DIVINE REDEEMER LUTHERAN
CHURCH SCHOOL ECDC

2026-27
Family & Student Handbook

Updated: August 2026

Divine Redeemer Lutheran School
Family & Student Handbook: Table of Contents

Contents

Divine Redeemer Lutheran School Mission Statement....4
Philosophy of Christian Education....4
- Core Values....4
- The Christian Home and School Partnership....5

Objectives of Divine Redeemer Lutheran School....6
Organization, Administration and Accreditation....7
- Organization....7
- Governing Structure and Supervisory Authority....7

Handbook Disclaimer....7
Non-Discrimination Policy....7
Statement on Marriage, Gender, and Sexuality....7
Admissions....8
- Enrollment Procedures....8
- Registration Process....9
- Tuition....9
- Tuition Assistance....9

Academic Standards....10
- Promotion....10
- Retention....11
- Attendance....11
- Measure of Academic Progress (MAP) Data....12
- Homework....12
- Academic Integrity....12

Report Cards and Grading Scale....13
FACTS....14
Communication....14
Student and Family Code of Conduct....16
- Philosophy....16
- General Guidelines and Rules....16
- Cell Phones, Smartwatches, and Other Electronic Devices....16
- Dress Code and Appearance....17

Bullying Policy 18
Restorative Discipline 19
Appeals 22
Attendance 23
Operational Hours 23
Attendance 23
Habitual Truancy 24
Attendance Support Plans 25
Students Leaving School Grounds 25
Arrival and Dismissal 25
Arrival 25
Dismissal 26
Bus Transportation 26
Field Trips 27
Health Protocols 28
Wellness Policy 30
School Closing Information 31
Recess and Weather 31
Nuisances 31
Student Records 31
Visitors 31
Volunteers 32
Worship 32
Mandated Reporting of Abuse/Neglect 32
Appendix I-Allergy Management Policy 33
Appendix II-Food Allergy Action Plan 35
Appendix III- Snack and Treat Recommendations 36
Appendix IV- Arrival and Departure Instructions 37
Appendix V- Technology Acceptable Use Policy 41
Appendix VI- Google Account Usage Agreement 44
Appendix VII- Conflict Resolution Chart 48

Divine Redeemer Lutheran School Mission Statement

The mission of Divine Redeemer Lutheran School is providing all students with a Christ-centered, exemplary education while nurturing and equipping them to confidently meet life's challenges and opportunities and live as faithful servants of Jesus Christ.

Philosophy of Christian Education

Divine Redeemer Lutheran School (DRLS) recognizes the primary responsibility for raising children lies within the Christian family. Throughout the handbook, the head of the family is referred to as *parents*, which will be defined as each child's legal guardian(s).

> *"Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord" - Ephesians 6:4*

> *"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down, and when you get up." -Deuteronomy 6:6-7*

DRLS is a ministry of the Divine Redeemer Lutheran Church (DRLC) congregation that helps meet the needs of Christian parents and their children. The school partners with Christian parents, working to develop children to their full potential as Christians in faith, knowledge, behavior, and accomplishment.

Religious instruction is not only an isolated course of study, but it also influences and directs everything done within the school. Through instruction rooted in God's Word, students learn about their relationship to God, His world, and the people around them. Students are shown how their Christian faith is related to every aspect of life. To accomplish this, the school strives to maintain the highest quality of training in spiritual, intellectual, physical, emotional, and aesthetic areas.

DRLS is guided by the Christian concept that human beings, though created in God's perfect image, have tainted that image through sin and need a Savior, who is Jesus Christ. Through Christ, salvation is available to all people. Therefore, guided by the Holy Spirit, the school has a part to play in the process of bringing people to a saving relationship with Jesus, as commanded by Christ Himself:

> *"Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you." -Mattew 28:19-20*

Core Values

Biblical Truth

The Lutheran faith is built on the strength of Scripture. DRLS believes the Bible to be the Word of God. It is inerrant and infallible. What is taught at DRLS is based on the truth of our world found in the Bible.

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work. -2 Timothy 3:16-17

Family

Love and respect are key components to a family and Divine Redeemer is no different. Even as there may be disagreements on a topic, we are unified in our belief in Christ and our commitment to love and serve each other.

Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling. - I Peter 4:8-9

How good and pleasant it is when God's people live together in unity! - Psalm 133:1

Service

The Bible calls us, as faithful Christians, to serve others. We focus more on what we can give than what we want to receive. At DRLS, this includes the way we serve those who are in the same classroom and building, as well as those who are in our surrounding community and around the world.

Therefore encourage one another and build each other up, just as in fact you are doing. - I Thessalonians 5:11

Be devoted to one another in love. Honor one another above yourselves. -Romans 12:10

Integrity

As part of living a sanctified life, we are called to live a way that is honorable to God, not just when our lives are seen by others, but at all times. The integrity we use is to always think and act in a way that is honest and of service to others.

Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.
- Galatians 6:9

Growth Mindset

DRLS believes that success and growth of talents increases through hard work, good strategies, and one's ability to handle adversity. A growth mindset embraces the ability to find solutions in difficult situations and work through perceived failures or "hard things."

Not only so, but we also glory in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope. And hope does not put us to shame, because God's love has been poured out into our hearts through the Holy Spirit, who has been given to us. - Romans 5:3-5

The Christian Home and School Partnership

Christian parents are the best teachers of the faith for their children. Their influence is foremost for the child's spiritual development. The faithfulness of parents regarding worship, prayer, stewardship, Bible study, and Christian service in their daily walk with the Lord will have the greatest impact on a child's attitude and commitment to those same things. DRLS takes great pride in the way parents and staff partner in the Christian education of their children.

Objectives of Divine Redeemer Lutheran School

The Child in Relation to God

It is the objective of the school that the child develops a(n):

- growing knowledge of the Triune God, trust in Jesus Christ as his Savior from sin, and an increasingly worshipful, sanctified life.
- growing knowledge of the Holy Scriptures as the Word of Life, proper understanding of Law and Gospel, increased ability to apply God's Word to life situations, and desire to gain the blessings of Holy Baptism and the Lord's Supper.
- understanding of the nature, function, and responsibility of the church as the body of Christ, as well as a willingness and ability to serve as an active member of this body.

The Child in Relation to Themselves and Their Gifts

It is the objective of the school that the child:

- develops knowledge, attitudes, and conduct needed to function effectively as God's child (spiritual gifts).
- understands his body and accepts responsibility for its health, safety, and recreation (physical gifts).
- develops logical, scientific, and creative thinking habits, gains knowledge and the skills of communication, and acquires significant elements of his cultural heritage (mental gifts).
- appreciates the beauty of nature and fine arts and expresses himself in different fine arts media (aesthetic gifts).

The Child in Relation to Others

It is the objective of the school that the child:

- recognizes all men to be God's creation and shows respect, courtesy, and consideration for the rights and welfare of others.
- respects parents as God's representatives and appreciates his privileges and responsibilities as a member of an earthly family, of which Christ is the Head.
- develops Christian social responsibility and cooperative skills.
- develops concern for the spiritual and material welfare of all men and demonstrates this concern through witness and welfare activities.
- respects government as God-ordained and appreciates his privileges and responsibilities as a member of a local, state, national, and world community.

The Child in Relation to Nature

It is the objective of the school that the child:

- understands God is the Creator, Ruler, and Preserver of nature.
- thanks and praises God for all the gifts of nature.
- develops knowledge, attitudes, and conduct needed to understand, use, and care for God's gifts in nature.
- willingly uses nature to glorify God and serve man.

Organization, Administration and Accreditation

Organization

The Lutheran Church-Missouri Synod (LCMS) was founded in the 19th century, is headquartered in St. Louis, MO, and consists of 35 districts throughout the United States. Divine Redeemer Lutheran School is part of the LCMS's school ministry, which provides Lutheran education through early childhood centers, preschools, grade schools, high schools, and universities. Divine Redeemer Lutheran Church and School is in the South Wisconsin District of the LCMS, which includes more than 100 schools.

Governing Structure and Supervisory Authority

Divine Redeemer Lutheran School (DRLS) is operated by an extension of Divine Redeemer Lutheran Church (DRLC). DRLC is a nonprofit corporation holding membership in the LCMS. Divine Redeemer Lutheran Church and School operates under a policy-based governance structure. The DRLC Board of Directors develops, monitors, and enforces policies pertaining to the overall governance and function of the church and school insofar as it is an extension of the overall ministry. The Board of Directors only addresses issues of policy and will speak as one voice through the Executive Director. The Board of Directors has supervisory authority over the Executive Director.

The Executive Director is empowered to take all appropriate actions and make all administrative decisions deemed necessary. The Executive Director may develop organizational policies, procedures or guidelines, and make decisions in any way he deems necessary, as long as governing policies adopted by the Board are observed. The Executive Director has supervisory authority over the Associate Pastor, Chief Financial Officer, and all church and school ministry leaders, including the school principal.

Handbook Disclaimer

This handbook serves as a point of information about how DRLS serves its children and families. DRLS reserves the right to amend, supplement, or rescind, either in whole or in part, the provisions of this handbook at any time as it deems appropriate, in its sole and absolute discretion, consistent with applicable laws, regulations, and policies.

Non-Discrimination Policy

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

Statement on Marriage, Gender, and Sexuality

The following statement was officially adopted by the Divine Redeemer Board of Directors on May 17, 2021.

Divine Redeemer Evangelical Lutheran Church and School believes that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and

nature of God (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:14.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10.)

We believe that in order to preserve the function and integrity of Divine Redeemer Evangelical Lutheran Church and School as the local Body of Christ, and to provide a Biblical role model to the Divine Redeemer members and the community, it is imperative that all persons employed by Divine Redeemer in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.)

We further believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the Holy Scriptures nor the doctrines of The Lutheran Church-Missouri Synod and Divine Redeemer Evangelical Lutheran Church and School of Hartland, Wisconsin.

Admissions

Enrollment Procedures

Students may be enrolled in the school after the appropriate application and other required documents (birth certificate/assessment report) are submitted for review and approval.

Children entering Divine Redeemer Lutheran School should be the appropriate age for grade level. Students must have reached the appropriate age by September 1 for the grade level they are entering. All children entering 3-year-old kindergarten and older, must be completely toilet trained and able to use the bathroom facilities independently.

DRLS strives to have all students appropriately placed for academic success. After new students have been accepted, they may be assessed to determine grade level placement. Grade level placement is at the sole discretion of the school and will be determined prayerfully, following review of all relevant information by the principal, prior grade teacher, and current grade teacher.

DRLS participates in the Wisconsin Parental Choice Program (WPCP) and complies with all related requirements regarding student eligibility.

Registration Process

Current Families

Starting in February each year, re-enrollment emails are sent to current school parents with instructions on how to verify student information and complete online re-enrollment in FACTS. Parents are required to confirm their student and home information, complete the re-enrollment packet, and pay a registration fee to submit their enrollment. No seats can be reserved for students without completion of the re-enrollment process. Re-enrollments NOT completed by set deadline will incur a non-negotiable increase in the per-child registration fee. Students who are not re-enrolled by the deadline are not guaranteed classroom seats once they open to new church and community applicants.

New Families

Each year, following the deadline for current family re-enrollment, new families can start applications to enroll for the next school year. New families can start online applications through FACTS by completing the application packet and submitting it to the school for review.

