

**CHRIST OUR REDEEMER LUTHERAN SCHOOL
2009-2010 PARENT/STUDENT HANDBOOK**

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PARENT / STUDENT HANDBOOK – 2007-2008

Welcome parents and students to Christ Our Redeemer Lutheran School! We are pleased that you have chosen to enroll your child in our school. We know that your child's experience here will be rewarding in terms of educational achievement, character development, and Christian fellowship.

This handbook is intended to serve as a means of communicating our philosophy, goals, and school policies to both parents and students. These policies have been adopted so the school may operate in an efficient and orderly fashion insuring that each child can reach his or her fullest potential academically, emotionally, and spiritually.

1.0 MISSION STATEMENT

1.1 Christ Our Redeemer Lutheran Church

The mission of Christ Our Redeemer Lutheran Church is to be people of God gathered around Word and Sacrament. Therefore, we proclaim the love of God in Christ Jesus through the power of the Holy Spirit. We do this through Worshipping, Learning, Supporting, Witnessing, and Serving.

1.2 Christ Our Redeemer Lutheran School (CORLS)

The mission at CORLS is to provide a quality education in a graceful Christian atmosphere. We strive to encourage each student to realize his/her full potential in the areas of intelligence, spirituality, and social awareness.

2.0 CORLS GOALS

2.1 To Foster An Intentional Christian Community

Our goals are for each student to:

1. show compassion and acceptance for everyone.
2. practice forgiveness and grow in their spirituality.

2.2 To Teach The Critical Academic Skills Necessary To Be Effective In The Real World

Our goal is for each student to score at or above the 80th percentile or at his/her maximum potential on a standardized test in language arts, mathematics, science, and social studies skills.

2.3 To Teach Students To Be Responsible For Their Actions

Our goals are for each student to:

1. acquire the necessary social and interactional skills to function appropriately and effectively in various types of group situations.
2. demonstrate by his/her ongoing behavior the belief that each individual must freely and willingly contribute to the group.

2.4 To Provide A Christian, Positive And Caring Learning Environment

Our goals are for each student to:

1. perceive himself or herself as a worthwhile and contributing person who is treated as an individual both academically and personally.
2. be provided the opportunity for success and frequent feedback on academic and behavioral progress.
3. receive behavioral support plans that include rewards and incentives for appropriate behavior and consequences for inappropriate behavior.
4. come to a realistic view of personal capabilities and goals.

3.0 GENERAL INFORMATION

3.1 Statement of Non-Discrimination

Christ Our Redeemer Lutheran School (CORLS) accepts qualified students without regard to national or ethnic origin. This includes all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

3.2 History of Christ Our Redeemer Lutheran School (CORLS)

CORLS is a culmination of the inspired efforts of many dedicated individuals. Prior to January 1984, Christ Our Redeemer Lutheran School (CORLS) existed as Our Redeemer Lutheran School, operated by Our Redeemer Lutheran Church. In January 1984, Our Redeemer and Christ the King Lutheran Churches (both in Temple Terrace) merged to form a new Lutheran congregation--Christ Our Redeemer Lutheran Church (and School). The two former churches, Christ the King and Our Redeemer, were founded in 1963 and 1956 respectively.

As a means of expanding its ministry within the northeast Tampa area, Our Redeemer established a preschool in 1961. Based on the early success of this program, kindergarten was added in 1978 and grade one began in 1981. The elementary grades have been added since then with kindergarten becoming a full-day program in 1984. The Extended Child Care (ECC) program was added in the fall of 1983 as a service to working parents.

In the fall of 2003, CORLS was proud to open a new fellowship hall that included four middle school classrooms, science and computer labs, and new state-of-the-art kitchen facilities.

3.3 Responsibilities of Teachers, Administrators, Parents, and Students

At CORLS, we view the educational process as a cooperative one shared by teachers, school administrators, parents, and students. We view the responsibilities of each as follows:

Our goal is to help children lead God-pleasing lives. We believe that this is only possible through the help of the Holy Spirit and the full cooperation of parents, teachers, and school working as a unified team. If parents, by their words and/actions, prove to be uncooperative or confrontational, a meeting will be called consisting of parents, teachers, school administration, and any other individuals deemed necessary. The goal of this meeting will be to resolve philosophical differences and go forward as a unified team dedicated to the academic success and spiritual growth of the student. Should parents continue, by either words or actions, to be uncooperative or confrontational, CORLS will unfortunately be unable to continue to serve their child(ren).

Responsibilities of Teachers and Administrators

- to fully expect that every student can achieve.
- to treat each child with dignity and respect.
- to be sensitive to the uniqueness of each child.
- to develop appropriate educational goals and objectives for each class and student.
- to provide educational learning experiences, activities, and materials to reach those goals and objectives.
- to evaluate each student's progress in a fair and equitable manner.
- to communicate to parents the progress of their child.
- to create and maintain an environment which fosters a positive attitude about self, learning, and Christian principles.
- to execute their duties in a mature, professional, and moral manner.

Responsibilities of Parents

- to create and maintain an atmosphere in the home that is supportive of the educational, administrative, and Christian goals of the school.
- to set a positive example for the child in terms of respect for learning, good citizenship, and Christian principles.
- to insure that the student receives sufficient sleep and nutrition.
- to see that the student attends school daily and on time.
- to see that the student completes homework assignments in a quality and timely fashion.
- to insist that the student's conduct and dress in school does not infringe upon other students' right to learn.
- to be proactive in checking with the student to ascertain that graded work, notes from teachers, and school information flyers are being promptly given to the parent for review.

Responsibilities of Students

- to take responsibility for their own learning.

- to attend school daily and on time.
- to complete all homework assignments.
- to take responsibility, upon returning from an absence, to collect all assignments missed and to timely complete those assignments according to the teacher's directions.
- to take responsibility for insuring that graded work, notes from the teachers, and school information flyers are promptly given to the parents upon receipt.
- to respect the property and rights of others.
- to treat staff, teachers, parents, other adults, and other students with respect.
- to make every effort to benefit from the educational experiences offered.
- to adhere to all school rules and policies.
- to be responsible, considerate, Christian individuals.

3.4 School Calendar

A current school calendar is available on our website at www.corlutheran.org.

3.5 School Hours

School hours are as follows:

Half day Preschool program	8:15 a.m. – 12:00 p.m.
Full day Preschool – 8 th grade	8:15 a.m. – 3:15 p.m.

