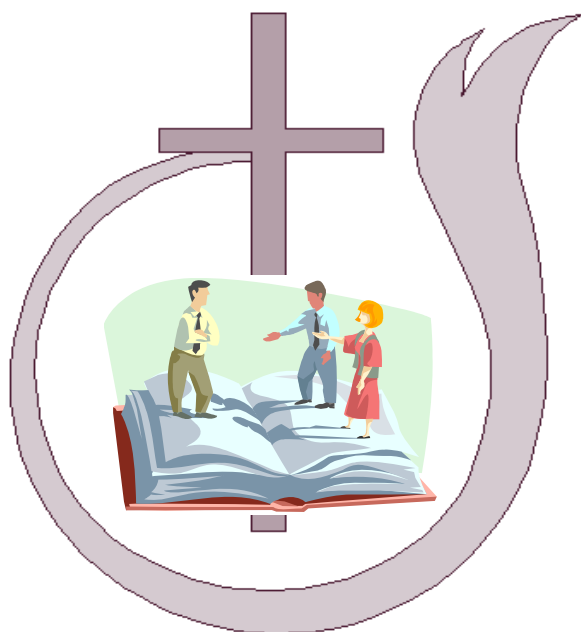


HOLY REDEEMER
CHRISTIAN ACADEMY
AND
YOUNG/COGGS PREPARATORY ACADEMY
PARENT/STUDENT HANDBOOK



Established 1989

“Teach me thy way, O’ Lord”

HOLY REDEEMER EDUCATIONAL COMPLEX
3500 West Mother Daniels Way
Milwaukee, Wisconsin 53209
(414) 466-1800

Bishop Sedgwick Daniels, Establishmentarian

HOLY REDEEMER CHRISTIAN ACADEMY
 YOUNG/COGGS PREPARATORY ACADEMY
 2009–2010



Aug. 25-31	Administrators Training & Development
Sept. 1-4	Staff Development / Organization
Sept. 2	Parent Orientation / Transp. Request & Sch. Lunch Forms Deadline / Staff/Parents Commissioning Service (All in Sanctuary—6:00pm)
Sept. 8	First Day of School for Students
Sept. 22	PSCA Meeting & Open House – 6:00pm
Oct. 19-23	Book Fair
Oct. 14-15	Parent /Teacher Conferences (3:30pm-6:45pm)
Oct. 16	No School
Oct. 27	School Pictures
Oct. 29-30	Convention Days (No Student Attendance)
Oct.29	Grades Close
Nov. 5-8	COGIC Conv. In Memphis (Grades 9-12 only)
Nov. 17	PSCA Meeting (6:30pm)
Nov. 26&27	Thanksgiving Recess - (School Closed)
Dec. 8	Picture Make-up Day
Dec. 22 (Tues.)	Christmas Holiday Program – 6:30pm
Dec. 23-Jan 1	Christmas Recess (School Closed)
Jan. 4, 2010	Classes Resume
Jan. 12	PSCA Meeting (6:00pm)
Jan. 18	M.L.K. & Founder’s Day (School Closed)
Jan. 20-21	Middle/High School Final Exams (1/2 Day Attendance for M/H Students)
Jan. 22	Record Day / Staff Planning Day (No Student Attendance)
Jan. 22	Grades Close & Transportation Contract Signature Deadline
February	Black History / Cultural Awareness Month
Feb. 9	PSCA Meeting (6:30pm)
Feb. 15	Mid-Semester Break (School Closed)
March	Women’s History Month
Mar. 10 & 11	Parent – Teacher Conferences (3:30pm - 6:45pm)
March 12	No School
March 26	Grades Close
April 1	Easter Program (6:30pm)
April 2-9	Spring Break (School Closed)
April 12	Classes Resume
April 20	PSCA Meeting (6:30pm)
April 28-29	Science Fair
May 7	Staff Development Activities (No Student Attendance)
May 11	PSCA Meeting (6:30pm)
May 27-28	School Spirit Days
May 31	Memorial Day (No School)
June 1 & 2	Middle/High School Final Exams (1/2 day attendance)
June 3	Zoo Trip (Grades K4-5 th Grades)
June 3	Middle / High School Graduation – (1/2 Day-Last Day of School)
June 4	K5 Completion Exercise & Last Day of School (1/2 day)

INTRODUCTION

Purpose of Handbook

This handbook has been designed for the purpose of supplying parents with pertinent information concerning policies and procedures for Holy Redeemer Christian Academy and Young/Coggs Preparatory Academy. It will not answer all questions concerning the school program and the policies that have been established by the Administration and approved by the School council. It will, however, bring to the surface and identify many of the problems involved in the operation of the school and provide a basis for intelligent discussion. Its consistent use should lead to the systematic development of a more adequate Parent/Student Guide and Statement of Policy to the end that Holy Redeemer Christian Academy will honor God and enable each pupil to be used effectively in His service.

