added to the used uniform store inventory.

Financial Policy:

Student Insurance

Students are covered under Reformation's general umbrella policy while they are under the school's care.

Tuition and Fees

The congregation of Reformation Lutheran Church assumes the financial support of the school. Members of the church underwrite the agency for teaching God's Word with voluntary and proportionate giving to the Lord by way of the church treasury. Community members are not charged for any other service of the church, but are asked to pay tuition for school because of the school's operating costs. It is important to the ministry of both Reformation Lutheran Church and School that your tuition payments be made on time. **All tuition payments are due on the fifteenth of the month and become late after the sixteenth day.** Failure to either pay tuition promptly or make arrangements for payment with the Board of Education or Financial Secretary will result in suspension of the child. We use FACTS Tuition Services to collect tuition. An account should be set up for you at orientation. If you have any financial questions you may contact our financial assistant at financial@refsd.org.

Registration Fees

A registration fee is required for each child at the start of the school year. The Board of Education establishes this fee each year to help cover the costs of replacement textbooks, workbooks, duplicating paper, art supplies, paper towels, etc. The fee also reserves your child's seat in the classroom. The registration fee is not refundable. No books will be issued to the child until the registration fee has been paid or proper payment arrangements have been made with the Board of Education or Superintendent.

Religious Book Fees

Students will be required to purchase the religious books used in their class. Such books may include a Bible, Bible History Text, Catechism, Memory Book, and Hymnal. These books become the permanent property of the student. We would recommend that you put your child's name in their books in case they are left at school.

Tuition Payments

Tuition payments will be paid in accordance with your financial contract. If a child is suspended for nonpayment of fees, and the parent still brings the child to school, the student will be sent to the school office and the parent will be contacted to arrange transportation for the child. (Financial Suspension means that your child/children will not be allowed to attend school. Financial suspension will remain in effect until you pay your over-due balance is paid in full or a payment plan has been approved by the Board of Education.)

Payments Due

- Monthly tuition fees are due by the 15th of each month.

Financial Policy:

Late Fees & Bad Checks

- School accounts are considered PAST DUE if no payment has been received by the sixteenth (16th) calendar day of the month. A \$30.00 late fee will be charged to their account for each month of late or non-payment.
- If a check is returned for INSUFFICIENT FUNDS, a \$35.00 bank fee will be charged to their account.

Members of Reformation

- There is a 20% discount in Tuition Fees for members of Reformation.
- If a school family becomes a member of Reformation during the school year, they will receive the Member discount rate effective with the month following the month they became members. They will receive a pro-rated member discount for the remainder of the school year. Example: family becomes a church member in January, then reduced member tuition rate fees start February 1.

Annual Payment Discount

- A four percent (4%) discount is given on tuition fees for school, if the tuition fees for the full school year are paid in full on or before the first day of the school year – when the family pays by check or on-line payment from checking or savings (but not by credit card).
- A two percent (2%) discount is given on tuition fees for school, if the tuition fees for the full school year are paid in full on or before the first day of the school year – when the family pays by credit card.
- Tuition Assistance – For families receiving tuition assistance, there is no Annual Payment Discount.

Multi-Student Discount

- There is a 20% discount for each additional student for families when enrolling multiple full time students in Preschool through 8th grade. A family is defined as children with at least one common parent and resides together.
- The multi-student discount is applies to the student with the lowest annual tuition rate.

Split Families – WELS member & non-member

- Tuition will be provided at the member rate for children of divorced or separated parents as long as at least one parent is a member of Reformation.

Membership Termination

- If a WELS member family has their membership terminated for reasons other than transfer, they will no longer be eligible for the member tuition discount. Tuition will increase to the non-member rate effective the first of the month following membership termination. Registration fees are not refundable.

Disenrollment

- Families who withdraw their child or are terminated after they begin attending classes will receive a pro-rated refund of tuition fees paid.