Students may enter the classrooms at 8:00 a.m.

3.6 Application for Registration

To apply to Christ Our Redeemer Lutheran School, a Registration Form should be completed and submitted along with a check for the appropriate portion of tuition due. For preschool and extended childcare children, additional HRS forms are needed.

3.7 Re-enrollment

Each spring, parents of currently enrolled students are given the opportunity to re-enroll their children. This is done by completing a Registration Form and HRS Forms (if applicable) and submitting the appropriate tuition payment. Families may not re-enroll their children if tuition, extended child care (ECC), or any other fees are in arrears.

3.8 Entrance Requirements

Entrance requirements are the successful completion of the previous grade and the review of previous school records including achievement tests, report cards, and any diagnostic testing. There will be admissions testing for all students entering first through the eighth grade. A birth certificate, an interview with the principal, and a letter of recommendation from the prior administrator will also be required. There may be situations, however, where it becomes necessary to contact the previous teacher or counselor to verify that the student is sufficiently prepared for the applicable grade.

Children entering the kindergarten and preschool programs must meet the age requirements set by the School Board. Preschool-3 applicants must be three years old by September 1; Preschool-4 applicants must be four years old by September 1. Kindergarten applicants must be five years old by September 1. A copy of the child's birth certificate must be submitted prior to attendance at CORLS.

Children will be accepted based on the ability of CORLS to meet their educational needs. There are cases where children have needs that are beyond the capabilities of CORLS' expertise and resources; in those cases, CORLS will not be able to accept those children as students in the school.

3.9 Tuition and Student Fees

Tuition/Fee Schedule for 2009-2010 School Year

Preschool 3 & 4 (half day)		Preschool 3 & 4 (full day)	
1 st Child	\$2,966	1 st Child	\$5,057
2 nd Child	\$2,818	2 nd Child	\$4,804
3 rd Child	\$2,677	3 rd Child	\$4,564
Preschool 3-3 day (half day)		Preschool 3 –3 day(full day)	
1 st Child	\$1,870	1 st Child	\$3,117
2 nd Child	\$1,681	2 nd Child	\$2,866
3 rd Child	\$1,597	3 rd Child	\$2,723
Kindergarten – 4th Grade		5th - 8th Grade (Middle School)	
1 st Child	\$5,057	1 st Child	\$5,099
2 nd Child	\$4,804	2 nd Child	\$4,844
3 rd Child	\$4,564	3 rd Child	\$4,602

3.9.1 Payment Plans

FACTS is the tuition servicing company used by Christ Our Redeemer for tuition payments.

- Option 1: Pay full year's tuition in one payment and pay no FACTS fee. Full tuition must be paid by May 4.
- Option 2: FACTS – Pay semi-annually or monthly with automatic withdrawals from checking or savings account. The fee is \$38.

3.9.2 Book and Academic Materials Fee

These fees are necessary to replace and purchase books and certain academic materials for kindergarten through 8th grade. This fee is \$300.00 for kindergarten – 4th grade and \$350.00 for 5th – 8th grade.

The book and academic material fee is added to the tuition and, therefore, paid with the tuition payments.

Failure to respond to reminder notices for unpaid tuition or fees could result in the suspension of your child from school until the past due amount is paid. Failure to make final payment/arrangements at the end of the school year will result in the withholding of test scores and report cards until payment is made.

3.9.3 Financial Assistance

Grants-in-aid and scholarships are available for those families who are able to demonstrate a need for assistance. The amount of assistance is limited; however, we attempt to assist as many families as possible. To be eligible, you must request a Financial Assistance Form and instructions from the school office. An additional requirement for grants-in-aid is that a student must demonstrate the potential for good scholarship and excellent behavior. All scholarships are granted on the basis of a student demonstrating the potential to excel in both academics and citizenship. Parents will be notified during the month of May regarding grants-in-aid and scholarships. Financial assistance must be applied for annually.

3.9.4 Financial Delinquency

Parents are reminded that the school will hold progress reports, report cards, school records, and achievement test results if any financial requirements have not been paid at the time of their distribution.

3.10 Withdrawal

Withdrawals must be processed through the office. An exit interview with the principal is always encouraged. Anyone withdrawing after June 1st will be responsible for 50% of the annual tuition and 100% of the academic materials fee.

3.11 School/Home Communications

Regular communication between parents and teachers is important. Routine communication can usually be handled by sending a brief note to school. When possible, using the student's planner is encouraged. Routine announcements concerning field trips, pictures, etc., are made using flyers sent home with each child. Parents are asked to check their child's papers each day for communication from school. Communication of a non-routine or personal nature may be handled by phone or by a personal visit. To avoid interrupting the teaching/learning process, a message can be left in the teacher's voicemail, or you can see your child's teacher before or after school to arrange a conference.

The school subscribes to InfoDirect, an Internal communication tool for parents and teachers. School events, such as free dress days, picture days, and holidays, will be listed on the Internet calendar. Additionally, teachers may post daily homework assignments, upcoming test and project due dates, and fieldtrip information. Parents are encouraged to check InfoDirect each night for the most current information for their child and his/her various classes. However, parents should be aware that the student planner is the ultimate communication and scheduling device that should be used by the student. A verbal assignment given in class should be immediately written in the planner. Students will be held responsible for verbal assignments given in class that do not appear in InfoDirect.

If you have a question concerning your child, please discuss the matter with the teacher first. If for some reason you are not satisfied, contact the principal and seek her assistance. If you are not satisfied with the principal's action, contact the chairperson of the School Board.

3.12 Health Requirements

In order to insure the safety and health of all students and to conform to county and state health department policies, health requirements are strictly observed at CORLS. Health forms HRS 3040 and HRS 680 must be on file for all children. Families whose records are not in compliance will be contacted and given the opportunity to submit the proper documentation. Families who do not respond to this request will be suspended from school until such time as compliance is accomplished. The school office will provide parents with the State of Florida and Hillsborough County health requirements.

3.13 Guidance Office

The CORLS office of guidance complements our excellent academic instruction. Our goal is to encourage students to take responsibility for learning and to recognize their accomplishments. We also strive to empower them with problem-solving skills. The final step in this process is to illustrate how each student can use his/her abilities to serve God and His kingdom. Listed below are some of the services provided by the Guidance Office.