Applications are accepted for new siblings of current students first, followed by new students of Divine Redeemer Lutheran Church members, then new students from the community. Accepted students will receive an offer with links to complete the online enrollment packet, pay the non-refundable registration fee, and submit for school review. New enrollments are not complete until new student assessments have been completed. DRLS will help new families schedule necessary assessments. DRLS will notify family if enrollment has been denied based on assessment and/or class limits.

Tuition

Parents will establish billing accounts and schedules on their FACTS tuition account at completion of submitting their student online enrollment packets. Failure to pay the agreed upon tuition will result in termination of student enrollment. If families experience a problem with the FACTS tuition management system or are unable to pay tuition, please contact the school office immediately. Parents can pay tuition annually, semi-annually, quarterly, or monthly (June - May installments).

Tuition Assistance

DRLS participates in the Wisconsin Parental Choice Program (WPCP). This program allows students from low-income families who reside outside of the City of Milwaukee and Racine Unified School District to attend any participating private WPCP school at no charge, if certain eligibility criteria are met. Financial assistance offered by WPCP only covers tuition costs of DRLS. According to the WPCP guidelines, families are required to pay for lunches, gym uniforms and other personal use items, before and after school childcare, and social and extracurricular activities.

In addition to WPCP, DRLS offers a limited amount of tuition assistance for families who qualify. Tuition assistance is applied for through FACTS in May and families are typically notified during the summer months to financial assistance decisions. Further information about tuition assistance can be obtained from DRLS Admissions Counselor, Tracey Markut.

Academic Standards

DRLS understands that every child has unique talents and abilities. When measuring academic growth, several data points are considered, including standards set by the State of Wisconsin for each grade level. If a student is more than one year below grade level in reading, writing or math, promotion to the next grade will be at the discretion of the principal.

Promotion

DRLS has rigorous standards for promotion. To ensure students are ready for the next grade level, promotion decisions are based on a student's readiness based on report cards, test scores, attendance, and developmental readiness. Students in second through eighth grade must have a 1.667 grade point average or higher (cumulative GPA made up of an average of all four quarters final grades which will include all subject areas including specials like Physical Education, Art, Music, etc.) and a passing grade in the core subjects of Reading/Literature, Writing, Grammar, Social Studies/History, Science, and Math in order to advance to the next grade level. Four-year-old Kindergarten, five-year-old Kindergarten, and Grade 1 teachers will be in close communication with the principal about progress, important skill levels, and maturity in order to advance to the next grade level.

Specifically for advancement from Grade 4 to Grade 5 and from Grade 8 to Grade 9, promotion determinations will be evaluated by a student's academic readiness through multiple measures. These include regular academic performance and GPA metrics, attendance records, formal written recommendations from core-subject teachers and administration, and results from standardized diagnostic assessments. These assessments can include the Wisconsin Forward Exam*, NWEA MAP testing, or AimsWeb benchmarks. For the state-mandated

*The Wisconsin Forward Exam is a required test for students who are part of the Wisconsin Parental Choice Program, unless those parents opt out of this requirement.

Promotion Policy from Grade 3 to Grade 4

DRLS School adopts this Grade 3 to Grade 4 promotion policy as of July 1, 2025 to take effect August 1, 2027. All Grade 3 pupils scoring at or above grade-level in reading on the Wisconsin Forward Exam (if not waived) or the NWEA MAPS test may be promoted to Grade 4. For any pupil(s) scoring below grade level in reading on the Wisconsin Forward Exam (if not waived) or the NWEA MAPS test, our school will provide to that/those pupil(s) the following services, per 2023 Wisconsin Act 20:

- Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency.
- Notification to the pupil's parent or guardian, in writing, including a description of the intensive instructional services and support that will be provided to the pupil to remediate the identified areas of reading deficiency.
- An intensive summer reading program each summer until the pupil scores at grade-level in reading on a summative assessment.

According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any pupil who meets the following or similar criteria:

- Is limited-English proficient. *(According to state statute, "limited-English proficient pupil" means a pupil whose ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, non-school surroundings, and who has difficulty, as defined by rule by the state superintendent, in performing ordinary classwork in English as a result of such limited English language proficiency.)*

- Is a pupil who has an individual education plan (IEP) that indicates that taking the statewide 3rd grade standardized reading assessment is not appropriate for the pupil.
- Is a pupil who scores proficient on reading on an alternative standardized assessment approved by DPI. *(According to the DPI, as of March 2025, the approved alternative standardized assessment is Dynamic Learning Maps (DLM)).*
- Is a pupil who has an individual education plan (IEP) or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the pupil has received intensive intervention in reading for more than two (2) years if the pupil continues to demonstrate a deficiency in reading and was previously retained in Kindergarten or Grades 1, 2, or, 3 for a total of two (2) years.
- Is a pupil who has received intensive intervention in reading for two (2) or more school years, continues to demonstrate a deficiency in reading and was previously retained in Kindergarten or Grades 1, 2, or, 3 for a total of two (2) years.

Retention

Some students may not be ready for the curricula or challenges faced socially in the next grade level. This is determined by organizational skills, social skills, and emotional readiness at the current grade level. Teachers and the principal will promote students based on observations in these areas throughout the year.

If a teacher believes that a student might benefit from being retained in their current grade for an additional year, the following steps should be taken:

1. As soon as possible, but no later than the end of the third quarter, parents will be notified by the teacher of specific concerns as to their child's current academic level of performance, and the chances of success in the next grade level. The teacher will also make the principal aware of student concerns and provide written documentation of interventions over time. Tutoring or other outside academic support may be necessary.
2. A meeting will be set up between the parents and the teacher (and may include the resource teacher) to develop an intervention plan that addresses specific academic issues or other areas of concern. Written documentation of this meeting including specific concerns, the student's current level of performance, and next steps will be developed and signed by parents as well as the teacher and other staff members involved before the meeting ends.
3. A follow-up meeting will take place at the beginning of the fourth quarter to review progress and determine the next steps. This meeting will involve the parents, classroom teacher and principal.
4. If, at the second meeting, significant progress has not been attained, it may be recommended that the student repeat the present grade.

Attendance

Wisconsin State Statute 118.15 applies to both public and private schools and requires school attendance of a child ages six to 18 unless he/she: 1) has a legal excuse, 2) has graduated, 3) is enrolled in an alternative or home-based private, or other educational program as permitted by law. The law further requires that any person having under his/her control a child between the ages of 6 and 18 shall require the child to attend school regularly during the full period and hours that the school is in session until the end of the school term, quarter or semester of the school year in which the child turns 18 years of age. Students missing ten or more days of a school year or those who consistently arrive late to school may be retained. It is crucial students consistently be on time at school to obtain the necessary skills to move to the next grade level.
Please refer to page 23 of this handbook for further information regarding attendance.

Measure of Academic Progress (MAP) Data

DRLS students take the NWEA's MAP assessment three times each year. MAP is a computerized adaptive test, which means every student gets a unique set of questions based on responses to previous questions. This assessment determines what a student knows and is ready to learn next. Teachers at DRLS utilize MAP data to make informed decisions when planning classroom instruction, as one data point when considering the academic progress of each child, and to measure growth over time.

Homework

Homework serves to teach good study habits, responsibility, reinforce skills taught in the classroom, and prepare students for upcoming academic lessons. In addition to assigned homework, students should review math facts and read each day. The curriculum at DRLS has been researched, is rigorous, and advanced by design. It will only be adjusted, modified, or adapted and/or changed for students with IEPs, 504 plans, or other recommendations from the school resource teacher.

Parents are key to helping homework be a positive experience. They are encouraged to provide a quiet place for study, necessary supplies, and designate homework time so students learn good study habits and complete homework with limited interruptions.

Academic Integrity

Students are responsible for doing their own work. They may not represent another person's work as their own. Unless given clear permission, students are not allowed to copy another's work, provide other students with answers, plagiarize information, or submit work generated by artificial intelligence (AI) as their own.

Academic integrity is taught as students get older and when assignments and expectations become more advanced. Students found to break the rules of DRLS's "Academic Integrity," are subject to DRLS's Restorative Discipline Plan (Page 19).

Report Cards and Grading Scale

Divine Redeemer Lutheran School (DRLS) uses the following methods to communicate academic progress of each child:

- Report cards are accessible via FACTS.
- FACTS lists current grades for students in Grades 3-8.
- Teachers will contact parents personally when there is a pattern of low grades/performance.

Calculating GPA

For grades that use letter values for grading, the grade point average (GPA) is calculated by adding each class grade point together and dividing by the total number of credits. Class grade points are calculated by multiplying the numerical value of the letter grade (listed below) by the credit value for each class (listed below).

NUMERICAL VALUE OF LETTER GRADES

A+	4.000	B+	3.333	C+	2.333	D+	1.333
A	4.000	B	3.000	C	2.000	D	1.000
A-	3.667	B-	2.667	C-	1.667	D-	0.667
						F	0.000

CREDIT VALUE OF CLASSES

Religion	1.00	Reading	1.00	Memory	0.25	Handwriting	0.25
Math	1.00	English	1.00	Art	0.25	Music	0.25
Soc. St.	1.00	Science	1.00	P.E.	0.25		

Honor Roll

Some of the older grade levels will use the GPA to determine Honor Roll status. Students that have a 4.00 are a part of Distinguished Honor Roll. Students with a GPA between 3.75 and 3.99, with no Ds or Fs are a part of the High Honor Roll. Students with a GPA between 3.5 and 3.74, with no Ds or Fs, are a part of the Honor Roll.

FACTS

DRLS uses FACTS as a school management system for communication and to record and monitor academics in Grades 3-8. In order to view grades, parents need to be a registered parent through FACTS. If a parent is not a registered parent, they should contact the school office.

Included in FACTS is a school directory with family contact information. Families are able to have addresses hidden at their request. If a family would like to do so, they should contact the office for assistance.

Communication

Divine Redeemer Lutheran School (DRLS) recognizes that parents are the primary educators of their children. Positive communication between parents and teachers is an essential ingredient for success in school. Teachers will respectfully communicate challenges and success of students with parents. Likewise, parents are strongly encouraged to initiate respectful contact with teachers, communicate questions or concerns before they turn into major issues, and avoid emotional responses to concerns before discussing the matter with school personnel.

Types of Communication

DRLS communicates in a variety of ways. The following are the main methods for communication.

- FACTS: This online information system shares grades and is a way to communicate via email with staff at any time.
- Phone: Staff may be contacted by phone when parents and students have questions or concerns that cannot be answered in person or through email. Return phone calls will be made upon teacher availability and not during a teacher's personal time. Teachers will not speak on the phone when they are teaching a class.
- Weekly Newsletters: To communicate special events, dates, times, needs, etc. of our school, a newsletter is sent through email and is available on FACTS on the last day of each week that school is in session.
- Parent-Teacher Conferences: Parent-Teacher Conferences take place at the end of the first quarter. Attendance by a parent is mandatory. These conferences give parents and teachers the opportunity to discuss the progress and areas of growth of students. The conferences also allow parents to solve issues with the help of the teachers to determine strategies for maximizing student performance.
- All-Call: Organization-wide text messaging system that communicates immediate information (i.e. snow day, power outage, shorts day).

School Day Communication

If parents need to communicate with their student throughout the school day, they can do so in a variety of ways, including:

- Email or phone contact with the teacher.
- Message sent to the student through parent contact with the school office.

Parents should not be communicating with their children via cell phones, smart watches, or other electronic devices, as these items are not allowed to be used by students during the school day. Similarly, if students need to contact their parents, they must first get teacher permission. The teacher can then contact parents themselves or allow students to use the phone in the main office. Students must have permission to use the main office phone.