Additional School Policies:

Extracurricular Overview

Our students are encouraged to participate in extracurricular activities during the school year. Athletic events include a track meet, basketball, soccer and volleyball games and or tournaments, which are held at Reformation or at WELS schools in the area. Academic competitions typically take place with our nearby WELS schools. Throughout the years, Reformation has been able to offer a variety of clubs for our students based on their interest, abilities and willing volunteer leaders. Some of these extracurricular activities have included FIRST LEGO League and yearbook. Reformation cannot guarantee that all extracurricular activities will be offered every year. The school has an annual Spring Program featuring various creative talents. We are committed to finding ways for students to develop their God-given gifts and abilities. Please understand that our program may change each year depending on the gifts and desires of the student body as well as the abilities of our faculty.

Interscholastic Sports Programs

Sports give our children special cognitive and social skills needed for growth and development. At this time, Reformation offers volleyball in the fall, soccer and basketball in winter, and track and field in the spring. We have coed volleyball in the upper grades as a part of PE, an extracurricular girls' volleyball team, and boys' and girls' basketball teams, which compete against other WELS schools in the Southern California area as well as a league of smaller schools in the San Diego area.

Extracurricular sports teams typically consist of students in Grades 5-8. To be eligible for teams, the child must hold a C average or better in all of his/her classes, as well as a satisfactory rating in classroom conduct. Participation in extracurricular sports will require additional fees.

Student Health

Please keep your child home from school if ill. A child with any kind of rash, lesions, or any suspected communicable disease should be kept out of school until diagnosed by a physician. A child should be fever-free for 24 hours before returning to school. If vomiting and diarrhea are present, the 24-hour policy is also in effect. If your child needs to be excused from P.E. or recess, or has special limitations due to illness or injury for more than three days, a doctor's note will be required.

Communicable Disease Policy

In the event of an outbreak of a communicable disease, parents will be notified by phone, special note, and/or a special newsletter announcement. Parents are asked to keep children at home and consult a doctor if their child shows symptoms of pink-eye, chicken pox, flu, and the like.

Head Lice

A child cannot be in school with untreated head lice. A child will be excluded for 24 hours after treatment and may return to school if no live lice and no nits are seen. Exclusion will be made if nits are found. Check your child's head on a regular basis and notify the school if you find head lice on any member of your family.

Additional School Policies:

Immunizations

According to state law, all children entering school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B and Varicella. All students entering grade 7 must show proof of having a Tdap (Tetanus, Diphtheria, Pertussis) booster. Your child will not be allowed to enter school until the immunization requirements have been met. Students who cannot be vaccinated due to medical reasons may receive a legal exemption form from their doctor's office. The school must retain documentation of immunizations and exemptions.

Medication Policy

Medication must be given to students at home. Written authorization from a physician along with our school's Medical Consent Form must be received before medication can be administered at school. A new medication authorization from parent and doctor is required if you have any change in the dose or time of medication or if you have a change in medication.

Leaving School Grounds during School Hours

Reformation Lutheran School is a closed campus. We will not permit students to leave campus during school hours unless they are accompanied by the parent. The students may not walk home for lunch or any other reason during school hours unless they are accompanied by a parent.

Student Lunch

Reformation will seek the assistance of parents and other volunteers to offer catered lunch alternatives for students. The general cost of an outside lunch will range from \$5-\$7, depending on the choices and arrangements made. School lunch option information will be detailed on the school website and will be announced to parents.

Students will bring a suitable lunch and snacks for consumption during the school day. Parents should pack an ice pack within the lunchbox to maintain proper temperature for food freshness.

Individual and Class Pictures

Every fall, individual and class pictures are taken by a professional photographer. Parents have the option of purchasing these pictures by filling out and returning ordering envelopes sent home in advance with the children.

State Mandated Reporting Policy

Reformation Lutheran School and Child Care are mandated by California State Penal Code 11166 to report any cases of abuse, either sexual or physical. It is also our duty to report these cases immediately without any prior notice to family. Reformation Lutheran School and Child Care report to the Children's Services Bureau of San Diego County's Health and Human Services Agency.

