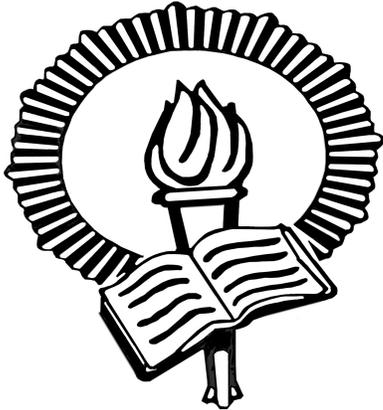


REDEEMER  
ELEMENTARY SCHOOL  
PARENT/TEACHER  
HANDBOOK



School Office  
Office hours 8:00AM- 4:00PM  
School  
(310) 475-4598  
Daycare  
(310) 429-9374  
FAX  
(310) 475-2123  
[RBESchool@aol.com](mailto:RBESchool@aol.com)  
[www.facebook.com/rbeschool](http://www.facebook.com/rbeschool)

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Dear Parents/Guardian,

Welcome to Redeemer Baptist Elementary School. We are pleased to have you as part of our school family. The staff at Redeemer feels it is an honor to be part of the education of your children.

The purpose of this handbook is to inform our parents, students, and staff about policies, regulations and information that create a positive, productive educational environment.

Together, as we educate your child/ren let us prayerfully engage in the mission of educating your child from a Biblical perspective and to prepare them to influence culture and society for Christ.

Please know that we are eager to meet with you at anytime, to discuss the school program and your family's needs and concerns. May each of us maintain a spirit of cooperation and Christian love as we work together in His service in Christian Education.

In His Name,  
Redeemer Elementary School

Meredith Rapinchuk  
and School Board

School Board Members: David Rapinchuk, Chairperson \*Frank MacIntyre\* Don Peel, \*Ingrid De-Leon

**The Redeemer Baptist Staff**  
**PASTOR**

Pastor Richard R. Frazier

**SCHOOL STAFF**

**PRINCIPAL** Mrs. Meredith Rapinchuk

**Kindergarten Teacher**

Mrs. Lena Allison

**1st Grade Teacher**

Mrs. Leslie Gray

**2nd Grade Teacher**

Miss Kari Alanis

**3rd Grade Teacher**

Mr. Jason Ridgeway

**4th Grade Teacher**

Mrs. Kindra Duncan

**5th Grade Teacher**

Miss. Alison Bradshaw

**6th Grade Teacher**

Mr. Gabe Frazier

**Administrative Assistant**

Mrs. Brandy Carey

**Class Assistants**

Mrs. Bobbi Johnson

Mrs. Terri Bevan

Mrs. Mia Lyons

Miss Rosie Flores

**Maintenance** Mr. Ruben Perez

**Head of Daycare**

Mrs. Kindra Duncan

**Daycare Staff**

Miss Harjit Romero

Miss Gracia Bahati

Miss Rosie Flores

Ms. Sharese Anderson

**Section 1:1**

**GENERAL INFORMATION**

**1. SCHOOL PLEDGES**

## **PLEDGE TO THE AMERICAN FLAG**

I pledge allegiance to the Flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

## **PLEDGE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian Flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

## **PLEDGE TO THE BIBLE**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

## **BENEDICTION**

May the words of my mouth and mediation of my heart be acceptable in thy sight, oh Lord, my Strength, and my Redeemer.  
Psalm 19:14

## **Section 1:2 ORGANIZATION BEGINNINGS**

Redeemer Baptist Elementary School was organized by the Los Angeles Baptist City Mission Society in 1947 to provide the children of the church and the community at large a well balanced learning environment which offers the educational development of the total child in all areas: Intellectually, spiritually, physically, emotionally, and socially. The mission of Redeemer Baptist School is to work with parents to fulfill the counsel of the wise and powerful proverb that states, **"Train up a child in the way he should go and when he is old he will not depart from it."**  
**(Proverbs 22:6)**

## **STATEMENT OF FAITH**

We believe that Jesus Christ is the son of God, that He died, was buried and rose again. He will return and will reign with those who believe. He is the only way to Salvation.

## **MISSION STATEMENT**

To educate students from a Biblical perspective and to prepare them to influence culture and society for Christ.

## **PHILOSOPHY OF EDUCATION**

Our Christian school is aware of the uniqueness of each child and promotes the development of the whole child to become all that God intended him or her to be. Our program includes mastery of basic skills, motivation for learning, self-discipline and responsibility. Children take an active

part in the learning process. We offer an environment which encourages children to ask questions, investigate, experiment, make choices and be creative. Each child will have success through a sound academic program taught with the love of God through Jesus Christ.