Conflict Resolution

DRLS is confident that most problems can be readily resolved through effective communication. If parents have concerns about their child, the first contact is with the classroom teacher. Respectful communication is the expectation of everyone at DRLS.

Resolution for Disputes or Concerns

In working for a resolution to a dispute or concern, parents are asked to use the following steps. Before proceeding with the steps below, it is in the best interest of those involved to pray on the situation and ask the Holy Spirit for discernment in understanding and communication. If the situation does require immediate attention due to safety, it is recommended to wait 24 hours after the issue to allow for thoughts to be further processed.

STEP 1- Student to Teacher

The student brings a concern to the teacher. This will vary by grade level, though it is a good development of character traits for students to learn independence by communicating their concerns in a healthy and safe way to an adult.

Possible Responses: Teacher and student resolve the situation; Student informs parents of resolution; Short follow-up from teacher or parents.

STEP 2- Parent to Teacher

Parent contacts a teacher via phone, email, or face-to-face. These situations may be to clarify a situation or to give the teacher a "heads-up."

Possible Responses: Teacher clarifies details of the concern; Teacher follows-up via phone, email, or face-to-face.

STEP 3- Parent to Administration

After Steps 1 and 2, the parent may feel the need to contact the administrator. Parents should contact an administrator via email.

Possible Responses: Administrator follows-up with teacher for clarification; Administrator follows-up with parent via email, phone call, or face-to-face.

STEP 4- Parent and Principal Meeting

If basic communication and follow-ups have not brought a resolution, then the parent and principal may have a meeting where a serious issue is discussed, clarified, and a plan is put together to work towards resolution.

Possible Responses: Resolution plan is put together; Plan or resolution is summarized and/or documented and sent via email.

Student and Family Code of Conduct

Philosophy

Divine Redeemer Lutheran School (DRLS) is committed to providing a safe and orderly Christian environment in which students can reach their fullest potential spiritually, academically, socially, and emotionally. DRLS strives to protect the learning environment to ensure every child and staff member is safe and can learn without interruptions. The *Code of Conduct* will be consistently taught, expected, and enforced.

Partnership with parents in providing a Christ-centered, high-quality education involves having staff, students, and families proactive in demonstrating positive behaviors based upon God's love for us through Jesus Christ. Simply put, because God loved us enough to send His Son to die for us, we reflect the love of Jesus in our daily lives through our interactions with others. All this we do as a "thank you" to our Heavenly Father in appreciation for what He has done for us.

> *"We love because he first loved us…. And he has given us this command, anyone who loves God must also love his brother and sister," -1John 4:19,21*

General Guidelines and Rules

Christian Guidelines

As students and teachers in a Christian School, we are expected to reflect the love of Christ and therefore should show mutual caring for each other and for the group. To establish clear guidelines for proper Christian behavior at DRLS, the following behavioral standards have been instituted:

1) Respect of God and His Word (i.e. Be an example to others by following the example of Jesus, use words and language that encourage others and build them up).
2) Respect of teacher and others in authority (i.e. Respond appropriately to directions given by your teacher or other school staff, whether in the classroom or on the playground, obey the laws of the community while at school and while out in the community as a representative of your school).
3) Respect of the teaching and learning processes (i.e. Be regular in attendance, be on time to school, and come to class with needed supplies and completed assigned work, do your best with the gifts that God has given you, completing assigned work and turning in assignments when due, follow classroom rules and help classmates do the same).
4) Respect the rights of others (i.e. Recognize and give value to the gifts and talents of others and refrain from actions or language that hurts others or makes them feel threatened).
5) Respect the property of others (i.e. Take pride in your school, keep your school litter-free, protect personal and school property, follow all rules regarding the use of school computers and other technology).

Cell Phones, Smartwatches, and Other Electronic Devices

Cell phones, smartwatches and other electronic devices used by students are prohibited during the school day. All devices are to be turned off before entering the school building and are not allowed to be turned back on until they enter the vehicle in which they are leaving school or have permission to turn it on from DRLS personnel.

If these items are brought out during school hours, they will be confiscated and must be retrieved by a parent from the teacher or school office. Teachers may make exceptions for field trips or other unique circumstances. Divine Redeemer is not responsible for lost, stolen, or broken items. *Please see Appendix for the school issued iPad policy.*

Dress Code and Appearance

Scripture tells us to do everything in moderation and to God's glory. The principles for the dress code are to create an atmosphere of respect and responsibility, as well as foster a classroom where learning can occur without distractions.

> *"Your beauty should not come from outward adornment…. Instead it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight."*
> *-I Peter 3:3-4*

The dress code is written for students in Kindergarten through Grade 8. If you have any questions concerning appropriate clothing, please reach out to a teacher or administration.

Principle #1 – Apparel and accessories are not to be offensive to our Christian standards.

- Shirts or other articles of clothing may not have inappropriate phrases, sayings, quotations or advertising slogans depicting anything offensive.
- Body piercings, other than girls' ears, are not allowed.

Principle #2 – Dress appropriately for school.

- All clothing must be neat and clean and not detract from the Christian atmosphere of the school.
- Jeans may not be frayed or have holes.
- Students may not wear DRLS athletic uniforms unless given permission from school personnel.
- Sweat suits and sweatpants made of cotton, flannel, or fleece are not allowed. A classy multisport or running type pant is allowed.
- Students may not wear hats in the school building.
- Shoes must be always worn; State of Wisconsin Law requires this.
- Shoes must have closed heels. Clogs, Crocs, sandals, Heelys, and flip-flop type footwear are not acceptable.

Principle # 3 – Students should dress with modesty and restraint.

- Students should wear clothing that fits them properly. Clothing cannot be skintight.
- Students may not wear halter tops, tank tops, sleeveless tops or any clothing that reveals any part of the midriff.
- In Grades 5-8, leggings or yoga pants are only allowed beneath a skirt, dress, or long shirt.
- Dresses and skirts must be of an appropriate length and pass the fingertip test.

Principle #4 – Hairstyles should reflect moderation and careful grooming.

- Hair coloring can only be a natural hair color. Colors like blue, green, etc. are not allowed.

Principle #5 – Clothing must be appropriate for the season.

- During the first and fourth quarter students may wear shorts, capris, crop pants and skorts. Administration may give permission for the listed items to be worn in the second or third quarter.
- Shorts must be neat, clean, and should be an appropriate length (fingertip). Shorts that are not allowed include spandex shorts, boxer shorts, and frayed cut-offs.

- When snow is on the ground, students who want to play in the snow must wear boots and snow pants over their regular school clothing. Students without boots or snow pants will be restricted to the cleared asphalt areas. Boots worn for outside play may not be worn throughout the day in the classroom.

Bullying Policy

Bullying is a deliberate, repeated harm or threat of harm by the same person or group of people against a student or staff member. DRLS addresses bullying at each grade level and at the appropriate developmental level of the grade. Topics may include defining bullying, explaining how to identify and report bullying, and reinforcing concepts of bully, victim, and bystander.

Students who feel they are being bullied should:

- Ask the person(s) to stop;
- Step away from the situation; AND
- Inform teacher or other school personnel.

Formal accusations of bullying will be investigated by a teacher and/or school administration. If the result of the investigation ends with a determination that bullying has occurred, then it will require the offender to meet with school administration to discuss the bullying issue and reinforce that bullying will not be permitted. The offender will be given a written notice describing the bullying situation, which will be sent home, signed by a parent and returned to school administration. The offending student will also serve an in-school suspension and be placed on disciplinary probation.

Any subsequent acts of bullying by a student will result in an immediate removal from class for an in-school suspension for the remainder of the day and an additional suspension assigned by school administration. The offending student will be required to appear before a disciplinary probation committee made up of school administration and teachers, to determine the student's future at DRLS. The disciplinary probation committee shall possess the authority to expel the student from school.

Love and Logic

Teachers at DRLS employ the philosophy of "Teaching with Love & Logic." The Love & Logic philosophy helps create positive relationships and a respectful environment. It is based on the following principles:

- Adults are responsible for establishing boundaries and limits in school, in a respectful and empathetic way.
- Mistakes are opportunities for learning.
- Children and adults work and learn best in a place where they feel physically and emotionally safe.
- Children require practice in problem solving if they are to develop powerful problem-solving skills for life.
- Setting and respectfully, yet firmly, communicating limits and boundaries as a valuable skill for life.
- People have different needs, strengths, and goals. These differences deserve mutual respect.
- Self-confidence is developed by repeated experiences of putting forth personal effort and achieving genuine success.

Types Consequences

Classroom Consequences

Each teacher's system of classroom management is the first response for any discipline issues. Teachers have the autonomy to use appropriate consequences that works within their own classroom management system, so as it is in line with the mission and philosophies of DRLS.

Administrative Consequences
School administration may be involved when a student does not respond properly to a teacher's efforts to teach and correct behavior. Administrative consequences are assigned and served at the discretion of the assigning administrator. The assigning teacher or administrator will give notice to a student's parents if administrative consequences are assigned.

Suspension
If a student is suspended, they will be placed on disciplinary probation. Parent(s) will be notified of the suspension. A suspended student will be reinstated to class at the discretion of the administration. A suspension may be in-school, at-home, or a combination of the two. Academic work missed during the suspension is required to be completed. Students on suspension are ineligible for extracurricular activities on the day of the suspension. Suspension will be documented and may become part of the student's permanent record.

Disciplinary Probation
Disciplinary probation is a period of 20 school days in which a student is required to remain free from *Code of Conduct* violations. If a staff member feels a *Code of Conduct* violation has occurred, it will be referred to the principal. The principal will determine if conduct warrants a disciplinary committee review. If at the end of the probation, no violations have occurred, the student will be removed from probationary status.

Expulsion
The principal of DRLS possesses the authority to expel a student from DRLS. When a student is expelled, the student and parent(s) will be given written notification of the reason for expulsion. Reasons for expulsion are not limited to on-campus behaviors and may include, but are not limited to:

- Use, sale or possession of drugs, alcohol, tobacco, or vaping products.
- Possession of a weapon at school or a school sponsored activity.
- Vandalism or theft.
- Assault, battery, or any threat of force or violence.
- Continued, willful disobedience of the school's *Code of Conduct*, including any violation of the *Code of Conduct* while a student is on disciplinary probation.
- Parent(s) unsupportive of the staff, rules, and decisions of the school.

The Executive Director and Principal have final discretion on classroom and school management decisions and consequences.

Restorative Discipline

Philosophy

Goals of Divine Redeemer's Restorative Discipline are to

1. Create an environment with strong Christian fellowship/community (Pro. 27:17, Acts 2:42-47, Rom. 1:11-12).
2. Encourage responsibility among students and staff (Gen. 1:28, Pr. 13:4, Heb. 4:13).
3. Teach students how to communicate effectively (Pr. 12:18, Eph. 14:2, Ja. 1:19).
4. Give back to others (Pr. 11:25, Eph. 4:32, Heb. 13:16).

Divine Redeemer's Restorative Discipline is based on biblical principles, which means there is use of both Law (Discipline) and Gospel (Restorative). We live in a fallen world where every person is a sinner (Ro. 3:23, 1 John 1:8) and can harm others with their words and actions (Ro. 7:21-25, Eph. 2:3, James 1:14-15). We also live in a saved world, where everyone has been extended grace (John 1:16, Ro. 3:24) and all faithful believers are saints (Ro. 8:4, 1 Cor. 1:2, Eph. 2:8-10). It is the school's job to create a safe environment and share God's gifts of grace and mercy while guiding students in the understanding of both.

