Redeemer Lutheran School

Parent/Student Handbook

2026-2027



Parents/guardians and students,

Welcome back to school!! To our new families, welcome to Redeemer. We are so glad you have chosen to join our school family. This year we are celebrating our 43rd anniversary. Our school community started with sixteen students; now we have over 100 students. Hundreds of students have passed through the doors of RLS where they have had the opportunity to learn about the love of God and the redeeming work of Jesus, our Savior.

Our mission is important and shows our commitment to "formation with purpose," combining faith in Christ with strong academics.

Mission: Redeemer Lutheran school is committed to the formation of each child in knowledge, character, and Christian faith by providing strong academics rooted in biblical truth.

We believe the role of a Christian school is assisting families in providing a Christ-centered education in obedience to God's command. To that end, our primary purpose is instructing our students in the Gospel message of salvation through faith in Jesus as taught in the Scriptures. Additionally, we provide a comprehensive program of quality education so our students can develop their God-given talents and skills for lives of responsible Christian service. Our students are taught to honor God with their body by accepting the responsibility for their health, safety, and recreation. In our Christian environment, students will have the opportunity to mature in their social interactions, feel a sense of stability and security, and be accepted by others with respect and gain a sense of personal worth and achievement.

Families can assist us in this process by following Paul's advice to the Ephesians in chapter 6, verse 4: "*Train your children in the nurture and admonition of the Lord."*

- Attend church and Sunday school regularly;
- Conduct family devotions and pray frequently with your children;
- Encourage them to carry out their responsibilities at home, school, or community, and church as a service to God.

The staff of RLS is excited to begin this school year diving deeply into how we can be rooted in Christ and give thanks to God for our many blessings. Our theme verse for this year is Colossians 2:6-7.

"Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving."

We are always available to answer any questions or concerns you may have. Communication is the key to your child's success.

God's blessings to all,
RLS Staff
Laura G. Collins, Principal

The Redeemer Lutheran School Student-Parent Handbook was developed to answer many of the commonly asked questions students and parents/guardians may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents/guardians and students are responsible for knowing the content. Please take the time to become familiar with the following information.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. The Handbook is not a contract, nor is it intended to be so construed. The School reserves the right to modify and/or amend the content of the Handbook at any time during the year. If you have any questions about the Handbook or any of its policies, please contact the principal.

1. CODE OF CONDUCT:

> *"For the moment all **discipline** seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it." (Hebrew 12:11)*

Redeemer Lutheran School strives to teach and foster self-discipline for the well-being of both the student and our school community. We work diligently in creating a Christian atmosphere throughout the building, enhancing the learning process. This takes cooperation and collaboration by the parents, students, and staff in order to achieve success in this important area of growth and development. We believe every child has the right to learn and feel safe in the classroom. Redeemer Lutheran School will follow a "Behavior Management Process" in handling problem behaviors in the classroom which interrupt the learning process. Teachers will document inappropriate behaviors, give consequences as appropriate, and contact the parent/guardian through FACTS. If the behaviors are severe or ongoing, the student will be removed from the classroom and the administrator will document, give consequences as appropriate, and contact parents via phone and/or FACTS.

In guiding children to develop habits of Christian attitudes and virtues, it is helpful to emphasize the positive rather than the negative. Students need to understand when they choose inappropriate behavior, there are consequences for their actions, which will in turn yield "good fruit."

Students will daily pledge the ROYALS pledge:

Today I will:
Respect myself, others, and property.
Own my words and actions.
Yield good fruit.
Act kindly.
Live with purpose.
Share God's love.

This pledge is a daily reminder and commitment that follows Biblical principles and encourages students to make positive choices. Students who are unable to follow these basic standards will receive consequences for their actions either through classroom teacher management or administrative decisions. In some instances, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

In the interest of receiving a quality, faith-based education, students, parents, and school officials must work together. Normally, differences between these individuals can be resolved through good communication.

> *"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. (Matthew 18:15-16)*

Therefore, if you have an issue, ***please go directly to the teacher and communicate your concerns first. If you are still having an issue, please contact Mrs. Collins.***

As part of the enrollment process, new families are told students must behave in a manner, *both on and off campus*, that is consistent with the Christian principles of the school as determined by the Board of Education. These principles include, but are not limited to, any policies, principles, or procedures set forth in the parent/student handbook of the school.

