



**RSA ELEMENTARY
PARENT HANDBOOK
2023/2024**

WELCOME TO:

RISEN SAVIOR ACADEMY

Dear Parents,

It is with great pleasure that we welcome you and your children to Risen Savior Academy! As a Christian academy dedicated to excellence, Risen Savior Academy exists to serve students with academic excellence and supportive teachers in a Christian environment to share Christ's love with students and their families.

We trust this handbook will help you to better understand our program of Christian education at Risen Savior Academy. This handbook will equip you and your family with a complete knowledge of our programs, services and policies.

We welcome the opportunity to answer any questions you might have after reading. Please contact our school office to schedule a time to sit down with the administration.

In Christ's Service,

Jodi Batsch

School Administrator - Risen Savior Academy Elementary

TABLE OF CONTENTS

WELCOME TO:.....	2
RISEN SAVIOR ACADEMY.....	2
MISSION STATEMENT.....	5
VISION STATEMENT.....	5
OBJECTIVE STATEMENT.....	5
A TRADITION OF EXCELLENCE.....	5
STATEMENT OF NON-DISCRIMINATION.....	5
ADMISSIONS AND ATTENDANCE.....	6
ADMISSIONS POLICY.....	6
RE-ENROLLMENT POLICY.....	6
TUITION PAYMENT POLICY.....	6
STUDENT RECORDS.....	7
TRANSFER OR WITHDRAWAL.....	7
ARRIVAL AND DISMISSAL.....	7
AFTER SCHOOL CARE.....	7
AFTER SCHOOL.....	7
ATTENDANCE POLICY.....	8
HALF-DAY ABSENCE.....	8
FULL-DAY ABSENCE.....	8
REPORTING ABSENCES.....	8
TARDINESS AND ARRIVING LATE.....	8
LEAVING EARLY.....	8
MAKE-UP WORK.....	8
ACADEMIC POLICIES.....	9
CURRICULUM.....	9
RELIGION - CHRIST LIGHT.....	9
ENGLISH LANGUAGE ARTS - COLLABORATIVE LITERACY.....	9
MATHEMATICS - REVEAL MATH.....	9
SCIENCE/SOCIAL STUDIES - TGi.....	9
TECHNOLOGY.....	9
FINE ARTS.....	9
SCHOOL INFORMATION SYSTEM.....	9
REPORT CARDS.....	9
GRADING.....	10
ASSESSMENTS.....	10
HOMEWORK.....	10
FIELD TRIP EXPERIENCES.....	10
CLASSROOM SINGING PERFORMANCES.....	10
STUDENT CARE AND SAFETY.....	12
FACULTY.....	12
LEARNING ENVIRONMENT.....	12
FIRST AID AND CPR CERTIFICATION.....	12
IMMUNIZATIONS AND HEALTH FORMS.....	12
EMERGENCIES.....	12
MINOR ACCIDENTS.....	13

SERIOUS INJURY.....	13
MEDICATIONS.....	13
STUDENT ILLNESSES AND CONTAGIOUS CONDITIONS.....	13
LICE.....	13
CRISIS MANAGEMENT PLAN.....	14
SEVERE WEATHER.....	14
EMERGENCY EVACUATION DRILLS AND REPORTING.....	14
UNIFORM/DRESS CODE.....	14
SPIRIT DRESS.....	15
LUNCH.....	15
SNACK BREAK.....	15
PARTIES.....	15
LOST AND FOUND.....	15
STUDENT EXPECTATIONS.....	16
DISCIPLINE POLICY.....	16
DISCIPLINARY PROCEDURES.....	16
DISCIPLINARY PROBATION.....	17
SUSPENSION AND EXPULSION POLICY.....	17
BULLYING.....	18
ANTI-HARASSMENT POLICY.....	18
TECHNOLOGY POLICY.....	19
INTRODUCTION.....	19
RESPONSIBLE TECHNOLOGY USE.....	19
RESTRICTED ACTIVITIES.....	19
PRIVACY.....	19
VIOLATIONS.....	19
CELL PHONES.....	20
PARENTS AND VISITORS.....	21
PARENT CONDUCT CODE.....	21
ADDRESSING CONCERNS.....	21
APPROPRIATE COMMUNICATION ADDRESSING CONCERNS.....	21
ADDRESSING CONCERNS TO THE SCHOOL BOARD.....	21
PARENT-TEACHER ASSOCIATION.....	22
HOME-SCHOOL COMMUNICATION.....	22
BACK TO SCHOOL NIGHT.....	22
SCHOOL INFORMATION SYSTEM.....	22
PARENT-TEACHER CONFERENCES.....	22
TEACHER AVAILABILITY.....	22
SCHOOL VISITATION.....	22
VOLUNTEERING.....	22
RISEN SAVIOR ACADEMY SCHOOL NEWS AND WEEKLY TEACHER UPDATES.....	22
SCHOOL PROMOTION AND PHOTO POLICY.....	23
ADVERTISING AND SPONSORSHIP OPPORTUNITIES.....	23
SOLICITATION POLICY.....	23
FACILITIES.....	25
BUILDINGS AND GROUNDS.....	25
TELEPHONE.....	25
GUM.....	25

MISSION STATEMENT

Quality-Safe-Loving

Risen Savior Academy exists to share the love of Jesus by providing children with a *Quality* education in a *Safe, Loving* environment.

VISION STATEMENT

The vision of RSA is to *grow* in God's unchanging word and *share* it with a changing world. Together, the administration, faculty, and staff constantly strive to **have the hearts of servants, thrive through cooperation, and have a growth mindset** to best meet the academic, emotional, physical, and spiritual needs of students.

OBJECTIVE STATEMENT

It is our goal to give students a foundation for future success by providing a high quality Christian education that supports academic and spiritual growth. Students will be prepared academically, emotionally, physically, and spiritually to serve their families, neighbors, and communities.

