

Parent/Student Handbook

Resurrection Lutheran School

2017 ~ 2018



4520 - 19th Ave NW
Rochester, MN 55901
phone (507) 282-8280
fax (507) 285-9724
www.rlsrochester.com

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PREFACE

School Mission Statement

To prepare all children for this life and eternal life through Christ-centered education

All children - Our goal is to serve all children, especially those of our area WELS congregations and also those in our community.

for this life - Our goal is to prepare elementary (K-8) students for citizenship here on earth with academic excellence.

for eternal life - Our goal is to prepare students for citizenship in heaven with Bible-based instruction.

through Christ-centered education - Our goal is to prepare students using the best education possible—and in all things focus on what Christ has done for us.

Introduction

Jesus said, “*Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these*” (Matthew 19:14). Each day we teach, we see this strong, trusting faith of our little ones. With those words and thoughts, we welcome your children to Resurrection Lutheran School (RLS).

Conscious of our responsibility to Jesus to train our children, Resurrection Lutheran School serves parents by assisting them in answering the tough questions of life for their children, like “Who am I?” “Who is God?” “What has God done for me?” and “Why am I here?” RLS answers these questions using the Word of God.

The *Parent/Student Handbook* provides parents and students with information about our school. Parents are asked to familiarize themselves with the contents of the *Parent/Student Handbook* and keep it available throughout the school year. Questions or concerns not addressed here may be brought to our school board, principal, faculty, or staff.

Our Background and History

Resurrection Lutheran School (RLS) is part of the fourth largest parochial school system in the United States, with over 330 schools and an enrollment of over 25,000 children taught by nearly 2,000 teachers. RLS is closely associated with the other schools of the Minnesota District and the Wisconsin Evangelical Lutheran Synod (WELS) through conferences and activities.

Resurrection Lutheran School began in the fall of 1970 as a one-room school with 13 students from kindergarten through grade five. The Lord blessed our growth and in 1973 we added 8th Grade, and a second full-time teacher in 1975. By 1977, school enrollment had increased to 54 students. In the fall of 1985, RLS welcomed students to a new school building with 4 teachers and 77 students. Three years later, another teacher was added to the staff to serve the 105 students. In January 2002, we moved into the current facility. Presently RLS has 8 classrooms and approximately 130 students; we are staffed by 8.75 teachers, a part-time principal, as well as two teachers’ assistants.

Philosophy of Education

Resurrection Lutheran School is committed to training students with a Christ-centered and grade-appropriate curriculum to build a foundation for continued education and service to God and humanity.

We believe each child has been given gifts, and through a Christ-centered education those gifts can be discovered and developed. We believe that education at the elementary level lays the foundation for successful development and use of each student's gifts now and after eighth grade. We believe that education should continue throughout the life of an individual to develop:

- Faith in Christ as Savior.
- Knowledge of God, His grace, and His Word.
- Standards of Christ-like behavior and self-discipline.
- Communication, problem-solving, decision-making and computation skills.
- A Christ-centered view of the world and citizenship in it.
- An understanding of God's creation.
- Independent learning and group participation skills.
- Creativity and an appreciation of a healthy lifestyle, the arts and music.

With the support of the RLS School Board and in partnership with parents, we believe this development is achievable through teachers and administration using grade-appropriate curriculum. We believe this Christ-centered education prepares all children for this life and eternal life.

Administration

Resurrection Lutheran School is located on the campus of Resurrection Lutheran Church and enjoys the support of area WELS congregations, including Ascension, Christ Our Rock, Grace, and Resurrection & Life Lutheran Churches. Final authority of all decisions of policy and property is vested in the voters' assembly of Resurrection & Life Lutheran Church.

The congregation has delegated the authority of overseeing the operation of the school to the Resurrection Lutheran School Board. The Board is made up of members of the Rochester- area WELS congregations, with the principal and a pastor serving as advisory members. It is the Board's responsibility to set and review the policies and guidelines ensuring a quality Christian education.

The affairs of the school are administered by a principal who is responsible to the School Board. The Board has given responsibility to the school administration to handle matters such as promotion, retention, grade placement, and teaching standards for the school.

The **office hours** are normally 7:15am – 3:45pm on school days.

THE HOME - SCHOOL CONNECTION

The Lord, through His Word, has bound the home and school together as one unit with the same aim when He said, *“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you walk along the road, when you lie down and when you get up”* (Deuteronomy 6:6-7).

Clearly, parents are to uphold this God-given responsibility when they send their child to a Christian school.

What We Expect of You

In this spirit, and in the cooperative, collaborative, and communicative environment that we strive to maintain with our school families, the following are some of the many ways that Christian parental responsibilities can be fulfilled:

- Be a model in Christian living by attending church on a weekly basis and supporting your congregation’s kingdom work through your offerings.
- Attend Adult Bible Class and have your child attend Sunday School regularly.
- Make family devotions a part of your daily routine.
- Pray with your children and pray for the school and teachers.
- Speak respectfully of the school, its mission, and the staff.
- Assure that your child gets enough sleep and a healthy breakfast before each school day.
- Communicate with the school in a timely way when contact information or situations change.
- Be attentive to announcements and letters, such as the school newsletter and any email messages.
- See that your child has needed supplies and replenish them when necessary.
- Attend school events: fairs, educational presentations, and students singing in church.
- Volunteer at school (see page 19).
- Help your child to focus all that he or she does on Christ!

The source of our aims, objectives, and methods is Jesus – *“Whoever serves me must follow me”* (John 12:26). Christian parents and teachers must dedicate themselves to an even greater study of God’s Word so they may become more proficient in carrying out their task in a God-pleasing manner.

Resurrection Lutheran School is here to assist parents in the education and spiritual training of their children. We rely on and expect the cooperation of parents as we work together to educate the children of our school.

Classroom Visits – Parents are welcome to visit the classroom during the school day to see classroom learning in action. Teachers should be given notice of your intent to visit at least one day prior to the visit.

Proper Way to Handle School Concerns – The faculty strives to maintain a good working relationship with the home. When questions occur concerning your child’s classroom, the matter should be brought first to the teacher’s attention. Non-classroom matters should be brought first to the principal’s attention. You may be directed back to the person or entity where the concern began.