It is a condition of enrollment that parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school as determined by the school. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive through social media or through direct verbal and written communication.
- The school reserves the right to determine which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in a disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian privilege to come on school grounds and/or to participate in school activities.)
- The school reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

2. ATTENDANCE/TARDY POLICY

Those who disregard discipline despise themselves, but the one who heeds correction gains understanding." (Proverbs 15:32)

Attendance Policy

Consistent attendance is a way we discipline ourselves and is essential for children to be successful in their educational endeavors. **Students are expected to attend school and be on time in order to derive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility.** Parents or guardians are responsible for student attendance. The school will enforce State laws regarding attendance for grades K-8th. Indiana Code states:

- *Indiana Law IC 20-33-2-6 states that students between the ages of seven (7) and eighteen (18) are required by law to attend school.*
- *Indiana Code 20-33-2-27 Compulsory Attendance states it is unlawful that a parent/guardian fail to ensure that their child attends school as required under this chapter.*
- *Indiana Law IC 20-33-2-25 requires the superintendent or attendance officer to report a student who is habitually absent from school to an intake officer of the juvenile court or the Indiana Department of Child Services (DCS).*
- *Indiana Senate Act SEA 282-2025 includes the responsibility for superintendents/attendance officers to report a child's habitual truancy to the prosecuting attorney. Prosecuting attorneys must notify parents if an affidavit of habitual truancy is filed with their office.*

The State of Indiana defines chronic absenteeism as being absent from school for ten percent (10%) or more of a school year for any reason. Additionally, the State defines habitual truancy as being absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school. ***All absences from school will be considered unexcused until proper notification has been received by the school attendance officer excusing your child.*** Personal illness of the child, a death in the family, a court-ordered subpoena, participation at a 4H or Indiana State Fair event, or being a statehouse page constitutes an excused absence. When a student is absent from school for a reason other than the five reasons listed above, the absence is considered *unexcused*. Parents are to call the school office BEFORE 8:45 AM any day their child will be absent from school. If the parent does not notify the school office, the child will be marked for an unexcused absence. If a child is absent for more than three (3) consecutive days, ***a doctor's note is required to excuse the absence.***

1. ***A child who is absent must have been called in or bring a written excuse upon returning to school.***
2. Students planning to be gone for vacation and/or extended periods of time (two or more days) must notify the office in writing at least **one week in advance**, requiring consent from the classroom teacher and the principal. Teachers will not

give work ahead of time. Upon return, make-up work is due the number of days absent. These absences are considered ***unexcused.***

3. ***A child whose absence is considered excused will have the same*** **number of days to make up work as days absent.** (If he misses two days, he has two days after the return to complete the work.) Teachers will assign make-up work after the child returns.
4. Students with unexcused absences will be required to take all tests and turn in all prior assignments the day of their return. Credit will only be given for assignments and tests turned in on that day.
5. At a total of eight (8) unexcused absences, the school will notify the parents/guardian via certified letter and require a meeting with the parents/guardians to discuss plans to correct the situation.
6. At a total of ten (10) unexcused absences, the school will notify the parents via certified letter of habitual absenteeism and contact Child Protective Services and the Howard County Prosecutor per the new Indiana Law *IC 20-33-2-25.*
7. At a total of fifteen (15) excused or unexcused absences, the school will notify the parents via certified letter concerning chronic absenteeism. The school will require a meeting with the parents/guardians to discuss plans to correct the situation.
8. Once a child acquires a total of twenty (20) excused or unexcused absences or 10% of the school year, the Department of Child Protective Services will be notified. Twenty or more total absences constitutes chronic absenteeism which may result in the student not being promoted to the next grade or discontinued enrollment.
9. If a child has a serious medical issue and will be hospitalized or homebound for more than 20 days, contact the principal as soon as possible to discuss a plan.
10. CHOICE Scholarship (voucher) students who are not in attendance for twenty (20) consecutive days must be reported to the State and may lose their scholarship eligibility.