### **Section 1:3**

#### **SCHOOL AFFILIATION**

Redeemer Baptist Elementary School is an active member of The Association of Christian Schools International. Participation in this International Association offers many benefits to the school and students alike, such as: Accreditation Board, Excellent Teacher's Conventions, Administrator's Conferences, Choral and Art Festivals, Academic Activities for Students, and Seminars and Group rates for field trip activities.

#### **SCHOOL BOARD**

The Redeemer Baptist Elementary School is under the jurisdiction of the Redeemer Baptist Church. The members of the Board are vitally interested in the education of all those who are in its education program. They are a policy making group and keep themselves abreast of current trends in the field of education.

### **Section 1:4**

#### **ADMISSION POLICY**

Students entering our Transitional Kindergarten should be 4 by December 1 of the entering year. Students entering our Kindergarten must be 5 by December 1 of the entering year. Each child must have a licensed physician's report, complete identification and emergency information. Redeemer Baptist School will make no distinction in its Admission Policy or educational services on the basis of ethnicity, national origin, or religious training. Redeemer Baptist School will not discriminate against any applicant because of gender either in its admissions procedures or through its education programs and activities.

### **Section 2:1**

#### **PARENT-TEACHER FELLOWSHIP**

Redeemer Parent-Teacher Fellowship (PTF) is a working organization of parents & teachers and whose purpose is to aid, support, and promote the goals and programs of the school. Through school fundraisers, the organization contributes time, effort and money to enhance the school program through the purchase of materials and equipment which benefit all children of the school. All parents are invited to be a part of our Parent organization. PTF has helped keep tuitions down by raising money used to buy the items and materials that benefit all children. The PTF has helped raise money for scholarships, new carpets in the rooms and the

purchase of equipment and computers. They also created the hot lunch program. Parents may also be active in field trips, library days, helping on special activities, classroom parties, praying for the school and evening events at the school.

### **“BACK TO SCHOOL NIGHT” (PARENT ORIENTATION)**

Attendance by at least one parent is very important. This is a night to go over the school rules and policies. Teachers present to the parents the goals of their particular grade and how they propose to reach the goals. (This event takes place in September).

### **Complaints and Criticism Policy**

Redeemer Baptist Elementary School administration and teachers welcome constructive criticism, suggestions for improvement or information regarding problems of which the school may not be aware. It is the policy of the school that classroom problems, criticisms, and suggestions be first taken up with the teacher, and then, if not resolved, be shared with the Administration (Refer to Matthew 18:15-18). Issues not concerning the classroom can be shared directly with the Administration. All communications with school administration, teachers, and staff should be conducted respectfully. It is never acceptable to be rude, abrasive, or to use language or conduct which would be insulting, embarrassing, or in opposition to

Christian principles. Raising one's voice in anger, yelling or speaking in a threatening, insulting or aggressive manner is strictly prohibited. Making physical contact without consent or engaging in behavior which creates a public disturbance or presents a negative role model to students is likewise prohibited. Parents are entitled to the same respect from the staff of Redeemer Baptist Elementary School.

### **PARENT-TEACHER CONFERENCES**

Conferences will be scheduled in the afternoons and early evening at your convenience. Parent Teacher Conferences will be at the end of the first 9 weeks. School will be dismissed for three half days to accommodate these conferences. Half day classes will be held during these conferences in November (see school calendar). **Parents may arrange additional conferences by contacting the school office.** The teachers and principal welcome opportunities to meet and conference with you.

### **Section 2:2**

#### **VISITING THE CLASSROOMS**

Parents are welcome in the school. When you desire to visit a class, just let us know. Classroom visits should be arranged through the office twenty-four hours in advance. Our policy is to limit school visits to thirty minutes per visit.

#### **THE SCHOOL OFFICE AND TELEPHONE**

The school phones are business phones and may be used only in emergencies by the student.

### **WITHDRAWAL FROM SCHOOL**

For your convenience, please:

1. Inform the school office and teacher.
2. Return all textbooks, library books and other school equipment.
3. Leave a forwarding address and the name of the new school which the child will be attending.
4. Take care of all financial obligations. (Report cards and records are withheld if accounts are not current).
5. Records will be forwarded to the succeeding school upon request, bearing the signature of a parent.

### **STUDENT CONTACT DURING SCHOOL**

Lunch, homework, books, etc. may be left in the office to be delivered.