At times, there may be less than perfect communication or differences of opinion or misunderstandings. God’s Word guides us to the proper way to handle concerns: *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established”* (Matthew 18:15-16).

Out of love, we are compelled to register our concerns as privately as possible and to the one who has caused the concern. If you have felt that the situation was not remedied appropriately, take your concern to the next highest authority as a witness to help clarify and remedy your concern, as diagrammed below:

Student/Parent ➤ Teacher ➤ Principal ➤ Pastor or School Board Member

In the manner described above, the issue(s) may be dealt with as soon as possible, at the level the concern was first caused, and with those involved first-hand.

Homework Guidelines – There is usually time during the school day for students to work on some assignments. Work not finished in school becomes homework and should be completed at home. Continued, daily interest in your child’s work is an excellent motivator and sets a tone of high expectations. Some great early habits to develop at home are:

- 1) Establishing a routine and proper place for completing homework;
- 2) Checking your child’s assignments or assignment book daily;
- 3) Giving assistance when needed to help explain something; and
- 4) Helping your child get necessary resources for completing assignments.

As a student progresses through the grades, the amount of homework will likely increase. Talk to your child’s teacher about specific classroom work times, amount of work, and classroom homework policies. A guideline for work time at home:

Grade 1: 10-20 min.	Grade 2: 20-30 min.	Grade 3: 30-40 min.	Grade 4: 40-50 min.
Grade 5: 50-60 min.	Grade 6: 60-70 min.	Grade 7: 70-80 min.	Grade 8: 80-90 min.

Purpose for Homework – Teachers assign daily work to students. There are several good reasons for regular homework:

- 1) *Concept Reinforcement* – Homework can reinforce ideas and concepts that have been introduced during the school day.
- 2) *Student Progress* – Student-completed homework is one way teachers determine whether or not students have mastered ideas and concepts.
- 3) *Home-School Connection* – Homework can keep parents connected to the school and shows them what their children are learning.
- 4) *In-Depth Study* – Larger homework assignments can provide students with an opportunity to study a subject in-depth and complete projects that cannot easily fit into the regular school day.

Late Work - Students should have their assigned work completed before class starts on the date the assignment is due. Late or incomplete work may jeopardize the student’s grade.

Make-up Work

- 1) Excused absences will automatically postpone the due date for one school day.
- 2) Teachers will coordinate school work missed due to illness or an excused absence.
- 3) Parents may request an extension of the due date for make-up work and work with the teacher to establish a reasonable timeline.
- 4) If a parent knows that a student is going to be absent on a given date(s) we advise the parent to contact the school and teachers in a timely manner so that a decision can be made on whether to get advanced assignments or wait until the student returns.
- 5) Parents are responsible for seeing that the student completes all make-up work.

What We Expect of Students

Christian Conduct and Behavior – *“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”* (Matthew 29:19-20). At times our human nature takes control and leads us to say and do sinful things against other people and God. Children are not immune from this. When our human nature does take control, it is easy for sinful pride to cause further problems. Let us all be ready to admit our wrongs and even more ready to forgive as Christ our Savior has forgiven us.

The purpose of *discipline* in our school is to lead our students to be *disciples* of Christ. We will direct and guide them to act toward others in love, out of thankfulness to God for His blessings. We pray that they grow in the grace of Christian living. We look forward to approaching any problem with Christian faith, love and prayer.

Through *discipline* we seek to nurture a willing obedience to God’s Word through an acceptance of Jesus’ forgiveness. Our goal is for students to grow in Christ-centered faith and to understand and apply God’s gospel and law in their lives.

“Preach the Word . . . correct, rebuke, and encourage with great patience and careful instruction.” (2 Timothy 4:2)

When a willingness to obey and a Christ-like learning atmosphere are present, Christian conduct will be demonstrated by an attitude of respect for and willingness to cooperate with persons of authority; an attitude of helpfulness and friendliness toward peers; and, an attitude of respect for and protection of God-given property.

We expect students to follow established classroom rules and some school-wide expectations for common areas. We expect students to safely move through the hallways, stairs, and church areas without disrupting classrooms and office areas. We expect students be courteous, respectful, and friendly to all they encounter on campus (and off-campus as well). We expect students to do their part to keep the facilities clean and report any problem areas to the staff or office. We expect students to be careful when outside on the sidewalks, playground, and parking areas, especially during busing time.

We have established a few **school-wide expectations** for common areas. We expect that students in the halls and stairways avoid disturbing teaching or visitors. We expect students to keep the restrooms clean after use. We model a worshipful respect for our chapel services. We also expect a safe and orderly dismissal for bus and car pickup.

What You Can Expect of Us

Educational Atmosphere – We will work with our students to the extent of our God-given abilities to provide a safe, healthy, nurturing, Christian atmosphere that is beneficial to all students enrolled. The principal, pastors, and school board will assist our parents, staff, and students in providing this type of educational setting.

Behavior and Conduct Issues – You can expect us to work with the student to remediate conduct issues which detract from our Christian educational setting. We will keep parents apprised and/or involved in misconduct situations as deemed necessary. Egregious, threatening, willfully dangerous, and illegal behavior call for immediate action and a student(s) may be suspended for up to ten days and possible expulsion by the Board of education.

Staff Qualifications – All members of the teaching staff at RLS hold at least a bachelor's degree in education from Martin Luther College or other accredited university and are certified or working on certification through the Wisconsin Evangelical Lutheran Synod. In addition, the staff logs over 45 hours of professional growth experience each school year. The professional growth experiences include a two-day Fall conference with teachers from a multi-state area, a one-day Spring conference with teachers from area WELS schools, and weekly professional development meetings.

Home Visits – In late summer, the K-4th grade teachers schedule a time to meet with parents of all the new students to the classroom. This visit usually takes place in the family's home and is an opportunity for all to get to know one another, to find the best ways to serve your child, and to explain classroom procedures.

Report Cards – At the end of each quarter, a progress report is sent home with each student. Parents are asked to sign and return the envelope to indicate that they have seen the report card. Many grade levels also have a brief mid-term report.