Holy Redeemer Christian Academy and its affiliates take indemnification for Choice, Transportation and any ancillary services where we will aide in information only and take no responsibility for errors, omissions or failure of outside sources to pay or reimburse parents and/or guardians.

The handbook format lends itself to additions and correction for keeping the handbook current. We welcome your ideas and/or comments for purposes of disseminating relevant information to you.

Working for the children,

Bishop Sedgwick Daniels
Executive Director

Atty. Andre Townsel
Chief Operating Officer

Sis. Brenda Reed

Administrative Team

A Word on School Choice

Private schools by definition help fulfill the ideal of pluralism in American Education. America's first schools were private schools established in the 17th century. Today many more of the nation's children are enrolled in private schools as well as elementary and secondary educators teaching in private schools.

Schools are continuing to flourish and today are identified by strong statements of mission and purpose. They serve diverse populations and almost all vest the school's administration with the authority and the ability to implement change. Faculty, parents, and when appropriate, students are actively engaged in the decision-making process. A sense of common community and common goals and an emphasis on values pervade these schools.

The goals of private schools include academic excellence, meeting the needs of individual students and families, and a concern about the social, moral, spiritual, emotional, physical, and intellectual development of each child.

As the nation becomes more focused on education reform, private schools provide significant models of success. We are ultimately accountable to the parents who continue to choose them.

-Excerpts from the Council for American Private Education

HOLY REDEEMER CHRISTIAN ACADEMY
YOUNG/COGGS PREPARATORY ACADEMY

3500 West Mother Daniels Way ♦ Milwaukee, Wisconsin 53209 ♦ (414) 466-1800

“Committed to Excellence”

“For the Lord God is a sun and shield; the Lord will give grace and glory: no good thing will He withhold from them that walk uprightly.” Psalm 84: 11

Dear Parents:

Please accept our thanks and heart-felt appreciation for choosing Holy Redeemer Christian Academy and/or Young/Coggs Preparatory Academy as your school of choice. The Bible-based and Christ-centered education your young person will receive will bring eternal dividends. The scripture commands us to *“train up a child in the way he should go,”* and then promises , *“when he is old he will not depart from it.”*

Our philosophy of education holds that God is central in life and that everything exists in relation to Him. The Bible says that the fear of God is the beginning of both knowledge and wisdom. Therefore, any truly valid education must have reverence of God as its starting point and doing the will of God as its goal. Your child’s education will be totally different from the humanistic philosophy of today’s world.

We are dedicated to the development of Christian character in your child. We are not perfect, but we shall do our best to provide the best Christian education possible.

Thank you again for choosing our school.

In His Service,

Bishop. Sedgwick Daniels
Executive Director

Atty. Andre Townsel
Chief Operating Officer

Sis. Brenda Reed
Administrative Team

INTRODUCING HR EDUCATIONAL COMPLEX



It is the mission of HR Educational Complex to offer a diverse group of children individualized, quality educational services. Recognizing that each student has a unique learning style, the staff and administration of the complex have diligently designed educational programs to meet the needs of the children enrolled in the following schools.

HOLY REDEEMER CHRISTIAN ACADEMY:

Provides instructional strategies to children in 4 year old kindergarten through grade 8. The Christian Academy exists for the purpose of helping children develop spiritually, academically, physically, and socially. All classroom instruction is geared toward developing Christian principles in our children.

YOUNG/COGGS PREPARATORY ACADEMY:

Provides instructional strategies to students in grade 9 through 12. The academy has been dedicated to Bishop David Johnson Young, co-founder of the Church of God in Christ and his granddaughter, Mother Marcia Young Coggs, Wisconsin's first woman of color legislator as a testament of educational excellence and religious nutriment. Its curriculum is biblically based and is diverse in instructional style and strategies.

*Both the Academies accomplish these objectives through the implementation of the S.O.A.R.S. program.

Detailed descriptions of any of the above listed educational programs can be obtained by contacting the school at 466-1800.