A TRADITION OF EXCELLENCE

Risen Savior Academy is part of the Wisconsin Evangelical Lutheran Synod (WELS), one of the largest private school systems in the United States. The WELS has a rich tradition of academic excellence in its preschool through Grade 12 school system. The WELS has operated highly regarded schools across the United States, the Caribbean, and elsewhere in the world for over 165 years. Currently, WELS churches and associations operate 403 early childhood centers, 313 elementary schools, and 25 high schools across the nation. The Wisconsin Synod has provided excellent instructors to these schools by training its own teachers since 1884.

It is gratifying to report that, on average, students attending WELS schools annually outperform their peers by a considerable margin on national achievement tests. We humbly thank God for His blessings upon our schools.

STATEMENT OF NON-DISCRIMINATION

Risen Savior Academy prohibits harassment and/or discrimination against a student on the basis of gender, race, color, disability, linguistic preference, ethnic or natural origin, and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to students at the school. We further abide by the laws of the Americans with Disabilities Act (ADA).

ADMISSIONS AND ATTENDANCE

ADMISSIONS POLICY

Risen Savior Academy practices a non-discrimination enrollment policy and admits students of any race, color, religious, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of our school. It does not discriminate on the basis of gender, race, color, disability, linguistic preference, ethnic or natural origin in its administration of educational policies, admissions policies, athletic, or other school-administered programs.

In order for a student to be admitted to the Academy, the following must take place:

- Schedule a meeting with the Admissions Department to learn more about Risen Savior Academy's educational programs and student expectations.
- Fill out the online Student Enrollment Form and pay the Registration Fee. Submit student's health and immunization records, as well as read and acknowledge the Risen Savior Academy handbook, new student agreements, and required policies. Florida state law prohibits children from beginning school without updated records.

Notes:

Students will be placed in the grade level that corresponds with their chronological age using September 1 as the cut-off date.

Children who transfer from another school must present a transfer or a report card upon enrollment.

RE-ENROLLMENT POLICY

Re-enrollment takes place during the third quarter of each school year for the following school year. Families must submit re-enrollment paperwork with re-enrollment fees by the re-enrollment due date to secure placement for the following school year.

Because the Academy maintains high standards and expectations, re-enrollment in succeeding years is based on student achievement, Christian attitude, and parental support. Risen Savior Academy reserves the right to refuse re-enrollment to students due to poor achievement, attitude or Christian conduct, lack of parental support, or the inability to pay tuition.

Re-enrollment fees are non-refundable.

TUITION PAYMENT POLICY

Risen Savior Academy is a non-profit organization, 501(c)3. Our tuition fees are needed to offer the level of educational excellence that is part of our philosophy of education (low student-teacher ratios, state-of-the-art facilities, quality programs).

Specific information pertaining to registration, tuition, re-enrollment, and fees is established yearly and is included in the admissions and re-enrollment information, as outlined in a family's tuition agreement.

Guidelines are as follows:

- An enrollment fee is paid at the time of student application. These fees are non-refundable.
- Re-enrollment fees for current students are non-refundable.
- Before the start of the school year or student enrollment, families are required to sign a tuition contract which demonstrates a family's consent to pay.

- Three tuition payment plans are available: annual, bi-annual, or monthly. Gradelink accepts a wide variety of payment options including credit, debit, and ACH.
- The cost of extended care, uniforms, and transportation are not covered by the registration or tuition fees. Some extracurricular programs are not covered by registration or tuition fees.
- Payments are due the 5th of every month. All payments received after the due date will incur a late fee.
- Payments made by the 5th of the month are payments for the current month's tuition (i.e., payments made by August 5th cover tuition for August 1-31).
- If a student withdraws from Risen Savior Academy, tuition will be refunded starting with the **month after withdrawal**. Tuition is not refunded for the current month, reflecting Risen Savior Academy's "month started, month paid" policy. Tuition will be refunded for all months **not started** by the student (e.g., If student withdraws anytime during the month of August, no tuition will be refunded for the month August. Tuition will be refunded beginning with September, **the month after withdrawal**).

STUDENT RECORDS

Risen Savior Academy adheres to the regulations in the 1974 Family Educational Rights and Privacy Act (FERPA). All scholastic records of a student maintained by the school are confidential. Scholastic reports, which contain only objective student data, will be kept permanently. Upon request to the school administrator, with a 24-hour notice, parents of students have the right to inspect their children's records. Transcript release requires the signature of the student and parent.

TRANSFER OR WITHDRAWAL

When a family transfers to another school, their account balance must be zero in order for Risen Savior Academy to forward final transcripts to their next school.

ARRIVAL AND DISMISSAL

- Risen Savior Academy office hours are from 8:00 a.m. to 5:00 p.m.
- Classes begin promptly each day at 8:30 a.m. and conclude at 3:00 p.m.
- parents or legal guardians are asked to use the designated parent parking for both arrival and dismissal each day.
- Classroom doors open each morning at 8:20 a.m. for students.
- At the end of the school day, under teacher supervision, students will be waiting to be picked up at the designated areas between 3:00 p.m. and 3:10 p.m. for students. Students who are not picked up by 3:15 p.m. will be escorted to after school care.
- Children in the elementary levels are not allowed to walk to or from school without adult supervision.
- Risen Savior Academy maintains a closed campus. Children may not leave the school grounds without parental approval at any time during the school day. School policy and the safety of our children dictate that the teachers know where the children are at all times.

AFTER SCHOOL CARE

AFTER SCHOOL

The Risen Savior Academy After Care program operates fifteen (15) minutes after dismissal time. It is designed to provide children of working parents or legal guardians, or those who have a late afternoon commitment with a safe, caring and enriching environment. The cost of this program is cited on the tuition information sheet, available under the Admissions section on the school website. The schedule provides opportunities for outdoor play, puzzles and board games, and group activities. After Care is available only on days when school is in session.