The LAW shows us our sin. The GOSPEL shares the gift of salvation, through Jesus Christ, despite our sin. The GOSPEL takes away the punishment of eternal death; it does not remove temporal consequences for breaking the LAW.

As part of Divine Redeemer's Restorative Discipline plan, our goal is to clearly and effectively communicate behavioral expectations and temporal consequences. Through Restorative Discipline, students will understand the cause and effect of positive and negative behavior, how to repair harm done, and how to resolve conflict.

Levels

Below is a leveled behavior chart, which **defines the purpose of each level**, and gives **examples that include but are not limited to**, **possible consequences for behaviors**, and the **recommended authority figure to be involved**.

The levels provided are used to give solid understanding and consistency throughout the school. However, these are not necessarily to be used for every situation. DRLS understands each situation is unique and there are many factors involved. These factors can include, but are not limited to student age, previous behavioral records/patterns, student's understanding of the impact of their behavior, degree of harm caused, student plans (IEP, 504, etc.), circumstances, tone, and setting in which incident occurred.

Level 0- These behaviors fall under the realm of classroom management. Behaviors that may warrant documentation without immediate escalation to higher levels of discipline. It is important to record these behaviors for documentation purposes. Responses to these behaviors focus on guiding, correcting, and encouraging the development of positive social conduct, self-regulation, discipline, and overall well-being. **-Repeated reminders for talking out of turn** **-Repeated reminders to have appropriate supplies for class** **-Late/incomplete homework** **-Late to class** **-Inappropriate/out-of-context comment or action** **-Disrespectful volume or actions in hallways** **-Hands and body are not kept to oneself** **-Dress code violation** **-Running in the hallways** **Minimum: Classroom management system, such as a "warning system," for basic redirective purposes.** **Middle Ground: Conversation with the teacher; Removal from the classroom; Written reflection** **Maximum: Loss of classroom privileges (i.e. recess, lunch at separate table, classroom prize, etc.)** **Managed by the classroom teacher. A write-up is recommended for any loss of classroom privileges.**
Level 1-Deliberate violation of established rules without direct harm or damage. These actions disrupt the school environment and may pave the way for more severe transgressions. **-Repeated Level 0 offenses** **-Gum chewing** **-Use of iPad/school technology without permission** **-Use of personal cell phone/smart watches without permission**

-Inappropriate language
-Disrespect of authority
-Lack of respect for another's space, items, or feelings
-Shoving in the hallways

-Minimum: Conversation with teacher
-Middle Ground: Teacher informs parents, Written reflection
-Maximum: Loss of classroom privileges (i.e. recess, lunch at a separate table, classroom prize, etc.); Visit with an administrator
-For repeated Level 0 offenses, which the teacher believes have raised to a Level 1 offense, there should be a message/conversation with the parents and a conversation between the teacher and administrator/support services about a possible behavior plan.

Managed by the classroom teacher and must have a write-up with administrative knowledge. If the teacher feels a visit with an administrator is needed, they will communicate with the administrator. If the administrator is involved, there will be communication with parents.

Level 2- Deliberate breach of recognized rules resulting in harm or damage. These purposeful infractions are of greater severity and pose risks to order, safety, and/or property integrity.

-Repeated Level 1 offenses
-Hallway behavior that causes harm or damage
-Conversations that go too far and can cause harm
-Defiance of authority
-Vandalism
-Cheating off another's work
-Threatening others
-Breaking of "Technology Acceptable Use Policy"
-Physical harm to others

-Minimum: Teacher inform parents, Written reflection; Mediated conversation between students
-Middle Ground: Loss of classroom privileges (i.e. recess, lunch at separate table, classroom prize, etc.); Visit with an administrator; In school suspension
-Maximum: Out of school suspension
-For repeated Level 1 offenses, which the teacher believes have raised to a Level 2 offense, there should be a message/conversation with the parents and a conversation between the teacher and administrator/support services about a behavior plan/contract.

Managed by the classroom teacher or administration. Write-up is required, as is a discussion between the teacher and administration to determine who will take the lead in the situation.

Level 3- Malice or intentional harm towards others. These behaviors threaten people's safety and well-being.

-Repeated Level 2 offenses
-Bullying…defined as: Deliberate, repeated harm or threat of harm by the same person or group of people against a student or staff member.
-Planned cheating
-Possession or use of drugs, alcohol, tobacco, or vaping
-Threatening behavior of violence with the use of a weapon or extreme force

-Theft

-Handled by administration
-Minimum: Inform parents, Written reflection; In-school suspension
-Middle Ground: Loss of classroom privileges (i.e. recess, lunch at separate table, classroom prize, etc.); Visit with an administrator; Out of school suspension
-Maximum: Expulsion
-For repeated Level 2 offenses, which the teacher believes have raised to a Level 3 offense, there should be a message/conversation with the parent. If a behavior plan is not already put in place, then one will be.

Write-up required. Level 3 behaviors are handled by the administration and teachers involved will be informed throughout the situation.

Appeals

Appeal Committee

The Appeal Committee shall consist of two designated members from the Board of Directors and a pastor from Divine Redeemer Lutheran Church (DRLC). The Appeal Committee shall be seated each academic year, on or by the first full week of school. Should an alternate be needed due to a conflict, the alternate will be determined by the Executive Director at DRLC. When possible, alternates must fit the same qualification (Board of Directors or DRLC pastor) as the Appeal Committee member who is being replaced. Appeal Committee members must not be a part of school disciplinary committees.

Appeal Process

Parent(s) may appeal decisions by the Principal of Divine Redeemer Lutheran School (DRLS) by submitting a written grievance to the Appeal Committee within five (5) business days of the decision. The written grievance must state with specificity the decision(s) that is being appealed and must be addressed and hand delivered as follows: Divine Redeemer Lutheran School, Care and Attention of Appeal Committee, "Written Grievance", 31385 Hill Road, Hartland, WI 53029. In this written grievance, the Parent(s) must provide the Appeal Committee with an email and mailing address where all communications are to be sent relating to the appeal process. The Appeal Committee, through one of its members, will acknowledge receipt of the appeal via email to the Parent(s).

The Parent(s) filing the appeal will have five (5) business days after their written grievance is hand delivered to submit documentation related to their appeal, addressed and hand delivered as follows: Divine Redeemer Lutheran School, Care and Attention of Appeal Committee, "Written Grievance", 31385 Hill Road, Hartland, WI 53029 (unless an alternative communication form is provided by the Appeal Committee to the Parent(s)).

The Appeal Committee, through one of its members, will acknowledge receipt of the submitted documentation to the Parent via email, will share the written grievance and submitted the documentation to the Principal on the same day, and will allow the principal five (5) business days to submit documentation related to the appeal. The principal's submission will be provided to the Parent(s) via email on the same day.

The Appeal Committee will review the submitted documentation from both parties and will make a decision based on the documents provided within 10 business days thereafter based upon the school's handbook, contractual agreement of the parties and submitted materials. The decision may be:

1) Take no action.
2) Reverse and declare the principal's decision void.
3) Amend, supplement or revise the principal's decision with specified conditions.

All Appeal Committee decisions are final. No further recourse is available or allowed.

This is agreed to by the principal, student, and parent(s) as part of their contract and as a policy of this handbook.

The student and his/her parent(s) agree to the obligation of presenting all information to the Appeal Committee in its entirety, and in good faith and honesty. Further, and because this is a private school, the principal, the parent(s) and the student agree and confirm that no attorney shall be permitted to present either for the principal, student, and/or parent(s) during this process as it is disruptive to the Appeal Committee's review of the grievance. The principal, student and parent(s) agree to said waiver of attorneys in this process, as part of their contract and as a policy of this handbook, and do hereby agree to represent themselves in this process upon entry into DRLS.

Attendance

Operational Hours

Divine Redeemer Lutheran School (DRLS) is in session from 8:15 a.m. - 3:25 p.m., Monday through Friday during the school year. School calendars are available on FACTS and at drlc.org. It is important students are in school on time and ready to learn when school starts.

- School Office Hours are 7:45 a.m.-4:00 p.m.
- Front office and school doors open at 8:00 a.m. Cafeteria doors at 7:45 a.m. Students using the Cafeteria entrance must stay there until 8:00 a.m.
- School starts promptly at 8:15 a.m. and ends at 3:25 p.m.; Preschool ends at 11:30 a.m. and half-day Kindergarten ends at 11:50 a.m.
- Students must be picked up no later than 3:45 p.m.
- Students who are not picked up by 3:45 will go to BASE Camp at a charge of $10 per student.
- If you know you will be late picking up your child, please call the school office.

Attendance

Regular attendance is part of Wisconsin State Law (Wisconsin State Statute 118.15) and is essential to the academic success of all students. If it is necessary to miss school due to illness or other reasons, please call the school office (262-367-3664) before 8:00 a.m. when possible. A written excuse, signed by the parent, is necessary if a student is to be excused from Physical Education or other classes for three or fewer days. If this should be for longer than three days, written instructions to that effect are required from a doctor.

Students are considered tardy if they are not in the building by 8:15 a.m. and are not in their classroom by the time announcements are completed, which happen right at 8:15 a.m. A student will move from a tardy to 0.5 day absent if they are not in school by 11:30 a.m.

Make-up work and due dates of absent students are at the discretion of the teacher and principal.

Students may not attend and/or participate in before/after school activities, practices, athletic events, concerts, clubs, etc. on the day of an absence. Exceptions may be allowed, with approval from the principal, for some absences such as doctor's appointment.

Under Wisconsin's "Missing Child Law," parents are required to notify the school office on any morning their child will be late or is not attending. If a student incurs more than ten school days of absences, because of health or physical impairment, a written excuse signed by a doctor on clinic/hospital letterhead is required to return to school. In certain situations, the school may require the doctor's excuse be directly faxed to the school from the doctor's office.

Students missing ten or more school days during any semester, as well as those who consistently arrive late at school may be retained.

It is the responsibility of the parent to provide reason for their child's absence. It is the responsibility of the principal to record whether the absence is excused or not excused. The principal may excuse students from attendance at school for the following reasons:

- Temporary physical or mental illness. The principal or his/her designee may request the parent obtain a written statement from a physician or other medical professional as proof of the child's condition. This excuse must be in writing and state the period for which it is valid, not to exceed 30 days.
- Medical appointment. Such appointments are to be made, whenever possible, when school is not in session. Verification of such appointments may be required.
- Attendance at special events of significant and important educational value with prior approval by the principal/designee.
- Exceptional circumstances approved by the principal/designee when provided with proper documentation.
- Divine Redeemer Lutheran School may recognize a family trip/vacation as an excused absence for no more than five (5) school days in a school year.

Frequent or prolonged absence from school or from assigned periods during the school day or repeated tardiness without satisfactory reason/documentation shall be grounds for retention or other disciplinary action by the principal up to and including expulsion.

Habitual Truancy

Wisconsin Law defines a habitual truant as a student who is truant for part or all of five (5) or more days without an acceptable excuse in a semester. These students may be referred for legal action according to state law (Wisconsin Statutes 118.51 (1) (a); 118.16; 947.16). As required by law, the school will contact the proper authorities to report truancy when necessary.

