

Risen Savior Academy

PARENT & STUDENT HANDBOOK

2018 – 2019



Risen Savior Academy
1331 S. Alafaya Trail
Orlando, Florida 32828
407-207-8500

Website: risensavioracademy.com

email: risensavior@bellsouth.net



WELCOME TO RISEN SAVIOR

Dear Parents:

It is with great pleasure that we welcome you and your child (ren) to Risen Savior Academy! We are appreciative of the confidence you have shown in allowing us to teach and train your children. We eagerly look forward to partnering with you in educating and enlightening the next generation of young leaders.

The administration, teachers, and staff of RSA value excellence in education and we hold ourselves accountable for a thorough education of the whole child – mind, body, and spirit. Every aspect of our school conveys dedication to excellence: a challenging curriculum; a safe, structured, nurturing learning environment; a desirable student-to-teacher ratio; just to mention a few.

We trust that this handbook will help you to better understand our program of quality Christian education at RSA. We encourage you to carefully read and discuss it with your children and welcome the opportunity to answer any questions you might yet have.

RISEN SAVIOR ACADEMY

Is a member of the Wisconsin Evangelical Lutheran Synod, a church body that supports the fourth-largest private school system in our nation. However, it is independently operated by Risen Savior Lutheran Church and is governed by our congregation. We have begun with our Preschool and VPK. We will continue with Kindergarten as soon as we have sufficient enrollment. It is our plan to add grades until we have a full Pre K through Grade 8 academy.

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TRADITION OF EXCELLENCE

The Wisconsin Evangelical Lutheran Synod (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 150 years. Currently, WELS churches and associations operate 396 early childhood centers, 345 elementary schools, and 26 high schools across the nation. Risen Savior is a part of the fourth largest private school system in America.

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 tend to outperform their peers by a considerable margin on national achievement tests. We humbly thank God for His blessings upon our schools.

Risen Savior Academy is proud to continue this rich tradition of academic excellence in the Orlando community!

STATEMENT OF EXCELLENCE

In everything we do, we will pursue excellence in:

- Being a school dedicated to the Word of God
- Being a school that provides a safe and clean environment
- Being a school dedicated to students
- Being a school that is loving toward students and parents
- Being a school committed toward excellence and continual improvement

If you feel we do not meet these standards, communicate with us so we can!

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).

VISION OF RISEN SAVIOR

Risen Savior Academy is an arm of the ministry of Risen Savior Lutheran Church. As such it is in every way operated and directed as a part of our ministry through the leadership of our church. The members of Risen Savior have adopted the following vision statement to direct them in their ministry:

ARISE because Jesus is our Risen Savior
ENERGIZE daily with the Word of God
SHINE with deeds of Love and Service.

We believe that our school will serve that vision. We will encourage all children with the Word of God. The school gives us an opportunity to reach out into our community to some that may not yet know Jesus as their Savior from sin. Since this is a Lutheran School all parents of our enrolled students are expected to attend an orientation meeting(s) on what Lutheranism is all about and what your children will be taught in our religion classes.

MISSION & PURPOSE OF RISEN SAVIOR ACADEMY

The congregation has also developed a specific mission statement for our school:

Risen Savior Academy exists to inspire students to learn and to love their Lord Jesus Christ.

We have established our school to educate children. We will work with children to assist them in their spiritual, intellectual, physical, social, and emotional development. We consider ourselves partners with the parents in the training of their children. The teaching will be done from a Christian perspective. We will share basic Bible truths and their application to daily living with the children through our core curriculum.

In this Christian atmosphere, the children in our care are to be seen as unique and special gifts from God and are treated with love and respect. They will be dealt with in a gentle and loving way by our dedicated faculty and staff. We will seek to impart timeless Christian morals, values, and ethics to equip the students to face an ever-changing world. This will be done in a stimulating environment conducive to learning.

SCHOOL STRUCTURE & GOVERNANCE

Risen Savior Academy is governed by the Executive Council of Risen Savior Church. The Executive Council makes all final decisions on the business, staffing and financing of Risen Savior Academy. Under the Executive Council, the school maintains the following structure:

Education Committee:

- Is chaired by a member of the Executive Council, who will bring reports and recommendations of this committee for final action by the Executive Council
- Receives monthly reports from the Administrator, Preschool Director and lead teachers.
- Makes recommendations for activities, staffing and other planning.
- Brings budget and financial recommendations to the Executive Council for final approval.