ATTENDANCE POLICY

Regular school attendance is both a right and responsibility of the parent and student. Risen Savior Academy recognizes that consistent school attendance is essential for academic success and that all absences affect learning. Therefore, a comprehensive student attendance policy has been developed to meet the following objectives:

- To raise student achievement and close gaps in student performance
- To identify attendance patterns in order to design attendance improvement efforts
- To know the whereabouts of every student for safety
- To verify that individual students are complying with education laws relating to compulsory attendance

An elementary student who accumulates 10 full-day absences, either unexcused or for reasons unknown, during a semester, will be evaluated by administration and the classroom teacher to determine if the student is demonstrating a pattern of non-attendance. Chronic illness and family emergencies that extend beyond the total number of absences allowed will be considered on an individual basis by the administration.

In the event of illness or an emergency arising during the school day, a student should report to the teacher immediately before proceeding to the office for assistance and permission to leave the school. It must be recognized that the school is responsible for the student's whereabouts from the time he or she enters school until he or she departs and, unless otherwise notified, the school assumes the student is attending classes as scheduled.

HALF-DAY ABSENCE

Students who arrive at school more than 30 minutes after their start time (or leave early more than 30 minutes before their end time) will be issued a half-day absence.

FULL-DAY ABSENCE

Students leaving school before 12:00 p.m. (noon) or arriving at school after 12:00 p.m. (noon) are charged with a full day's absence.

Students must be in school the entire day to participate in extracurricular activities. Exceptions are made for pre-approved scheduled appointments.

REPORTING ABSENCES

The school office must be notified no later than 9:00 a.m. if your child will be absent from school.

TARDINESS AND ARRIVING LATE

When students arrive late to school in the morning, they should report to the office before going to class.

Students are expected to be on time and have transportation arrangements that will guarantee their punctuality.

- Excessive tardies (more than 10) will require a meeting with the administration, which could result in suspension from school. Continued tardiness after a suspension may lead to a student's dismissal from school.

LEAVING EARLY

Students leaving early must check out through the office. The office calls the student out of class when the parent arrives. Whenever possible, the school requests that every effort be made to schedule appointments during non-school hours or on days when school is not in session. Parents or legal guardians should seriously consider all of the educational, social, and psychological pros and cons of habitually removing their children from school early. (Please see the policies above for half-day and full-day absences.)

MAKE-UP WORK

Requests for homework due to scheduled absences should be made in advance to give the teacher time to prepare materials. We appreciate the support of our parents or legal guardians in helping our students achieve this goal.

ACADEMIC POLICIES

CURRICULUM

The curriculum at Risen Savior Academy ensures that children will grow spiritually, emotionally, and academically. Our program has a primary focus on God's Word and will set students up for academic success in all other domains of learning. Risen Savior Academy's curricular framework is balanced and comprehensive. Its design promotes cognitive growth in all of its objectives, activities, strategies, and resources. The curriculum takes into account learning styles of its students, offering flexibility to accommodate individual student needs.

RELIGION - CHRIST LIGHT

Risen Savior Academy's Bible Time curriculum focuses on teaching the New Testament and Old Testament daily. This includes regular memory work and Bible stories that apply to life experiences.

ENGLISH LANGUAGE ARTS - COLLABORATIVE LITERACY

The ELA curriculum focuses on collaboration to develop students' social skills and the ability to work together as a team. This includes a large phonological awareness component, small groups as well as whole class work. The program allows flexibility to work at the student's pace.

MATHEMATICS - REVEAL MATH

The Math curriculum fosters curiosity, exploration and a growth mindset. The program focuses on a dynamic set of problem-solving strategies. It includes a Science, Technology, Engineering, Arts and Mathematics (STEAM) focus and has flexible lesson plans to include hands-on activities or guided learning.

SCIENCE/SOCIAL STUDIES - TCi

TCi Science and Social Studies curriculum is a student-led, inquiry-based program that connects content to the students' everyday lives. This program is taught with a Christian worldview by appreciating the beauty of God's creation and how he sustains it.

TECHNOLOGY

The development and use of modern technology continues to evolve and shape our lives. Educational software programs are incorporated into the curriculum as a way of enriching the overall academic program.

FINE ARTS

Risen Savior Academy offers Music, Art and Physical Education as fine art programs.

SCHOOL INFORMATION SYSTEM

At the beginning of the year, all families will be provided with login and password information to Gradelink, our School Information System. This allows real-time access to grades and attendance.

REPORT CARDS

Student progress is graded and officially recorded on a quarterly report card. First quarter report cards are distributed at the parent-teacher conference. Subsequent report cards are sent home at the end of each grading period.

GRADING

Below is the rating and grading scale used for children in Risen Savior Academy's kindergarten program.

KINDERGARTEN

The developmental ratings in Kindergarten that are used on the report card are based on the following scale across all areas of the curriculum:

Beginning-----Developing-----Proficient-----Exceeding

ASSESSMENTS

Throughout the school year, assessments are administered to the students. These tests compare our students with national averages using percentiles and grade placement equivalents. They are useful in evaluating strengths and areas requiring further development in the curriculum. This serves to foster change and improvement. Assessments can be helpful in measuring each child's academic progress over the past year. Results are shared with parents or legal guardians.

HOMEWORK

While there is no formal homework for kindergarten, parents or legal guardians are encouraged to help reinforce their child's learning by reading with them and discussing what is learned in the classroom frequently.

Homework is a valuable part of the educational experience - an extension and enrichment of the material taught in the classroom. It is the link between one lesson and the next. Students can expect to have homework starting in 1st Grade. The benefits of at home reinforcement and homework can be summarized as follows.