HOLY REDEEMER CHRISTIAN ACADEMY YOUNG/COGGS PREPARATORY ACADEMY

3500 West Mother Daniels Way ♦ Milwaukee, Wisconsin 53209 ♦ (414) 466-1800

WHY HOLY REDEEMER CHRISTIAN ACADEMY?

Search the Book from cover to cover and you will not find mention of a Christian school. God established the home in Genesis, the government after the flood, and the church in the Book of Acts. Yet God did not provide guidelines to set up church operated Christian schools as we know them today. So why do we have Holy Redeemer Christian Academy? Here are the reasons:

Parents have a God given responsibility to educate their children.

In Deuteronomy 6:7, *God told the parents to teach the law of God.* God's law includes more than salvation and Christian living. Jesus increased in wisdom (intellect), stature (physical growth), favor with God (spiritual growth), and favor with man (social development). Thus, Christian education must include all the necessary tools to function in society. As parents then, we have a directive from God to teach our children to read, write, add, subtract, etc.

We face several problems. The state demands that we provide a certain quality of education and send our children to school a certain number of days per year. We must obey (Romans 14). Also, most parents are not qualified or willing to educate their children at home. The solution to these problems brings us to reason number 2 for Holy Redeemer Christian Academy.

Parents have a God-given responsibility to delegate some areas of teaching to qualified teachers.

We allow Sunday School teachers to aid us in the spiritual development of our children . If we expect them to do it all, we will lose our children to the devil. Yet we do allow these teachers to help us. Similarly, we allow Christian teachers to stand in our place and teach reading, writing, etc. to our children. We must be sure that those teachers are as close to our personal philosophy and convictions as possible. Thus we are led to reason number 3 for Holy Redeemer Christian Academy.

Parents may send their children to a "Christian school" and yet fail to provide a Christian education.

Call the school whatever you will it is the teacher who makes it "Christian". Therefore, our first concern in Christian schooling should be—does the teacher who stands in my place as a parent for thirty hours a week believe as closely as possible to my Christian philosophy and spirituality.

Some parents consider the facilities, the easy access, or tuition cost before considering the character and quality of the school's teachers. Our first priority at Holy Redeemer Christian Academy is to provide a quality Christ-centered education along with teachers who are as close to the convictions of our church members as possible. Then, and only then, will we provide a real Christian education for children—one in which teachers truly fill parents shoes.

We are excited about Holy Redeemer Christian Academy. God has given us a solidly established local church. We believe that we have a congregation with an unusual amount of character, and a congregation which is willing to sacrifice to provide Christian education. We have people with vision. We have a history of "whole counsel" philosophy, which is a willingness to face and deal with all the issues of Christianity, though some may cause offense.



A Parent's Prayer

O God, make me a better parent. Help me to understand my children, to listen patiently when they speak, and to answer their questions kindly. Keep me from interrupting them, talking back to them, and contradicting them.

Make me as courteous to them as I would have them be to me. Give me courage to confess my sins against my children and to ask their forgiveness when I know that I have wronged them.

Keep me from hurting the feelings of my children, by laughing at their mistakes or by using shame and ridicule as punishment. Do not let me cause my children to lie or steal.

Teach me to think before I speak. Give me the grace to speak a ready word of honest praise.

Forgive me for punishing them to satisfy needs within myself. Give me fairness and justice, calmness and self-control.

Pour out your Spirit upon me, that I may demonstrate the love of Jesus to my children.

*In His Name,
Amen*

HOLY REDEEMER CHRISTIAN ACADEMY
YOUNG/COGGS PREPARATORY ACADEMY
STATEMENT OF CHRISTIAN PHILOSOPHY OF EDUCATION

God and Life View

Our philosophy holds that God is central in life and everything exists in relation to Him. All reasoning is circular. What you start with you will inevitably end up with. This is true in philosophy, therefore, where one starts his philosophy is the single most important factor.

Our first point of predication for our Christian philosophy is God. “In the beginning God...” Genesis 1:1

God is all being, triune, self-existent, self-contained, self-loving with an eternal, perfect love, omniscient, omnipresent, omnipotent, transcendent, personal, emotional, eternal spirit. He knows Himself with a complete and perfect knowledge.

God is Creator and Sustainer of all things for His glory. We know because God is the creator of knowledge that permits us to know. All education, all knowledge, all living, every moment of every day must be God centered. The Bible being the ultimate check point for all learning, through which everything is taught. John 1:1, 2, 14; Hebrews 1:1-2.