School Administrator/Principal

- Is also a voting member of the Executive Council and brings his monthly report to the Council as well as the Education Committee.
- Coordinates all registration processes, legal documentation, licensing and permits.
- Maintains student, staff, and program records.
- Oversees teacher interaction, cooperation, and performance;
- Counsels with teachers, parents, and students;
- Oversees annual budget planning, school projections, and school visioning;
- Oversees curriculum design, development, and implementation in coordination with teachers;
- Arranges substitute teachers when needed;
- Schedules safety drills (i.e. fire, tornado, etc.) and keeps documentation on procedures and results of drills;

VPK/Preschool Director

- Brings monthly report to the Education Committee.
- Coordinates all registration processes, legal documentation, licensing and permits for the preschool part of the Academy.
- Maintains student, staff and program records for the preschool.
- Manages teacher's aides and substitutes for the preschool.
- Makes decisions for calendar year and curriculum for the preschool.

Lead teachers of the classrooms are directly responsible for their classroom and their students. Parents are encouraged to speak regularly with their child's lead teacher regarding the progress of their child or any concerns they might have. Further concerns may then be directed to the school administrator as concerns apply to the responsibility of each above.

LEARNING ENVIRONMENT

Respect and educational purpose characterize the classroom environment at Risen Savior Academy. The RSA 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. Classrooms that are quiet and conducive to learning are the norm. Students are asked to raise their hands and wait for the teacher to call on them before giving an answer. 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. Below is a bulleted summary of the RSA learning environment:

- A Christian environment that is loving and caring
- Facilities that are safe and clean
- Classrooms that are fun and conducive to learning
- A campus with an open-door policy with parents
- A school of best-practices that includes the best elements of:
 - Cutting-edge, current curriculum
 - Classical education
 - Modern technologies

CURRICULUM

The curriculum at Risen Savior Academy seeks to enrich the mind and enlighten the heart through the timeless truths of God’s Word. RSA’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 the wide range of cultural backgrounds and learning styles of its students, offering flexibility to remediate the struggling student while at the same time enriching the gifted learner. Risen Savior students will be fully equipped with the tools needed to succeed in and out of the classroom.

A summary of the RSA curriculum is:

- A curriculum that centers around Christ and God’s Word
- A curriculum that is research-based and proven to be successful
- A curriculum that is developmentally appropriate
- A curriculum that challenges the student to achieve excellence
- A curriculum that can be adapted to the needs of every student
- A curriculum that includes advanced technologies

RELIGION

(Bible History, devotions, chapel, memory work)

The key component in RSA's religion curriculum is Bible history, which presents both Old and New Testament Bible lessons in an exciting, colorful, and memorable way. Each lesson has a key truth that is meaningfully discussed and applied to the children's lives. This comprehensive curriculum gives students a strongly rooted foundation in God's Word, equipping them to live as children of God. Memorization skills are enhanced as students commit to memory Bible passages and hymn verses. Once a week Pastor shares a brief children's devotion for all students in the church. Parents and friends are invited to join the students for this devotion.

VPK Curriculum

Other components of our curriculum are taken from a course of study approved by the Early Childhood Coalition office for the state of Florida. At present, we are using an approved curriculum called "Fireflies." However, throughout the day, the Lord and His Word plays a factor in all that we teach.

ADMISSION GUIDELINES

Enrollment is based on availability.

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

Risen Savior Academy practices a non-discrimination enrollment policy.

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

- * Parents must meet with the administrator and teacher
- * Parents must submit the RSA Application and pay a \$50 application fee.
(If child attends VPK only, application fee is waived) This fee is non-refundable.
- * Parents must also register online, with our TADS enrollment and payment system. Go to our website and click on "Enrollment."
- * Upon acceptance, updated immunization forms and additional school forms will be required prior to the first day of school

ENROLLMENT REQUIREMENTS

Preschool

For the state VPK program, children must be four years old on or before September 1st to be enrolled. For available three year old enrollment, children must be three years old and potty trained before they can begin preschool.

Elementary School

Children who are of the appropriate age for their grade on or before September 1st are eligible for entrance into that grade of the elementary school program.