- **Assessment/Special Needs**
Students are identified, tested, and given remediation on campus. If the need requires off-campus assistance, we will work with you and your student to provide the timeliest solution available.
- **High School Placement**
A comprehensive packet of area high school information is provided to all eighth grade families soon after school begins in August. The counselor and middle school faculty organize an evening session specifically designed to equip parents and students for the high school search process.
- **Individual Counseling**
It is a privilege to set aside time for each student. The fast-paced world we live in today can be slowed down with each caring encounter with your child. Young people thrive when they feel secure and valued. At CORLS, we believe that this special time compliments the individual attention your child receives in the classroom.

4.0 ADMINISTRATION AND STAFF

4.1 Relationship of School to Christ Our Redeemer Lutheran Church

The school is owned and operated by Christ Our Redeemer Lutheran Church as a service to the community and as an opportunity for fulfilling its mission role within the Temple Terrace area. The church is governed by a Church Council elected from and by members of the congregation. The Council is charged by the church's constitution and bylaws with the responsibility of operating the school.

4.2 School Board (School Committee)

The School Board of Christ Our Redeemer Lutheran Church is one of several standing committees within the church. It establishes school policies, makes recommendations on staffing, student scholarships, and provides operational guidance for the school. The Chairman of the School Board is a member of the Church Council.

4.3 Pastor

The pastor of Christ Our Redeemer Lutheran Church serves as a called and ordained minister and is very actively involved in the school. The pastor regularly participates in the school chapel services, teaches middle school religion classes and is available for pastoral services for parents and children of the school and church.

4.4 Principal

The principal of Christ Our Redeemer Lutheran School is responsible for the daily operation of the school. The principal administers the school budget, supervises the instructional staff, participates in setting goals and objectives for the school, and is an advisory member of the School Board. As a called worker of the church, she assists the pastor in providing pastoral care to the church and school. Final interpretation of all school policies and procedures during school days and functions is the responsibility of the principal.

4.5 School and Support Staff

We are extremely fortunate to have such a highly qualified, experienced, and dedicated staff for our church, school, and extended child care program. Each teacher is responsible for the planning, delivery, and evaluation of instruction in his or her classroom. Teachers request and encourage the interest, input, and assistance of parents in their children's education at Christ Our Redeemer Lutheran School. Teacher aides provide support and assistance to teachers in reaching the objectives of the program. The administrative assistant provides secretarial, clerical, and related support services to both the school and the church. The custodial staff provides routine maintenance, custodial, and related services to the school and church.

4.6 Parent Teacher Committee (PTC)

The Parent Teacher Committee (PTC) is an organization of parents, teachers, and staff dedicated to enriching and enhancing our students' academic, social, and spiritual education at CORLS. One of the primary functions of the PTC is to organize all school fundraising. The PTC also strives to provide information to parents and teachers about CORLS events and nurture fellowship with the families of Christ Our Redeemer.

Parents are required to participate and be members of our parent organization. The PTC membership dues are \$100.00 per year per family.

4.7 Parent Volunteers

It is necessary to have parent participation. Parent participation benefits families and the school and helps keep tuition costs reasonable. Our policy is that each family must agree to volunteer a minimum of ten hours or agree to tender \$200.00 to the school in lieu of volunteering.

5.0 INSTRUCTIONAL PROGRAM

5.1 Preschool Program (3 and 4 Year olds)

The primary task of the preschool program is to introduce children to a positive relationship with God. The goal for each child is to recognize his or her special God-given talents.

Children are given the opportunity to learn through play, hands-on activities, movement, music, books, and art. We offer both a half-day and full-day preschool program. The half-day program is divided into separate 3 year-old and 4 year-old programs and operates from 8:15 a.m. to 12:00 p.m. The full-day program is combined for both 3 year-old and 4 year-old children and operates from 12:00 – 3:15 p.m.

5.2 Kindergarten – 8th grade

It is our goal that all students will learn to have the love of God in their hearts and the courage and conviction to be moral voices in their communities. We strive to inspire excitement for learning and build a firm academic foundation for our students. Consistent emphasis is placed on independent thinking and decision-making skills.

Our vibrant program provides an environment in which our students establish a foundation, not only for knowledge, but also for study skills and habits that will serve them well throughout their time at CORLS and beyond. At the middle school level, students with specific strengths and aptitudes are challenged with accelerated and honors courses in math, literature, language, and science. In addition, students can choose from a wide variety of electives that include art, music, various athletic classes, and home economics. Curriculum is consistently evaluated and updated to insure compatibility with area high schools.

If you have any questions regarding the specific elements of a grade's curriculum, please contact the school office for a copy of the curricula components.

5.3 Library

CORLS has a fully automated, free-standing library offering books, encyclopedias, reference DVDs and videos, reference works, and periodicals at all reading levels. Some library materials are housed in each classroom. The library is also a vital link in the school's Accelerated Reader Program, and all elementary classes have regularly scheduled library time.

5.4 Chapel

Christ Our Redeemer Lutheran School celebrates regular chapel services as a means of sharing with children the good news of Christ. Children are directly involved in the music, drama, and presentation of chapel services. Chapel services are held once a week on Wednesdays from 8:30 a.m. to 9:15 a.m. The use of stories, music, songs, and object lessons make chapel an enjoyable, as well as a spiritually rewarding, experience. Special chapel services are held to mark important events in the church calendar and to recognize students for outstanding achievement and citizenship. Parents are invited to attend all chapel services.

5.5 Assessing and Reporting Student Progress

Periodically assessing student performance provides valuable information about each student's progress toward his or her educational goals. Mastery of each unit of instruction is assessed using appropriate means such as written tests, teacher observations, projects, assignments, etc. Progress is reported on InfoDirect daily and Report Cards are issued every nine weeks. In addition, the overall progress of each student, 1st through 8th grade is assessed annually, using appropriate nationally-normed achievement tests. The results of these tests are reported to parents so they may be informed of their child's performance and how their child compares to students of similar age across the country.

The grading scale used for kindergarten is as follows:

- 4** = Indicates an exceptional area of skill development. Student is consistently independent in learning and goes beyond grade level.
- 3** = Student is applying & integrating grade level skills that have been taught on a regular basis. The student is showing continued understanding of concepts.
- 2** = Student is in the process of learning & applying grade level skills that have been taught. The student is making moderate growth towards understanding the concepts and often needs re-teaching.

1 = The student needs support in applying grade level skills that have been taught. The student needs more practice to develop understanding of the concepts and needs significant re-teaching and practice to meet grade level standards.

N/A = This item not assessed.