Jesus Christ

Jesus is the Son of God and is one with the Father. It is through God’s grace that Jesus Christ came to be the remission for our sins through His (Christ’s) shed blood on the Cross. It is by belief in the complete redemptive work of Christ that we have eternal life in Heaven.

Christ is the mediator between God and man. He is also the source of wisdom and knowledge, the Creator, Architect, and Sustainer of all things. Our thought life, daily attitudes, physical and total mental efforts are to be patterned after the Biblical example of this Master Teacher. In every day and every way we should seek to be more like Him, and teach our students to do the same by our actions and words.

Education without Christ is not valid. John 3:16; Romans 5:19; II Corinthians 10:5; Colossians 2:3; I Timothy 2:5.

“Since every Christian has become a new creature by rebirth from water and the Holy Spirit, so that he may be called what he truly is, a child of God, he is entitled to a Christian Education.”

DECLARATION ON CHRISTIAN EDUCATION

Forward

The worldwide chaotic conditions and the blatant defiance of the reality of God are irrefutable testimonies of the urgent need for a new dedication to the principles upon which we as true believers of Christ stand. Parents receive the God-given authority and responsibility for the education of the child. The Christian school is an outreach or extension of the home, therefore, it is vital that the philosophy of the home and school be one, if real education is to take place. The scripture commands us to *“train up a child in the way he should go,”* and then promises, *“when he is old he will not depart from it.”*

Vision Statement

At Holy Redeemer Christian Academy, we believe that God has uniquely created each of his children and endowed them with gifts to be used to bring Him honor and glory. We consider it our responsibility to unfold this uniqueness and these gifts in each child and to motivate each child to do his utmost to achieve and exemplify excellence in every aspect of his life. Thus, all learning will be rooted in the understanding of faith in God and the power of His word.

Mission Statement

The mission of Holy Redeemer Christian Academy is to provide the educational foundation that will enhance our children’s future academic success and encourage productive citizenship through cooperative efforts of our Christian community, families, and staff.

School Purpose

Holy Redeemer Educational Complex is an integral part of the ministry of Holy Redeemer Institutional Church of God in Christ. The purpose of the Educational Complex is to provide Christian education in partnership with parents so that:

- 1. Children may be provided with a comprehensive program of education so they may understand and appreciate that their talents are gifts from a loving God and develop their talents and skills for responsible Christian living and service.*
- 2. Children may be nurtured in the Word and Will of God.*
- 3. Children may in faith learn to know and accept the love of Jesus Christ and grow in their relationship with Him and service to Him.*
- 4. Children, by God’s grace, may experience a full Christian life on earth and be assured of eternal life.*
- 5. Children may learn to recognize themselves as persons of worth who are loved by God and made in His image.*

GOALS AND OBJECTIVES

The following objectives are based on the statement of Christian philosophy of education at our institution::

I. SPIRITUAL DEVELOPMENT

- A. To lead the student to a saving knowledge of Jesus Christ.
- B. To recognize the leading of the Holy Spirit in an individual's life.
- C. To provide opportunities and situations for the Holy Spirit to work in the lives of the students and staff through:
 - 1. Weekly chapel service
 - 2. Devotional service each day
 - 3. Integration of the Scriptures in all academic subject areas
 - 4. Periodic school programs throughout the course of the year
 - 5. Bible instruction
- D. To develop attitudes and values consistent with Scripture through the use of Christian character building:
 - 1. Love for God (Matthew 22:37, 38)
 - 2. Love for Others (Matthew 22:39,40; I Corinthians 13:2)
 - 3. Spirit-Controlled (Ephesians 5:18b; Galatians 5:16, 22,23)
 - 4. Teach young people to live according to the Biblical standards by instilling in them such character traits as obedience, attentiveness, truthfulness, self-control, neatness, patience, forgiveness, love, etc.
- E. To instill a personal responsibility to God for behavior
- F. To train young people to desire to become men and women of God
- G. To recognize the Bible as the textbook of life
- H. To teach young people to be servants of Christ
- I. To teach young people to be winners of men's souls for Christ
- J. To teach and train young people to love and respect the Word of God

II. ACADEMIC DEVELOPMENT

- A. To present all academic subject areas in light of the Scriptures
- B. To promote an instructional program to meet individual needs
- C. To provide academic excellence
- D. To use a phonetic approach to reading
- E. To provide for the development of the self-image by training in self-motivation
- F. To teach young people how to live, not how to make a living
- G. To help young people realize their full academic potential
- H. To help young people gain the fundamentals used in communicating and dealing with others such as reading, writing, speaking, listening, and mathematics
- I. To produce an understanding and appreciation of God's world