- Reinforces skills taught previously in the classroom
- Prepares students for new information
- Promotes creative thinking and independent research
- Communicates with parents or legal guardians the ongoing classroom learning
- Instills a sense of responsibility and personal accountability
- Helps to develop productive study habits and self-discipline

FIELD TRIP EXPERIENCES

Field trips and experiences are planned during the school year to enrich the curriculum for the children and expand their educational horizons. Careful thought goes into planning each activity to ensure its educational value and the safety of the children. Examples include trips to theaters, farms, museums, the local library and other special events. Experiential activities may be brought on campus in place of field trips. These educational trips and experiences are planned as a supplement to our curriculum; therefore, all pupils are expected to attend such trips as part of the regular school day. Attendance is taken for field trips and recorded accordingly on report cards.

Parent volunteers may be needed to assist with student supervision; consequently, all volunteers and chaperones must adhere to all school policies and are under the direct authority of the classroom teacher. (Please note that all chaperones must attend a mandatory training session once every five years and be fingerprinted before they will be allowed to chaperone a class field trip.) Permission slips are sent home to the parents or legal guardians prior to each trip.

CLASSROOM SINGING PERFORMANCES

Music is an important part of the curriculum at Risen Savior Academy. On days when students do not attend regular music class, singing takes place in the classroom during devotion, religion class, chapel, and various other times throughout the day. There are several times during the school year when individual classrooms are scheduled to sing a

song for a Risen Savior service, program, or community function. Some of these performances will take place outside regular school hours. Often these songs are religious songs that give the students a chance to share God's Word with friends and family. Students and their teachers spend many weeks and months learning these songs, memorizing the words, and practicing the music to perform. It is important, therefore, that every member of the class be present for every scheduled performance. When all members of the class or group are present, the students are able to perform to the best of their abilities and give praise to God for the talents he has given them.

STUDENT CARE AND SAFETY

FACULTY

The dedication, professionalism, and training of any school's faculty are determining factors in assessing the degree of excellence of that educational institution. In order to facilitate the exceptional academic quality for which Risen Savior Academy was established, Risen Savior Academy's core classroom teachers possess a Bachelor's degree or higher in education and receive specific training in educating and nurturing students through the light of God's Word. Additionally, in order to ensure staff expertise in a broad sphere of disciplines, teachers are encouraged to earn advanced specialist degrees in areas of interest, attend professional development seminars and workshops, or seek enrollment in a post-graduate program at an accredited university. Additional instructional personnel are required to have three or more years of elementary or middle school teaching experience or special skills, knowledge, or expertise that qualifies them to provide instruction in elementary or middle school subjects.

LEARNING ENVIRONMENT

Respect and educational purpose characterize the classroom environment at Risen Savior Academy. The Risen Savior Academy code of conduct promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. This learning atmosphere is relaxed but orderly – a place where instruction can take place and the joy of academic accomplishment can be experienced. In maintaining structured, disciplined classrooms, the teachers provide an educational setting where children can focus more readily, apply themselves better, and realize greater success in their quest to learn.

FIRST AID AND CPR CERTIFICATION

CPR is a skill that can be the difference between life and death. All Risen Savior Academy faculty and staff are CPR and First Aid certified and meet American Red Cross and American Heart Association recommendations. Knowledge obtained through these courses permits Risen Savior Academy faculty and staff to be ready to handle emergencies due to sudden illness or injury to students.

IMMUNIZATIONS AND HEALTH FORMS

Florida law requires that all students have the necessary forms on file by the first day of class. Students cannot begin classes at Risen Savior Academy without a current, completed physical exam form and proper documentation of up-to-date immunizations. Forms are available from your doctor. An emergency card, filled out at registration time, is also required of each student.

EMERGENCIES

Medical emergencies may, on occasion, occur at school. In the event of a life-threatening situation (e.g., unconsciousness), the school may need to contact the appropriate emergency medical service first, before calling the parents or legal guardians. In the case of an accident or illness where immediate emergency care is not deemed necessary, but where a child is unable to remain at school, the school will contact the parents or legal guardians to arrange transportation home. Likewise, if a child shows symptoms of illness during the day, the child will be removed from the classroom, and the parents or legal guardians will be called. parents or legal guardians, please remember that the school must be able to reach you at all times. If neither parent can be reached at home, work, or cell, the emergency contacts listed on the child's emergency card will be called and asked to pick up the child.

MINOR ACCIDENTS

All minor accidents – cuts, scratches, bumps, and insect bites are given First Aid treatment and are recorded with the office. Administration is informed and parents or legal guardians or an emergency contact person (if needed) is notified of the injury.

SERIOUS INJURY

If your child suffers a serious injury, appropriate procedures will be implemented. This includes the school calling 911, followed by a telephone call to the parents or legal guardians. In addition, the school will provide First Aid until help arrives, and the administration will determine who should accompany the injured student to the hospital. An Accident Report form will be completed describing the nature and extent of the injury. All head injuries will be reported to parents or legal guardians.

MEDICATIONS

Medications must be dispensed and kept in the school office or with a faculty member. This includes cough drops.

Daily Medications:

Daily medications administered at school require the completion of the Risen Savior Academy's Permission to Administer Medication form. This form needs to be completed annually. At the end of the school year or when the medication has been discontinued, the parent should pick up the extra medication. Any medication left at the end of the school year will be properly discarded.

Discretionary Medications:

Tylenol (or generic substitutes) may be administered at school with written permission from a parent. This permission is given on the Permission to Administer Medication form and filled out by the parent or guardian at the beginning of each school year.

Short-term Medications:

Short-term medications will be administered to students at school if the parent signs a consent form for the administration of the approved medication. Medication must be provided in the original packaging with the student's name attached.

STUDENT ILLNESSES AND CONTAGIOUS CONDITIONS

Students who have been diagnosed with illnesses such as the flu, a fever, or any other contagious condition must be symptom-free for 24 hours prior to returning to school. In the event a student misses three or more days with a contagious condition, the student must obtain a doctor's note of clearance to return to school. With exceptions as provided by law, any student or staff member who suffers an infectious disease (other than an illness) must be removed from the premises until certified by a physician or a healthcare professional to be non-infectious and able to return to school.