The grading scale used at Christ Our Redeemer for 1st – 8th grade is as follows:

A+	97 - 100	C	73 - 76
A	93 - 96	C-	70 - 72
A-	90 - 92	D+	67 - 69
B+	87 - 89	D	63 - 66
B	83 - 86	D-	60 - 62
B-	80 - 82	F	59 and below
C+	77 - 79		

Periodic parent-teacher conferences are scheduled throughout the year to allow the child's parents and teacher to discuss his or her progress and any difficulties that may be encountered. Parents are asked to watch for announcements regarding conferences and to observe conference dates and times agreed upon with the teacher.

5.6 Honor Roll Criteria

The Honor Roll criteria for each Honor Roll designation is:

Elementary & Middle School Honor Roll (Grades 1-8)

1. Academics A's and B's
2. Conduct A's and B's
3. Discipline No discipline referrals
4. Tardies No more than 3 for a Quarter
5. Absences No (0) unexcused
6. Early Dismissals No more than 3 for a Quarter

High Honor Roll (Grades 1-8)

1. Academics All A's (may include A minuses.)
2. Conduct All A's (may include A minuses.)
3. Discipline No discipline referrals
4. Tardies No more than 3 for a Quarter
5. Absences No (0) unexcused
6. Early Dismissals No more than 3 for a Quarter

Principal's Honor Roll (Grades 1-8)

1. Academics All A's (No A minuses)
2. Conduct All A's (No A minuses)
3. Discipline No discipline referrals
4. Tardies No more than 3 for a Quarter
5. Absences No (0) unexcused
6. Early Dismissals No more than 3 for a Quarter

6.0 SCHOOL POLICIES

6.1 Visitors

Parents and visitors are always welcome at CORLS. **For the security of the children, all are required to check in at the school office upon arrival and obtain a visitor's pass before entering any area on the school campus.** If you are delivering anything to your child (i.e. lunches, eyeglasses, etc.), please bring it to the main office. Visitors are reminded that during the school week and during school functions, the CORLS campus is to be maintained as a smoke-free area.

All are reminded to obtain a visitor's pass before leaving the office to visit any area on the campus after 8:15 a.m. and prior to dismissal at 3:15 p.m.

6.2 Confidential Information

Copies of all diagnostic testing results, psychological reports, medical reports, and other information should be on file in the student's cumulative folder. CORLS would appreciate being informed of your child's "special" circumstances and needs as we can, therefore, better understand and assist your child in his/her schooling.

6.3 Custodial Rights

In the event that parents have special legal arrangements for custodial rights of their child(ren), CORLS requires to have on file a copy of the Court Order(s) affirming these rights. CORLS cannot honor parent requests for "protection" without these legal forms.

6.4 Health Records

County Health Department requirements for medical checkups and appropriate records are strictly enforced. To insure the health and safety of all students, please observe these requirements.

6.5 Health & Safety

Students should not attend school with a fever, excessive coughing or sneezing, upset stomach, body rash, etc. Such symptoms may represent contagious illnesses and possibly be transmitted to others. Students should not return to school unless they have been fever-free for a period of 24 hours.

6.6 Fire Drills

Since the school is genuinely concerned for the safety and welfare of its students, monthly fire drills are held to provide practice in receiving direction for safe and expeditious evacuation of the school buildings if the need arises.

6.7 Field Trips

Field trips are conducted throughout the year as a means of meeting the educational objectives of each program. Field trips provide real world experiences that would not be possible on the school grounds. For a child to participate in scheduled field trips, a permission slip must be signed by a parent or guardian. Some field trips may require a nominal cost for admission, etc. Please observe all requests for special dress, lunch arrangements, etc., in conjunction with field trips. All parents transporting children in personal vehicles must provide evidence of insurance coverage and have each child secured in a seat belt or car seat (those under 40 lbs.).

Field trip drivers and chaperones may check in with the classroom teacher without obtaining a visitor's pass from the office.

6.8 Parties and Special Occasions

Occasionally, classes will have parties, picnics, or other activities to observe holidays or special occasions. Parent assistance in providing refreshments, supervision, or other help is appreciated.

All birthday celebrations **must** be scheduled with the teacher in accordance with the classroom schedule. The celebration should be short and simple with no outside entertainment. The school does not discourage private, at-home parties; however, invitations to these parties may be given out at school only if all students in the classroom are invited.

6.9 Homework

From first grade through eighth grade, each teacher determines when homework is appropriate for meeting each student's educational goals. Parents should encourage their children to complete homework assignments promptly and neatly by providing time, a quiet work area, and help if needed. **Homework MUST be completed on time, or the student will receive a zero (0).** If a student consistently fails to complete homework, additional consequences will be given. CORLS encourages its students to develop their creative, artistic, and physical talents and abilities by participating in extra-curricular activities. However, please understand that practices, games, and recitals are not an acceptable excuse for missed homework assignments.

6.10 Telephone Use

Before telephones may be used, permission must be given by a staff member. Telephones may be used for emergency situations only, i.e., illness, etc. Instances such as calling parents to bring in forgotten homework, projects, lunches, musical instruments, transportation, etc. are NOT considered emergencies.

6.11 Student Records

Student records are maintained in an accurate and up-to-date manner. No information from any student's records will be released to anyone without written permission from a parent or guardian. Records are available for parent examination by making an appointment with the principal.

Parents are requested to immediately contact the main office if any student information changes.

6.12 Discipline (For specific details refer to Section 7.0 Student Code of Conduct.)

Each student is expected to conduct himself or herself in a respectful, considerate manner during school hours and school functions that extend the normal school day. Discipline violations are handled first in the classroom with warnings and behavioral consequences. If necessary, the student will be referred to the principal for further action, and the parent will be notified of the action taken.

A discipline referral will prevent the student from achieving any honor roll status. Where serious problems exist, the principal and the teacher will be in consultation with the parents at the earliest opportunity.

Persistent violation of Christian principles and refusal to participate constructively in the learning process may necessitate suspension or expulsion. Possession or use of illegal drugs or possession of any sort of weapon, etc., will result in immediate expulsion. The principal may suspend a student when conduct of the student requires such action.

Corporal punishment is not utilized at Christ Our Redeemer Lutheran School.

6.13 After-school Sports

Our students participate in after-school sports with other schools throughout the school year. In athletics, it is always desirable to win; however, our primary goals are to play the sport according to the rules and to display good sportsmanship. We expect all athletes to demonstrate 100% cooperation and effort in all practices and games. Those not conforming to these goals will be excluded from the team. If a student is not in school on the day of a practice or a game, he/she may not participate in the activity unless, due to special circumstances, the athletic director or principal has given permission.