III. PHYSICAL DEVELOPMENT

- A. To promote good health habits and help young people realize that the body is the Temple of the Holy Spirit
- B. To stress wholesome forms of recreation
- C. To emphasize personal cleanliness and good grooming
- D. To uphold standards of dress consistent with Biblical principles
- E. To help young people develop a personality based on a proper understanding and acceptance of themselves as unique individual (s)

IV. SOCIAL DEVELOPMENT

- A. To teach young people to treat everyone with love and respect since they, too, are made in God's image
- B. To encourage young people to make the greatest contribution to God, society, and themselves
- C. To promote an understanding of time as a God given commodity and the individual responsibility for the effective use of it
- D. To encourage an awareness of responsibility to the home, the church, and the school

IV. SOCIAL DEVELOPMENT cont'd

- E. To encourage a keen sense of Americanism and citizenship
- F. To encourage an appreciation for the arts and that which is of cultural excellence
- G. To encourage regular attendance and involvement in the local church
- H. To teach students to grow in acceptance of others in spite of differences
- I. To instill into young people standards for living which are noble and pure

STATEMENT OF FAITH

- WE BELIEVE The Bible to be the inspired and only infallible written Word of God.
- WE BELIEVE That there is one God eternally existent in three persons: God the Father, God the Son and God the Holy Spirit.
- WE BELIEVE In the Blessed Hope, which is the rapture of the Church of God , which is in Christ, at His return.
- WE BELIEVE That the only means of being cleansed from sin, is through repentance and faith in the precious Blood of Jesus Christ.
- WE BELIEVE That regeneration by the Holy Ghost is absolutely essential for personal salvation.
- WE BELIEVE That the redemptive work of Christ on the cross provides healing for the human body in answer to believing prayer.
- WE BELIEVE That the baptism in the Holy Ghost, according to Acts 2:4, is give to believers who ask for it.
- WE BELIEVE In the sanctifying power of the Holy Spirit, by whose indwelling, the Christian is enabled to live a holy and separated life in this present world.

Amen.

**HOLY REDEEMER CHRISTIAN ACADEMY
YOUNG/COGGS PREPARATORY ACADEMY**

**Fee Schedule
Non-Choice Students
2009-2010**

Cost to Educate	\$9,500.00	(Scholarships Available) Due 5th of each month Late Fee - \$35
Book & Material Fees	165.00 195.00 205.00 215.00 225.00 240.00 255.00 270.00 285.00 320.00	Kindergarten First Grade Second Grade Third Grade Fourth Grade Fifth Grade Sixth Grade Seventh Grade Eight Grade Ninth — Twelfth Grade
NSF Fee (Returned Check)	35.00	
Graduation Fee	65.00 Middle School 85.00 High School 35.00 Kindergarten (K5)	

FINANCIAL SUSPENSION

It is important that parents/guardians remember that the **Academy relies on the punctual payment of tuition in order to sustain an effective educational program.** The school administration has therefore deemed it necessary to develop and adhere to a specific policy regarding tuition. Any tuition account that reaches **ar-rearages of two months** will automatically place the student in a financial suspension status. This means that the child will be suspended from the Academy until the account has been brought up to a current status. A 5% gross per month late fee will be assessed to all delinquent accounts.



BREAKFAST PROGRAM



The Academy offers a breakfast program for all early arriving students. The prices are as follows:

Regular	\$.70	Adult	\$ 2.00	Milk	\$.25
Reduced	\$.30	Senior Citizen	\$ 1.00	Staff	\$ 1.50

Breakfast is served each morning between 8:00-8:15 a.m. There will be no breakfast served after this time. An application to request free or reduced meals is available in the school's office.

LUNCH PROGRAM

The Academy offers a hot lunch program for students who desire the service. Students can also bring cold lunch. Hot lunch prices are as follows;

Regular	\$ 1.50	Adult	\$ 2.25	Milk	\$.25
Reduced	\$.40	Senior Citizen	\$ 1.25	Staff	\$ 2.00

COMMUNICABLE DISEASE

Parents of students diagnosed as having a communicable disease must notify the Holy Redeemer Educational Complex Administration office within 24 hours of diagnosis. The school will make a decision on a case by case basis as to whether the student will be permitted to attend classes or school activities. The decision will be based upon consultation with the attending physician, and independent physician selected by the school; and attorney also selected by the school; and appropriate Public Health officials. The final decision will be made by the Administrator/Principal. Should the student be allowed to attend, periodic observations will be made and the decision may be rescinded if necessary.