Attendance Support Plans

It is our prayer that all students will attend school regularly. In the event that a student experiences frequent absences without proper documentation, the following steps will be taken:

- Phone call to the parent.
- Warning letter sent home after five absences and/or five tardies in a quarter with a reminder of the Wisconsin State Statutes on compulsory attendance.
- In-person meeting with the parent, the student when appropriate, and school officials detailing attendance plan and possible fees for tutoring to get the student caught up with missed material, signed by parent.
- Report truancy to law enforcement and social services.
- Retention
- Expulsion

Students Leaving School Grounds

Emergency Pick-up by an Alternate Person

If an emergency arises and someone other than authorized people will be picking up a child, a signed note or phone call of authorization must have been received from the parent before the event. Proper identification must be presented at the time of pick-up.

Leaving School during the Day

Students must have an acceptable reason to leave school grounds during any time of the school day and written permission of the parent, or the parent must call the school office directly. When picking the student up before dismissal, parents are required to come to the school office and sign the log in the office.

Divine Redeemer has a legal responsibility to maintain the safety of all students during the school day. Therefore, should a student leave during the school day without written permission, police will be called, and parents will be contacted. Disciplinary action will be taken at the discretion of the principal.

Arrival and Dismissal

Detailed Arrival and Dismissal Procedures can be found in Appendix IV.

Arrival

Divine Redeemer Lutheran School (DRLS) serves as the hub for the buses that transport students from DRLS and St. Charle. Each morning, buses proceed to the east parking lot and transfer St. Charles students to be shuttled to their respective schools. DRLS students are escorted to the school building by a teacher. Parents who drive their children to school in the morning should use the west parking lot entrance and proceed to the front of the school. Children should exit their vehicles on the school side to avoid crossing in front of any vehicles.

Families who park and walk their children into the school building have three options:

- If you have children in ECDC only: Park on east side of ECDC
- If you have children in BOTH ECDC and Main Campus: Park between ECDC and buses
- If you have children in Main Campus only: Park in west church lot

Students may enter the building no earlier than 7:45 a.m. Students entering the building between 7:45-8:00 a.m. must enter through the cafeteria doors and report to the cafeteria. Students entering the building between 8:00-8:15 a.m. can enter through the main school doors or the cafeteria doors and must report to their classroom.

Dismissal

Parents may choose from the following departure options:

Bus
By 4:00 p.m., students riding the bus home are escorted by a staff member to the bus-loading zone in front of the school. A supervising staff member will be in place until all bus riders are safely aboard, and the buses have left school grounds.

Convenience Pick-Up
Parents with any students in Kindergarten-Grade 5 enter the parking lot using the west entrance no earlier than 3:15 and line up as can be seen in the Arrival and Dismissal Procedures in Appendix IV. Teachers/staff direct all vehicles and supervise children throughout the dismissal. Students are dismissed directly to vehicles once their vehicle has been directed to the front of the building.

Parents with students in ONLY Grades 6-8 may enter the parking lot through the east entrance and park in the area just west of the ECDC building. When the student sees their parent, they may let the supervising staff member know and safely walk to their parent's vehicle.

Inside Pick-Up
Parents should park in the west (church) parking lot and enter the school lobby through the main doors. Parents remain in the lobby until the 3:25 bell. At that time, parents may proceed to their child's classroom for pick-up. "Inside Pick-Up" for students will be just outside the gym for Grades 6-8 and in the cafeteria for Grade 5. Parents must come and get their children from these areas.

BASE Camp
Kindergarten and older students are dismissed by their teacher at 3:20 to go to a designated location where they will be under the care of the BASE Camp instructor.

Bus Transportation

Full-Day 4K through Grade 8 students living in the Arrowhead School District are eligible for bussing to and from Divine Redeemer. Half-day Kindergarten students are eligible for bussing in the morning.

Families residing outside of the Arrowhead School District may be eligible for bussing reimbursements from the districts in which they reside. Those parents are urged to contact the administrative office of the district in which they reside to find out if they are eligible for reimbursement.

Riding the school bus is a privilege. Expectations for student behavior on the school bus are the same as the behavior expected in the classroom. Respect for others, care for equipment, and the well-being of all concerned are normal expectations. Students may face consequences at school for breaking DRLS Code of Conduct while on the bus.

Field Trips

Opportunities for learning lie beyond the walls of classrooms and field trips are an important part of the overall educational program at DRLS. If there are any issues that may prevent a student from attending a field trip, they are strongly encouraged to communicate the reasons with a teacher and/or administrator.

When costs are involved for field trips, parents are to send the specified amount to school with their child prior to the date of the trip. Whenever money is sent to school, the money should be placed in a sealed envelope and clearly marked with the child's name, the amount of money enclosed, and the purpose of the money.

Health Protocols

Illness/Injury During School Hours

If a child becomes ill during the school day, parent(s) will be notified and are required to remove their child from school within one hour of the contact. For the well-being of the student body and staff, children who are ill should be kept home.

For accidents and injuries requiring medical attention beyond basic care, parents will be notified. If necessary, a paramedic emergency unit will be called. Universal precautions are used to prevent the spread of blood borne pathogens.

Guidelines for Children to Attend School Regarding Illness

DRLS asks that students do not come to school with symptoms of sicknesses listed below. For return from illness, the guidelines below are followed. If parents are unsure about symptoms, it is recommended to contact the child's physician or the Waukesha County Department of Health.

Fever
Children must be fever free, without the use of fever-reducing medication, for a period of 24 hours prior to returning to school.

Cough, Cold, Covid Symptoms
No persistent cough, congestion, muscle aches or other symptoms of a significant cough or cold.

Lice
Children may return to school the morning after he/she has been treated with head louse shampoo and a thorough combing for nit (egg) removal has been completed. Students will be checked upon their return to school and if nits (eggs) are found, and a parent is required to pick the child up from school.

Ringworm
Site must be treated and covered. Advanced cases will require a doctor's note.

Antibiotics
Children receiving an antibiotic must take the antibiotic for a full 24 hours prior to returning to school.

Vomiting and/or Diarrhea
Children must be free from vomiting and/or diarrhea for a period of 24 hours.

Harsh Rash
Student must have written note from his/her doctor stating the rash is not contagious before returning to school.

Communicable Diseases
Communicable diseases include, but are not limited to chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, scarlet fever, whooping cough, diphtheria, meningitis, and shigellosis.
Parent must notify Divine Redeemer in the event their child has a communicable disease. Parents must follow instructions from their physician before child can return to school. Certain diseases may be reported to the health department. In the case of communicable disease, the parent must provide a written statement from the Health Department stating that the child may return to school.

Medications

It should be noted that there is no legal requirement for DRLS staff to administer medication.

1. Prior to giving any medication to a student, there must be a completed Medication Administration Form, signed and dated by the parent, on file in the school office. This form must be updated each year and indicate name of medication, dosage, time/frequency of administration, and duration of all medications approved by the parent for potential administration at school. Any possible side effects should be listed and/or the information leaflet normally supplied by the manufacturer/pharmacy made available.
2. Parents must personally bring the medication in its originally labeled container to school and hand it to the administrative assistant in the school office. The administrative assistant will cross-check the label with the Medication Administration Form and record that the medication has been received and is not expired.
3. Students are responsible for coming to the office to receive their medication at the appropriate time. School personnel will not force a student to take medication. If the child refuses medication, parents will be notified.

All medication brought to DRLS will be placed in the school office. This room is locked at all times unless a staff member is working in the room. This room is equipped with appropriate medication storage and refrigeration.

The school administrative assistant will receive medications and forms as well as log, store, and administer all student medications. If he/she is not available, this duty falls to the school administration or admission counselor.

Some emergency medications such as adrenaline pens and asthma inhalers will be made available to the student as prescribed and approved by a parent. Some students may need to keep these items with them at all times, while other students may need to keep them in the office. DRLS will follow the guidelines set by the parents and physician. Classroom teachers will be made aware of these items and their location. Students for whom these are prescribed are the only ones authorized to use them. Students caught sharing these items will be subject to disciplinary action.

Student Immunizations

Every parent must provide a current immunization record and submit it to the school office prior to the first day the child attends school at DRLS. Students with improper documentation will be required to submit the proper immunizations and documentation before returning to school. Any parent who does not comply with the state of Wisconsin regulations will be reported to the Waukesha County Health Department and his/her child(ren) will not be permitted to attend school at DRLS.

Emergency Response Plan

Divine Redeemer Lutheran Church and School has an Emergency Guidelines handbook on file in the church and school offices. In case of emergency evacuation of the building, parents will be notified by phone, text, and/or email.

Hygiene

It is a priority to maintain cleanliness and hygiene practices to prevent the spread of germs and illness. In addition to diligent hand-washing with soap and warm water.

Wellness Policy

The primary goal of the Divine Redeemer Wellness Policy is to increase the knowledge and understanding of proper nutrition and physical activity. Students will develop decision-making skills pertaining to nutrition and their overall health. To accomplish this goal, Divine Redeemer's Wellness Policy has been developed to encourage and educate students about the benefits of making and maintaining a healthy lifestyle. DRLS does not participate in any government funded food program and therefore is not required to follow government mandated school lunch protocols. However, DRLS does provide healthy and balanced lunches for students.

Nutrition Education Goals

- Students in Kindergarten through Grade 8 will receive nutrition education and skills they need to adopt healthy eating behaviors.
- The message of making healthy choices will be consistent in classrooms, lunchrooms, and throughout the school.
- Health education will include nutrition, physical education, and preventative health education.

Physical Activity Goals

- Students will be given opportunities for physical activity during the school day through physical education classes, recess periods, and the integration into the classroom.
- Students will be given opportunities for physical activity through offering before and/or after school activities such as BASE Camp and athletic programs.
- The school encourages parents to support their child's participation in physical activities.
- The school employs a highly trained physical education teacher to lead wellness efforts

Nutrition Guidelines for All Foods and Beverages Available at School

- Food and beverages in the food service program will represent good choices for a balanced and nutritional diet.
- The school does not provide vending or snack machines for student use.
- The school enforces strict snack/party food guidelines to ensure the health and safety of all students.

Snacks and Treats

In accordance an alignment with DRLS's Wellness Policy, it is asked that choices for snacks provide nutrition and energy. Water is the only beverage allowed in classrooms. No peanuts/tree nuts or foods containing peanuts/ tree nuts are to be sent to school due to life-threatening food allergies. Please see Appendix II for snack and treat recommendations.

Lunch

Divine Redeemer offers a hot lunch program on Tuesdays, Wednesdays, and Thursdays. There is a fee for hot lunch which must be ordered and prepaid on FACTS by noon of Thursday, the week before.

Students are required to eat lunch unless there is a parental or medical note on file that excuses them from eating. Students may choose hot lunch or bring a lunch from home. If lunch is brought from home, it must be healthy. Soda or other highly caffeinated or sugary drinks are not permitted during lunch. If your child cannot drink milk, please send water or juice. If your child has any food allergies, please complete the allergy form available in Appendix II and hand them into the school office.

School Closing Information

If severe weather or emergency conditions cause DRLS to close, a decision will be made as soon as possible by the principal, and announcements will be made through email and an automated text message. If Arrowhead School District closes due to weather, Divine Redeemer is also closed.

Recess and Weather

Recess is held outside every day. Students are only held inside on extreme weather days. Parents should ensure their children are dressed appropriately. Students are not permitted to stay indoors without a written doctor's excuse.

Nuisances

Toys, comic books, magazines, cards, gum, electronic devices, games and other nuisance items are not permitted at school. Such items will be confiscated and may be picked up from the teacher by a parent.