Eligibility requirements for participation in athletic programs at Christ Our Redeemer Lutheran School are as follows:

1. Students must receive a grade of "C" or better in all academic areas.
2. Students must maintain a "B" or better average in conduct.
3. Students must demonstrate good sportsmanship at all times.
4. Students must demonstrate cooperation and 100% effort in all practices and games.
5. Students must actively participate in all scheduled practices unless excused by the athletic director or coach.
6. Students who receive a discipline referral during the grading period of the specific sport will not be permitted to participate in practices or games until they have community service hours completed. (Community service hours will vary according to the infraction that was committed.)

6.14 Absences

Attendance is essential for a student to receive the benefit of a quality education. Excessive absences hinder a child from achieving academic growth.

When an absence is necessary, the parent should notify the school office by 8:30 a.m. Upon a student's return, a note should be brought to the office explaining the absence. The note should be signed and dated by the parent/guardian. A pre-planned absence must be approved by the principal three days prior to the absence. Should a parent wish to pick up missed work that is accumulating

due to their child's illness, the parent must remember that **24-hour notice** of the teacher is required. This gives the teacher time to put assignments together, make copies, write instructions, etc.

Examples of excused absences: illness of student, medical/dental appointments (a written note from the doctor is required) death in the immediate family of the student, appearance in court; or an acceptable emergency such as severe weather conditions, a major family problem, or an accident on the way to school. Make-up work may be given for preplanned absences when sufficient notice is given to the teacher.

Work missed on excused absences may be made up. It is the student's responsibility to make arrangements with the teacher within three days of returning to make up the work. Make-up work will be given at the teacher's convenience and must be submitted within the deadlines set by the teacher.

Unexcused absences will result in a grade of zero (0) for work missed.

If the number of absences during the school term exceeds ten, it may be necessary to withhold promotion to the next grade. Absences directed by a physician are not counted against a child's record. A written note from the doctor should be given to the teacher.

6.15 Family Trips

When the student will be absent because of a family trip, a "Scheduled Absence Form" must be completed **ONE WEEK** prior to the absence(s). This written notice serves several purposes:

1. notifies the principal and the teachers, in advance, of the date(s) of absence and,
2. notifies the student in advance of the instructional material that will be missed and of any assignments that should be completed. Students with low achievement, students not current in their assignments, or students seeking to be absent during inopportune times in the school year (exam period, end-of-the-nine-weeks, etc.) will be advised not to be absent. The procedure for completing a "Scheduled Absence Form" is as follows:
 - A. The parents give the principal a note/letter describing the dates and circumstances of the planned family trip one week prior to the trip.
 - B. The parents obtain a "Schedule Absence Form" from the principal, and the note is attached to the form.
 - C. At the elementary school level, the "Scheduled Absence Form" is given to the student's teacher. At the middle school level, the student brings the "Scheduled Absence Form" to each teacher for his/her comments, assignments, and signatures.

The parent and the student will be responsible to insure that any assignments listed on the "Scheduled Absence Form" will be thoroughly and diligently completed during the absence.

6.16 Tardiness

Tardiness is one of the most disruptive forces in a school environment. When it occurs, it causes loss of instruction time for all students. We expect our students to be prompt and ready to participate in the learning process.

Classes begin at 8:15 a.m., and students are expected to be seated and ready for instruction at that time. Students should arrive at school at 8:00 a.m. with enough time to prepare their materials for the day. Students not ready by 8:15 a.m. are considered tardy. A student is tardy when he/she is not in the classroom ready to begin instruction promptly.

All tardies are reported to the office and become a part of the student's record. If a student is not in his/her seat and ready for instruction at 8:15 a.m., he/she will be required to obtain a tardy slip from the office before entering the classroom.

6.17 Consequences For Tardiness

1. The third tardy during a nine week grading period will result in a written notification to the parent/guardian. The signed notification must be returned to the office.
2. The fourth tardy during a nine-week grading period will earn the student a disciplinary referral and consequence (i.e. detention, clean-up duty, work detail, etc.) from the principal. Additionally, with the fourth tardy, a student will not be eligible for honor roll status. The parent/guardian will be notified, in writing, by the principal. The signed notification must be

returned to the office. All tardies after the fourth in a nine-week grading period will be referred to the principal for disciplinary action. The consequences earned will increase in severity with each additional infraction.

The parent/guardian must notify the principal or office in advance of the expected late arrival. Upon the late arrival to school, the student must bring written verification to the office.

After 8:15 a.m., a parent of a pre-3 through second grade student must accompany the child to the front office to obtain a tardy slip. Your child's teacher will not admit the student to class unless they are signed in at the front office.

6.18 Excusing A Student Early From School

There may be times when a student needs to leave school during the day before the 3:15 p.m. dismissal. The following reasons will be excused: sickness, medical and dental appointments, school sports activity or a death in the family. (If a student leaves school for an appointment, a note from the doctor or dentist **must** be presented to the office when the student returns to school after the appointment.) A student will not be eligible for any honor roll after three early dismissals during a nine-week period.

If a student leaves school before 11:30 a.m. **and does not return for the rest of the day**, the student will be considered absent, and his/her attendance record will be marked accordingly. Likewise, a student who comes to school **after** 11:30 a.m. will be marked as absent.

Should a student leave school during the day **but return before the day's dismissal**, the student will not be marked absent as long as the student attended a total of 3.25 hours.

Parents are asked to understand that coming in late/leaving early can be one of the most disruptive influences to not only an individual student's focus and concentration but also that of an entire class. Therefore, CORLS asks parents to limit occasions when a student needs to leave early/come in late to only those that are absolutely necessary.

6.19 Drop-Off, Pick-Up, and Traffic Flow

To insure that children are safely supervised at all times, they cannot be dropped off earlier than 8:00 a.m. Any child dropped off before 8:00 a.m. must report to ECC. They should be picked up no later than 15 minutes after school ends. Before 8:00 a.m. and after 3:30 p.m., children will be cared for in the ECC program at the parent's expense.

To provide maximum safety for all children and adults, please cooperate fully with school directives regarding traffic flow and parking procedures. Please remember that for safety reasons, no parking is allowed beyond the school gate.

The Speed Limit on campus is 5 miles per hour.