Other factors in making the determination are:

- The behavior, neurological development and physical condition of the student.
- The level of exposure and interaction with other students.
- The severity of the effect of the disease upon the student and others.

As a matter of policy, Holy Redeemer Educational Complex will adhere to the following guidelines:

1. Medical records of all students shall remain confidential except as may be required by law.
2. Care will be taken to limit disclosure of medical information to those personnel who have a "need to know" in order to properly care for the student and limit or control the spread of the disease.

SCOLIOSIS SCREENING

According to the state guidelines, all schools, are to institute a continuing scoliosis screening program to be conducted in accordance with the regulation promulgated by the State Board of Health. The screener will be a licensed physician or individual trained by a certified scoliosis instructor.

Girls in the fifth-eighth grade shall receive a scoliosis screening every year. Boys receive a scoliosis screening in the sixth grade and eighth. A report will be sent home to parents.

VISION AND HEARING SCREENING

All schools are to establish a vision and hearing program for students. The school nurse and trained volunteers are to work along with the local health agency to conduct this annual program. A report will be sent to parents.

CURRENT MEDICATION POLICY PROCEDURE

Parents of children at HRCA **must** give any substance used for medication to the secretary or teacher immediately upon arriving at school. These medicines are to be properly labeled.

1. Notify the administrator, by filling out a parental request for administration of drugs form.
2. If the student is to take a prescribed drug, it is required that in addition to the parental consent required in #1 above, written instruction from the doctor who prescribed the medication also be required.
3. All drugs, except those needing refrigeration will be stored in the school office. They must be in properly labeled bottles which include the name of the student, the name of the physician, the name of the drug, and the dosage to be given.
4. The principal will provide written authorization to the school's office staff to allow them to administer medications.
 - a. No one will be **required** to administer drugs.
 - b. State law states that persons authorized by the administrator to administer drugs are immune from civil liability for their acts or omissions unless there is a high degree of negligence.
 - c. The school administrator will annually ask parents to provide written instruction in the administration of drugs.
5. The above procedures will annually be reviewed by the administrator.

RIGHTS OF PARENTS AND STUDENTS

Enrollment at Holy Redeemer Educational Complex is a privilege and not a right, which may be forfeited at any time a student does not adhere to the standards and regulations of the school. The Academy may request the withdrawal of any student at any time, who in the opinion of the administration does not fit into the spirit of the institution regardless of whether or not he/she adheres to the specific rules of the Academy.

Parents

1. Are always welcome to visit the school for observation or as a volunteer as long as there is no disruption of the school program.
2. Are always welcome to make suggestions or voice opinion by way of the Suggestion Box, the Principal or Educational Director.
3. Are always welcome to speak with child's teacher concerning student progress or the need for improvement. You are encouraged to do so by scheduling a conference with the teacher.
4. Are always welcome to stay for early morning devotion or to attend any student assembly and/or program whether their child is a participant or not.

Student

1. Are always welcome to make suggestions and voice opinions through Suggestion Box or arrange for a conference with the Principal or the Educational Director.
2. Are always welcome to discuss progress in academic subjects with their teacher. Students are encouraged to do so through scheduled conference time with the teacher.

Prohibited Items and Activities

Students should not bring recreational or educational toys, candy, gum, or music players to school unless it is requested in writing by the teacher or it is announced by the administrator as a part of a school activity. If students bring any of the above mentioned items to school, they will be collected by the teacher or other adults in supervision at the time and will be returned only at the parent's request or on the last day of school.

Any paraphernalia or literature that is associated with drug use, gang activity or sexual activity is expressly prohibited. This includes bandanna, drawing;, etc. The administration of Holy Redeemer reserves the right to search, at their discretion, all lockers, backpack handbags, purses, lunch boxes, etc. A student may be searched by a staff member of the same gender in the presence of another staff member of the same gender.

Electronic devices (cell phones, I-pods, game boys, Nintendo DS, etc.), book bags, magazines, etc., that are not appropriate to a Christian school are prohibited from the grounds of Holy Redeemer. Any materials of this nature will be confiscated.

Inappropriate communications, particularly between students of different genders, will not be allowed.

LOST AND FOUND

Articles left in the school building or on school grounds will be taken to the lost and found area. Students may check in the office regarding lost items. Items left and unclaimed for more than 5 days will be stored in the school warehouse then given away.