REQUIRED FORMS

To enroll your child, the following forms need to be submitted before your child begins:

- A completed Application for Enrollment
- A completed and signed Emergency Information/Health Form
- A Medical Request Form (must be notarized)
- A completed and signed Agreement to Pay Policy (TADS)
- A completed and signed Media Release Waiver
- A Signed Statement of Discipline and Expulsion Policy
- A Food Permission Form
- Review and keep the Influenza/Flu Information Guide
- A completed School Health Entry Exam
 - Form 3040
 - Contact your physician for exam and form
- A completed Florida Certificate of Immunization
 - Form 680 or 681 OR Exemption Certificate
 - Contact your physician for immunization and form

Continual updates of immunizations will be required while attending our school. Your child's immunization record will be evaluated on a regular basis by the local health department. *Children who do not have updated immunization records (or exemption documentation) are not allowed in the school.* The certificate shall be returned to the parent upon request when the child leaves the school.

PHYSICALLY AND/OR LEARNING CHALLENGED

We will make every attempt to serve every child and every family. However, if the staff cannot adequately meet the child's needs, we will suggest agencies through which parents can receive help. These actions are always carried out for the best interests, care, and education of each individual student.

McKay Scholarships and Gardiner- Risen Savior Academy is qualified to accept McKay and Gardiner Scholarships but each child must be evaluated for areas of need and ability. We do not have the staffing to accept all applications.

CLASS PLACEMENT

Enrollment at Risen Savior Academy is based on a first come, first served basis. Priority is given to students currently enrolled at Risen Savior or that are members of the church. Children are placed in appropriate classes based on the age requirements set by the September 1st deadline. **Placement of students to our kindergarten** is filled using the following prioritization:

- 1) Staff children
- 2) Members of Risen Savior congregation
- 3) Older sibling in the school program
- 4) Teacher recommended (bills paid, supportive family structure, etc.)

CLASS SIZE

Risen Savior School strives to maintain appropriate and beneficial teacher-to-student ratios. In each classroom the maximum student to teacher ratio is 18:1. The maximum number of students in each classroom is 25 when a teacher's aide is available on a daily basis.

For preschool the maximum student to teacher ratio is 11:1. The maximum number of students in each classroom is 20 when a teacher's aide is available on a daily basis.

SCHOOL HOURS OF OPERATION

Preschool: 9:00 am - 12:00 pm
(Some VPK students may attend 9:00 am to 1:00 pm)
Grades K-2: 8:45 am – 3:00 pm

Extended Care:

Extended care for the preschool is always available until 4:00 pm. We will offer before school care starting at 7:00 am and after school care until 6:00 pm only when we have a minimum of at least three students enrolled for before or after school care.

ARRIVAL/DEPARTURE PROCEDURES

For Arrival

Parents may not park in the drop-off/pick-up lane alongside the school. Parents are to park in the appropriate parking spaces. Upon arrival children are to be brought into the classroom by an adult, who will sign the day's attendance sheet.

For Departure

Preschool: at the end of the regular school day, parents may form a car line, starting in the church office carport. A teacher or teacher's aide will usher your child to your car and ask you to sign the daily "sign out" sheet.

Elementary and all extended care: Please park and sign out your child in the classroom.

If someone other than the designated person(s) will be picking up your child, please call the school and we will make a note of it. Please inform this person they are required to allow us to copy their driver's license and keep it on file. We will not release your child to anyone we cannot verify as an authorized person. Late pick-ups will result in extended care fees.

ATTENDANCE

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:

- Raise student achievement and close gaps in student performance
- Identify attendance patterns in order to design attendance improvement efforts
- Know the whereabouts of every student for safety and other reasons
- Verify that individual students are complying with education laws relating to compulsory attendance

According to Florida law requirements, 17 absences during the course of a school year will result in a mandatory review by the Principal and classroom teacher to determine possible repetition of the class or the grade. Chronic illness and family emergency will be considered on an individual basis.

VPK – A parent must sign the daily attendance sheet when bringing their student to school, and sign out at pick-up. At the end of each month, a parent must sign a monthly attendance form to certify that their student has attended those days in that month. Florida law requires a minimum of 80% attendance in any given month or the state will not pay tuition. Parent will be responsible for full payment in that event.