Testing – Tests in several subjects are administered at the beginning and end of the school year to check on individual learner progress. Reading fluency and comprehension are monitored through a standardized DIBELS test. In the Fall, we administer the *Stanford 10 Achievement Test* to grades 2-8. All standardized testing results are stored permanently in the student's cumulative folder.

Parent-Teacher Conferences – Twice per year, parents are scheduled for a meeting with the teacher to discuss their child's progress. Teachers or parents may also schedule additional conferences whenever necessary.

Regular Communication – The RLS newsletter, *The Resurrection Rambler*, is usually sent out each week on Wednesday and is available on the [RLS website](#). A printed copy is available upon request to the school secretary. In addition, updates, photos and fellowship are noted on the [RLS Facebook page](#).

Website – See www.rlsrochester.com to find up-to-date information, the monthly school calendar, FAQ's, the hot lunch menu, the weekly newsletter, and more.

SCHOOL CURRICULUM

In order to prepare for Christian service, our graduates will have learned to discern between a Christ-centered worldview and other worldviews. Each day begins with a classroom devotion and includes a Bible History class for all grades or a Catechism class for grades five through eight.

In **Bible History (*Christ Light*)**, the historical accounts of the Bible teach the loving story of God's plan for our salvation. The accounts span the time from Creation to eternity in heaven with God.

Catechism is a study of the topics found in the Bible, such as God's blessings to us (forgiveness, families, food), and how we show thanks to God (as children, parents, citizens). Memorization of Bible passages and hymn stanzas are included in all grade levels. As this is part of our school curriculum, all students are expected to participate. Our catechism classes are taught by our pastors (grades 5 & 6, grades 7 & 8).

RLS faculty regularly studies the merits of methods and resources from across the education spectrum and selects the best from each approach, for example:

Reading: Most students learn best using a phonics approach; some learn with a sight-word whole language approach. There is a certain structure to a reading textbook that covers all the aspects of teaching reading, but it is more natural to read from a fiction book from the library. Our school program uses a balance of these methods, practices, and resources.

Math: Students need to know both the basic operations *and* how to think through real-world problems. The first can be taught with some drill and practice, and the second through the time-taking tasks of investigation and exploration of the patterns and relationships of numbers. Algebra 1 is offered to qualified students.

Science: Most learning occurs through discovery. We have implemented a hands-on, investigative approach to science instruction in grades 1-8.

If you have questions about specific resources used, please speak with the school principal. The curriculum is constantly being evaluated, studied, and reviewed to provide the most effective Christian instruction possible.

SPIRITUAL LIFE

Jesus says, *“Blessed...are those who hear the Word of God and obey it”* (Luke 11:28).

Faithful **church attendance** is a vital part of Christian education. Parents provide an excellent example for their children to follow by taking every opportunity to hear God’s Word. Church attendance for our students is recorded and noted on the report card. This is done to aid in the nurturing of their faith and blessings received through hearing the Word of God.

Weekly **chapel services** take place at 8:00am every Friday and are led by one of the pastors or one of our male teachers here at RLS. Mission offerings are taken each week and sent to a selected mission project. Parents are welcome to join us for Chapel.

Confirmation Class – Beginning in 5th grade, RLS students are introduced to the WELS Lutheran teachings through **Catechism** instruction in classes taught by our pastors. The four years of instruction prepare students to become confirmed members of their respective WELS church homes. Please speak to the principal or one of the pastors if you would like more information on what it means to be a confirmed, communicant member of the Wisconsin Evangelical Lutheran Synod.

Singing in church is a beautiful way of expressing our faith and worshiping God. All preschool – 8th grade students are encouraged to participate in and should plan to attend the singing opportunities at either Resurrection or Life churches that take place throughout the school year.

- 1) You must notify the classroom teacher if your child is unable to participate.
- 2) There are two special event/services during the school year for which all RLS students (regardless of church membership) are expected to be in attendance: Christmas (December) and Graduation (May). These dates are on the school website calendar.

Sunday School (for those as young as 3 years old), Teen, and Adult Bible Classes are available on Sunday mornings at each of the supporting congregations. We encourage attendance as another opportunity to help you and your child be nurtured in God’s Word.

In addition to our regular Sunday services and classes, Resurrection & Life also host three sessions of **Faith Night** on Wednesday evenings through the school year. There are classes for all grade levels (child – adult) and childcare is provided for the little ones.

Pastoral Support – Speak with any of our area WELS pastors if you have spiritual concerns or the need for encouragement through life’s daily struggles. See the directory at the back of this booklet.

ATTENDANCE

Daily Schedule – The school doors open at 7:30am. Attendance is taken and the first class begins at 7:50am for kindergarten through eighth grade. Bus students are dismissed at 2:40pm and students who travel by car shortly afterwards. All students remaining after 2:50pm are taken to *ESCaPE* childcare at parent/guardian expense.

Absences – RLS expects and requires full-time attendance. When your child is absent for any reason, please contact the school office by email, phone, or written message prior to class time in the morning.

- 1) Absences due to emergencies may be excused with a note on the first day back in school.
- 2) Parents are encouraged to have children in school unless the student is ill. Any vomiting or fever over 100* within the past 24 hours, the child should be kept home.
- 3) When possible, schedule doctor and dentist appointments during non-school hours.
- 4) Family vacations should be scheduled during non-school days if at all possible.
- 5) If a student has not been excused by parent/guardian, the school secretary will follow up during the morning with a phone call to ensure student safety.
- 6) Any student absent for the last half of the school day may not participate in that evening's extra-curricular activities.
- 7) Parents must contact the school office if they would like their student excused.

Excused Absences

Students leaving during the school day must be signed out in the school office by their parent and/or have administrative approval.