SUGGESTION BOX

The suggestion box is located in the main office. Parents and students are encouraged to utilize it. This is a means to submit suggestions, complaints and testimonies.

VOLUNTEER TIME

All parents are **required to render 20 hours** of volunteer time per academic year (this includes field trips and PSCA activities).

PARENT-STAFF-COMMUNITY ASSOCIATION (PSCA)

PSCA meetings will be held (call or pre-scheduled) beginning in September and culminating in May. These meetings will provide an opportunity for parents to be more involved in school programs, ask questions of teachers and administration, and offer suggestions which will provide improvement of existing programs or initiate new ones. A major role of this organization is to organize and run fund-raisers.

PARENTAL RESPONSIBILITY

Parents receive the God-given authority and responsibility for the education of the child. The Christian school is an outreach or extension of the home, therefore, it is vital that the philosophy of the home and school be one if real education is to take place.

We must work as a team, hand in hand in the light of God's Word in order that *Proverbs 22:6* might be realized.

The responsibility of the parents is found in the following scriptures: (*Deuteronomy 6:7; Psalm 1:1; Proverbs 19:15; Proverbs 28:7; Matthew 19:14; I Timothy 3:4*).

We as a Christian school are here to assist parents in the awesome responsibility of parenting Christian children in a godless society.

DISCIPLINE POLICY

Enrollment at Holy Redeemer Educational Complex is a privilege and not a right, which may be forfeited anytime a student does not adhere to the standards and regulations of the school. The Academy may request the withdrawal of any student at anytime, who in the opinion of the administration does not fit into the spirit of the institution, regardless of whether or not he/she adheres to the specific rules of the Academy.

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him/her. We are here to work with the home, but are not at this time equipped to handle behavioral problems that require special attention.

Students must at all times conduct themselves in a manner becoming a Christian. Gripping is not tolerated. If your child comes home complaining about a policy or a disciplinary measure that has been utilized, please follow this procedure:

- 1. Give the staff the benefit of the doubt.**
- 2. Realize that your child's reporting is emotionally biased and may not include all the information.**
- 3. Realize that the school has reasons for all rules and that they are enforced without partiality.**
- 4. Support the administration and call the school for all the facts.**

This school is dedicated to the training of children in a program of study, activity and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men".

Young people should learn respect and obedience to commands early in life. The ability to follow directions makes learning easier and faster. Knowing what is expected of them and knowing what will happen if the expectations are not met is an important aspect of education. Having the proper atmosphere in class will make school a happier, more effective learning place. The following is an outline of the disciplinary procedure used:

S.O.A.R.S. The purpose of the **S.O.A.R.S. Leadership Team** is to monitor and facilitate activities for the implementation of **S.O.A.R.S.**, at Holy Redeemer Educational Complex through **S**pirituality, **O**wnership, **A**chievement, **R**espect and **S**afety. The mission of H.R.E.C. for children is to implement positive, proactive, and instructional strategies so that students become self-disciplined, responsible and productive members of our community.

Please refer to S.O,A.R.S. chart on page 18.

Within the framework of the S.O.A.R.S. Discipline Policy, an overarching theme is safety. In order to ensure this safety, it is necessary to establish non-negotiable.

Non-Negotiable (*subject to suspension or expulsion*)

- 1. Weapons of any kinds are forbidden. Anything used as a weapon to inflict harm is forbidden.*
- 2. Thou shalt not steal. Cheating is stealing.*

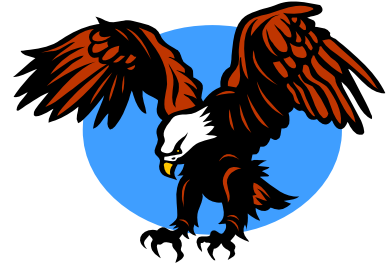
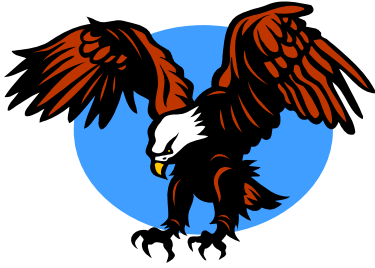
3. *Illegal drugs and illegal use of drug of any kind is forbidden. This includes alcohol and tobacco.*
4. *Inappropriate physical contact, such as fighting and inappropriate touching is prohibited.*
5. *Inappropriate written and verbal communications such as profanity, cartoons, and notes are prohibited.*

S.O.A.R.S. is a framework designed to implement positive discipline within our campus and as such will be the first method of discipline used on our campus. However, we recognize that some of our students will not initially comply with this approach. Therefore, the following discipline will be implemented when necessary.