**Please do not take things directly to the rooms as it creates a disruption.**

### **WHEN A CHILD IS ILL**

When a child is sick or seriously hurt, the parents are informed immediately. Sick children should be picked up by the parent or guardian as quickly as possible. **Parents must send written permission for a child to take medicine at school. Medication needs to be in its original bottle.**

Also, a medication form issued by the office will need to be signed. Including inhalers. Please leave all medicine in the school office. *If we are unable to reach parents, the first person listed on*

*the emergency card will be contacted.*

**No medications are to be kept in the classroom or lockers. Please do not send your child to school with a fever.**

### **Section 2:3**

#### **TUITION PAYMENTS**

- a.) Annual tuition paid in full by the 15 of September will receive a 3% discount.
- b.) Tuition may be paid in ten monthly installments (September-June) as a convenience to parents. We accept cash, check, credit card.  
**\$590.00 One child**  
**\$1092.00 Two children**  
**\$1518.00 Three children**
- c.) **All tuition is due on the first of each month. Children may not be permitted to attend class if accounts are more than 15 days in arrears.**
- d.) Your account is considered past due after the 8th of each month and a \$15.00 late charge is added.
- e.) By the 15th of each month you will receive a letter stating that if your account is not paid in full your child is not welcome to return on the following day.
- f.) A \$15.00 charge will be made for each returned check. We will not accept post dated checks, or checks on hold.
- g.) In order to avoid loss we suggest that payments made through your child be sent in a sealed envelope. Please put your child's name on the front.

h.) All accounts must be settled before final grade reports and test scores are given out in June.

i.) When a check has been returned to us for the second time because of insufficient funds, we require cash, cashier checks, credit cards, or money orders to settle the account in the future.

j.) In case of a financial emergency, a family may ask the Board, **in writing** for special consideration.

### **Section 2:4**

#### **SMALL CLAIMS COURT**

In each registration packet a document is signed by the parent and/or guardian agreeing to be responsible for the tuition costs for the year. This is a legal commitment. After any account is in arrears over two months, our bookkeeper will be using Small Claims Court for collection of outstanding tuition owed.

### **Section 2:5**

#### **Daycare**

#### **REGULAR USE**

All children who arrive before 8:00 a.m. or remain after 3:00 p.m. are considered to be in Daycare and charges are applicable.

**There is NO supervision before 7:00 a.m.**

\$2.40 per hour for the first child.

\$2.20 per hour for the second child.

\$2.00 for the third child.

Day Care is scheduled to end promptly at 6:00 p.m. Overtime rates are charged for late pick-up. **After 6:00 p.m. the**

**hourly rate is \$40.00/hour or \$10.00/ fifteen minutes or part of 15 minutes per child. Excessive tardiness in picking up your child will result in termination of daycare use.**

#### **FULL DAY USE OR SPECIAL DAYCARE (SDC) 7am-6pm**

We need 24 hour notice to hire the appropriate number of staff to be with the children on full and half day, day care. *We require that you sign your child up one full day before the special day care or you will be assessed a \$6.00 late fee. If you sign up for special day care and choose not to use it, please call the Daycare (310) 429-9374 to cancel or you will be assessed the \$6.00 fee because we have hired staff expecting your child to attend. In order to offer SDC a minimum of 15 students is required.*

#### **SPECIAL DAYCARE**

**(on non teaching days):**

**Full Day 7:00 a.m. to 6:00 p.m.**

\$19.00 one child

\$32.00 two children

\$40.00 three children

#### **SPECIAL DAYCARE**

**(on non teaching days):**

**HALF DAY OF SCHOOL**

**12:30 p.m. to 6:00 p.m.**

(or anytime in between)

\$ 10.00 one child

\$17.00 two children

\$23.00 three children

**Daycare may not be available on vacation days if a minimum number of fifteen sign-ups is not met.**

## **REGISTRATION**

Each year in the Spring we register our current students before opening enrollment to the public. During this time period we offer a discounted registration fee. After the designated dates, the registration fee returns to the current \$190.00 fee. After the last day of school re-enrolling students must pay \$250.00. Registration is an elective process. You may choose to register at reduced rates offered in February and March. **All registration fees** are non-refundable.

## **INSURANCE**

Student accident insurance is included in your child's registration fee. Insurance forms are available in the office if a claim is needed.

## **LOST AND FOUND**

Students are urged to have their names written on jackets and other personal belongings. Unclaimed items at the end of the day will be transferred to the lost and found box, found in the daycare room. Lost and found jewelry, money, or other small items are in the school office.

## **Section 2:6**

### **COMMUNICABLE DISEASE CONTROL**

A. The Redeemer Baptist Elementary School will work cooperatively with local, county, state or provincial agencies to enforce and adhere to the State or Provincial Health Codes for prevention control, and containment of communicable diseases in their schools.

B. The principal will exclude a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary Immunization Assessment Program forms to provide for preventable communicable disease control.

C. The principal may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well being of that individual. All reportable communicable diseases will be referred to the local health unit by the building level principal.

D. The decision to close schools due to communicable disease outbreaks is at the discretion of each local school's administration. If desired, consultation on such decisions may be provided by a committee from the School Board and/or Communicable Disease Review Panel.

## Section 2:7

### DAILY SCHEDULES AND EVENTS SCHOOL HOURS

a.) The campus opens at 7:00 a.m. and closes at 6:00 p.m.

b.) The school day begins at the 8:30 a.m. with the freeze bell. After the freeze bell the children are dismissed to line up according to their grade level.

c.) At 8:30 a.m. teachers and students join in a prayer circle and salutes.