REPORTING ABSENCES

The school office or teacher must be notified by telephone no later than 8:45 a.m. if your child will be absent from school. When a student returns to school after an absence, he/she must bring a parent written note citing the reason for the absence.

KINDS OF ABSENCES

Excused Absences:

- Personal illness: Students missing 3 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
- Illness in the immediate family requiring the student to be at home
- Death in the family

- Scheduled medical appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the child's teacher.
- Quarantine
- Court appearance
- Observance of religious holiday
- Immunization
- School-sponsored event or activity previously approved
- Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal or designee. Parents must submit documentation related to the condition.

Unexcused Absences:

- Any absence that does not fall into one of the above excused absence categories will be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits the required documentation as specified above. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:
 - Absences due to vacations, personal services, local non-school events, programs or sporting activities.
 - Absences due to older students providing day care services for siblings.
 - Absences due to non-compliance with immunization requirements (unless lawfully exempted).
- Students will be expected to make up work for unexcused absences after hours and will receive a percentage grade of "0" until the work is made up. Five or more unexcused absences per quarter will result in a Saturday morning detention.

TARDINESS

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

Excessive tardiness (more than 5 per quarter) will require a meeting with the administration more than 10 per quarter could result in dismissal from school.

Finally, while 100% attendance is the goal for every student, elementary school students *must* attend at least 90% of the time. *This is especially true for School Choice students.*

Students who do not attend at least 90% of the time will be in jeopardy of losing their scholarship from the state of Florida. If a student forfeits a scholarship because of attendance, the family *will be charged and expected to pay normal full tuition for that child.*

TUITION AND FEES

Preschool: The tuition for a VPK student is paid entirely by the state. However, if a VPK student enrolls in before/after care, parents must pay the \$50 annual registration fee and before/after care rates. See all available options on the fee sheet in the preschool packet.

Elementary: The annual tuition rate for 2018-19 is \$5,950. There are separate Admission, Enrollment and Book Fees for Kindergarten and Elementary. School Choice scholarships are available from Step up for Students or AAA Scholarship Foundation, as well as McKay and Gardiner Scholarships. Please see separate sheet for tuition details.

Payment Plan

Risen Savior Academy maintains its high level of quality care, education, and teachers through the tuition and fees it collects. It is necessary that all balances be paid to help keep Risen Savior Academy open and running! Your cooperation with the following is appreciated!

Payments are made through a tuition management company called TADS. There will be **no proration of fees for any student during any month**, including if your child is absent for vacations, sickness, etc. Continuing to pay the monthly tuition will ensure your child's place in the program.

Preschool: Billing will occur on the last day of attendance each month, also through TADS. Preschool is billed one month ahead and extended care hours are billed for the month previous. Preschool tuition is due the 5th of the month. If the payment is not made by the 5th, you will have a 5 day grace period to avoid late charges.

Kindergarten and elementary: payments are set according to the agreement you set up in TADS prior to the start of school. If payment amount is not made on the designated payment date, you will have a 5-day grace period to avoid late charges. If payment is not received in 30 days the principal will arrange a personal meeting to discuss payment options. In addition, in such cases, a bill collection service may be called and a fee of up to 40% may be added to the account, as stated in our Agreement to Pay Form.

OUTSIDE VISITORS

Parents of Risen Savior Academy students are always welcome to visit the school. Visits by other adults or by friends of students may also be arranged with the prior knowledge and approval of the school administrator and lead teacher. Visitors must check in at the church office before visiting the classroom. Unauthorized visitors may be asked to leave the building and campus in order to protect the security of our students.

SCHOOL CLOSING

In the case of severe weather, we will follow the closing announcements of the Orange County School System. Whatever action the Orange County Schools are taking, we will follow. Please check the appropriate announcements on the internet, radio, or TV. If for any other reason the school needs to be closed, you will be notified.

GRADING SCALE

Assessing student progress is perhaps the most critical element of the teaching process. Accurate evaluation of learning directs and guides teaching. Teachers engage in daily on-going assessment of students understanding and proficiency as the basis for choosing and moving into the next instructional sequence.

To communicate student progress to parents formally, teachers assess student performance during a span of specified time.