LICE

In the event that lice and/or lice nits (eggs) are suspected or discovered on any student, the student will be immediately removed from the classroom and sent home. While we understand how difficult it is to rid the hair and scalp of all the eggs related to lice, we also must recognize how easily lice can be spread. For this reason, an email will be sent home to parents or legal guardians in the grade level where lice has been suspected or discovered.

Therefore, if your child is sent home with lice and/or nits, they will be allowed to return to school when a written confirmation is given to the school that a treatment plan is in place.

CRISIS MANAGEMENT PLAN

A Risen Savior Academy Crisis Management Plan (CMP) has been formulated in the event of any threat to its students, teachers, staff, and or physical plant. This multi-hazard management plan shall encompass, but not be limited to, evacuations for fires, hurricanes, tornadoes, and other hazardous storms or disasters in which serious bodily injury might occur (hostage siege, terrorist activities, bomb threats, etc.). The plan for lockdowns, sheltering-in-place, and evacuations shall be reviewed annually for each school building. The Crisis Management Plan shall be reviewed annually and updated as needed. The Crisis Management Plan will assist teachers, school administrators, and others in preparing for, responding to, and recovering from emergency incidents on school grounds.

SEVERE WEATHER

Whenever possible, the Crisis Response Coordinator will inform faculty and staff of weather warnings. A severe weather warning is made when the weather service announces a severe weather watch for the area. Fixed and portable weather service radios are located throughout the campus. Designated shelter locations are revised annually and posted throughout the campus. Unless otherwise notified by Risen Savior Academy or the media, Risen Savior Academy will follow the Manatee County Schools' announcement regarding school closures and openings.

EMERGENCY EVACUATION DRILLS AND REPORTING

In compliance with state regulations, evacuation fire drills are performed once a month. Tornado and lockdown drills are practiced at least once per year or at administrative discretion. For the safety of all, detailed drill procedures are shared and periodically reviewed in each classroom.

UNIFORM/DRESS CODE

The following dress code has been developed in accordance with Risen Savior Academy's commitment to character education. We, as a school community, are committed to excellence in all areas of school life. We have worked toward developing standards of dress that are conducive to a positive learning climate and reflect pride in our Academy. Students must wear the school uniform at all times unless directed otherwise.

School uniform purchases are made through Lands' End at www.landsend.com. In the drop down menu select Risen Savior Academy as the school. Only polos and jumpers need to be purchased through Lands' End. All other items listed in the store site are optional, and may be purchased elsewhere.

The administration reserves the right to interpret and make changes. The following guidelines indicate appropriate dress.

Elementary Girls' School Uniform

- Khaki-colored pants (long or capri), shorts, skorts or
- Uniform jumper with Risen Savior Academy logo
 - Tights, leggings or cartwheel shorts must be worn under Jumpers
 - Tights and leggings must be gray or white
 - Generic solid polo-style shirt in gray or dark purple may be worn under Jumpers (no logo required)
- Jumpers, shorts and skorts are to be worn no shorter than 3 inches above the knees.
- A Risen Savior Academy polo with logo (gray or purple)
- Socks may be crew length or less, in any color.
- Closed-toe shoes - dress or tennis shoes only

Elementary Boys' School Uniform

- Khaki-colored pants or shorts
- A Risen Savior Academy polo with logo (gray or purple)
- Socks may be crew length or less, in any color.
- Closed-toe shoes - dress or tennis shoes only

General Guidelines

- School uniform colors are gray and dark purple.
- Sweaters, jackets or outer garments may be worn during the school day but must be in the appropriate school uniform colors.
- A black or brown belt is to be worn with pants and shorts that have belt loops.
 - pants and shorts without belt loops are acceptable and recommended for younger students
- No blue jeans, denim or jeggings.
- Shirts are to be worn tucked in at all times.
- All clothes must be neat, clean, and in good repair.
- Modest jewelry is allowed.
- Parental cooperation is appreciated.

SPIRIT DRESS

Certain times throughout the year the Administration may call for a “spirit day” or “spirit week.” During these days students may be allowed to dress out of the normal dress code following the daily theme.

LUNCH

Students must bring lunch from home. Due to time and sanitary conditions, teachers will not heat student lunches in the microwave.

SNACK BREAK

Children will have a snack break during the day. parents or legal guardians are encouraged to send nutritious snacks. Students in After Care may also bring along snacks to eat after school. Only water is allowed in the classroom during teaching hours. Soda is not allowed. Water bottles are recommended.

PARTIES

Many parents or legal guardians like to bring refreshments on their child’s birthday. This may be done with prior approval from the classroom teacher. Because of time and space constraints, birthday celebrations at school should be kept short and simple and cannot be spontaneous. Arrangements must be made with the classroom teacher’s approval at least one day in advance. parents or legal guardians cannot provide lunch for the class during the school day. Additionally, if invitations for parties are handed out at school, there must be an invitation for every student.

LOST AND FOUND

Lost and found articles are to be brought to the front office where the owners may claim their property. The school will try to help students locate lost items, but it cannot be responsible for such losses. Items not claimed after a reasonable amount of time will be removed.

STUDENT EXPECTATIONS

DISCIPLINE POLICY

In keeping with Risen Savior Academy's mission to develop Christian character and instill self-discipline, faculty and staff members strive to clearly communicate all school rules and classroom guidelines regarding student conduct. These rules and guidelines are shared with the parents or legal guardians at the start of the school year through the teacher's classroom management plan. Conformity to these rules is expected at all times, whether in the classroom, on the playground, or elsewhere on the school campus. Students are expected to follow these rules out of love for God, respect for their teachers, and consideration for their fellow students.