**Parents are welcome to join.**

d.) **Classes begin at 8:30 a.m.**

e.) Dismissal is at 3:00 p.m..

### CHAPEL

Chapels are held in the church sanctuary each Friday at 9:00 a.m. to give opportunity to worship, sing and fellowship together. *Children are to wear their blue school uniform shirts and khaki shorts, pants, or skirts to chapel.* Parents are invited and encouraged to attend the chapel services and assemblies. Every other week there will be a Praise/Worship Chapel. This will be a time for students to sing praise songs and pray for the needs of our students, family and staff.

### Recesses

Because of the age and maturation differences of our students we have primary and intermediate recess times.

**Morning recess:** The students may have a mid-morning snack at this time (brought from home). We suggest nutritious snacks and

discourage sweets and "junk" food. Please help your child identify the snack so the whole lunch is not eaten at that time. All food and drinks are to be consumed while sitting at the lunch tables.

**Noon recess:** This is a forty minute period, half of which is lunch time and half is playtime.

**Afternoon recess:** This is a 20 minute playtime offered for primary students (Grades TK-3) only.

### Hot Lunch

Our PTF offers nutritious lunches and drinks every day for a cost of \$4.50 per meal. Milk or orange juice is available for students who want to purchase for \$.50. A student may purchase a meal ticket in the office.

## Section 2:8

### ARRIVAL AND DEPARTURE PROCEDURES

The safety of the students is of prime importance to all of us.

#### a. ARRIVAL:

1.) All children arriving before 8:00 a.m. are checked into Daycare until 8:00 a.m.

2.) After 8:15 a.m. the children will be greeted by staff members at the front door on Malcolm. Before 8:00 a.m. the children are to go directly into the daycare area where supervision is available.

3.) Children are not to leave campus after they are dropped off in the mornings for any reason except with their parents or guardians.

4.) **Please do not drop your child off on the wrong side of the street and expect them to cross in front or back of your vehicle and then cross the other lane of traffic to get to our front door.** We value your child's safety.

Please **do not double park** or stop to drop your child off. Please pull into a parking spot.

## **b. DEPARTURES**

1.) All Transitional Kindergarten through 3rd grade children may be picked up after school in the parking lot. Gates will be opened from 3:00 p.m. to 3:15 p.m..

2.) All 4th, 5th, and 6th graders should be picked up in front of the west entrance (by the flagpole) on Malcolm Ave.

3.) If you have both a younger and older child (or pick up in a carpool) you may choose either the street or parking lot. However be sure your children know where they are to be picked up.

4.) Traffic into the parking lot will only be one way. Do not exit on Malcolm, you will need to follow the traffic up the church driveway to National Blvd and turn to the **right (east)** on National Blvd.

5.) Children are instructed to enter the car from the left side of the vehicle. If you have a van or car that only opens to the right side of the vehicle we ask

you to get out and escort your children around to the door. Cars are able to pull out and pass on the right side if the children in that vehicle are loaded. Be very careful that your child does not step into the path of passing cars because you are requesting that they load on the right side.

6.) Please drive CAREFULLY and SLOWLY, the area is usually the children's playground and they are not used to thinking about cars there. Also many children are excited about sharing their day with you and not thinking of their own safety.

## **Section 2:9**

### **Extra Curricular Activities**

Children who participate in Extra Curricular activities are subject to the programs fees. Any after school program that does not require a fee, the daycare charges are enforced.

## **Section 2:10**

### **PERMISSION TO LEAVE**

#### **CAMPUS DURING THE DAY:**

a.) When a child is to be picked up by someone other than the custodial parents or regular carpool driver, advance notice must be sent to the office or daycare. Verification of the individual's identity may be requested.

b.) Teachers have no authority to release a student to a parent during the school day. Release permission must come from the office. If a child should need to leave school during the school day, for any reason, please send written

information regarding the day and time. Your child will meet you in the school office at the time you have specified. Parent must sign child out in the office.

### **Section 3:1**

## **ACADEMIC INFORMATION INSTRUCTION**

### **COURSE OF STUDY AND CURRICULUM**

The Redeemer Baptist School course of study is comparable to that of the area and meets all requirements of the Education Department of the State of California. In addition to the course of study found in the public schools, we offer daily Bible Study. It is our aim to glorify Christ through our entire school experience. Redeemer Baptist Elementary uses the ABEKA and A.C.S.I. Curriculum. This curriculum provides a comprehensive education with a Christian perspective. At each grade level, the teacher follows a broad scope and sequence to review and introduce various skills. The material is presented in a sequential manner creating a ladder toward higher learning. Throughout the year, the children are challenged to be responsible students and actively engaged in their own learning.