Tardy Policy

If a student accumulates excessive tardies, parents will be required to meet with the principal. Every third unexcused tardy (without a doctor's note or medical permission) will result in an unexcused absence (e.g. 3rd tardy = 1 unexcused absence, 6th tardy = 2 unexcused absences, etc). The absence policy will be followed for excessive tardies. If a student has 10 unexcused tardies per quarter, the school attendance officer will notify the Department of Child Protective Services.

3. APPEARANCE STANDARD (DRESS CODE)

Tops (Boys or Girls):

- Short or long sleeve polo -light blue, royal blue, or navy blue with a collar unstamped or stamped with the official school logo. Logos can be added at Expressions in Kokomo - NO HAND-MADE logos are accepted. Tops

should be tucked in and under crew navy sweatshirts, navy fleece, or navy or khaki jumpers.

Bottoms (Boys and Girls):

- Uniform khaki or navy ***uniform*** pants - no leggings, jeggings, joggers (no elastic bottom cuffs), or cargo style. Must be uniform pants. Students in PS-K may wear pants/shorts with a draw string.
- Uniform khaki or navy ***uniform*** shorts - no cargo, biker, or athletic shorts. Must be uniform shorts. Shorts must reach the fingertips or be no more than 3 inches above the knee. Shorts may be worn from August to October 31 and again from April 1 to the end of school.

Dresses, Jumpers, and Skirts/Skorts (Girls only):

- Short or long sleeve polo dress-light blue, royal blue, or navy blue with a collar, unstamped or stamped with the official school logo. Logos can be added at Expressions in Kokomo - NO HAND-MADE logos are accepted. All should be fingertip length or no more than 3 inches above the knee*
- Uniform khaki or navy uniform jumper - unstamped or stamped with the official school logo. Logos can be added at Expressions in Kokomo - NO HAND-MADE logos are accepted. All should be fingertip length or no more than 3 inches above the knee*
- Uniform khaki or navy blue skirt/skort and should be fingertip length or no more than 3 inches above the knee*

* All dresses, jumpers and skirts should be worn with either solid navy tumble/cheer shorts OR navy leggings/tights.

Accessories

- Brown or navy belt for pants and shorts. (PreS, PreK, and K, belt optional)
- White, khaki, or navy socks
- Tennis shoes - lace up or velcro - no lights or rollers
- Small earrings -posts only (***girls only***)
- Solid navy cardigan sweater (button down or pullover), solid navy crewneck sweatshirt, or solid navy zip-up fleece - stamped or unstamped with the official school logo. Logos can be added at Expressions in Kokomo - NO HAND-MADE logos are accepted. A polo top MUST be worn under these.
- No hoods/hoodies, no other logos

Every Friday: In addition to the above, students may wear a Redeemer T-shirt or a Redeemer polo of any color and jeans. Shirts still must be tucked in.

All clothing should be free of rips, holes, frays, and tears. NO FORM-FITTING clothing.

Physical Education: Athletic shoes with socks are to be worn for all P.E. classes for all grades. Grades 5-8 may bring a complete change of clothing that is appropriate for

exercise that includes a solid, plain t-shirt and either mid-thigh shorts, basketball-type shorts, or sweatpants - NO LEGGINGS OR BIKER SHORTS.

Hair Styles: Hair must be well-groomed, neat, and away from the eyes. No extreme styles or un-natural colors that would be considered a distraction in the classroom are allowed.

Make-up: Girls in grades 5th-8th may wear mascara and clear/pale lip gloss only

Jewelry: Pierced earrings may be worn by girls only if they are posts. Any other visible body piercings are not allowed. Visible tattoos, real or temporary, are not allowed.

Uniform Passes: Students may receive a "uniform pass" as a reward. Students may not wear hoodies, tight/form fitting clothing, leggings as pants, or any items with vulgar language, drug or alcohol symbols, or violence and must be free of rips, tears, or holes. **STUDENTS MAY NOT USE A UNIFORM PASS ON A CHAPEL DAY.**

** Due to rapid changes in fashion and fads, RLS further reserves the right to disallow any other clothing that is deemed inappropriate for school wear. Parents are asked to conscientiously consider the appearance code, keeping in mind that everything that is fashionable is not necessarily appropriate. We want to create an atmosphere that is conducive to work, study, and Christian development for our students.