Additional School Policies:

Cell phones on Campus

Cell phones may not be used during school hours without the permission of a member of the faculty. Cell phones must remain off and in the student's backpack or the classroom designated area during the school day unless the teacher gives permission. If a cell phone rings during class or if the student is using the cell phone in any way outside of teacher permission, the cell phone will be confiscated until the parent comes to the teacher to pick it up. Smart watches and other wearable communication devices follow the same policy—not worn, set to off or silent, and instead kept in the student backpack or designated area as determined by the classroom teacher. Parents who wish to communicate information or messages to students should contact the classroom teacher to do this. Teachers will provide contact information for this purpose.

Cameras and Video Recorders on Campus

Image recording devices are permitted during school assemblies, plays, class singing and athletic events. Cameras with a flash are not permitted in the church during chapel or class singing. Any pictures or videos taken on campus cannot be published in any form without the written permission of all parties photographed and the Board of Education.

Skateboards, Bicycles, Scooters, etc.

1. Skateboards are never permitted to be used on campus.
2. Bicycles/scooters are permitted on campus, but only used for commuting to/from school. They must be locked by the owner.
3. Bicycles/scooters may not be ridden during the school day or on campus at any time except for supervised school events.
4. Reformation Lutheran School is not responsible for any stolen items.

Care of Books and School Property

Students should understand that the property of the school should be treated with respect since it is not only a gift from God but are a part of His house - our Church. Therefore students will refrain from writing graffiti on any possessions whether it is theirs or the schools. Personal items, such as Bibles, Hymnals, and Catechisms will not be permitted to be used at school if they contain graffiti. If damage is done to property of the school but it is still usable, the student will be charged the cost to cover the damage. If the damage has made the property unusable, the student will be charged the full cost to replace the item.

Transportation of Students

The school does not provide transportation to and from school. Parents are urged to make arrangements among themselves for car pools or other methods of conveyance. Parents are responsible for making arrangements for transportation to and from all sporting events and other activities that take place outside of regular school hours.

Additional School Policies:

Parking Lot Procedure

While delivering and picking up children at the school, parents and others operating vehicles for this purpose shall observe the traffic patterns established by the school. Only the front parking lot is used on school days. Cars should not travel more than 2 miles per hour in the driveway or parking lot. Any driver who wishes to leave a vehicle while delivering or picking up a student must park in a designated parking space with the car's ignition turned off so as not to obstruct other vehicles. Reformation Lutheran Church and School is not responsible for any damage or injury in the parking lot.

School Hours

School hours are set prior to each school year. Currently, the school day begins at 8:30am and ends at 3:00pm. Children may enter their classrooms beginning at 8:15am. All children should be in their classrooms ready for instruction by 8:30am. All students on campus prior to 8:15am or after 3:15pm must be signed into Shepherd's Care. An exception would be a student in special after-school classes or on the grounds with permission from our Superintendent for a specific purpose. Parents picking up children after school are asked to refrain from entering the classrooms until the class is dismissed.

Parent-Teacher Consultation

Parent-teacher consultations will be held shortly after the first trimester of the school year. If either a parent or the teacher feels that additional consultation is needed, arrangements will be made for a conference after school hours.

Reformation Raiders School Newsletter

Parents will be kept informed of coming activities by means of the *Reformation Raiders School Newsletter*, our weekly school newsletter that contains news of general interest about the school. This newsletter will be emailed to all families who submit an email address. A hard copy is available upon request. This is Reformation Lutheran School's primary form of school-to-home communication.

Shepherd's Care

Reformation Lutheran School has a before and after school program on site for school age children enrolled in Kindergarten through 8th grade. (Reformation also maintains a state licensed child care facility for children ages 2.5 through 5 years old). These facilities provide supervised care for children before and after school hours. Shepherd's Care morning hours are 7:00am until 8:15am. Shepherd's Care afternoon hours are 3:15pm until 5:30pm. Hours are subject to change, and changes will be announced in advance via email.