**Common Core Information and Redeemer Baptist Elementary School Position on Common Core**  
Redeemer Baptist Elementary School already meets or exceeds many of the

CCSS through our teaching methods and curriculum offerings. Redeemer Baptist Elementary School will use the common core standards “as a ground floor and not a ceiling” for our academic success and we will do so without compromising our Christian testimony. Redeemer Baptist Elementary School students will not participate in the same state CCSS assessment tests that public schools will administer.

### **HOMEWORK**

Homework is a necessary and important part of our curriculum. It frees in-class time for instruction and enrichment programs and instills independent learning patterns in students for life-long uses. Parents should be available to assist at the request of the student but should assist sparingly and should make sure that the ways in which they help will promote intellectual independence. The most positive way in which parents can assist is to provide a definite time and place for study, be informed about the homework schedule, and know approximately how much time students are expected to spend on each subject assigned. Homework papers may be checked for completeness but should not be corrected by the parent. Teachers need to see the student's own work in order to evaluate progress.

### **Section 3:2**

## **BIBLE TEACHING**

We realize that our students represent a diverse background of Christian faiths. We respect this diversity. We are trying to emphasize the values that point out our unity in faith through the person of God's son, Jesus Christ, who is the same Savior and Lord of all Christians. In this point we are exact; all of the teaching that God gives us in the Bible focuses into the person of His son, Jesus Christ. He was sent to provide the way of Salvation for all. We encourage all of our students and their parents to consider this wonderful opportunity as a sign of God's personal love for each one. The New International Version of the Bible is used for all Bible memory work and Bible study. Each student in grades two through six will have a Bible provided for them.

### **PHYSICAL EDUCATION**

All students will have a directed physical education program. No student will be excused from P. E. class without a written statement from a parent or physician. Students are to wear tennis shoes and proper clothing for P.E. class. Physical education at Redeemer is designed to improve the children's physical and motor skills in fun and sportsmanship. In upper division (4, 5, 6) we reinforce individual skills and apply them in a team sport setting. In lower division grades (TK, K, 1, 2, & 3) we concentrate on group participation and individual skills. Children are graded.

### **COMPUTER**

Redeemer has computer classes which offer the latest in Computer technology for grades Transitional Kindergarten through sixth. The students interact with the computer using reading, math, and language software. Keyboarding is emphasized. In the upper grades students learn word processing, how to create a data base and the use of a spreadsheet. Children First-Sixth Grade are graded.

### **LIBRARY**

Redeemer Baptist's Library allows children to develop a comprehensive approach to skills that expand the curriculum and enrich each child's education. By arousing a lasting interest in authors and books the children will learn to use the library as a prime resource in the search for knowledge. Through the teaching of library skills, the children are given the groundwork for intelligent library usage.

### **MUSIC/MUSICALS**

Redeemer Baptist music curriculum includes music appreciation, theory and rhythm. The skills taught will be reading music, understanding simple musical symbols, and matching the pitch in singing. All students will be preparing for different performances throughout the year. **Participation in our school musicals is a special opportunity for our students.** Students in grades 4, 5,

and 6 may sign up for a Select Choir and or Handbells. The Choir and Handbells meet one day each week. There is an A.C.S.I. Handbell and Choral competition in which these students will compete in.

### **Section 3:3** **Upper Grade Missing Assignments**

It is the responsibility of the student to complete all assignments required of them by the due dates given. It is important for each student to understand the significance of becoming responsible students and completing each classroom assignment in a timely manner. **Missing Assignment Sheet will no longer be given out on Fridays.**

### **REPORT CARDS**

The purpose of report cards is to give parents and children an indication of the progress which is being made. Each child's ability, attitudes, application, and achievement are taken into account in the grading, but the students are marked on actual achievement not primarily on effort put forth. Reports to parents are made four times each year. Students should be encouraged to work for achievement as such, not for grades. Please return the report card, signed, within five days of the date of issue. **There is a \$10.00 charge for replacing a lost report card.**

### **FIVE WEEK NOTICES**

As a part of our desire to cooperate with parents whenever a student is doing poor work, notification will be sent by the teacher at the end of the 5th week of each 9-week quarter. Special help should be given when 5-week notices are sent home. Notices are not "failing" notices. The purpose of the notice is to alert the parents that their child is deficient in a certain subject. Parents should then contact the teacher if there are questions about what the student needs to do. A parent need not wait until the 5th week to question a teacher about their child's progress.

### **Section 3:4** **EVALUATION** **GRADING SCALE**

Our TK-2 students receive an evaluation based on effort and achievement.

O = Outstanding: This mark communicates that the child achieved above average on the objectives.

S = Satisfactory: This mark communicates that the child has met the expected objectives

N = Needs Improvement: This mark communicates that the child was not able to meet the objectives.