Students who do not wear the correct uniform may be asked to change or call home for other clothing. If students are unable to change or get other clothing, they will sit in the office and complete the day's assignments. Students will receive one warning for incorrect uniforms. Continued uniform policy violations will result in detentions, parent meetings, suspensions, or withdrawal.

4. CELL PHONE POLICY:

According to the state law (Senate Act 185), students may not have access to electronic devices during the day unless given permission by the teacher. All classrooms (K-8) will have a locked box for cell phones, smart watches, etc. on the teacher's desk. Students must put any electronic device in the box for the day. Students may not store these in lockers, desks, or cubbies. They may not be used in the hallways, playground, or in extended care. Students may use these electronic devices once they leave the property for the day. If any staff member finds a cell phone, smart watch, etc., it will be taken to the office for parents to pick up the following day.

- First offense: Detention and a meeting with the parents.
- Second offense: Suspension from school - 1 day out of school suspension (OSS)
- Third offense: Meeting with parents/may be asked to leave the school.

*** Students who need a device for medical reasons are given an exception to this rule with proper medical documentation.

5. ACADEMIC POLICIES:

Curriculum: The RLS curriculum includes all classes, activities, programs, and experiences offered to the students in cooperation with the home and our church. RLS meets the requirements prescribed by the state of Indiana and by the National Lutheran Schools Association (NLSA). Our classes are: religion, language arts (reading, English grammar, spelling, phonics, penmanship), science, computer education, mathematics, social studies, fine arts, physical education, and health.

Homework: Homework contributes towards building responsibility, self-discipline, and life-long learning habits. It is the intention of RLS staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information already learned, complete unfinished class assignments, and develop independence. Each teacher has his/her own requirements for homework. They will provide you with that information. Please expect that your child will have weekly memory verses (K-8) to be memorized. Reading 15-20 minutes each night with your child is highly encouraged and shown as an effective way to increase reading scores.

E Learning: Packets are sent home when necessary. All assignments are due on the day the students return to school. Failure to do so will result in "0" for grades and the day will be counted as an *unexcused absence*.

Grading Scale (Grades 1-8):

A+	100%	A	92-99%	A-	91%	B+	90%		
B	82-89	B-	81%	C+	80%	C	72-79%		
C-	71%	D+	70%	D	62-69%	D-	61%	F	0-60%

Some classes such as art or handwriting may have grades of 3 (Satisfactory), 2 (Needs Improvement), or 1 (Unsatisfactory). Students in grades 5-8 will receive weighted letter grades.These grades will be used to determine Honor Roll and Principal's List awards. All classes are part of the grade point average (GPA).

Assessments: Both standardized and informal assessments are administered during the school year for grades PreS-8. The results are used to determine and diagnose student strengths and weaknesses and modify teaching appropriately. Results will be sent home when available. RLS utilizes ISPROUT for Preschool and PreKindergarten, IKRA for Kindergarten, IREAD for grades 2 and 3, as well as the ILEARN Checkpoints and Summative Test for grades 3-8. Indiana Code *(IC) 20-35.5* and *HEA 1108* require all students in grades K-2 must take a universal dyslexia screener and number sense screener. These will be given 2-3 times during the school year, with reports shared as they are available.

Communication: Online gradebooks are kept on FACTS where they can be frequently checked. Progress reports are sent home at mid-quarter in grades 1-8 and are on FACTS. Formal paper report cards are issued quarterly in all grades. They are also on FACTS. **Parent-teacher conferences are required at the end of the first quarter (October 14th).** Spring conferences may be scheduled if needed. Frequent and informal contacts between parents and teachers are encouraged.

Retention policy: Students who fail to pass the IREAD test by the end of third grade must be retained, according to Indiana state law. Students who move into the state of Indiana after third grade must take the iRead test. Those who do not pass iRead will be retained in the current grade. All other retention decisions will be determined by the teacher, administrator, and parent.