GRADING SCALE AND REPORT CARDS

VPK - Students are evaluated three times a year, starting with enrollment. This VPK assessment is required by the state and you will receive a report after each assessment.

K-2: There are no standardized tests required. Student progress is graded and officially recorded on the quarterly report card. The report card is sent home three days following the culmination of each grading period. Report cards will follow the standard A-F grading scale.

FIELD TRIPS

There are no off-site field trips for the preschool. In Kindergarten or elementary, your child's teacher may arrange a field trip. Permission forms giving your consent for your child to go will be sent home prior to the field trip. Please return them on time. If you have any reservations about your child going or riding with someone else, please notify the school administrator. Field trips vary in cost and are not included in the annual tuition fees.

LUNCHES/SNACKS/TREATS

Risen Savior Academy does not offer a lunch program. Therefore, if your child attends past 12 noon, you need to provide a lunch, along with a drink. If your child will be attending the aftercare program following their school day, please send a lunch and an afternoon snack and drink. School children will be eating in their classrooms each day.

Candy is not allowed as a snack, and only by special exception as a part of the lunch. Parents are *strongly* encouraged to make snacks and lunches *as healthy as possible!!*

Drinks and food can be kept cool or warm by use of a thermos container, ice pack, or a thermal lunch box. Frozen drinks do not work well, because the thermal lunch boxes used by most do not allow the drink to defrost in time for lunch. Students will not be allowed to microwave food. We recommend water bottles versus juice pouches so we can refill whenever needed. All lunch boxes and water bottles must be labeled with the child's full name.

We understand some children do not care for breakfast, but please encourage them to eat something nutritious before coming to school. Children who do not eat breakfast may be quite sluggish until snack time. The child's attention span may be affected, preventing optimal learning during class time.

Children are allowed to bring treats for their birthdays or other special occasions. The treats will be distributed and eaten at an appropriate time, at the discretion of the lead teacher. Please check with each lead teacher before a treat is brought to school about the timing of the treat and the contents of the treats (since some students have allergies). **All treats should be purchased for distribution, not homemade.** The purpose is to minimize allergic reactions and safety of students in the classroom.

If invitations are brought to school to be distributed for parties, an invitation must be given to each student. If you don't care to invite the entire class, please send invitations via mail.

ILLNESS

Parents are responsible to inform the school when a child is or will be absent for any reason. For more information, please reference our attendance policy (pages 12-14). In the case of illness, the staff would appreciate knowing the nature of the illness, in case it might be contagious. When advisable, a release form from the physician will be necessary for a child to re-enter the program. Parents will be advised of any communicable diseases to which the children may have been exposed. A parent may excuse a child from school by calling the office: 407-207-8500. In addition, the parent can call/text/email the teacher.

Parents will also be notified if their child shows any of the following symptoms: nausea, runny nose, sore throat, flushed appearance or fever. If your child arrives at school with

these symptoms, or develops these symptoms while at school, you will be asked to take them home as soon as possible. **The child must not come back to school until they are symptom free for 24 hours. This includes diarrhea, vomiting, or fevers over 100 degrees.**

HEALTH & SAFETY

FIRST AID AND CPR CERTIFICATION

No one can know when CPR will be needed, but it's a skill that can be the difference between life and death. Most 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 RSA 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.

EMERGENCIES

Medical emergencies may, on occasion, occur at school. In the event of a life-threatening situation (i.e., unconsciousness), the school may need to contact the appropriate emergency medical service first, before calling the parents. In 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 to arrange transportation home. Likewise, if a child shows symptoms of illness during the day, the child will be isolated and the parents will be called.

Parents, 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 phoned and asked to pick up the child. We do not have a school nurse or clinic on site so parents will be called if the student appears to be ill.

MINOR ACCIDENTS

All minor accidents – cuts, scratches, bumps, and bites are given First Aid treatment and recorded with accident reports. Administration is informed and parents and/or emergency contact person is notified of injury.

SERIOUS INJURY

If your child suffers a serious injury, procedures as outlined in the Safety and Emergency Management Plan will be initiated. The school will call 911 followed by the parents; provide First Aid until help arrives; and determine who will accompany the injured student to the hospital. An Accident Report form will be completed describing the nature and extent of the injury.