**Our 3-6 students** receive letter grades based on percentages.

A+ = 100% - 98%	C+ = 79% - 78%
A = 97% - 93%	C = 77% - 73%
A- = 92% - 90%	C- = 72% - 70%
B+ = 89% - 88%	D+ = 69% - 68%

B = 87% - 83%

B- = 82% - 80%

D = 67% - 63%

D- = 62% - 60%

Below 59% = F

### **Quarterly Awards Grades 4-6**

Honor Roll

High Honor Roll

### **End of Year Awards Chapel**

Perfect Attendance, Good Conduct,

Good Work Habits, Most

Improved, Citizenship and Citizen of the Year will be awarded at the end of the year.

### **Section 3:5**

#### **Terra Nova Testing**

Academic achievement at Redeemer Baptist Elementary is carefully monitored on a yearly basis using the Terra Nova Test. The Terra Nova test is a nationally respected instrument for measurement of scholastic achievement. Our students' excellent test scores reinforce our reputation for solid academics. The tests are machine scored and computer print-outs are available to parents in the final report card.

### **PROMOTION OR PLACEMENT**

As a general guideline, a student must receive an average grade of C- in all subjects in order to be *promoted* to the next grade level. Meeting these standards allows your child to be promoted to the next grade. If a student does not meet the standards for

promotion he may be *placed* in the next grade if recommended by Teacher & Administrator. Placement in the next grade would mean the child will need assistance, through tutoring and parent intervention to succeed in the next grade.

### **GRADUATION**

As a general rule, sixth grade students must attain a final average grade of C- or better in order to graduate and take part in the graduation ceremonies. *All accounts payable to the school must have a zero balance for your child to be in the graduation ceremony.*

Clothing for graduation should be dress-up attire but not formal attire.

The Fifth grade Honor Guard is made up of 5th grade students. Fifth grade parents have the honor of hosting the sixth grade graduation.

### **YEARBOOK**

A yearbook showing a pictorial collection of many of the activities at Redeemer School will be published. The yearbook is considered by many students to be a treasure and keepsake. The yearbook is received in June for those students that purchased.

### **Section 3:6**

#### **FIELD TRIPS**

Classes usually take two to four field trips per year depending on bus expenses. These are meant as learning experiences and are directly related to class curriculum. Adults asked to go will be expected to help with the

supervision of a group of children as assigned by the teacher. Students are asked to share part of the expenses.  
**Supervising adults attending field trips are asked to please leave younger children at home.  
Uniforms must be worn.**

### **Section 3:7**

#### **CONDUCT GENERAL GUIDELINES**

- a.) Redeemer Baptist Elementary School exists for the purpose of providing a quality education in a loving Christian atmosphere. Loving, firm, fair and consistent discipline promotes a child's development and growth.
- b.) Personal conduct should be characterized by self- control.
- c.) Hands, feet and unkind and hurtful words kept to yourself.
- d.) One of the most important lessons for any student to learn is how to properly respond to authority. Students are expected to demonstrate respect for all adults and fellow students.
- e.) Students are expected to respect the property of the school, teachers, and of other students. Students are expected to make restitution in time and talent and to pay for the damage caused.
- f.) God has given us the ability to communicate so that we can build each other up and bring Him glory.

#### **OFFICE REFERRALS**

Attendance at Redeemer Baptist Elementary indicates a willingness to comply with the rules and policies. The formation of a truly Christian value system is an important and integral aspect of our education program. However, obedience is one of the characteristics of a Christian life. At Redeemer, we want students to learn to feel a God-given responsibility to “walk honorably before all men”. We believe that the home and the school must work together in this training. Occasionally there is a child to whom we are not equipped to minister. Our program of Five Office Referrals and you will be dismissed is used when a child does not respond to the discipline of the teacher or the administration, and if working with the parents does not bring about a marked improvement in the child's conduct.  
**We reserve the right to remove any child from our school at any time.** Any misconduct, even if not specifically covered by the printed guidelines may result in disciplinary action which may include dismissal from school.

#### **CHEWING GUM, CELL PHONES AND TATTOOS**

- a.) Chewing gum is never acceptable at school.
- b.) Cell phones, Ipods, electrical toys (such as Kindles) or personal toys such as baseball cards, trading cards, Barbies, or sticker collections are **not**

**allowed** at school or in Regular Day Care. Personal items will be placed in the office and may be picked up by the parent and the child after school.

c.) Visible tattoos will be required to be scrubbed off immediately. Writing with felt pens on the skin is not acceptable and must be removed.

d.) \* There is never a time for guns or knives at school.

A child with these in possession will be sent to the principal immediately.

**California State Law states that it is reason for three day suspension if a child brings a look a like gun. (toy), or knife.**

e.) No artificial nails.

f.) On school property there will be no buying, selling, trading, or bartering between individuals or non sponsored groups, for trading cards, merchandise or personal items.