The following reasons shall be sufficient to constitute excused absences:

- 1) Illness
- 2) Serious illness in the student's immediate family
- 3) A death in the student's immediate family or of a close friend or relative
- 4) Acute or emergency medical or dental treatment
- 5) Court appearances occasioned by family or personal action
- 6) Physical emergency conditions such as fire, flood, storm, etc.
- 7) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work

The following reasons *may* be sufficient to constitute excused absences, but will be limited on mandated federal and state testing days unless specific arrangements have been made which include confirmation of attendance on make-up testing days:

- 1) Routine medical and dental appointments
- 2) Non-RLS academic trip or non-RLS extracurricular outing
- 3) Pre-arranged travel/vacation

Unexcused Absences

The school administration will consider any absences as unexcused if not verified by parent/guardian within two school days after a student returns to school. The following are examples of absences which will not be excused:

- 1) **Truancy** – an absence by a student not approved by the parent and/or the School.
- 2) Failure to notify the school office of any absence in the appropriate amount of time.
- 3) Absences resulting from accumulated **unexcused tardies** (seven tardies equal one unexcused absence).
- 4) Any other absence not included under the attendance procedures unless special permission is given by the principal.

General Attendance Information

Every child between the ages of 7 and 16 shall receive instruction for at least the time required under Minnesota Statutes 120A.22. Any child under 18 years of age **who is truant** from class/school for **seven (7) or more times within the current school year will be referred to the County Department of Social Services** or other appropriate agency.

Signing In/Out – If a child must leave school for a portion of the day because of an appointment or illness, a parent/designee must stop in the school office to sign out the student. At that time, the school secretary will phone the classroom and request that the student meet the parent/guardian in the office.

Likewise, a student is absent or tardy to begin the day or is brought for whatever reason at a later time, a parent/designee is required to sign the student in at the office. Students will receive from the secretary a green “Admit Slip” to hand to the teacher.

Tardy – A student not in the classroom and prepared for class to begin at 7:50am is considered “*tardy*.” Seven tardies will be treated as one ‘unexcused absence’ and noted as such on the student report card. This is also true for students in the upper grade classes switching between classes.

Illness – Children who exhibit symptoms that may prevent learning, such as fever or stomach flu, should not be sent to school. Please notify the school office of any contagious diseases or situations such as chicken pox or head lice. .

For maintaining a healthy student population, students should not return to school within 24 hours following a fever and/or vomiting. Additional information regarding medications and school health screening can be found below.

School Closings – In case of inclement weather, RLS follows the closing/late start announcements of the Rochester Public Schools (RPS) as given on TV (KTTC), PostBulletin (www.postbulletin.com) and local FM radio stations (106.9 and 102.5), or at www.kroc.com and (www.1025thefox.com). You may sign up for smart-phone text-alerts from RPS or KTTC. Please do NOT call the school if you haven’t checked for an alert on RPS or KTTC.

Whenever school is closed due to severe weather conditions, all after-school and sporting events or activities are cancelled as well.

Visitors – For the protection and safety of all students, school doors are kept locked during the school day. You will be buzzed in after stating your business. All visitors (including parents and volunteers) must sign in at the school office before entering the school once the day has begun.

HEALTH

Administering Medications – It is not the responsibility of RLS or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications or medical procedures to be performed during the regular school day. In those situations, the following procedure will be followed:

- 1) All medication administered to a student during the school day must be brought to school by the parent/guardian and left with the school secretary, classroom teacher, or medication aide.
- 2) When use of a medication has ceased or is no longer needed by the student, the parent/ guardian must retrieve unused medications from the school. Any unused medications will be disposed of by the school upon the written request of the parent/guardian or at the end of the school year.
- 3) Before any **over-the-counter medication** will be dispensed by anyone affiliated with Resurrection Lutheran School, a School Health Services Form signed by a parent/ guardian must be on file at the school.
- 4) Over-the-counter medication will only be administered to a student according to the written directions on the bottle, unless contrary written directions from a physician are provided. If there is no specific age-appropriate dosage on the bottle, the medication will not be administered unless contrary written directions from a physician are provided to the school. Aspirin or aspirin-containing products will only be administered upon written direction from a physician.
- 5) The school nurse reserves the right to review the continued use of any over-the-counter medication that has been prescribed by the parent or guardian. The school nurse may require a physician's order for continued use of any over-the-counter medication.
- 6) Before any **prescription medication** will be dispensed by anyone affiliated with Resurrection Lutheran School, a School Health Services Form signed by a parent/guardian and the signature of the prescribing physician must be on file at the school. This authorization must include all of the following: the name of the student, name of the medication, dosage to be given, the time or frequency that the medication is to be given, a diagnosis or reason the medication is needed, and a signature from a parent/guardian. These forms must be submitted at the start of the school year or when the medication becomes necessary.
- 7) Prescription medications must be provided in a duplicate bottle that has been appropriately labeled by a pharmacist. Prescription medications brought to school in any other container will not be administered.
- 8) Before any student may **carry or self-administer a medication**, a School Health Services Form must be filled out, signed and on file at the school. This authorization must include all of the following: the name of the student, name of the medication, dosage to be given, the time or frequency that the medication is to be given, a diagnosis or reason the medication is needed, signatures from parent/guardian and the prescribing physician, and a statement by the physician that the student is to carry the medication on their person and administer the medication themselves. These forms must be submitted at the start of the school year or when the medication becomes necessary.

Health Screening – A public health nurse employed by Olmsted County makes regular visits to our school to assure proper attention to health issues, and keeps records of required **immunizations** on file.

Vision and hearing screening days are scheduled by the nurse and occur at school each year for select grade levels, unless specifically requested by a parent. It is advisable that the parents inform the teacher of any condition that may affect the child's learning, such as vision or hearing difficulties. Medical conditions that affect your child's safety should be made known to the school so that off-site trips may be properly prepared for in advance.

In the case of an **emergency**, a staff member will call 911 and then the parent(s), guardians, or a number on the emergency contact list for the child.

STUDENT SERVICES

Transportation – Most students travel to and from school by car or the Rochester Public Schools bus system. Anyone residing in the district and living a minimal distance from the school may call Transportation at the Edison Building (328-4260) to find out if you qualify or to register. A bike rack is also available for those who arrive by bicycle. Bikes are to remain locked throughout the school day.

Morning Drop-off Routine – Please show consideration and drop your children off promptly enough so that others may move ahead to do the same. If escorting your child to the classroom, use the parking spots as opposed to parking along the curb and leaving your vehicle.