MEDICATION

If your child must have prescribed or non-prescribed, internal or external medication during school hours, the medication must be in the original container with specific instructions in writing. This should include the child's name, medication name, dosage and time to be taken. Parents must include written authorization for non-prescribed internal or external medication. Parents are asked to deliver the medication directly to teacher and it will be stored in the school office. Refrigeration will be available for those medications requiring it. If medication—including sunscreen or bug spray—is to be given during the day, a medical release and authorization form will need to be signed.

STUDENT ILLNESSES AND CONTAGIOUS CONDITIONS

Students who have been diagnosed with illnesses such as the flu, a fever (100 degrees), or any other contagious condition must be symptom free for 24 hours prior to returning the student must obtain a doctor's note of clearance to return to school.

LICE

In the event that lice and/or lice nits (eggs) are discovered on any student(s), we will be following a "no nit" policy. 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. Therefore, if your child is sent home with lice and/or nits, they will not be allowed back into school until they are free from all nits for 24 hours. Students must receive clearance from a health care professional before returning to school.

SEVERE WEATHER

Whenever possible the administrator 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.

EMERGENCY EVACUATION DRILLS AND REPORTING

In compliance with state regulations, evacuation drills are performed once a month. For the safety of all, detailed drill procedures are shared and periodically reviewed in each classroom.

DISCIPLINE

Discipline is derived from the word “disciple” which means “a learner.” At Risen Savior we do not think of discipline as punishment, but rather as a form of education. It is our goal to help your child learn self-control as well as Christian attitudes and behaviors. Teachers will deal with each child in accordance with Christian love.

For our Preschool and VPK, there is a separate discipline and expulsion policy that must be read and signed by the parents. The following is a good summary of our policies for all age groups.

In no instance will physical punishment be used (e.g. spanking), nor will discipline be related to food, rest, or toileting. We prefer to give encouragement and praise of good behavior, while offering corrective guidance and redirection for improper behavior. We do our best to anticipate problems and redirect a child’s activities. We will narrow choices if necessary. Positive words will be used to encourage positive behavior. We will encourage children to use words to express themselves.

If the child is exhibiting an inappropriate behavior we will tell the child that they need to stop, explain why the behavior is unacceptable, and offer reasonable alternatives. Logical and natural consequences as well as temporary loss of privileges may be used as a reasonable alternative.

If the child is repeating inappropriate behavior, the parents will be consulted. The child may possibly serve a detention or be suspended for a period of time at the school administrator’s discretion. If the poor behavior persists, the child may be dismissed from the program at the discretion of the school administrator.

In all cases of discipline, Risen Savior teachers will act with utmost love for the children and with their best interest in mind. We exist **to partner with parents** in raising and educating their children. Risen Savior teachers also employ alternative methods in their discipline, such as a methodology called *Teaching with Love and Logic*.

Discipline is administered for the following unacceptable behaviors and may lead to suspension, confiscation of material, and/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/defacing school property (parents will be financially liable)
- Leaving class/school without permission

- Skipping class
- Being out of class (cutting) without permission
- Attitude and examples which are detrimental to the welfare of other students

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

- Teachers warning/counseling
- Time out
- Recess detention
- Contacting parent
- Referring students to the school administrator
- Warning/counseling parent conferences
- In-school suspension
- Out-of-school suspension
- Loss of privilege to take part in extra-curricular activities
- Expulsion

In an effort to maintain a high quality learning atmosphere and educational program, elementary school students will operate under a “three-strike” policy. Students who consistently break the rules set by Risen Savior Academy will be disciplined appropriately. If corrective action is not taken on the part of the student, the student may be asked to leave the program.

Immediate Cause for Expulsion:

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or abusive actions towards staff members.
- Parents exhibit verbal abuse to staff in front of enrolled children.

Child’s Actions That Could Lead to Expulsion:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting. See Three-strike rule, below

Parental Actions That Could Lead to Expulsion:

- Failure to pay or habitual lateness in payments
- Failure to complete required forms including immunization records
- Habitual tardiness when picking up your child.

Please be assured that our goal is to keep your child as a student if at all possible, and we desire to work with you personally to resolve any of these problems. Our goal is work out any difficulty in a God-pleasing manner.