Lighters, matches, guns, knives, weapons (toy or real) of any kind are not allowed on school grounds. Students who bring these items or similar items will have them confiscated. Weapons will be turned over to police and other dangerous materials will be held in the school office. Parents will be contacted and a conference will be scheduled.

Divine Redeemer Lutheran Church and School is not responsible for lost or stolen electronic or other nuisance items, including but not limited to those listed above, which are brought into the school.

Student Records

Files are maintained on each child at DRLS. These files contain copies of report cards, standardized test scores, attendance records, health and family information, and other information relative to the student's education. Student files are updated regularly. Upon written request by a new school, records will be transferred to the school the child attends after leaving DRLS. Student files will not be transferred if any monies are due the school. Parents have a right to review these files and may do so by making that request through the school principal.

Visitors

Parents are welcome to visit the school. DRLS values class time and works to minimize disruption to the learning process and routine. This is not only a courtesy to students and teachers but also serves as an added security measure.

All visitors in the school building must check-in at the school office, where all visitors are cross-checked with the registered sex offender list via Raptor Technologies. Visitors must provide office personnel with a driver's license, which is scanned to provide an immediate background check. Visitors who pass the Raptor background check will receive a visitor badge which must be always visible while in the school building. Any visitor who is a registered sex offender will automatically be denied access to our building. If a parent of a student at DRLS is a registered sex offender, he/she must communicate this status to the principal.

Volunteers

Volunteers are needed for a variety of tasks around the school. Parents are strongly invited and encouraged to be involved in their child's education by volunteering at DRLS. All volunteers are required to do a background check every five years. Background check information can be obtained through the school office.

Worship

Worship is a natural and important spiritual discipline for Christians. Divine Redeemer provides numerous worship opportunities through which students and families learn to respond to God's great love for them.

School Chapel services are held each Wednesday morning. These services are an opportunity for our students and staff to worship together as a school family. Parents and friends of Divine Redeemer are always invited to attend.

An offering is collected prior to each Chapel service. These offerings are designated for various special mission projects locally, across the United States, and throughout the world. Chapel offerings provide an excellent opportunity for students to learn the importance of mission work in the world and develop sanctified stewardship habits.

Divine Redeemer encourages families who enroll their children in the school to heed God's command to worship regularly. Families who are not members of Divine Redeemer Lutheran Church (DRLC) are invited to worship and study God's Word at DRLC. DRLC provides a variety of worship opportunities. Most updated worship opportunities can be found at drlc.org/worshipwithus. Other special worship and Bible study opportunities are offered at various times throughout the year. Watch for specific topics, dates, and times in the church and school newsletters.

Church attendance records are kept by teachers for students in Kindergarten through Grade 8. Church attendance records are based on what the child reports when attendance is taken in the classroom each week and are reported on quarterly report cards as a reminder to families of their faithfulness in regular worship.

Mandated Reporting of Abuse/Neglect

According to Wisconsin Statute 48.981(2), all church and school staff members are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe that a child who is seventeen years of age or younger… has been harmed or is in danger of being harmed physically, sexually, or through neglect, and that a caregiver either committed the harm or should have taken steps to prevent the child from experiencing harm.” Suspected instances are reported to Waukesha County Child Protective Services.

Appendix I-Allergy Management Policy

Purpose

Divine Redeemer Lutheran School is committed to providing a safe and nurturing environment for students. DRLS understands the increasing prevalence of life-threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, DRLS is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students.

The focus of allergy management shall be on prevention, education, awareness, communication and emergency response. The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies at DRLS.
2. To maintain health and protect the safety of children who have life-threatening allergies.
3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on medically accurate information.

Life-Threatening Allergy Guidelines Background

Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life-threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis. The incidence of severe allergic reactions has been rising at an alarming rate, especially with regard to food. Other common causes of anaphylaxis include allergies to latex, medications, and insect stings.

Pathophysiology and Treatment

Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The foods that most commonly cause anaphylaxis are peanuts, tree nuts, shellfish, milk, wheat, soy, fish and eggs. These severe allergic reactions can occur within minutes of ingestion, or a reaction can be delayed for up to two hours. Some reactions are “biphasic” in nature with an initial period of symptoms, a symptom free period of two to three hours, followed by severe shock-like symptoms.

Exposure may occur by eating the food or by food contact. The most prescribed medications for treatment of anaphylaxis are epinephrine (brand names include EpiPen, EpiPen Jr., or Twinject), antihistamine, and Benadryl. Treatment of anaphylaxis is centered on treating the rapidly progressing effects of the histamine release in the body with epinephrine and removing the allergen if possible.

Parent Responsibilities

- Notify School Nurse of the child’s allergies.
- Complete Family Food Allergy Health History Form prior to the first day of school.
- Work with the principal, homeroom teacher, and school office to develop a plan that accommodates the child’s needs throughout the school day as well as a Food Allergy Action Plan in the event of an emergency.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan (found below) as a guide.
- Provide properly labeled medications for the school office and classroom and replace medications after use or upon expiration.

- Educate the child in the self-management of their food allergy including:
    - Safe and unsafe foods
    - Strategies for avoiding exposure to unsafe foods
    - Symptoms of allergic reactions
    - How and when to tell an adult they may be having an allergy related problem-how to read food labels (age appropriate)
    - Provide emergency contact information
    - Encourage the student to utilize allergy-controlled zone during lunch period.

School Responsibilities

- Review the health records submitted by parents and physicians.
- Include food-allergic students in all school activities.
- Assure that all staff who interact with the student on a regular basis understand food allergies, can recognize symptoms, and know what to do in an emergency.
- Complete the Food Allergy Action Plan with parents.
- Keep medications labeled and stored properly and ensure that all staff are aware of location of emergency medication.
- Designate school personnel who are properly trained to administer medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.

Student Responsibilities

- Should not trade food or share utensils with others.
- Utilize the allergy-controlled zone during lunch.
- Recognize the importance of hand washing before and after eating during the school day.
- Avoid putting anything in mouth such as writing utensils, fingers, or other foreign objects.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Should wash desk and chair with disinfectant wipes in the mornings.

Teacher Responsibilities

- Know the signs and symptoms of allergic reaction as provided in the student's Food Allergy Action Plan.
- Participate in in-service training about students with life-threatening allergies, including demonstration on how to use Epinephrine.
- Review Food Allergy Action Plan with school office.
- In collaboration with the principal and parents of the allergic child, set a classroom protocol regarding the management of food in the classroom. This protocol will be communicated by the teacher to the students and parents of the affected class.
- Reinforce appropriate classroom hygiene practices and hand washing before and after eating.
- Be prepared to put Food Allergy Action Plan into action in the event of an allergic reaction.

Appendix II-Food Allergy Action Plan

FARE Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

PLACE PICTURE HERE

Name: _____ D.O.B.: _____

Allergic to: _____

Weight: _____ lbs. Asthma: ☐ **Yes (higher risk for a severe reaction)** ☐ **No**

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

Extremely reactive to the following allergens: _____

THEREFORE:

☐ If checked, give epinephrine immediately if the allergen was LIKELY eaten, for ANY symptoms.

☐ If checked, give epinephrine immediately if the allergen was DEFINITELY eaten, even if no symptoms are apparent.

FOR **ANY** OF THE FOLLOWING:

SEVERE SYMPTOMS

LUNG
Shortness of breath, wheezing, repetitive cough

HEART
Pale or bluish skin, faintness, weak pulse, dizziness

THROAT
Tight or hoarse throat, trouble breathing or swallowing

MOUTH
Significant swelling of the tongue or lips

SKIN
Many hives over body, widespread redness

GUT
Repetitive vomiting, severe diarrhea

OTHER
Feeling something bad is about to happen, anxiety, confusion

OR A COMBINATION of symptoms from different body areas.

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.

- Consider giving additional medications following epinephrine:
  - » Antihistamine
  - » Inhaler (bronchodilator) if wheezing
- Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
- If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
- Alert emergency contacts.
- Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS

NOSE
Itchy or runny nose, sneezing

MOUTH
Itchy mouth

SKIN
A few hives, mild itch

GUT
Mild nausea or discomfort

FOR **MILD SYMPTOMS** FROM **MORE THAN ONE** SYSTEM AREA, GIVE EPINEPHRINE.

FOR **MILD SYMPTOMS** FROM **A SINGLE SYSTEM** AREA, FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

_____

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE DATE PHYSICIAN/HCP AUTHORIZATION SIGNATURE DATE

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (FOODALLERGY.ORG) 5/2020

Appendix III- Snack and Treat Recommendations

***No snacks with nuts*

Approved Snack Options

Fresh Fruit
Dried Fruit
Fresh Veggies
String Cheese
Turkey/Chicken Cubes
Popcorn
Crackers
Pretzels
Soy Chips
Granola Bars/RX Bars *no nuts
Applesauce/Squeeze Fruits
Fresh Veggies
Dips (hummus, yogurt, salsa)
Yogurt or yogurt smoothie
MadeGood Snacks (Costco)
Pita Chips
Baked Chips
Popchips
Rice Cakes
Fiber Bars
Goldfish
Cheese/Sausage

Special Treats (birthday, holiday, etc.)

Only store-bought treats with nutrition labels (no nuts) are permitted in the classrooms. Please feel free to choose from the list above or the following options.

Nabisco Oreos
Walmart Brand Bakery Cookies (labeled nut free)
Kellogg's Rice Krispy Treats
Hunts/Jello/Kraft/Kozy Shack Pudding
Utz Potato Chips
Hostess Twinkies, Cupcakes, Ding Dongs
Outshine Frozen Fruit Bars/Scoops
Frito-Lay Cheetos, Doritos, Fritos, Sun Chips, Tostitos
Entenmann's Mini Bites Muffins, Brownies
Entenmann's Glazed Donut Holes, Mini Donuts
Any treats from Molly's Bakery in Pewaukee
Popchips
Nilla Wafers
Chips Ahoy Cookies
Jello cups
Pringles Original Chips
Keebler Cookies
Lofthouse Bakery Cookies
Luigi's Italian Ice
Animal Crackers

Appendix IV- Arrival and Departure Instructions

GENERAL INFORMATION

There are two ways to drop off and pick up: Convenience (curbside service) or Classroom (park and walk into the building).