Afternoon Pick-Up Routine – Please pull your vehicle behind the buses in a single file manner in the order that you arrive. This will form a circle around the south curb of the parking lot. Students will be dismissed to go outside after the buses leave and line up on the sidewalk near the school doors. After their respective vehicle pulls to a stop at the school entryway sidewalk, the student(s) may load. If your student(s) is not yet outside, please pull around to the end of the line to keep the line moving forward. If special circumstances occur, please park and come to the sidewalk or into the building and walk your child through the moving car line. Students remaining at 2:50pm will be taken to the office so the secretary can call parents to ascertain their arrival time. If only one or two minutes away, students may wait quietly in the office; parents may pull up to the school entrance. If parents are more than a few minutes away, students will be escorted by a staff member to the ESCaPE room and parents will be required to park, buzz in and follow ESCaPE procedures to sign-out their children and will be charged the regular fee.

Academic – Students in grades 5 – 8 participate in Meet Math contests with about thirty other WELS schools. Competition results are mailed in four times during the year and will be shared through the weekly newsletter.

Athletics Program – Resurrection Athletics is one part of the school's total program of *preparing all children for this life and for eternal life through Christ-centered education*.

Our program provides our athletes, coaches, parents, volunteer helpers, coordinators, and spectators another opportunity to do all things to the glory of God by using the gifts He has given to His children. All of the gifts of spiritual, physical, mental, and social skills are brought to the field of friendly competition.

We offer three levels of participation:

Recess – Teacher- or student-directed choices of physical activities and free play for all students.

Physical Education – A teacher-directed period of engagement for all students in physical and motor movement, with development of individual and team skills.

Interscholastic Sports – A coach-directed emphasis on skill-learning and friendly competition for those who desire increased involvement in a particular sport.

With adequate student-athlete and coaching participation, the RLS Athletic Program normally includes non-overlapping seasons:

Soccer – co-ed, September - mid-October,

Cross country – boys & girls, September - mid-October,

Volleyball – co-ed, mid-October - mid-November,

Basketball – boys & girls, grades 5-6 and 7-8, mid-November - February, and

Softball – co-ed, April through mid-May.

Students in grades 5-8 who meet eligibility requirements are invited to participate. At times, the school athletic director may invite younger students to help field a team. There is a fee collected to help offset expenses for each sport season.

We are blessed to have many parent volunteers as coaches for the teams. Prior to each season, a list of athletic program expectations is given to the coaches. In addition, a pre-season parent meeting reviews the expectations a coach has of parents and student-athletes, and what they can expect of the coach(es). All are asked to sign a form agreeing to these expectations.

The goals of the RLS Athletic Program are:

- 1) To provide fellowship and fun for RLS athletes and opponents in a sports atmosphere;
- 2) To teach teamwork and good sportsmanship to the athletes; and,
- 3) To provide an opportunity to learn sports fundamentals and skills, and provide training and game experience for the athletes.

Eligibility for RLS Athletic Program participation by student-athletes will be made bi-quarterly on an individual basis. The athletic director will determine eligibility based upon the student-athletes who:

- Choose to perform schoolwork in a careful and timely way, based upon their capability;
- Maintain a healthy Christian attitude toward players, officials, and coaches; and,
- Represent their Lord and RLS in a positive light.

Student-athletes unable to attend the afternoon session of the school day may not participate in an athletic event that evening.

Band Program – RLS offers Schmitt Music’s *Strike Up the Band* program for grades 4-8. Small group or individual lessons are offered during school hours along with a full band rehearsal. Concert performances are scheduled in December and in May. There is a \$50-\$55 monthly fee. Details are available at school registration.

ESCaPE – For convenience to RLS parents and teachers, we provide school-aged childcare before school (6:15-7:30a) and after school (2:40-6p). For a reasonable price, parents can be assured that children in a safe environment occupied with a variety of activities until parents arrive. NOTE: Whenever a parent/guardian fails to pick up a child on time after school, the child is escorted to the ESCaPE activity room (at the church end) and the parents are billed for this.

For more information, ask for an ESCaPE Handbook in the office or find it on our website under the blue ESCaPE box (below “Supportive Staff”).

Exceptional Needs Programs – RLS recognizes that not all students learn the same way. Some are exceptionally gifted; therefore the teachers have been trained to offer alternate methods of determining if a student has mastered the content by providing opportunities to explore other advanced areas of interest. Meanwhile, other students have exceptional challenges, and the school has built up alternative resources to help students learn.

RLS has teachers’ assistants who have dedicated time to help meet the needs of both the gifted and challenged. Student work time with the teachers’ assistants is determined by the school principal. Please speak with him if you feel your child has a need beyond that which can be met in the classroom setting.

Gage Elementary School, the nearest neighborhood Rochester Public School, takes the lead with parent requests and when students with special needs require service by specialists with an Individual Service Plan (ISP).

We also have a *RIPE for Learning* program for students who are in need of help but do not qualify for services through the public school system. Speak with the school principal if you have questions about either process.

Hot Lunch & Milk Program – RLS operates a fully-licensed hot lunch program. The menu can be viewed online at [our website](#) in red bar along the top of the Home page.

Students must maintain a positive line of credit in their account in order to take hot lunch. The price for a student lunch including milk ranges from \$2.50 for K-4 students to \$2.70 for 5-8th students. Milk can be purchased *ala carte* for \$0.40. Checks should be sent to the school office and made out to “RLS Hot Lunch” with your child’s name in the memo line.

Students may also bring cold lunches. Microwaves are provided in the cafeteria. Kindergarteners have a milk break in the morning and pay a one-time fee of \$12 during the open house (August 24, 2017).

Applications for *Free & Reduced Hot Lunch* are sent in an email or are available at the Open House in August.

Media/Technology– The RLS Technology Team is working on getting technology into the hands of every student. Our teachers implement technology within their classrooms and instruction to assist learners. Students and parents are asked to sign a usage agreement at enrollment time.

School Library – The RLS school library is located upstairs for the students’ use. We have many reference books, fiction and non-fiction books and periodicals. The Rochester Public Library Bookmobile stops at our school every other Tuesday. Each class has a designated time slot when they visit the Bookmobile. Students can reserve books online at the [Rochester Public Library](#) and may request the books be held at the downtown or Bookmobile locations for pickup. Upper graders can pick up reserved books from the bookmobile.

ANNUAL SCHOOL EVENTS

➤ Check out our convenient and up-to-date school website calendar for all school-related events and activities.