BITING AND FIGHTING

We want our school to be a safe and happy environment for your child(ren). Therefore, we have a strict policy on biting and fighting. *Three strikes and you are out.* The first time a child bites or fights, he/she will be talked to by the teacher and disciplined according to school policy. The second time, the parent(s) or guardian(s) will be notified and the child will be asked to leave school for the remainder of the day. The third time a child bites or fights, he/she will be asked to permanently leave the program.

BULLYING

Bullying is defined as conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the students being treated in this manner. Bullying may involve clique behavior, hazing, threats and violence. Such behavior extends beyond actions that target those groups protected by anti-discrimination legislation including, but not limited to sex, race, creed, color, religion, disability, and national origin. Cyber-bullying (bullying via electronic media) will not be tolerated and will be dealt with appropriately. All concerns relating to bullying should be reported to a teacher and/or the principal/administrator and will result in appropriate consequences according to the discipline policy.

CELL PHONE AND TECHNOLOGY USE

There is no circumstance where a student will need a cell phone at the school. The main office is accessible and the principal/administrator is available through phone, text or email. If a parent needs to communicate with their child during the day, these avenues should be taken.

If parents feel their child absolutely needs a phone, student cell phones must be turned off before the start of school and remain off while on school property. This includes iPods and cell phones used for music. Also, students may *not* use their phones for calling, texting, or emailing during the day. If access to a student is necessary, parents are to call the central office at the school phone number of 407-207-8500.

Students at Risen Savior Academy will also have access to multiple kinds of technology such as computers, iPads, and more. Students are expected to use technology according to the Christian faith and morals they are taught at the school. Inappropriate or reckless use of technology may result in loss of privileges or other discipline as appropriate and at the discretion of the school administrator.

CLOTHING

We support the Christian concept that our bodies are temples of the Holy Spirit. Children will be expected to be dressed in accordance with good Christian principles and practices, and yet, allow for comfort and agility to participate in all types of activities. If we determine that a child's dress/personal appearance is not consistent with Christian principles, the parent(s) will be informed and counseled.

- Please keep in mind that crayons, markers, and paints will be used frequently by your child. Even though we provide all 'washable' art supplies, experience has taught us these do not always wash out completely. Children are encouraged to have an old shirt at school for craft times.
- The children will spend time outdoors daily, except for days with precipitation. **PLEASE dress your child appropriately for each day's weather!**
- Avoid *cowboy boots, heels, or "floppy" shoes*.
- A school bag of some kind is recommended to carry school related materials
- Girls wearing skirts must have shorts or bundies underneath.
- There are no school uniforms for preschool/VPK. School uniforms are required starting with Kindergarten. You will receive a separate policy for uniforms.

DAMAGES

Damages done to any church or school property, whether willful or accidental, must be paid for by the responsible party. Arrangements for the repair or replacement of the damaged property should be made with the school leadership or Executive Council of the church and school. Students will also be fined for textbooks that show signs of undue wear.

INSURANCE

Risen Savior Church and Academy is fully insured with property, facility, and liability insurance as required by the state of Florida and as further appropriate for our operations.

COMMUNICATION

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

PARENT ORIENTATION NIGHT

In early August, parents are expected to meet with the Principal and teachers at a Parent Orientation night to discuss the school's philosophy, policies, and procedures. This evening is meant to provide parents the opportunity to hear new policies and reinforce various policies in the handbook, The Pastor of Risen Savior will also present and explain our goals for teaching God's Word, highlighting God's grace through Jesus Christ.

PARENT-TEACHER CONFERENCES

We will have formal parent-teacher conferences as most schools do. There will be two formal parent-teacher conferences per year, one each semester. Our philosophy is to communicate with parents regularly. We also welcome parents to speak with our teachers or administration anytime questions arise. We don't want to wait a few weeks for a formal meeting, rather we want to meet and discuss items immediately and regularly.

TEACHER AVAILABILITY

If at any time during the school year parents have questions concerning their child's progress or behavior, they are encouraged to call the teacher and arrange a mutually convenient time to meet. This may be accomplished by stopping by the teacher's classroom, calling, or e-mailing the teacher. The teacher will make every effort to return your call or respond to your e-mail no later than the following day.