The administration and teachers use their discretion whenever discipline is deemed necessary. Parents or legal guardians can rest assured that all discipline is carried out in the spirit of Christian love by teachers who genuinely care about each child. Discipline comes from the word "disciple" – to teach. Discipline is our way of teaching children to make proper choices. Discipline, then, is viewed not as punishment, but loving correction. No form of physical, corporal, or emotionally abusive disciplinary measures are used at any time.

Discipline is administered for the following unacceptable behaviors and may lead to suspension, confiscation of material, or other disciplinary action:

- Being disrespectful, rude, or disobedient to school personnel
- Using inappropriate, vulgar, or obscene language
- Stealing or possessing items not belonging to you
- Violation of dress code
- Failing to complete assigned school work
- Tardiness (5 or more per quarter)
- Cheating on tests or homework
- Harassment of fellow students
- Vandalizing or defacing school property (parents or legal guardians will be financially liable)
- Leaving class or school without permission
- Skipping class without permission
- Attitude and examples which are detrimental to the welfare of other students
- No gambling, selling, or trading of items
- False pulling of fire alarms (fee may be incurred)
- Possession of water pistols, toy guns, knives, blades, radios, electronic games, iPads, cell phones, Fitbit watches, smart watches, or any other electronic equipment, or possession of illicit substances (Cell phones brought to school must be turned in to the front desk or given to the teacher for safekeeping at the beginning of the day.)

DISCIPLINARY PROCEDURES

In the event that a student fails to observe the Risen Savior Academy Discipline Policy, a discipline process is initiated as follows:

1. The incident is brought to the student's attention.
2. The teacher documents the incident.
3. By means of personal counseling, the teacher and student work together to achieve resolution. Whenever consequences are administered, they will be consistent, logical, and motivated by love for the child.
4. Parents or legal guardians may receive a phone call, hand-written note, or e-mail message from the teacher indicating concern for the student's behavior and inviting parental involvement.
5. Ongoing infractions may result in student conferences with the administration.

6. A teacher or administrator may request a parent conference in which behavioral issues are identified and solutions are discussed.
7. A student can be placed on probation for repeated violations.
8. A student may be suspended for continued violations of school rules. The types and quantity of violations are taken into consideration. A suspension will be served at home for the number of days indicated by the administration.
9. If a student persists in his or her lack of cooperation as indicated by an unwilling spirit, rebellious behavior, or unacceptable attitude, the parents or legal guardians will be asked to withdraw the child.

parents or legal guardians with questions or concerns about disciplinary actions should address them to the administration. The administration will then decide on the proper course of action, whether that is through counseling or scheduling a meeting with the teacher.

As disciplinary situations arise, we will approach our concerns with prayer and Christian love, always seeking to arrive at peaceful and proper solutions that are in the best interests of the child.

Disciplinary procedures for unacceptable or inappropriate behavior by students may include, but are not limited to:

- Warning or counseling
- Parent conferences
- Action taken will be based on the severity of the offense and in accordance with the physical development of the student involved. Examples include, but are not limited to:
 - Out-of-school suspension
 - Probation
 - Loss of privilege to take part in extracurricular activities
 - Legal action (court)
 - Recommendation for an alternative school

DISCIPLINARY PROBATION

Under certain circumstances, a student's behavior may warrant a more severe disciplinary intervention. Probation is intended to serve as a formal and serious warning to the student and their parents or legal guardians. During the probationary period the student must be all the more intent upon improving their conduct. It is also a period during which a student violating school rules is subject to further disciplinary action. At the discretion of the administration, probationary status may include one or more sanctions such as restriction of participation in school activities and other privileges. Conditions:

- A student can be placed on probation for repeated violations of school rules.
- Student progress will be reviewed periodically.
- Disciplinary probation can be started at any time during the school year.
- Parent cooperation is expected in monitoring concerns.
- Both student and parents or legal guardians must meet school recommendations.
- Student failure to improve conduct may result in a recommendation for alternative schooling.

SUSPENSION AND EXPULSION POLICY

The administration may suspend any student from attendance at school or any school-related activity on or off campus or from attendance at a specified class or classes. Please note that all suspensions will be served at home and off of the school premises.

The following infractions shall result in suspension or expulsion:

- Violation of the Risen Savior Academy Discipline Policy
- Fighting or assault
- Possession of tobacco, tobacco products, drugs or alcohol

- Possession or use of firearms, weapons, or explosives will result in an immediate expulsion and notification of the proper authorities.

BULLYING

- **Definition:** An Imbalance of Power: Children who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. This behavior is repeated consistently over a period of time. (Bullying is malicious behavior and involves more than joking behavior between friends.)
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

This policy prohibits bullying that occurs either:

- On school premises before, during, or after school hours;
- On any vehicle used as part of any school activity; or
- During any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Complaints:

- Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the administration.

Disciplinary Action:

- Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, counseling, parent conference, suspension, expulsion, or notification to the appropriate authorities. This disciplinary action may be unique to the individual incident and may vary in method and severity based on the discretion of the administration.

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

ANTI-HARASSMENT POLICY

Risen Savior Academy is committed to providing a positive and productive learning environment free from harassment, including sexual or racial harassment. Any harassment shall not be tolerated in the school. Harassment of students by employees, other students, or others having business or other contact with the school is strictly prohibited.

All forms of harassment are prohibited at school, on school property, and at all school-sponsored programs or events. Harassment may result from verbal or physical conduct or written or graphic material. Harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual, discriminating or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc. All victims of harassment and witnesses of such harassment are encouraged to report the incident immediately. Reports should be made to the administration. An investigation by the administration is required in order to resolve the problem. If a person's alleged behavior is found to be harassment, that person will be subject to discipline under the employee or student code of conduct.

TECHNOLOGY POLICY

INTRODUCTION

In today's connected world, Risen Savior Academy recognizes the necessity for students to learn and build skills using technology. For that reason, Risen Savior Academy provides students access to a variety of devices, use of network resources, and Internet connectivity. Responsible use of these technological tools will be taught and fostered among students.