School Registration is completed via our convenient on-line management system called TADS. Parents complete household and student information, “sign” forms, purchase religious books needed for classes, sign-up for volunteering and provide yearbook information. We also use TADS to manage our fees and tuition payments.

We begin each school year with some form of **fellowship activity** or **Open House** before school starts so parents and students have the opportunity to visit the classrooms. We also host an **Orientation Night** the first week of school—this is an opportunity for teachers to share information at one time with all parents.

Every Friday throughout the school year, we have an all-school (Preschool – Gr 8) **Chapel** service led by our male teaching staff and pastors of the WELS churches in the Rochester area. Chapel begins at 8:00 and includes a short devotion, hymn-singing and learning more about our God. Announcements are shared at this time, too.

School Pictures are taken each year in September and again during April by a professional photographer. Parents have the option of purchasing packages of pictures at either one of these times. The September photographs are used for the school yearbook. Pictures are also taken for athletics, school band and several other groups as needed throughout the year.

In October there is a **Soccer Day** in Cannon Falls for grades 5-8, and **Picture Re-take Day** is later in the month.

The WELS **Minnesota District Teachers Conference** occurs yearly each third Thursday and Friday of October. Teachers of WELS elementary schools in Minnesota gather for spiritual growth, fellowship, and professional development. All RLS teachers attend. Students have those two days off!

A **Christmas Band Concert** is hosted by our school band in mid- December. All are invited to attend.

The annual children’s **Christmas Service** is held on a Sunday afternoon prior to Christmas break. A good deal of time and effort goes into the preparation for this special service. All students and preschoolers are expected to attend this important special service.

Classroom **Christmas celebrations** are held the last day of school prior to Christmas break. Parents volunteer to help with activities and food.

Every student participates in a mid-winter **Learning Fair** project. Parents are encouraged to facilitate the meeting of benchmarks and the completion of this project, but are discouraged from doing the project for the child. Parents are invited to see all the displays in the gym. A few students are honored with the opportunity to present their projects in front of the group.

Each February during **Spirit Week** we celebrate our basketball teams prior to their biggest tournament of the year, the New Ulm Tournament. Activities during the week include days for “unique” dress, a student vs staff basketball game and a Pep Rally on Thursday afternoon.

This year grades 5-8 will be putting on the **school play**. This exciting event will take place mid-March with the performance on a Friday night.

We observe the significance of **Holy Week** by taking off both Good Friday and Easter Monday from school.

Track Day (Grades 1-8) and **Softball Day** (Grades 5-8) are held at other schools in May. All students participate in these fun and active days. Parents are encouraged to volunteer to help with both events.

At the **Parent Appreciation Night** in May we honor and thank the many parents and others who gave of their time and talents throughout the year. This is held in concurrence with the **Spring Band Concert** and **Art Fair**.

The annual **Art Fair** gives an opportunity for all the students to display their finest artwork of the year. Ribbons are distributed after evaluations are made for excellence and participation.

During late-April and May we have grade-level **Spelling Bees** on Fridays right after Chapel service so students in Grades 1-8 can show their spelling skills. The top three spellers for each grade are awarded certificates of achievement and are invited to participate against each other in the final Spelling Bee.

On the evening prior to the last day of school, we hold the RLS **Graduation Service**. Immediately following the service, diplomas and other certificates of honor and achievement are distributed in the Chapel, and a reception is held in the gym. All students join in the service by singing a special song. Seventh grade families help prepare the reception (set-up) and sixth grade families help with clean-up and take-down.

The **last day of school** is a shortened school day and all students are dismissed early. No busing is available, and students must be picked up by vehicle. ESCaPE childcare is available.

In addition to those events already listed, **F.A.C.E. (Families Active in Christian Education)** hosts several **fellowship events** throughout the school year for all families and staff to enjoy, including a Back-to-School picnic; swimming, sledding, bowling and movie nights; an End-of-Year Picnic, and other fun-filled opportunities. These will be announced via email or in the RLS [newsletter](#) and posted on our [Facebook page](#).

VOLUNTEER OPPORTUNITIES

Every August, RLS holds a **Work Day** to help get the school building prepared for the coming year. General cleaning, small repair jobs, and a little lunch tend to be on the day's agenda. Teachers will send emails to families of incoming students announcing specific projects.

Classroom Helpers from high school-age to great-grandparents are always welcome to assist in our classrooms or help with one-of-a-kind classroom or art projects or to be regular assistants in listening to or reading to students especially in the primary classrooms. See the classroom teacher or principal for more information.

The school **Hot Lunch Program** usually needs a volunteer or two to help over the lunch hour. Sign-up sheet is in the Kitchen or call the school office to make arrangements.

The classroom **Christmas Celebration** uses volunteers to help organize the afternoon Christ-centered activities and treats. Sign up during school registration at the teachers' tables.

The RLS **Library** has a group of volunteers to help students find and check out books for pleasure or research. Helpers also assist with circulation, shelving, and overdue book notices.

Field trip chaperones volunteer to help make this out-of-school learning opportunity enjoyable and safe for students. Drivers are often needed, but must provide a copy of proof-of-insurance and their driver license and receive a background check. See classroom teachers for more information or call the school office.

Many volunteers are needed for the annual **Softball** and **Track Days** to serve as judges or umpires, drivers, record-keepers, and lunch hosts. See the classroom teacher or principal for more information.

The school **Athletics Program** is dependent upon many parent-volunteers who serve as coaches and referees, drive athletes to games, set up for games, and other tasks that arise. Speak with the school athletic director for more information.

F.A.C.E. (Families Active in Christian Education) hosts fellowship and family learning opportunities during the school year and is open to all families with a child enrolled at RLS. The group meets at 12:30pm on the first Sunday of each month and is open to families.

The **RLS Scrip program** exists to generate revenue for non-budgeted items that support our students and staff (field trips, special busing requests, equipment, events and special requests from the staff); revenue expenditures are approved by the principal (and FACE Committee).

Scrip purchases are gift cards used at local or on-line stores to purchase anything from groceries (HyVee) to fishing poles (Amazon) or school supplies (Walmart or Staples) or Christmas gifts or hotel stays. Participation in the Scrip program (by purchasing gift cards) also helps each family with tuition assistance. Cards are sold in the office and also may be purchased on-line.