6.20 Lunch

Christ Our Redeemer School will provide a hot lunch program during the 2009-10 school year. Students may take advantage of the hot lunch program for a nominal charge or they may bring a lunch from home. If a lunch box or thermos is brought to school, your child's name should be on it.

No microwaving facilities will be available.

If your child chooses to bring a lunch, please remember that the school provides no plates or silverware. Beverages may be purchased at a nominal cost. If you choose not to purchase a drink, please include a drink in your child's lunch.

6.21 Emergencies and First Aid

In the event your child has an accident or sudden illness at school, you or the person you designate will be contacted immediately. If the emergency information requested at the beginning of the school year should change (i.e., home phone, work phone, alternate contact person, etc.), please provide the changes to the school office. A member of the staff is trained and certified in first aid. However, in an emergency situation, the services of EMS will be called.

Children should not be sent to school if they have a fever or any signs of contagion (i.e., severe runny noses, etc.)

Each schoolroom contains a smoke detector and students are instructed in evacuation procedures.

6.22 Medication

If it is essential that your child receive medication (i.e., prescription drugs, aspirin, Tylenol, cough medicine, etc.) during school hours, please give the medicine, along with an Authorization to Dispense Medicine form, to the school office. Forms can be obtained from the school office. School personnel are not permitted, by law, to give children any type of medication without an Authorization to Dispense Medicine form being completed and on file in the school office.

6.23 Bicycles / Roller Blades / Roller Skates / Scooters/ Skate Boards

If your child rides a bicycle to school, it is recommended that he or she bring a lock and secure the bicycle each day.

Students riding bicycles to school, must not ride them on campus. When arriving and leaving the campus, the student must walk on or off the campus. Roller blades, roller skates, scooters, and skate boards are not permitted.

6.24 Pupil Insurance

The school's insurance covers students while on the school grounds and while traveling to and from and participating in school sponsored events. This insurance is secondary to any family insurance plan. In the event of an accident, the parents are to first file a claim with their own insurance company. After verification of what the family insurance will or will not pay, the school insurance may pay the balance.

6.25 Personal Belongings

Students may not bring to school any personal items such as toys, magazines, or radios except for prearranged purposes such as "sharing day." Even at those times, the school cannot be responsible for damage to or loss of such items. Such items may not be used during ECC. A student may be required to bring a written note from home for the return of forbidden items confiscated by the faculty.

6.26 School Pictures

Individual and class pictures are taken annually. Announcements will be sent home prior to the day your child's picture will be taken. No student is obligated to purchase pictures.

6.27 Severe Weather

The school has an official weather warning radio, which is monitored to ensure that appropriate action is taken in the event of severe weather conditions. In the event of severe weather, children will be moved to a secure area of the school grounds, and every possible precaution will be taken to insure their physical and emotional well being. Christ Our Redeemer will follow Hillsborough County Public Schools in canceling classes if severe weather conditions exist.

6.28 Damage to School Property

Students should treat personal and school property with respect. Parents are responsible for any damage or loss of school property such as books, windows, etc., that are lost or damaged through their child's negligence or inappropriate behavior.

Textbooks are the property of CORLS. Students are expected to give proper care to these items. Students will be charged the replacement cost of textbooks and workbooks. Students will be assessed a fee for unusual wear or damage to school textbooks and equipment.

Students are required to cover their textbooks.

All textbooks and workbooks are provided to the students during the first week of school. Summer reading of novels requires that the students locate and either purchase or borrow from a library these items on their own.

6.29 Planners

To assist students in developing excellent work habits and time management skills, CORLS requires the use of a planner in grades 1-8. If the planner is lost, parents will be responsible for immediately replacing the planner by purchasing an additional one from the school office.

6.30 Lockers and Care of Valuables

Lockers are available to all students in grades 5-8 and are the property of CORLS. The school reserves the right to inspect lockers at any time. No stickers, graffiti, or inappropriate pictures or signs are permitted inside or outside the locker. The students are expected to maintain a clean and neat locker at all times. Each student should secure their textbooks/personal items in their assigned locker and not use hallways or the tops of lockers as storage locations.

All students in grades 5-8 who want to put a lock on their locker must rent locks from the school. No outside locks will be permitted. Lost or damaged locks must be replaced.

6.31 Lost and Found

All lost articles other than books (which will be returned to the teacher) will be collected and made available during school hours in the office. Any unclaimed, unlabeled book bags, articles of clothing (non-uniform), or other personal items will be held for one (1) month and then donated to Metropolitan Ministries. All unclaimed uniform pieces are washed and hung in the school clothes closet. These items are available to parents at no charge.

6.32 Gum Chewing

Gum chewing is not permitted during school hours or school-sponsored activities.

6.33 Smoke-Free

Christ Our Redeemer Lutheran School property is a smoke-free environment during school hours and functions. Therefore, smoking is not permitted on school grounds at these times.

6.34 Possession or use of drugs, weapons, and/or dangerous instruments, etc.

Possession or use of drugs will result in immediate suspension and possible expulsion. The principal and the school board will also review these serious infractions. Possession or use of weapons and/or dangerous instruments will result in immediate expulsion.

6.35 Campus Speed Limit

The speed limit on campus is 5 miles per hour. For safety reasons, it is imperative that parents observe this safety limit.

7.0 STUDENT CODE OF CONDUCT

7.1 Guiding Principles

School discipline is the establishment of a classroom climate which leads to a healthy and productive teaching and learning environment. Within the Christian school, discipline goals and procedures are rooted in the Scriptural understanding of discipleship, or being followers of Jesus Christ.

The principles that guide our discipline at Christ Our Redeemer Lutheran School are based on the teachings of Christ, especially the Golden Rule: "In everything do to others as you would have them do to you..."(Matthew 7:12); and Christ's two great commandments: "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind." (Matthew 22:37) and "...You shall love your neighbor as yourself." (Matthew 22:39).

We believe that all children can behave appropriately in the classroom, and that no student should disrupt the teaching and learning process to the detriment of others. Therefore, the basis of our policies is one of caring - caring about the child and the way he/she behaves and caring about the school climate to maximize the learning process. Through this we feel that children will have the opportunity to grow into self-discipline. Our primary goal in discipline is to help the students accept responsibility for their own actions.