Pets Policy

For the health and safety of all our students, no non-caged pets/dogs are allowed out of the cars on campus during school hours, Shepherd's Care hours, or any school functions.

Additional School Policies:

Pictures of Students

It is our policy at Reformation to regularly photograph our students as they participate in a variety of activities in and outside of the classroom. We will use these photographs in our recruitment materials, both printed and on the internet. The names of the students in these pictures will not be published by the school. As a part of the enrollment process parents agree to this policy. However, parents may submit a form requesting that their child not be used in any of our materials. A copy of this form is available in the school office. By not filling out this form you are granting Reformation Lutheran School the right to use photographs of your child in recruitment materials.

Technology Policy:

Reformation utilizes technology to enhance learning in our classrooms. Google Workspace for Education, in connection with Chromebooks, is our primary student technology tool. The device's function is to provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, as well as other educational web-based tools, and many other useful sites. All students are given a Google Workspace for Education account that is managed by Reformation. This account gives the students access to Google Educational Suite of products (Gmail, Google Classroom, Google Drive, Google Meet, etc). Access to services varies by grade level and teacher.

Students in Grades K-8 are required to pay a Technology Fee of \$50 for the September-June school year. The purpose of this fee is to help offset the technology costs of our school. It also helps Reformation in the event of distance learning. This fee allows us to bring technology into the classroom for research, typing, and other developing technology skills. Students in grades K-2 will have access to Chromebook Tablets in the classroom to help enhance learning and skills taught in the lower grades. In the 3rd- 4th grades students begin learning typing skills, basic research skills, and word processing. In the 5th- 6th grades, the students continue typing instruction as well as learning research and basic computer applications. In both the 3rd-4th grade and 5th- 6th grade classrooms there are classroom computers available.

Once a student enters 7th- 8th grade they will be assigned a Chromebook. This Chromebook will be theirs for use during 7th- 8th grades during the September-June school year. The students will have to read and sign the Chromebook Use Policy that details our Chromebook program. If your student in 3rd-6th grade would like access to a Chromebook prior to their 7th-8th grade year, you may purchase a Chromebook through Reformation for \$200 upfront. This cost is credited towards the technology fees that are assessed during your child's time at Reformation. Your student will have to also read and sign the Chromebook Use Policy. If you choose not to purchase a Chromebook for your child before they are assigned one in 7th grade, they will have access to a shared classroom laptop.

As per the Chromebook Use Policy, any Chromebook purchased by students become the property of that student during the September-June school year. Chromebooks will need to be left at school during the June-August summer months. Upon graduation, 8th graders who have attended Reformation grade and contributed at least \$300 of Technology Fees will have the option of keeping the Chromebook. If they have not contributed at least \$300 they may pay the difference of \$300 less their Technology Fees during previous years.

Additional School Policies:

Reformation uses mainly ASUS Chromebooks in 3rd-8th grade. Reformation currently has ASUS C202 and ASUS C204 units in the classrooms. These units are designed to be used in the classroom and are ruggedized to handle the wear and tear of younger users. These devices also come preloaded with apps and extensions to optimize use within the classroom setting.

For questions regarding school technology, please contact the classroom teacher.

Bring Your Own Device Policy

Because Reformation Lutheran School has access to Chromebooks in grade 3-8, we discourage students from bringing their own devices onto campus. There may be times where a teacher allows students to bring devices into the classroom. These devices are to be used only for educational purposes as advised by the teachers. They need to be in the student's backpack and used only when the teacher allows. Students are only allowed to be on predetermined websites for research. Any misuse of a device will result in it being confiscated by the teacher and not being given back until a meeting with the teacher and parent has taken place.

Questions on School Policies

Parents with questions on any school policy are invited to bring these questions in writing to any member of the Board of Education for consideration at a regular Board of Education meeting. Parents will receive a written answer as soon as possible.



REFORMATION

LUTHERAN CHURCH & SCHOOL