Volunteers are needed to help sell Scrip between services at Resurrection and at sporting events. Contact scrip@resurrection-wels.org for more info or to volunteer.

Any volunteer working with children in our school is required to sign a **Volunteer Application** prior to serving. Forms are available on your TADS account or in the school office.

GENERAL INFORMATION

Appearance – We thank you for your support in modeling for your children appropriate dress and appearance for the Christian elementary educational setting. As redeemed children of God, our students will certainly want to present themselves with all decency and modesty in their appearance. One who views their body as the temple of the Holy Spirit will exercise care in clothing and grooming habits. Neat attire and personal hygiene in the classroom *does* help promote a positive learning environment.

Please send your child to school in tops that cover the shoulders and in bottoms that meet the tops in the middle. Tight fitting pants (yoga, etc.) must be worn with a top that covers the bottom. Shorts should be of a length that meets or exceeds the fingertip when the child's arm is outstretched down the thigh. When there are slogans or pictures, they should avoid offense in the Christian environment (eg. Non-Christian bands, anti-school learning messages)

There are some general rules that govern the practicality of the clothes that one wears to school. These *rules* should be followed whenever dressing for school:

- **Recess and Physical Education classes** occur at varying times during the week. Wear shoes (with socks) that are appropriate for physical activity every day. Beach footwear is to be avoided. Shoes should be attached to the back of the heel and be closed at the toes.

- Clothes should be clean, comfortable and not interfere with movement or distract from the learning environment.

- Outer wear should include the appropriate hand, foot, and head attire to ensure comfort during a wintery or cold recess outside.

Thank you for respecting the RLS School Board and our teaching staff's counsel concerning appropriateness.

Book Covers – To keep the school's hardcover textbooks lasting a long while, please place a covering on each book. RLS book covers with the ram logo are available in the school office for free.

Care for Property – We thank you for your cooperation in teaching your children appropriate respect for personal property. If a student's actions or carelessness causes damage to books, furnishings, or other belongings, the school may ask for help in repairing or reimbursement to replace the item.

Electronic Devices – Personal electronic devices, cell phones, cameras, CD players, radios, mp3 devices, and electronic games or any unnecessary devices deemed potentially disruptive shall not be used during school hours or on school buses, including field trips.

With permission from the classroom teacher, students may bring an electronic device for a class project or assignment, and will also ask permission before taking it from their locker during the school day.

The school does not accept responsibility for personal electronic devices kept in lockers during the school day. Electronic devices activated without permission during the school day may be confiscated, turned in to the principal, and returned at the end of the day.

Lockers – Each student is assigned a locker. In order to keep the halls looking respectable, only items that fit into a closed locker should be stored inside. Non-adhesive decorative items (magnets or suction cups) are allowed. Wheeled backpacks do not fit into the lockers and should be avoided. Students should not bring locks from home for use on their locker. The school does not accept responsibility for personal property kept in lockers.

Lost and Found – Lost items may be found in a bin in the closet near the school office. Each quarter, any unclaimed items are donated to a local charity.

Phone Usage – With permission from a teacher, a student may use the phone in the office for emergencies. If parents find it necessary to talk to a child, the secretary will take a message so that the child can return the call during a break time. After-school arrangements should be made prior to the school day so as not to interrupt the day's learning.

Precious Preschools – Three WELS preschools serve the Rochester area for youngsters age 3+. These preschools are located at Ascension (*Precious is the Child*), Christ Our Rock (*Precious Pebbles*) and on the Resurrection Lutheran campus (*Precious Lambs*). If you would like more information about our program, please call the Preschool Director via the school office.

School-sponsored Trips may include tours of a facility, a play, or concert in or out of town. We will inform you of these trips prior and will ask you to sign a permission form. While Scrip funds help reduce the expense of these trips, most trips still require an additional student cost. Return slips (and fees) to the office.

Tuition – RLS is supported by several area WELS congregations. They value Christian education so much that they subsidize much of the cost for their members. While it costs over \$5900 to educate each student, supporting congregation members are asked to pay a tuition charge in the range of 25-50% of that amount, depending upon the congregation. Member parents are encouraged to be a model in Christian-giving by supporting their home congregation through weekly thank-offerings. We offer no discount for non-members, but encourage you to speak with one of our congregations' pastors about our ministry.

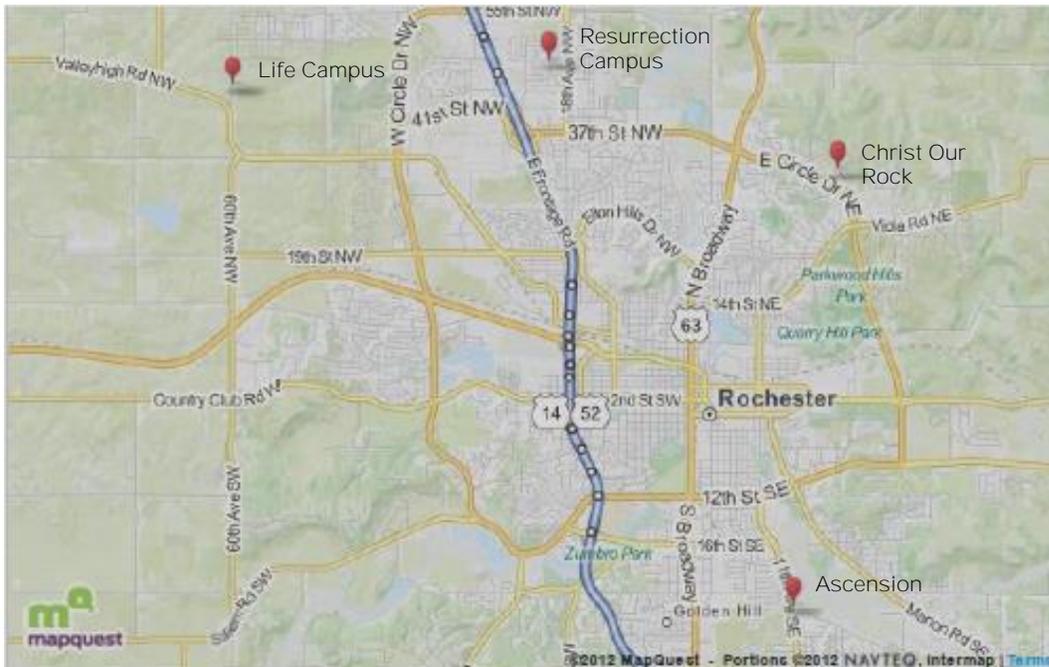
To allow time to become familiar with both our ministry here at Resurrection and our Lutheran teachings, non-member families may be granted a one-year member rate.