7.2 Examples of Appropriate and Inappropriate Behaviors

We want our students to understand the difference between appropriate and inappropriate behaviors and to make responsible choices. To help them do this we list the following examples:

Appropriate Behaviors

- Being prepared and doing one's best to learn.
- Being in the proper place at the proper time.
- Treating everyone with courtesy and respect.
- Demonstrating appropriate language and manners.
- Helping to create and maintain a positive and safe learning environment.
- Showing respect for school and personal property.
- Showing responsible behavior on field trips and other school functions.
- Demonstrating truthfulness.

Inappropriate Behaviors

- Using words, mannerisms or gestures that are not suitable or appropriate for any audience.
- Making physical, verbal, written assaults, or harassment.
- Refusing to obey directions of administrators, teachers, or other school staff.
- Public displays of affection between students such as kissing, hand-holding, etc.
- Lying.
- Cheating.
- Taking, misusing, or damaging school or personal property.
- Leaving the campus without permission during the school day or during any school sanctioned activity.
- Not following dress code.
- Possessing on school property or at school functions weapons, dangerous objects or any form of controlled substance, tobacco, or alcohol.

Remember, these are some examples and do not constitute a comprehensive, all inclusive list of appropriate and inappropriate behaviors.

7.3 Classroom Rules

We have four classroom **behavioral expectations or rules** that are enforced in all classrooms:

- **Raise hand and speak one at a time.**
"Speak, one at a time" (Corinthians 14:27)
- **Follow Directions.**
"The wise in heart accepts commands" (Proverbs 10:8)
- **Be Respectful to Others and Accept Responsibility for Your Own Actions**
"Honor one another above yourselves" (Romans 9:10)
- **Listen Attentively**
"Be quick to listen" (James 1:19)

7.4 Positive Consequences

We use many positive consequences to encourage appropriate behaviors. The following are offered as examples:

- Specific praise
- Positive telephone call to parents
- Positive note home to parents
- Treats
- Homework pass
- Principal's/Teacher's helper
- Principal's Awards
- Student Recognition Awards
- Free Dress Days
- Reward parties

7.5 Negative Consequences

We use a wide range of negative consequences to discourage inappropriate behaviors. The following are some examples:

- Reminder
- Warning
- Counseling by principal
- Time Out
- Writing a plan of improvement
- Notifying parents
- Conference with principal, teacher, and parents
- Exclusion from class or activity
- Loss of computer privileges
- Detention (after school or during lunch)
- Campus clean-up (clean classrooms and lunchroom, picking up litter on campus, and weed the grounds.)
- In-school Suspension (ISS)
- Suspension
- Dismissal or expulsion
- Loss of extra-curricular activities

7.6 Due Process Policy for Dealing with Students that Consistently Violate the Student Code of Conduct

1. Verbal warning is given.
2. Counseling referral is completed by the teacher and sent to the Principal (a copy of the referral will be sent home for parent signature). The student is required to meet with the Principal and serve whatever consequences are deemed necessary.
3. Teacher initiates a discipline referral to the Principal.
4. Principal acts on discipline referral (see section 7.5 Negative Consequences).
5. Principal mails home copy of discipline referral and actions taken for parent signature.

A copy of all written referrals will be sent home for parent signature.

The steps listed below are at the discretion of the teacher and principal depending on the severity of the infraction. Consequences are assessed on an individual basis.

When a student earns the **second discipline referral**, the same process as outlined above will be followed.

When a student earns the **third discipline referral**, the same process as outlined above will be followed. In addition the following actions will be taken:

- The principal will schedule a parent/teacher/principal conference. At the conference, alternative interventions (e.g., counseling, medical interventions, etc.) will be explored.
- At the conference, a behavioral contract may be developed stating the behaviors expected of the student and what will occur if the student chooses not to exhibit those behaviors.

If the student does not exhibit appropriate behaviors as outlined in the contract, the student will earn a continuum of negative consequences.

- One day of "time out" at home to contemplate how to exhibit positive behaviors. This will consist of the student being given the opportunity to consider the seriousness of the situation. This "time-out" will not count against the student's grade.
- Expulsion from CORLS.
- If the parent so wishes, the principal will set up a hearing with the School Board to determine if the student has been afforded a fair and equitable administration of the School Discipline Code.
- If the School Board determines that the student did not receive a fair and equitable administering of the School Discipline Code, then the Board will reinstate the student giving clear and specific directions to the principal as to how the student should be disciplined or counseled in the future.

- If the School Board agrees that the student has received a fair and equitable administering of the School Discipline Code, then the principal's recommendation for expulsion will be approved.
- The next level of appeal would be to the Church Council of Christ Our Redeemer.
- If a student threatens an adult or another student physically or verbally with bodily harm, the student may be expelled.

If a student is suspended from school, he/she is expected to make up all class work.

8.0 DRESS CODE

8.1 Purpose of the Dress Code

The dress code at CORLS has been developed to foster an atmosphere conducive to learning. Any practice (e.g., faddish hair color or style) not covered in this Code that is determined to be disruptive to the learning environment will be considered a violation of the dress code. Violation of the dress code will result in first receiving a warning. Additional violations of the dress code will result in consequences as outlined in the handbook under Negative Consequences. Uniforms must be purchased from Educational Outfitters.

Uniforms for our Preschool-3 and Preschool-4 classes will be optional for all selections available in their size.

8.2 Girls K through 8th Grade:

Girls will wear uniform style khaki, navy, and plaid, jumpers, kilts, skorts, shorts, skirts, collared dress, and slacks with the school logo. No skorts with slits and no cargo/jean style shorts or slacks are permitted. Length appropriate for the foregoing (excluding slacks) will be absolutely no shorter than mid thigh nor longer than just above the kneecap. A solid knit polo style shirt with collar in white, navy, or red is to be worn with the school logo. White, Peter Pan collar blouses, with the school logo on collar, may be worn with jumpers or plaid uniform pieces only.

8.3 Boys K through 8th Grade:

Boys will wear uniform-style khaki and navy shorts or slacks with the school logo. No cargo/jean-style shorts or slacks are permitted. Length appropriate for shorts will be absolutely no shorter than mid-thigh nor longer than just above the kneecap. A solid knit polo style shirt with collar in white, navy, and red is to be worn with the school logo.