6. Awards:

The following awards are given to 5th-8th grade students at the end of the year:

- Principal's List: GPA 3.67
- Honor roll: GPA 3.33-3.66

The following awards are given to students at the end of the year:

- President's Academic Excellence Award - Gold: Given to students in grades 1st-8th for outstanding academic achievement
- President's Academic Excellence Award - Silver: Given to students in grades 1st-8th for significant academic improvement
- Academic competitions, Fine Arts, Athletics, and Extracurricular activities: certificates/pin/letter
- Faithful church attendance (attends 90% for the year): Certificate
- Perfect church attendance: Certificate
- Faithful school attendance (misses no more than 4 excused or unexcused absences or tardies or early pick-ups in a year) Certificate
- Perfect school attendance (no absences, no tardies, no early pick-up): Certificate
- ROYALS Award: Given to one student in grades K-8th who exemplifies our ROYALS Pledge

Other miscellaneous information/policies in alphabetical order

ADMISSIONS/ENROLLMENT

All admissions and re-enrollments are done on-line through FACTS. If you have any questions or concerns, please contact the office or send an email to: mwerich@redeemerkkomo.org.in. Students' birthdays must comply with current Indiana laws. All students must be fully potty-trained. Students will be accepted in this order: members in good standing of Lutheran Church of Our Redeemer, presently enrolled families, and new enrollees as space is available.

BACKGROUND CHECKS: If a parent/guardian plans to do any volunteer activity in the building, he/she must have a current background check. It can be done on the school website under "Safe Hiring" and is valid for five years. The cost is $18.

BILLING: Tuition is billed yearly, bi-annually or monthly and due on the date you chose in FACTS during enrollment. Extended care, hot lunches, and extras at lunch are billed every Friday. Payments are due the 15th and the last day of the month. If your bill is not paid by the due date, you will no longer be eligible for extended care and extras until the bill is paid in full. Repeated issues concerning past due bills may result in no longer being eligible for these in the future. If your tuition is more than 10 days in arrears, you may be asked to leave. IF YOU OWE MONEY TO THE SCHOOL FOR TUITION, EXTENDED CARE, or LUNCH on your account, your transcripts will not be released until the bill is paid in full. ***Please be aware, we will send your bill to collections if it is more than 60 days in arrears and it will include the total bill, any interest accrued, court costs, and attorney fees. If you are having trouble paying your bill, PLEASE talk to us so that we can work something out rather than send you to collections.***

CLASSROOM TREATS/BIRTHDAYS: Students' birthdays are acknowledged during daily announcements. If you want to send a treat to school, you are welcome to do so. Please remember that treats should be *pre-packaged and store-bought* to ensure safety protocols. Healthy, low sugar snacks are appreciated. Class parties are the exception to this rule. Please contact the teacher to set up classroom treats.

CLOSINGS/DELAYS: Closings and delays will be communicated through FACTS, Class Dojo, and our Facebook page. It is essential you set up notifications for all these in order to receive text alerts for changes in the school day. You may use your phone to set up notifications for this service. We will also publish the information on local news and radio stations, but this information will be delayed due to their limitations. If there is a two-hour delay, Extended Care will also be delayed and no breakfast will be served. If school is closed early due to weather related causes, Extended Care will be closed and all after school activities will be canceled. Be sure to have a plan in place if school or Extended Care is closed or delayed.

EMERGENCY PROCEDURES: Fire, tornado, and intruder drills are practiced regularly throughout the school year. Students are to be quiet and orderly during drills and follow the teacher's instructions in order to prevent panic and promote safety in case of a real emergency. Teachers carry a red backpack with emergency preparedness guidelines, walkie talkies, and first aid supplies.

EXTENDED CARE: The program is designed to provide a safe, caring and Christian environment for RLS students. We provide care, supervision, and recreation before and after school hours. Extended Care is open in the morning from 6:30 A.M. to 8:00 A.M., and after school from 3:15 P.M. to 5:30 P.M. Parents/drivers are responsible for bringing

them into the school and signing them out at the end of the day. Extended care is billed every Friday and due the 15th and the last day of the month. If your bill is more than 10 days in arrears (the due date), you will no longer be eligible for extended care until the bill is paid in full. Repeated issues concerning past due bills may result in no longer being eligible for extended care in the future.