Tuition assistance may be available to those in need. Applications for aid are completed via our on-line registration system (TADS) and should be filled out by the deadline noted in the accompanying email, unless special circumstances warrant a re-evaluation.

NOTICE OF NON-DISCRIMINATION

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

ROCHESTER AREA WELS CHURCHES



RESURRECTION LUTHERAN

4520 - 19th Avenue NW
Rochester, MN 55901-8270
507-282-8280
Pastor Jon Bitter
Pastor Joseph Koelpin
www.rlrochester.com
Worship times: 8am & 10:30am
6:30pm Monday evening

LIFE LUTHERAN

4500 - 60th Avenue NW
Rochester, MN 55901-3611
507-282-8280
Pastor Stephen Meyer
www.rlrochester.com
Worship: 9:30am

ASCENSION LUTHERAN

2207 - 11th Avenue SE
Rochester, MN 55904-5694
507-288-2781
Pastor Brian Kom
Pastor Brian Semrow
www.ascensionrochester.org
Worship times: 8am & 10:30am
6:30pm Thursday evening

CHRIST OUR ROCK LUTHERAN

3040 Stonehedge Drive NE
Rochester, MN 55906-5409
507-252-5088
Pastor Jeff Limpert
www.christourrock.org
Worship times: 8am & 10:30am

GRACE LUTHERAN

45 First Avenue NE
Oronoco, MN 55960
507-367-4329
Pastor Benjamin Kempfert
www.gracelutheranoronoco.com
Worship time: 10am

OUR SAVIOR LUTHERAN

600 Eighth Avenue NW
Kasson, MN 55944-1188
507-634-1188
Pastor Dean Gunn
www.oursaviorkasson.com
Worship time: 9am

DIRECTORY

Resurrection Lutheran School	507-282-8280
Fax	507-285-9724
Website	www.rlsrochester.com
Facebook	Resurrection Lutheran School
Resurrection Lutheran School Teaching Staff	507-282-8280
Mr. Ron Helmers, Interim Principal	
Mr. Ian Watson, Grade 7-8 Homeroom	
Miss Anne Hagglund, Grade 6 Homeroom	
Mrs. Beth Laska, Grade 5 Homeroom	
Mrs. Michelle Hardinger, Grade 4	
Miss Anita Meyer, Grade 3	
Mrs. Hope Bourman, Grade 2	
Mrs. Karen Broring, Grade 1	
Mrs. Diane Thompson, Kindergarten	
Mrs. Becky Worstman, Teacher Assistant & <i>Title 1</i> Instructor	
Mr. Tom Winter, Teacher Assistant	
Precious Lambs Preschool Teaching Staff	507-282-8280
Mrs. Polly Bitter, Interim Preschool Director	
Mrs. Kristin Watson, Preschool Teacher	
Mrs. Krista Lange, Preschool Teacher's Assistant	
Mrs. Michele Heminger, Preschool Aftercare Aide	
Early Childhood Ministry Coordinator (vacant)	
Support Staff	507-282-8280
Mr. Kevin Peters, Band Program	
Ms. Stephanie Klennert-Taylor, Recess Supervisor & Librarian	
Mrs. Marla Brandmeyer, Hot Lunch Director	
Mrs. Sara Schleicher, Hot Lunch Coordinator	
Mrs. Debra Hofland, School Office Manager	
Mrs. Melissa Schardt, Church Office Admin Assistant	
Mr. Bob Shultz, Financial Administrator	
ESCaPE Childcare Program Staff	507-282-8280
Mrs. Diane Thompson, Coordinator	
Mrs. Holly Gronholz, Morning Caregiver	
Ms. Stephanie Klennert-Taylor, Afternoon Caregiver	
Miss Sara Capek, Afternoon Caregiver	
Mrs. Debra Hofland, Scheduling	
Mrs. RaeAnne Boldt, ESCaPE Billing	
Scrip Committee	scrip@resurrection-wels.org
Mrs. Jenn Rogness, Mr. Ron Miller, Mrs. Cori Berg, Mrs. Emily Bendix	

School Board Members	schoolboard@resurrection-wels.org
Eric Prochnow, Chair (Finance)	
Joe Lange, Vice-Chair (Long-term Planning)	
Jason Berg, Secretary (Outreach/Marketing)	
Derek Boldt (FACE Chair)	
Steve Bradley (Preschool)	
Paul Schardt (Technology)	
John Muenkel (Ascension advisory member)	
<i>Vacant</i> (Christ Our Rock advisory member)	
Ron Helmers, Interim Principal (RLS advisory member)	
Pastor Stephen Meyer (pastoral advisory member)	
Pastoral Staff	507-282-8280
Resurrection & Life Lutheran Church	507-282-8280
Pastor Jon Bitter (Chaplain & catechism 7 th & 8 th)	
Pastor Joseph Koelpin (Chaplain & catechism 7 th & 8 th)	
Pastor Stephen Meyer (Chaplain & catechism 7 th & 8 th)	
Ascension Lutheran Church	507-288-2781
Pastor Brian Kom (Chaplain)	
Pastor Brian Semrow (Chaplain & catechism 7 th & 8 th)	
Christ Our Rock Lutheran Church	507-252-5088
Pastor Jeff Limpert (Chaplain & catechism 5 th & 6 th)	
Grace Lutheran Church – Oronoco	507-367-4426
Pastor Benjamin Kempfert (Chaplain)	
Rochester Public Schools - Edison Building	507-328-3000
Registration	507-328-4200
Transportation Office	507-328-4228
Rochester School Bus Company.....	507-289-4541