RESPONSIBLE TECHNOLOGY USE

As responsible users of Risen Savior Academy's technology resources, students will:

- refrain from using iPads for non-academic purposes during the school day (i.e., social media, messaging, games, videos, etc.).
- use devices, network and Internet resources as directed by Risen Savior Academy staff.
- take care of the physical devices provided by the school.
- refrain from eating and drinking while using school devices.
- protect personal accounts, passwords, and information.
- visit websites that have an identified educational value.
- interact with others online in a polite and positive manner.

RESTRICTED ACTIVITIES

When using devices, network resources, and Internet access provided by Risen Savior Academy, the following activities are not allowed:

- Use of devices in non-classroom areas, such as bathrooms, locker rooms, gymnasiums, sanctuary, etc.
- Downloading software or applications without express teacher permission
- Participating in any form of bullying
- Viewing, downloading, publishing, or transmitting material that is derogatory, profane, or obscene in nature, as determined by school administration
- Use of camera or video settings without prior teacher approval
- Use of the device to commit acts of academic dishonesty
- Unauthorized access of network or other files
- Any hacking, circumventing security procedures, or transmission of viruses, spyware, adware, or SPAM
- Unauthorized use of copyrighted material
- Any activity which violates local, state, or federal law

PRIVACY

Students should expect that all network and Internet activity and use of Risen Savior Academy owned devices will be filtered and monitored in accordance with the Children's Internet Protection Act (CIPA). Student files on the network, school activated online accounts, or digital storage devices may be inspected at any time. Student activity may be disclosed to school administration when necessary and local law enforcement as required by law. In accordance with the Children's Online Privacy Protection Act (COPPA), Risen Savior Academy will plan online activities for students under the age of thirteen that ensures no personally identifiable information is collected. Every reasonable effort will be made to protect all students when they use the Internet.

VIOLATIONS

Risen Savior Academy reserves the right to deny, revoke, or suspend specific user privileges or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations, including the Discipline Policy, apply to use of Risen Savior Academy's technology resources.

Risen Savior Academy shall not be held liable for the actions of individuals who choose to violate the acceptable uses of school technology resources. In addition, each user and user's parent(s) shall indemnify Risen Savior Academy and

hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use or misuse of such resources.

Risen Savior Academy will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of its provided technology resources.

CELL PHONES

Cell phones brought to school must be turned in at the front desk before the school day begins and will be sent home when the child leaves for the day. In the event a student's cell phone is found in the classroom during the school day, it will be confiscated and given to the parents or legal guardians.

PARENTS AND VISITORS

PARENT CONDUCT CODE

There will be times when parents or legal guardians have concerns or even disagreements either with school policies or the way they are implemented (or not implemented). Risen Savior Academy is always willing, and desirous, to listen to constructive criticism that is shared in an appropriate manner. The following section describes how these concerns are to be handled.

ADDRESSING CONCERNS

APPROPRIATE COMMUNICATION ADDRESSING CONCERNS

Risen Savior Academy administration, teachers and school staff work very hard to maintain an environment that nurtures academic excellence for our students. Differences of opinions need not create a divisive relationship between school and home. For the sake of the children, there is a mutual benefit if these differences can be resolved through communication and understanding.

To work towards this common goal, the following procedure is recommended:

- Maintain a calm and respectful attitude that will set a tone where real listening can occur and understanding can emerge.
- The first attempt to deal with a concern related to a classroom situation should be between the student and the teacher. Please encourage your child to contact the teacher before or after school, or during other available times, to resolve a concern.
- If the matter remains unresolved, parents or legal guardians should set up a meeting with the child's teacher to discuss the concern.
- parents or legal guardians or students with grievances or concerns regarding general school policies or procedures should set up a meeting with the administration to discuss these items of concern. The administration will then decide on the proper course of action, whether that is through counseling, scheduling a meeting with a teacher, or referral to the administration. Concerns regarding your child's academic performance should be brought to his or her classroom teacher through a scheduled appointment.
- If the matter is between the home and the administration, a conference with the administration is the appropriate starting point.

ADDRESSING CONCERNS TO THE SCHOOL BOARD

When issues or concerns about the operation or policies of the school arise and you have not received a satisfactory resolution after following the steps listed above, we ask that you follow these steps:

1. Contact the administrator with your concerns.
2. If the issue cannot be resolved, petition the School Board through administration. This should be done in writing ten days prior to a regularly scheduled meeting of the board.

Conversely, for the welfare of the faculty, administration, and most of all, the student body, the following behavior cannot and will not be tolerated on our campus:

- Use of profane or vulgar language – verbal abuse
- Defamatory statements directed to others about the school administration, faculty, or student body, whether online (chat rooms, social media, websites, etc.), in writing, or in person
- Physical harm, threat of physical harm, intimidating, or aggressive behavior
- Disruption of classroom
- Destruction of property
- Disturbance of peace (angry yelling or screaming)
- Approaching or reprimanding students about behavioral issues

PARENT-TEACHER ASSOCIATION

The Parent-Teacher Association (PTA) at Risen Savior Academy is a volunteer organization comprised of parents and staff of Risen Savior Academy that meets periodically during the school year to provide active support for the school and its programs. The PTA is beneficial in that it promotes cooperation between the home and the school, provides opportunities for service and involvement, and encourages social interaction among our school families and staff. Several times during the school year, the PTA sponsors guest speakers and assists with special school functions and activities. Risen Savior Academy parents or legal guardians are automatically members of the PTA. A school representative will attend the PTA meetings to share school updates or wishes, teacher requests, etc.