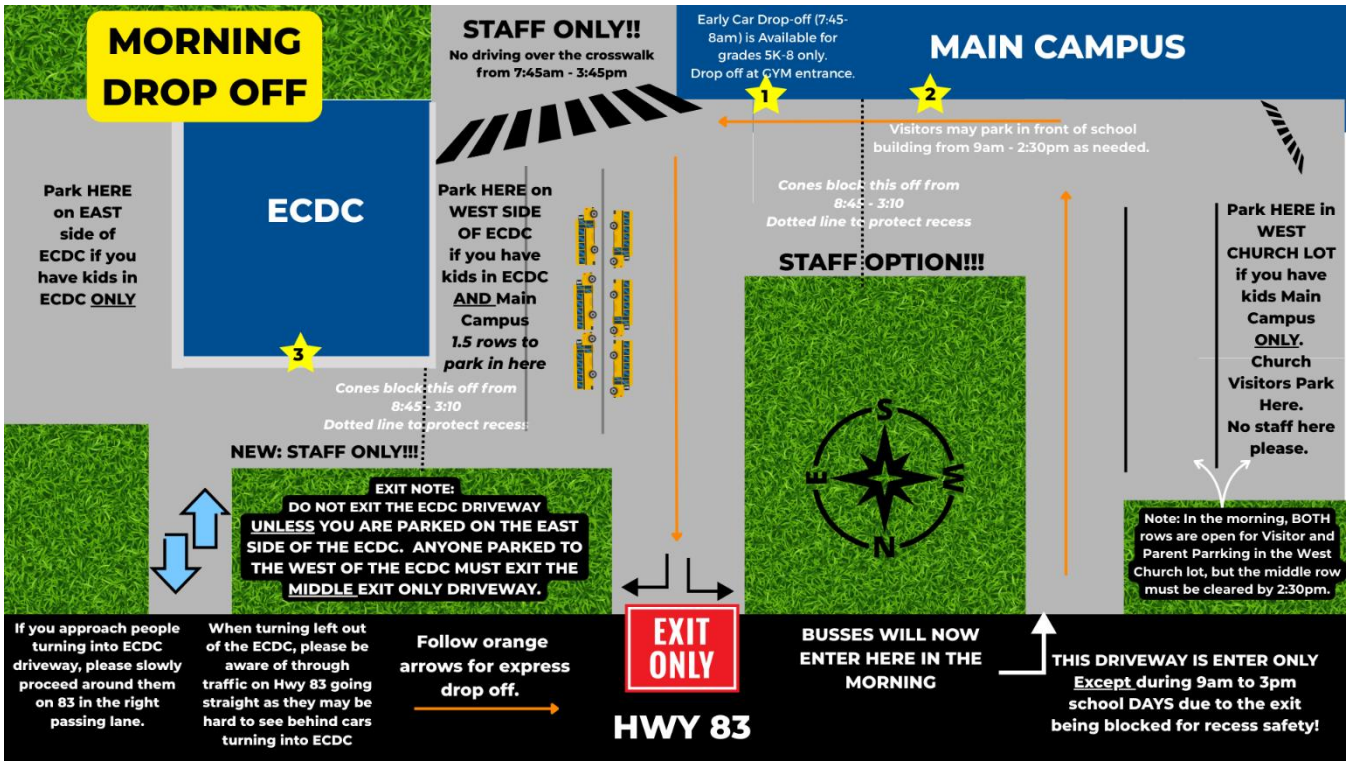
For **Classroom drop off and pick up**, there are three (3) parking areas you should use depending on the grades of your **children**.

1) If you **only have children in the ECDC**, park on the east side of the ECDC.
2) If you **only have children in the main campus building**, park in the west church lot.
3) If you **have children in both buildings**, you may park in the 1.5 rows just west of the ECDC, between the ECDC building and the buses (see diagram below).

There are two NO PARKING zones - the spaces across from the ECDC entrance and the spaces south of the crosswalk between the two buildings.

A reminder is that everyone should exit the middle exit except for those parking on the east side of the ECDC. People parked on the east side of the ECDC ONLY may exit the ECDC driveway.

EARLY ARRIVAL PROCEDURE
Kindergarten-Grade 8 (7:45-8:00)



Early Car Drop-off (7:45-8:00)

Early Car Drop-off is available for grades 5K-8 only.

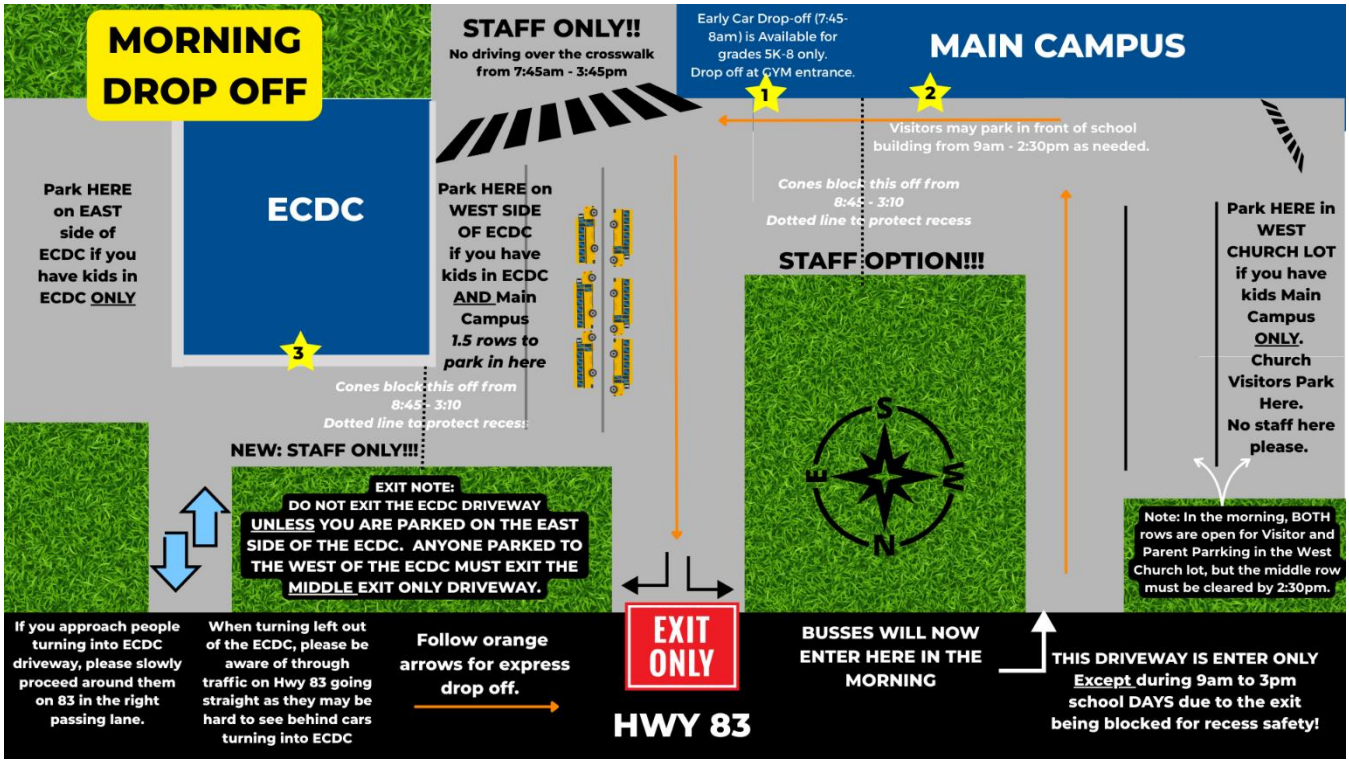
1. **Enter Church Parking Lot:** Use the west campus entrance and follow the traffic pattern to line-up in front of the school.
2. **Drop-off:** Drive in front of the school building and as far forward as possible. Students can exit and enter the gym entrance starting at 7:45 a.m.
3. **Wait Supervised:** Students will respectfully wait in the cafeteria under staff supervision until 8:00 a.m., then be dismissed to the classrooms.
4. **Exit:** Use the middle exit and be mindful of surrounding cars.

B.A.S.E. Camp

Students who need be dropped off before 7:45 a.m., need to be enrolled in the before care program (B.A.S.E. Camp). There is a fee for this service.

The convenience drop-off line should be utilized when parents are staying in the car to ensure the line remains efficient. Families are welcome to park in the church parking lot and walk their child(ren) into the building starting at 8:00 a.m.

STANDARD ARRIVAL PROCEDURE
Kindergarten-Grade 8 (8:00-8:15)



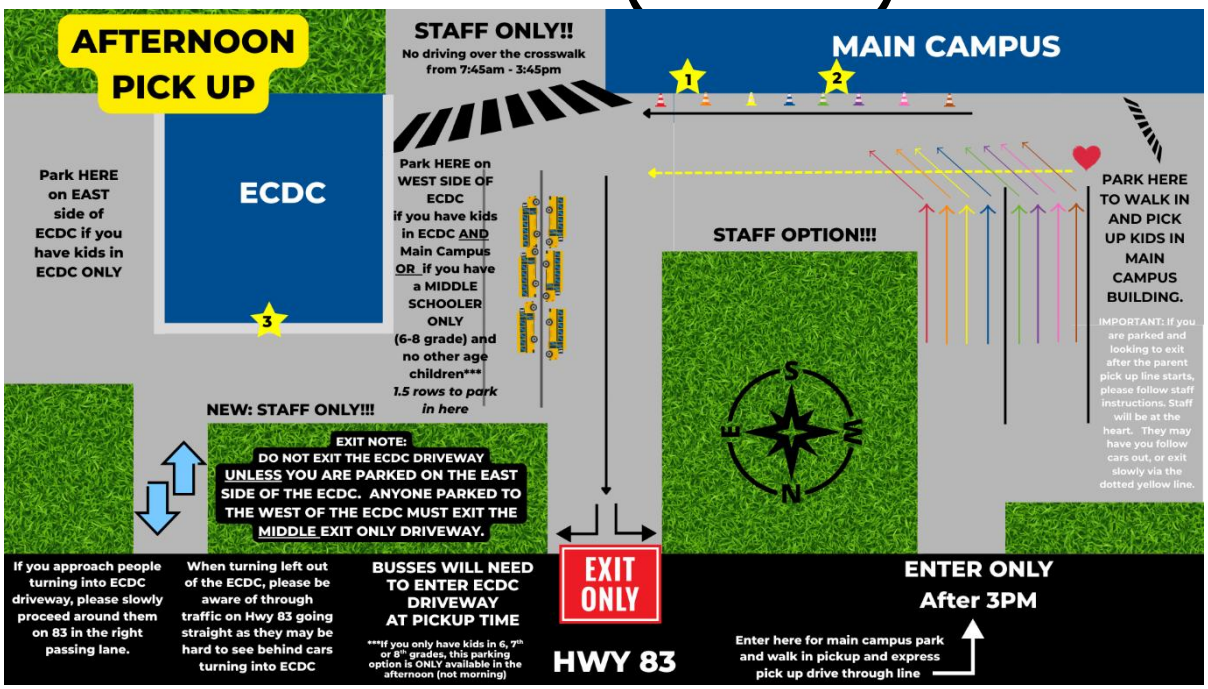
Classroom Drop-off:

1. **Enter Parking Lot:** If you have students in the ECDC and main campus, park on the west side of the ECDC. If you have students on the main campus building, ONLY park in the far west church lot.
2. **Cross to Campus:** Use the crosswalks to reach the campus sidewalk. Be mindful of cars in the drop-off line.
3. **Enter Building:** Use the gym or main office doors
4. **Exit:** Return to car and exit via the center exit.

Standard Car Drop-off (8:00-8:15)

1. **Enter Church Parking Lot:** Use the west campus entrance and follow the traffic pattern to line-up in front of the school.
2. **Drop-off:** Drive in front of the school building and as far forward as possible. Students can exit and enter the gym entrance and main school entrance starting at 8:00 a.m.
3. **Exit:** Use the middle exit and be mindful of surrounding cars.

DISMISSAL PROCEDURE
5K-Grade 8 (3:30-3:45)



Classroom Pick-up

1. Enter the west lot (church parking) and immediately turn to the right.
2. Park in the far west parking spaces of the church parking lot. Use thefar row only, as the other two rows are used for convenience lineup.)

   Note: You may use the east entrance and park west of the ECDC if:
   - *If you have children on the main campus AND ECDC;*
   - *If you have middle schoolers only.*
3. Starting at 3:30 p.m., walk to child's dismissal location/door.
4. After pickup, use the crosswalk to return to car and exit the parking lot in the same direction as the convenience pick-up.