8.4 Other Items for both Girls and Boys

- Turtlenecks may be worn in the colors of red, white or navy with the school logo.
- Sweaters (**cardigan style only**) and jackets must be one of the following colors: red, white, or navy. Red or navy COR sweatshirts may be worn. All outerwear must have the school logo.
- Red COR spirit t-shirts may be worn on Wednesdays and Fridays.
- White undershirts may be worn but may not be visible at the sleeves.
- Shoes are to be a leather or canvas athletic shoe or a leather dress shoe with a closed toe and heel (no higher than one inch). Colors, including laces, should be **solid** white, black, brown, or navy. (Shoes such as boots or platforms are not acceptable.) Girls may wear black/white saddle shoes.
- Socks must be worn **and visible** and should be in solid colors of white or navy and without any logos. Black socks may be worn with black shoes. CORLS logo socks may be worn. Plaid ruffle socks may be worn with plaid uniform pieces. Tights and knee-highs in the above colors and natural tone pantyhose may be worn.
- Hair is to be well groomed and natural. It is not to be unnaturally colored, dyed, or highlighted. Barrettes must be a solid color and worn tastefully. No hair wraps are allowed.
- Headbands in solid navy, red, white, or plaid may be worn.
- Hats may be used at P.E. and recess time only.
- Shirts are to be tucked in with a belt worn in the belt loops. Belts should be brown, black, or navy blue.
- Pep squad uniforms and cheerleading uniforms may be worn on Wednesdays and game days during the athletic season.
- Athletic uniform shirts may be worn with school uniform pants on game days during the athletic season.
- Jewelry: earrings, post only, are to be small and not distracting and should be limited to one pierced hole on the ear lobe, per ear. (Boys may not wear earrings.) Watches may be worn. Necklaces may only be crosses or other religious symbols.
- Nail polish should be clear only. Girls in grades 5 – 8 may also have a French-manicure.

- Makeup: Only natural foundation and black or brown mascara may be worn. No other makeup may be worn.

Please remember it is extremely important for all students to follow the dress code on a consistent basis. Students who are unable to follow the dress code after the first week of school will receive referrals. These referrals will affect the student's conduct grade for the nine-week period in which they are given. The infraction guide is as follows:

Uniform Infraction Guide during a 9-week period for elementary school students

Warning = A
1st infraction = A-
2nd infraction = B
3rd infraction = B-
4th infraction = C
5th infraction = C-
6th infraction = D
7th infraction = D-
8th infraction = F

Uniform Infraction Guide during a 9-week period for middle school students

Warning = A
1st infraction = A-
2nd infraction = B
3rd infraction = C
4th infraction = D
5th infraction = F

9.0 EXTENDED CHILD CARE (ECC)

9.1 Purpose and Goals of the Extended Child Care (ECC) Program

The Extended Child Care (ECC) program is established to be of service to working parents of students enrolled at CORLS. The program is designed to provide a safe and happy environment for children who must arrive before and/or stay after regular school hours. Its goal is to extend an environment where the loving and forgiving nature of Jesus is the center of fellowship and discipline. Activities are provided that are consistent with the developmental abilities of each child so that they may practice and extend their knowledge and skills.

9.2 Organization and Policies of Operation

ECC is licensed by the Hillsborough County Licensing Office and is subject to all the rules and regulations thereof. All ECC workers meet or exceed the employment and training requirements of the County Licensing Office.

The Extended Child Care program is available only to those students enrolled at Christ Our Redeemer Lutheran School. The program is in operation during the school year, Mondays through Fridays, except as noted on the school calendar.

Arrival and Pick-up: Between 7:00 a.m. and 8:00 a.m. parents are required to bring the child into the center and sign the arrival log. All parents must come into ECC when picking up their child and sign the log with the time of pick-up indicated. **HRS mandates that a daily log be kept showing that a responsible person has signed the child in and out of Extended Child Care.** This must be done no matter which plan you chose. **Only those persons authorized on the Emergency Form will be allowed to take the child from ECC.**

Discipline: The CORLS Student Code of Conduct will govern student behavior in ECC.

Dress: The school dress code will be maintained.

Emergencies and First Aid: See section 6.21 of Parent / Student Handbook.

Medication: See section 6.22 of Parent / Student Handbook.

Records: In addition to the health records and forms required for admission to CORLS, the following must be signed and kept in each child's ECC file:

- Know Your Child's Day Care brochure
- The Nutritional Agreement Form
- The Discipline Policy of Christ Our Redeemer School

9.3 Extended Child Care Hours and Fees

Weekly Rates

Segment	Hrs	Rate
7:00 a.m. - 8:00 a.m.	5	\$25.00
7:00/8:00 a.m. & 3:30/6:00 p.m. combination	18.75	\$50.00
3:30 p.m. – 6:00 p.m.	13.75	\$40.00
Occasional		\$8.00/hour

There is a late fee of \$8 for every 15 minutes, or fraction of 15 minutes, after 6:00 pm for each child.

9.4 Hours and Fees General Information

There are two payment plans for our ECC program; one is to pay by weekly segment, and the other is to pay hourly. Below you will find the process for each plan.

Once you have chosen a plan, payments and invoices will be processed according to that choice until the office is notified, **in writing** that you wish to change plans or you will no longer be using ECC.

9.5 ECC Segment Payment Plan

Payments for this plan are to be made weekly, on the Monday of the week that the services are to be rendered. There will be no regular billing for those on this plan. If payment is not tendered as prescribed above, a statement will be sent outlining all invoices and payments. These statements will include a 10% service charge on the balance. **No adjustment to the weekly rates will be made for days absent, days not used or major holidays.** There will be no charge for the weeks of Christmas vacation and Spring Break.

Failure to pay on time may result in the child being suspended from the program.

This plan is the most cost effective payment plan for anyone using ECC services on a regular basis. There is a considerable difference per hour and a significant saving for this plan over the hourly plan. The rates for this plan were calculated based on the number of weeks that the children are in school, **not** the number of days. Therefore, there are no adjustments made for partial weeks (i.e. the week of Thanksgiving), or ½ days. On full days when school is closed and ECC is open (i.e. Parent/Teacher conference day), there will be no extra charge for participants in this plan.

9.6 ECC Hourly Payment Plan

Students not enrolled in the ECC segment program may participate in ECC on an occasional basis for the hourly rate of \$8.00 or any fraction of an hour. Parents are asked to make arrangements with the coordinator prior to the days needed. In case of an emergency, a phone call to the school office will be sufficient notice.

Invoices for this plan will be processed one week in arrears, and payment will be due upon receipt of the invoice. If payment is not tendered as prescribed above, a statement will be sent outlining past due charges. These statements will include a 10% service charge on the balance. **Failure to pay on time may result in the child being suspended from the program.**