HOME-SCHOOL COMMUNICATION

Risen Savior Academy desires to build a culture where parents or legal guardians and teachers join hands as partners in providing the finest education possible for the young people entrusted to their care. To that end, the staff of Risen Savior Academy is truly committed to maintaining open channels of communication with the parents or legal guardians of our students. The following list outlines some of the important avenues designed to promote efficient and effective home-school communication.

BACK TO SCHOOL NIGHT

In August, parents or legal guardians are expected to meet with the administration and teachers at a parent orientation night to discuss the school's philosophy, policies, and procedures. Classroom visitation and a question-and-answer session provide parents or legal guardians with helpful insights and information they will need for a successful school year.

SCHOOL INFORMATION SYSTEM

Risen Savior Academy utilizes an online system called Gradelink that is offered to parents or legal guardians to track attendance, grades, and behavioral progress. Parents or legal guardians are encouraged to create their accounts at the beginning of the school year and to regularly check their child's progress.

PARENT-TEACHER CONFERENCES

Following the 1st quarter and midway through the 3rd quarter grading periods, parents or legal guardians are scheduled to meet with the teacher in a 15 or 20-minute conference. Discussion items include the child's academic progress, school disposition, and interaction with teacher and classmates.

TEACHER AVAILABILITY

If at any time during the school year parents or legal guardians have questions concerning their child's progress or behavior, they are encouraged to contact the teacher and arrange a mutually convenient time to meet. The teachers will make every effort to return your call or respond to your email no later than the following day.

SCHOOL VISITATION

Parents or legal guardians may participate in classroom activities through field trips, birthday parties, and other special events, so long as it has been communicated to the teacher at least one day in advance. Upon arrival at school, parents or legal guardians will sign in and obtain a guest pass from the school office.

VOLUNTEERING

Parents or legal guardians are welcome to volunteer at Risen Savior Academy. Opportunities are plentiful. At all times we keep the safety of our students at the forefront of our minds. Therefore, all volunteers and chaperones must participate in a volunteer orientation meeting.

RISEN SAVIOR ACADEMY SCHOOL NEWS AND WEEKLY TEACHER UPDATES

Risen Savior Academy School News is a way of keeping parents or legal guardians informed. This newsletter is delivered electronically via email. Parents or legal guardians are encouraged to read it to stay informed about scheduled events, upcoming activities, and other informative news. Educational news items, parenting tips, and highlights of student work are also included.

Each teacher sends home a weekly update that informs parents or legal guardians of curriculum units being introduced, projects students are working on, areas of school work where parents or legal guardians can assist their children, or upcoming events. Additionally, student work is saved and sent home at the time specified by your child's teacher, so that parents or legal guardians are aware of their child's overall performance. Parent comments or questions are always welcomed.

SCHOOL PROMOTION AND PHOTO POLICY

According to the Family Educational Rights and Privacy Act (FERPA), Risen Savior Academy has the legal right to use student directory information. The Academy exercises this right by occasionally posting or publishing photos, names, and grade levels of students engaged in school sponsored activities to promote our school and share the achievements of our students with the community. In order to safeguard the privacy of our families and students, we will not divulge any other form of personal identification (such as addresses, telephone numbers, etc.). All photos will be used in a professional manner to positively promote our school.

Published materials include the school newsletter, brochures, postcards, flyers, press releases, newspaper articles, and print advertisements. Photos, videos, or names may be posted electronically to Risen Savior Academy's official websites or social media pages that are controlled and maintained by Risen Savior Academy administrators. These sites may include, but are not limited to, sites such as Facebook, Vimeo, Google+, YouTube, Twitter, Instagram, LinkedIn, and Flickr. Proper security controls will be implemented whenever possible to safeguard the media contained within these platforms. The security of our students and their families is our highest priority. Because of extenuating circumstances, a family may request that a child's name, information, and photo be withheld from school publications and promotional materials. Families must meet with administration to discuss opting out of our school promotion and photo policy and fill out the **School Promotion and Photo Opt-Out Form**. Please set up appointments and obtain opt out forms through Risen Savior Academy administration.

ADVERTISING AND SPONSORSHIP OPPORTUNITIES

We offer to all of our school families and community partners opportunities throughout the school year to participate as advertisers and sponsors. We have many events and organizations that families and businesses may support. Some of these opportunities include:

- Parent-Teacher Association Event Sponsorship Opportunities
- Publication Advertising Opportunities

For information about any of these opportunities, please contact the school office.

During events, sponsors will be allowed to pass out information, display banners, and collect information from guests as long as they follow the guidelines specified in their sponsorship agreements. Sponsorships may also include social media exposure, additional banners displayed, and inclusion in our weekly school newsletter.

SOLICITATION POLICY

Risen Savior Academy maintains a policy of no solicitation by businesses to our students or families. In order to provide an optimal learning environment, free from distractions, no persons will be allowed to distribute flyers or any other types of advertising to students, parents or legal guardians, faculty, or staff while on our campus, unless it is during an approved event. Additionally, all directory information is only to be used for personal, school-related matters. No email addresses or telephone contacts should be used for advertising or promotional messages.

FACILITIES

BUILDINGS AND GROUNDS

It is expected that all cooperate in the care of our school grounds, building and equipment. There are many opportunities for everyone to help preserve our fine facility. Keeping desk tops clean, keeping the parking areas and sidewalks free from debris, depositing waste in the proper containers and handling equipment as carefully as possible are a few examples. As such, any student who knowingly vandalizes or defaces the buildings or grounds at Risen Savior Academy will be responsible for the cost of repair and may face additional consequences.

TELEPHONE

Classroom telephones are for staff use only. In the case of an illness or by faculty permission, the office administration will make the necessary arrangements to place a call. All calls must be made from the office telephone during regularly scheduled breaks.

GUM

For building maintenance and sanitation, gum chewing is never allowed within the building during school hours or activities.

Thank you for taking the time to read the Elementary Handbook. If you have questions about anything you have read, please contact the RSA administration.

Revised 5/31/2023