EXTRA-CURRICULAR PROGRAMS: Sports programs are available to grades 5-8 (occasionally 4th). Information about these programs is found in the Athletic Handbook. In addition, we offer programs in the fine arts: band, vocal ensembles and handbell/chimes. Other activities may be implemented during the year depending on interest and staff availability. Eligibility requirements are found in the Athletic Handbook. These apply to all extra-curricular activities.

FIELD TRIPS: Classes plan trips throughout the year. Permission slips are sent home prior to the event to inform and obtain parental consent. Only those children who return the form properly filled out and signed will be granted permission to participate. If the student does not return the form, they will receive an unexcused absence for the day. Students are not allowed to meet their class at the location; everyone attending must leave from the school and return to the school after the event. Parents/guardians will be asked to drive or help as chaperones for these events. You may be asked to drive other students. All drivers must have a valid license, proper insurance, and a well-equipped, functioning vehicle. Drivers must have a current background check. Parents will be given all the necessary information and paperwork when they arrive at school for the trip. Students are not allowed to sit in the front seat and must wear a seat belt or be in a car seat according to Indiana law. Siblings are not allowed to accompany the student on field trips. Drivers/chaperones cannot smoke, vape, use drugs or alcohol, use inappropriate language (curse/swear), or listen to inappropriate music (for mature audiences) while driving to or from the school or while chaperoning students at an event or field trip. No additional stops can be made beyond the itinerary. Drivers/chaperones who do not abide by these expectations, will not be allowed to drive/chaperone on future field trips.

FINANCIAL INFORMATION: Tuition rates are available after March 1st. School choice vouchers are available for kindergarten through 8th grade. Other scholarships are available for pre-school and pre-kindergarten. Contact the office for more information.

GUM: Absolutely no gum anywhere on the premises of Redeemer Lutheran School and Church. First offense will result in a detention after school; second offence will require a meeting with parents, student, and the principal. A third offense will result in an in-school suspension. Further offenses are at the discretion of the principal.

HEALTH POLICIES:

The state of Indiana requires that current health records are kept on every student in our school. Please help us to do that by providing the needed documentation to the main office. State law requires parents show proof of immunizations or have a current religious or medical objection form on file in our office. We will contact you if there is an issue or document we need for health concerns.

All pre-school, pre-kindergarten, and kindergarten students, as well as any new students to our building, must have a physical exam on file before the beginning of the school year. No student athletes can compete without a yearly physical exam. Vision testing will be done annually in grades K, 1, 3, and 5. Hearing screening will be done annually in grades K, 1, 4, and 7, Results will be sent home.

The school secretary will treat all injuries and dispense all medications in the main office. If a child is injured, treatment will be given by her or any trained staff member. Parents will be notified immediately if the injury is severe. If the injury is life-threatening, 911 will be called first, then the parents. All incidents will be recorded on FACTS by the office before the end of the school day, if possible.

MEDICATIONS:

All medications must be kept in the main office in a locked location. They must be labeled with name and dosage. Please bring all medications in the ***original*** container labeled with name, date, and dosage. If there are any questions concerning the medication a letter from the physician may be required. And over the counter medications (OTC) must be clearly labeled in the ***original*** container (ie. Tylenol, Benadryl) with the name of the drug and the dosage. Parents must fill out an OTC pre-approval form for the main office to administer any OTC medications. If a student has a fever, is vomiting, has diarrhea, or has any other communicable disease, keep them home one full day after symptoms have disappeared. If your child gets sick at school, ***they cannot return the following day***.

LUNCH and Breakfast:

A hot lunch is served every day, as well as a peanut butter alternative or a chef's salad. Free and reduced meal assistance is available to all families who financially qualify. Applications are available in the school office. If your child is going to be late for school, please call the office before 8:45 A.M. to order a hot lunch, or they will be served an alternate lunch. Parents may join their child for lunch. If you want to order an adult hot lunch you must do so before 8:45 A.M. You may pay for it in the office or it will be billed on FACTS ($5). *If you bring a lunch for your child from a restaurant, the student may not eat that lunch in the lunchroom.* You can also pre-deposit money into your child's lunch fund.