**g.) Cell phones are not permitted on campus. The office phone may be used in an emergency situation. Parents can reach children at all times through the office or Daycare phones.**

## **CELL PHONES**

**Student use of cell phones is not permitted. Any student found violating this policy shall be disciplined as follows:**

1. Immediate confiscation of the involved device(s) as appropriate.

Parents will be required to pick-up the device during regular office hours.

2. The second violation of the policy will result in a immediate confiscation of the involved device(s) and a parent/student/administrator conference. The school does not assume any responsibility for lost, stolen, or damaged communication devices.

## **Section 3:8**

### **SCHOOL DISCIPLINE POLICY**

It will be the responsibility of the teacher and parents to ensure that each child understands the following school rules:

1. Fighting is not acceptable behavior in our school.
2. Using bad language is not acceptable behavior in our school.
3. Damaging other's property is not acceptable behavior in our school.
4. Insulting or disrespectful behavior towards children or adults is not acceptable behavior in our school.
5. Inappropriate words or actions are not acceptable.

## **CONSEQUENCES FOR BREAKING SCHOOL RULES**

**1st offense** - Office referral. Report to Principal's office. Parent notified.

**2nd offense** - One day of "on-campus" suspension. Parent notified.

**3rd offense** - Out of school suspension for one day. Parent notified.

**4th offense** - Three days out of school suspension. Parent notified. (Parents must pick up child's work in the school office after 3:00 P.M.)

**5th offense** - Expulsion

In extreme cases, the principal may determine that other appropriate action is necessary. In the case of damaging property, the child must pay for damages.

### **Section 3:9**

#### **PLAYGROUND RULES**

##### **Hall Passes**

A Hall Pass is issued by a teacher authorizing the student to go from his/her regular assigned room or playground to some other designated place. A student should always have a hall pass when outside of class times.

- a.) Go immediately to the playground when arriving, or when you have been dismissed for recess. The teacher on duty may then excuse you to use the bathrooms, go to your locker, or go to the office.
- b.) Walk on the blacktop unless playing supervised games; games of chase or tag are only allowed in designated areas during recess if the yard duty teacher allows.
- c.) Respect other peoples games, wait for an appropriate time to join the game.

d.) All equipment must be shared if it is on the playground; you can not lock a game.

e.) Do not kick any balls on the blacktop unless in an organized game in physical education class.

**f.) Standards have been established that will apply to both the children in school as well as Daycare.**

g.) The playground equipment is provided for the enjoyment of our students. Students should refrain from roughness and misuse of equipment.

h.) Eat only at the lunch tables, not on blacktop.

i.) Freeze: When the freeze bell rings.

j.) Line up with class after recess.

k.) Do not go into classrooms during recess.

##### **SWINGS:**

A. Only one person may be on a swing at a time.

B. Swing riders must sit straight and face the buildings.

C. No standing, jumping, twisting or side-to-side motions on the swings.

D. *When all the swings are full* you may count to 100 slowly, then it is your turn on the swings.

E. No count backs or counting if there is an empty swing.

### **Section 3:10**

#### **PLAYLAND AREA**

A. Do not sit on the top of the bars.

B. Do not jump off the equipment, step down.

C. No chicken fighting at the bars.

- D. No climbing up the slide or going up the slide the wrong way.
- E. No standing on the slide.

### **UNEVEN BARS**

- A. Death or cherry drops are not allowed.
- B. The lowest bar is for K and 1st
- C. The lowest and middle bar may be used for 2nd and 3rd.
- D. All bars are open to the upper intermediate students.
- E. Only two students on the bars at a time.

### **CORRIDOR RULES**

- A. **Always walk** in all hallways and corridors.
- B. Please keep your voices at a low pitch.
- C. Do not bounce balls in the corridors
- D. Do not play in the corridor.
- E. Permission must be given by the teacher to go to the locker areas.
- F. No roller blading in the building.

### **CLASSROOM RULES**

The classroom teacher is in charge of his or her classroom and will establish necessary boundaries (rules) for the class. When the student is not self-disciplined and self-controlled, the teacher will do all that is necessary to help direct that student and meet his personal needs. Rules will be posted in each classroom.

### **LUNCH RULES**

- A. Children should come to the lunch area and eat quietly during the 20/30 minutes allowed for eating.
- B. All food is to be eaten only in the lunch area.
- C. Permission to leave the lunch area for any reason must be granted by the duty teacher.
- D. Lunch boxes to be taken home will be placed in neat rows in designated areas before going out to play.
- E. Before being excused to the playground, the lunch area must be free of debris.
- F. You are not allowed to share food.
- G. No child will be allowed to use the microwave during lunch or recess.**
- H. No glass bottles.