CLASSROOM VISITATION

As part of RSA's open-door policy, parents are welcome to visit their child's classroom and see education in action. Parents may participate in the classroom activities or just come and observe for a short time. Prior to the visit, arrangements should be made with the teacher for the best time to visit so that the teacher may prepare ways to involve the parent during the visit.

VOLUNTEERING

Parents are welcome and encouraged to volunteer at Risen Savior Academy. Opportunities are plentiful. Whether it's one day a month or one day a year, please consider reading a story, assisting with a small group, helping with a project, singing a song or just being an extra pair of hands. Your presence enhances your life, your child's life, and our educational programs as well. If interested, please contact the school administrator.

WEEKLY NEWSLETTER

Each teacher will provide a weekly note that informs parents of curriculum units being introduced, projects students are working on, areas of school work where parents can assist their children, and or upcoming events. Most often, you will receive this newsletter by email.

COMMENTS & CONCERNS

As Christians, all our activities are to be done out of love for Christ and our neighbors around us. For this reason, when there is a complaint or concern about a fellow believer, Christians will follow the steps that Jesus himself outlined in Matthew 18. This means that the Christian will want to deal with the person in a private and respectful manner first. If that is a parent, then speak with that parent. If that is a teacher, then speak with that teacher. If the situation cannot, after sincere effort, be resolved, then the matter may be brought to the school administrator.

CONTACT INFORMATION

**Risen Savior Academy
1331 S. Alafaya Trail
Orlando, Florida 32828
407-207-8500
Email: risensavior@bellsouth.net
Website: risensavioracademy.com**

**Pastor Steven Blumer
Cell: 407-694-9670
Email: spblumer@aol.com**

Please sign and return

My child and I have reviewed Risen Savior Academy's Parent & Student Handbook for the 2018-2019 school year and understand the contents described. By signing below, I am indicating my review of each of the sections and my alignment with the philosophies of Risen Savior Academy.

Failure to return this signed acknowledgment waives the privilege of attending Risen Savior Academy

Student Name: _____

Parent Signature: _____

SCHOOL UNIFORMS / VIOLATIONS

The following dress code has been developed in accordance with RSA'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 school. Students must wear the school uniform at all times unless directed otherwise.

Preschool and VPK has no uniform requirements.

GIRLS' UNIFORMS

- Khaki or black pants **WITH** a black or brown belt
- Khaki or black shorts **WITH** a black or brown belt
- Khaki or black capris **WITH** a black or brown belt
- Approved skirts or skorts that must be below fingers when arms are
 - resting at side
- Skirts or skorts that don't have belt loops do not need a belt
- A gold or burgundy RSA polo with logo
- White or black socks
- Tennis shoes or black/brown dress shoes

BOYS' UNIFORMS

- Khaki or black pants **WITH** a black or brown belt
- Khaki or black shorts **WITH** a black or brown belt
- A gold or burgundy RSA polo with logo
- White or black socks
- Tennis shoes or black/brown dress shoes

GENERAL GUIDELINES

- Students who arrive to school without the proper uniform will be held in the office until proper attire is brought to school (attendance will be marked accordingly).
- No jeans, oversized clothing, or baseball caps may be worn.
- Shirts are to be worn tucked in at all times.
- All articles of clothing should be marked with the child's name.
- All clothes must be neat, clean, and in good repair.
- For safety reasons, excessive jewelry and dangling or hoop earrings are not allowed. Small earrings may be worn. No other piercings are allowed. Boys are not allowed any piercings.

- Silly bands are not allowed.
- Hair is to be neatly brushed or combed.
- Dyed or treated hair will only be permitted if of natural color.
- Boys' hair must be worn no longer than the top of the shoulder or above the eyebrows.
- Solid white or black tights and leggings may be worn. No designs or patterns are allowed.
- Coats, hats, and sweatshirts are to be worn outside only.

UNIFORM VIOLATIONS

Students who come to school without the appropriate uniform apparel will have to sit in the central office until the appropriate apparel is brought for them. Students who sit in the central office for uniform violations will be marked with attendance marks accordingly. Thus, one hour in the central office will be marked as a tardy, two to three hours will be marked as a half day absence, and anything after 12:00pm will be considered a full day absence. These attendance marks for uniform violations *will* count toward the attendance record of the student. If extra polo shirts are available in the central office, they may be given to the student at the expense of the parent.