The following may NOT be sent in a lunch from home:

- Soda or other carbonated drinks
- Energy drinks or highly caffeinated beverages

- Full size bags or packages of chips/snacks/cookies
- Candy (unless 1-2 pieces, like found in a Lunchable)
- Snacks or candy to trade or share
- Water powders/packets that contain large amounts of caffeine or sugar
- Food or beverages that must be refrigerated/microwaved

The following are suggested alternatives:

- Sandwiches
- Fresh fruits and veggies
- Cheese sticks
- Crackers
- Yogurt
- Individual sized chips/snacks/cookies

Extra main entrees are $1.50 and are not covered under the free and reduced meal plan. If you do not want your child to order extras, please let the classroom teacher know. Lunch and breakfast are billed every Friday. Payments are due the 15th or the last day of the month. Students with lunch and/or breakfast bills that are more than 10 days in arrears (due date) will be offered a peanut butter sandwich. Repeated issues concerning past due bills may result in no longer being eligible for extras in the future.

PESTICIDES/ASBESTOS:

Pesticides are applied on Fridays after school. The management plan is available in the school office.

RESOURCE TEACHERS:

Students who qualify for an IEP (Individualized Education Plan) will transition to an ISP (Individual Service Plans) and receive weekly service provided by a licensed special education teacher from Kokomo Schools. Students who need additional support may receive a medical service plan (504) upon request or by teacher recommendation.

SCHEDULE:

All classes:	8:15 A.M. -3:15 P.M.	Monday, Tuesday, Thursday, Friday
	8:15 A.M. - 2:15 P.M.	Wednesday*
	***EXCEPT FOR THE FIRST DAY OF SCHOOL, WHICH WILL END AT 3:15 PM.**	
Extended Care:	6:30 A.M. - 8:00 A.M. and 3:15 P.M. - 6:00 P.M. Monday-Friday.	

VISITORS/PARENTS:

Everyone must check in and out of the office and wear a visitor's tag while in the building.

VOLUNTEER PROGRAMS:

RLS welcomes all parents to volunteer either during the school day or in an after-school program. All volunteers must have a background check with school on file.

- PTO: Parent-Teacher Organization. There are several activities scheduled for this year. We could use your help at any or all of these. Check the PTO Facebook page or contact Mrs. Cowell, PTO President for more information.
- TILE MATH: This is an opportunity to work in the classroom once a week to help children understand the foundational concepts of mathematics. Check in the office for more information.
- ROOM PARENTS: You will be asked to assist with parties, special events, or other tasks where a teacher might need support. Check out the PTO Facebook page or contact Mrs. Cowell, PTO President for more information.
- ATHLETIC EVENTS: We would love to have your help selling/collecting tickets, selling concessions, working scoring tables, or helping with breakdown/set-up.

Lutheran Church of Our Redeemer
REDEEMER LUTHERAN SCHOOL
"Formation with a Purpose"

Mrs. Laura G. Collins, Principal
705 Southway Boulevard East
Kokomo, Indiana 46902
School Phone: (765) 864-6466
School Fax: (765) 864-6468
Website: redeemerlutheranschoolkokomo.org

Parent/Student Handbook Acknowledgement Form

This annual Parent-Student Handbook is intended as a resource for our families. The Redeemer Lutheran School Board of Christian Education encourages and supports the collaborative efforts of parents and school personnel to provide a safe, orderly, and positive learning environment for students and other members of the school community. Each student is responsible for his/her own acceptable behavior as well as the protection of other students' rights to due process and to fair and just treatment. Please read and use this handbook to answer any questions and reach out to the school if you have any additional questions or need further clarification.

I, _____, the parent/guardian of:
(Printed name of parent/guardian)

_____ (Printed Name of Student #1)

_____ (Printed Name of Student #2)

_____ (Printed Name of Student #3)

_____ (Printed Name of Student #4)

_____ (Printed Name of Student #5)

_____ (Printed Name of Student #6)

have read and understand the Redeemer Lutheran School Parent/Student Handbook.

_____ (Parent/Guardian Signature) _____ (Date)

_____ (Parent/Guardian Signature) _____ (Date)

PLEASE SIGN AND RETURN THIS FORM BY FRIDAY, AUGUST 28, 2026