### **Section 3:11 DRESS CODE**

*Students need to be in official Redeemer uniform shirts daily unless a "Free Dress Day" as been announced.*

Redeemer Baptist Elementary School feels that the decision for dress is primarily the responsibility of the parent. There are three basic guidelines we follow: cleanliness, moderation and modesty. In making decisions about dress, please exercise good judgement. A few guidelines have been established to assist you.

- a.) All students must wear socks with shoes or full sandals (with straps around the heels).

- b.) Shorts are acceptable but must be of "walking" variety. We consider shorts the appropriate length if the hand and arm are fully extended and the shorts are longer than the finger tips.
- c.) Clothing should be moderate in style, not tight, skimpy or immodest.
- d.) The "baggy" style is not acceptable.
- e.) Boxers may not be showing.
- f.) All pants/shorts need to be hemmed and a regular size in waist & length. (i.e. stay on the hips w/out a belt, do not bunch at the ankle.)
- g.) Undergarments must remain covered.
- h.) Earrings, stud type only may be worn by the girls.
- i.) Make-up is not needed on our pretty young faces.
- j.) Hair should be neat, clean and well groomed.
- k.) Hair must be shoulder length for boys. No Mohawks.
- l.) Baseball hats or visors may be worn **only** during recess time. They must be removed during class and chapel time. Ski caps are **only** allowed during recess on cold days. They must be removed in the classroom.
- m.) All hats must be worn correctly. No sideways or backwards.
- n.) Only clear or pale pink nail polish may be worn during school hours.

**On "Free Dress" days**

- a.) Tank tops must have minimum of a 2" shoulder seam.

- b.) Halters, spandex shorts or bare midriffs are not acceptable during school hours

**Additional Guidelines**

Any article of clothing or item (i.e. notebook, older, or backpack that reflects an offensive quality or slogan or does not support the values, rules or philosophy of Redeemer is not acceptable.

**DRESS REFERRALS**

Students in the violation of the dress code will receive a dress referral.

**Section 3:12**

**ATTENDANCE POLICY  
ABSENCES AND EXCUSES**

- a.) We observe the laws and regulations of the state and local authorities regarding school attendance.
- b.) If a student misses more than 40 days during the school year, his promotion will be in jeopardy.
- c.) If a child is absent due to illness, please call the office (310-475-4598) to inform the school. You may also call to arrange to pick up the work your child has missed. Please call to request work your child missed while ill. **We will have it in the office by 3:00 p.m. each day.**
- d.) Please do not send your child back to school too quickly following an illness. The student should be free of vomiting, diarrhea and fever for a minimum of 24 hours.

e.) A student arriving after 8:30 a.m. is considered tardy. *A student not in school for at least 3.5 hours is considered absent.*

f.) A note is required from a doctor for re-admission in the case of serious illness, contagious disease, surgery or broken bones.

### **TARDINESS POLICY**

After 3 tardies in a quarter, the school will not be responsible for any material that the student has missed.

Missing excessive amounts of class material may result in a lower grade.

### **Section 3:13**

#### **TARDINESS:**

a.) A student not in class at 8:30 a.m. is considered tardy. **The 3rd unexcused tardy will result in a \$15.00 fee.** A tardy is any tardy without a written note with a valid reason such as doctor and dental appointments.

b.) The principal will be notified when students are repeatedly tardy. Parent's cooperation will be appreciated in this seemingly small, but important area of school and personal discipline.

c.) Perfect attendance will not be given if more than two tardies are recorded within a school year.

### **Section 3:14**

#### **PROLONGED ABSENCES**

Prolonged absences not related to illness are allowed for special circumstances under the

following conditions:

a.) The student must have a passing grade in all subjects, and demonstrate the ability to handle a prolonged absence.

b.) There must be approved tutoring or parental assistance provided for continued academic growth.

c.) The make up of classwork and assignments must be decided upon before the student leaves.

### **Section 4:1**

#### **DISASTER/EARTHQUAKE**

In the event of a major earthquake or other disaster the school will follow procedures designed to protect the safety and welfare of the students:

- In the event that the buildings may be damaged and not safe for occupancy, students will be evacuated to the playground area.

- The school maintains emergency supplies, food, first-aid, emergency blankets, etc.

- Staff members will remain with students to supervise and care for them for the duration of the emergency.

- Students will be released to their parents or other adults listed on the student's emergency data form.

**Parents should be sure that these forms are always accurate and up-to-date.**

-If a major earthquake or other disaster should occur, parents should **NOT** call the school. Please leave the telephone lines open for emergency calls only.

**Section 4:2**  
**CIVIL DISORDER**

If there is a extensive civil disorder (i.e. burning and or looting of shopping areas) in relative proximity to Redeemer (i.e. approximately within a five mile radius) we will follow our standard disaster procedures:

- \* Students will be retained on campus (in Fellowship Hall)
- \* Students will be released only to parents or those designated on the emergency list.