Convenience Pick-up:

The convenience line will open at 3:10 p.m. ***Remember, cars may not back up onto HWY 83 or park on the neighboring streets****.*

1. Please display your family's last name placard on the driver side dashboard. If you are picking up another family, make sure you have their last name placard also.
2. Enter the parking lot using the west entrance (church side).
3. Enter the convenience line.
4. Starting at 3:30 p.m., a staff member will direct the first car in each line to the front of the school building.
5. Your child(ren) will meet you at your car when you are in the front of the building. Children should load promptly to prevent the line from backing up. Please remain in front of the school building until all cars are ready. When all cars are loaded, a staff member will direct those cars to exit the parking lot, and the next line of cars will be sent to the front of the school for children to load.

Appendix V- Technology Acceptable Use Policy

The use of technology during Divine Redeemer Lutheran School's (DRLS) day is an integral part of a student's education. The Technology Acceptable Use Policy is a written agreement signed by Divine Redeemer's users, parents, and students (Grades 3-8) that describes the terms and conditions for the use of technology available to all students during DRLS sponsored activities.

This agreement outlines expected behavior while using different technology resources available at DRLS. Any work produced by students at school is property of DRLS and can be used for any purpose.

iPads

Divine Redeemer Lutheran School (DRLS) is pleased to offer students an opportunity to use an individual iPad in a 1-to-1 environment to enhance the overall learning experience of each student. This 1-to-1 personalized learning promotes responsible use of today's ever-changing technologies.

All iPads remain the property of DRLS. All applications (apps), files and documents stored on the iPad are the property of DRLS. DRLS reserves the right to confiscate and search a student's iPad to ensure compliance with the Technology Acceptable Use Policy.

The iPad is subject to routine monitoring by teachers and administrators. DRLS will monitor iPad wireless activity, including the use of school-issued email accounts. If the Technology Acceptable Use Policy is violated, the iPad may be remotely locked, wiped, and/or confiscated.

Student Responsibilities

- The student agrees the camera will only be used to take appropriate pictures and videos as instructed by the teacher. Cameras should not be used to take inappropriate photos or videos, nor will it be used to embarrass anyone in any way. Any use of cameras is strictly prohibited in restrooms or locker rooms, regardless of intent.
- Students must set a passcode to their iPad to prevent other students from misusing their iPad. Any student caught trying to gain access to another student's accounts, files, or data will be subject to disciplinary action.
- Students should take care of the iPads. Students should not attempt to destroy hardware, software or data. Defacing of the iPad in any way is prohibited (stickers, markers, etc.). Serial numbers or identification placed on the iPad should not be removed.
- Students should only access materials that are appropriate in the classroom setting and are God-pleasing.
- Email use is for school purposes only. Students should not use school-issued email for personal reasons or use any email address during school hours unless under the direction of school faculty or staff.
- The iPad screen is made of glass and therefore subject to cracking and breaking if misused. Never drop or place heavy objects (books, binders, etc.) on top of the iPad.
- Every effort should be made to keep the iPad clean. For example, do not eat or drink while using the iPad. Only use cleaning cloths approved by your teacher.
- To extend battery life, students should always turn off and secure their iPad after work is completed.
- Preloaded apps may not be deleted.
- Volume is to remain on mute unless headphones are attached or there is permission from the teacher.
- The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep their iPad safe and secure when in their possession.

- iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest teacher.

Families will be responsible for a $15 iPad insurance fee, to protect them from paying for an entire iPad if it is damaged. For any damages to the device caused by obvious negligence, the insurance fee is void and the family will have to pay $350 for damges.

Computers

DRLS has laptop carts that are shared between classrooms. Students are expected to use computers only as instructed by a teacher. Students should not use DRLS computers for personal communication with others.

Student Responsibilities

- Treat computers at DRLS with care so they will continue to be available for use by other students.
- Students may not install commercial software, shareware, or freeware without the permission of the instructor and/or principal.
- Reasonable care is to be taken when accessing and downloading files to determine they are free from computer viruses.
- Virus protection programs are not to be disabled or uninstalled under any circumstances.
- Students are expected to maintain individual computer settings. These settings (such as background, icons, screensavers, etc.) may not be altered without instructor permission.

Students will be responsible for up to $450 deductible for any accidental damage to the laptop caused by negligence.

Digital Citizenship

Students of DRLS are expected to follow guidelines that demonstrate proper digital citizenship.

- While using the Internet, students should not give out personal information about themselves or another person such as first and last name, address, phone number, and/or email address.
- Students may not gain any unauthorized access to programs, resources, or online sites.
- Although DRLS has systems to regulate students' network/Internet access, it is impossible to control all content. It is the students' responsibility to only access appropriate materials.
- Students may use their DRLS-issued email address under the direct supervision of a teacher.
- Users are expected to learn and to abide by generally accepted rules of online network etiquette in a Christian manner. These include respect and responsibility as well as avoidance of vulgar language.
- Harassing, bullying, swearing, vulgarities, suggestive, obscene, threatening or abusive language of any kind is not acceptable.
- Downloading, storing, printing, or distributing files, images, or information that is profane, obscene, or that offends or degrades in any way is unacceptable. Should a student come across this information accidentally, the student should report it to his or her teacher immediately.
- Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as, but not limited to, graphics, movies, music, and text.
- Standard copyright restrictions are to be followed at all times.

Students in violation of the Technology Acceptable Use Policy may be subject to but not limited to disciplinary action, removal of use privileges, and/or removal of content. The removal of iPad or laptop use may be temporary or permanent, at the discretion of school administrators and teachers. DRLS is not responsible for the financial loss of any personal files that are deleted.

Students and Parents will agree to the Technology Acceptable Use Policy as part of the *Consent and Permission* Form. The *Consent and Permission Form* must be completed, signed, and returned to school prior to computer and iPad use. In agreeing to the Technology Acceptable Use Policy, the following is understood and agreed to by the:

STUDENT

I understand and will abide by the Divine Redeemer Lutheran School Technology Acceptable Use Policy. I further understand that any violation of the guidelines may result in temporary or permanent removal of computer or iPad use privileges and school disciplinary action may be taken.

PARENT:

As the parent of this student, I have read the Technology Acceptable Use Policy. I understand that school computers and iPads are for educational purposes and the student has certain responsibilities associated with using this technology. I am aware that there is an up to $350 deductible for any accidental damages to an iPad or up to $450 for a laptop caused by negligence. I recognize that it is impossible for DRLS to restrict access to all controversial materials and will not hold DRLS responsible for materials acquired on the network.

Appendix VI- Google Account Usage Agreement
2026-27 G-Suite for Education Permission Form

Parents,

At Divine Redeemer Lutheran School, we use G Suite for Education and seek your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, and Classroom, used by tens of millions of students and teachers around the world. At DRLS, students will use their G Suite accounts to complete assignments, communicate with teachers, and learn digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully. By signing the agreement to the Parent Handbook, you indicate that you have read the notice and give your consent. If you have any questions or concerns about G Suite for Education, please contact me.

In Christ,
Mr. John Meulendyke
Interim Principal

G Suite for Education Notice to Parents

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.
Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Sites
- Applied Digital Skills

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Divine Redeemer Lutheran School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using G Suite for Education?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With DRLS's G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.
-

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent?

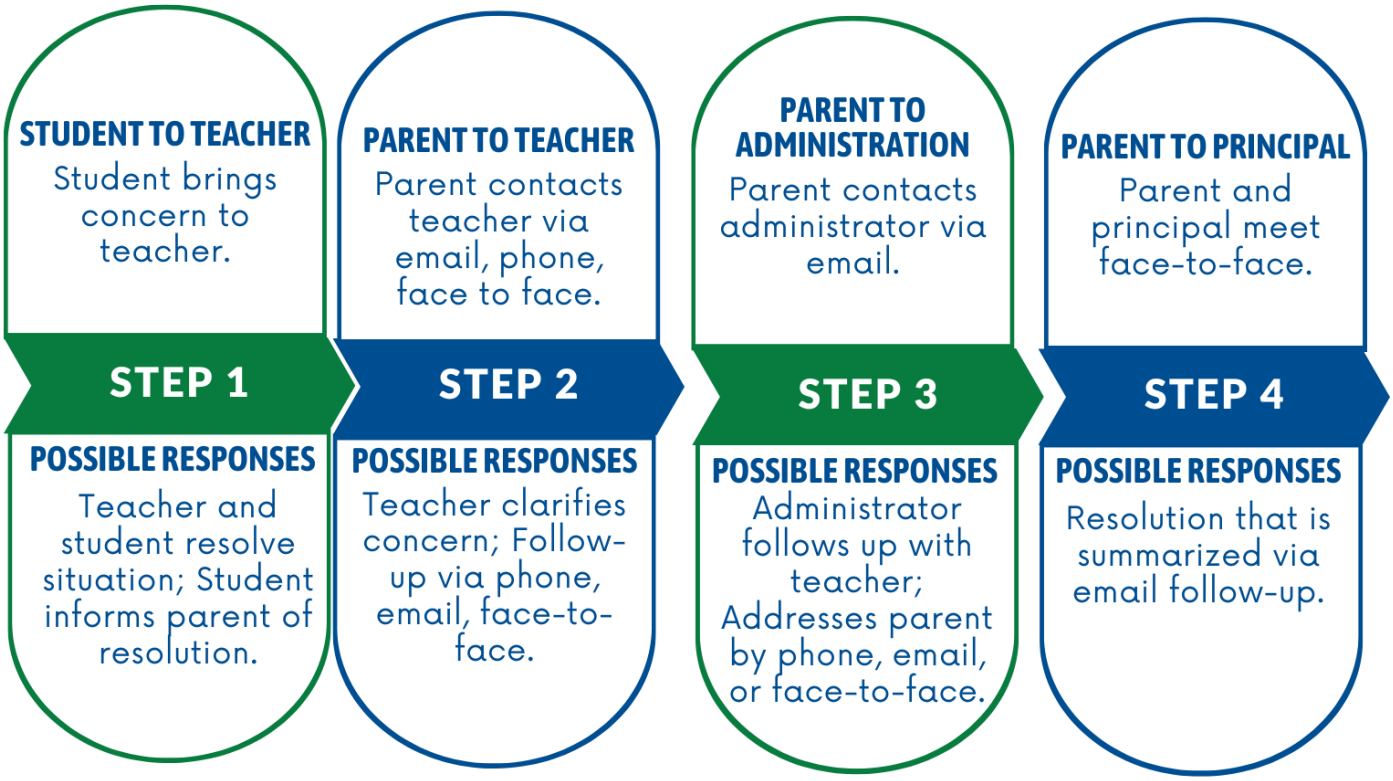
If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting either Micah Baganz or John Meulendyke. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit myaccount.google.com while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact John Meulendyke or Micah Baganz. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at https://www.google.com/edu/trust/), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at https://www.google.com/intl/en/policies/privacy/).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment (see https://support.google.com/a/answer/2888485?hl=en), insert: and the Data Processing Amendment (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].

Appendix VII- Conflict Resolution Chart

Resolution for Disputes or Concerns

In working for a resolution to a dispute or concern, parents are asked to use the following steps. Before proceeding with the steps below, it is in the best interest of those involved to pray on the situation and ask the Holy Spirit for discernment in understanding and communication. In addition, it is recommended to wait 24 hours after the issue to allow for thoughts to be further processed.