Disciplinary Procedure– *The child will be sent immediately to the administrator for disciplinary action and the parents will be notified any time a child is repeatedly disrespectful or disobedient during class. The child will be sent to an administrator for corporal punishment. The parents will be notified. All corporal punishment will be done in the presence of a witness.*

Holy Redeemer—Where every Eagle

SOARS



Devotion Chapel	Class	Lunch/Cafeteria	Bathroom	Hall/common area	Arrival/Dismiss (parking lot)
Spiritual Put God 1st and be a peacemaker.	Participate in prayer. Put God 1st and be a peacemaker	Put God 1st and be a peacemaker	Put God 1st and be a peacemaker	Use appropriate language. Put God 1st and be a peacemaker	Put God 1st and be a peacemaker
Ownership Be on time.	Be on task. Give your best effort. Be prepared.	Replace trays and utensil. Clean up eating area.	Flush Wash hands.	Be responsible for your locker.	Arrive on time in full uniform
Achievement Actively participate.	Be the best you can be.	Make healthy food choices.	Exit restroom with a dignified appearance.	Walk directly to destination. Take pride in school.	Arrive and depart in a timely manner.
Respect Bow Head, Close Eyes	Respect ourselves, others, and property.	Practice good table manners. Respect ourselves, others, and property.	Use bathroom properly. Respect ourselves, others, and property.	Walk quietly and use appropriate language. Respect ourselves, others, and property.	Respect ourselves, others, and property.
Safety Obey all safety rules.	Follow classroom posted procedures and rules.	Walk at all times.	Wash hands.	Pick up litter. Walk to the right.	Be cautious of others.

OTHER POLICIES

Parents Visits and Conferences

Parents are encouraged to visit school and discuss with teachers their child's progress. A call to the school office to arrange a conference would be expected so as to prevent any conflict in the teacher's daily schedule. The teacher may also wish to schedule a special conference with parents for the purpose of discussing any special problems that the child may have. These conferences may be at times other than the regularly-scheduled conference days.

Parents are also encouraged to visit classes during the school year. We ask your cooperation in arranging visits so that they do not conflict with the administration of tests or on Friday afternoon. Visitation is not encouraged during the first six weeks of kindergarten. Children are not permitted to bring other children as visitors without permission. Short visits to observe a particular activity are more satisfactory to all concerned than long periods of observation.

Chapel

The chapel service is the heartbeat of Holy Redeemer Christian Academy. It will be held once a week. It is here that students are challenged from God's Word and taught principles of Christian living. Students are asked to treat the chapel time with utmost respect and to give their prime attention to this important time. The following guidelines are given by the administration for student conduct in chapel:

1. No homework or studying is to be done during the chapel program.
2. Proper respect is to be shown at all times no matter who the speaker is.
3. Proper posture is expected as well as active participation in singing. Bible reading, listening, etc.

****Male students are expected to wear ties on days of Chapel. All students are to wear the full school's uniform and appropriate foot gear.****

Nondiscrimination in Employment and Educational Opportunities Policy

HR Educational Complex is committed to a policy of nondiscrimination in employment and educational opportunity. No person shall be discriminated against in terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, or marital status.

STANDARDS OF CONDUCT AND DRESS

One of the main prerequisites for success in life is control. This means self-control, but most of all it means Christ-control. It is by outward control that we learn self-control. By submitting to the authority of home, school, and society, we learn to submit to Christ. Each student's conduct should be brought into harmony with the principles of God's Word. Problems arising from a lack of conformity shall be dealt with by the teacher or the administration.

The following rules will be strictly observed:

1. Respect must be shown at all times to the administration and faculty. Students will be respectful to all school personnel in both actions and words. The common courtesies of "please", "thank you" "yes, sir", "yes ma'am, "no sir" and "no ma'am" are expected. Teachers will also address students respectfully.
2. Improper speech, vulgarity, profanity and lying will have no place at Holy Redeemer Christian Academy and may subject a student to either suspension or dismissal.
3. Disobedience and insolence (insulting; haughty attitude) will not be tolerated.
4. Students should demonstrate appropriate hallway and classroom behavior at all times. Students should move quickly from class to class; enter the room quietly; be seated and begin work immediately. Running, shoving, yelling, and undue boisterous behavior or horseplay is not permitted on school grounds.
5. Stealing, cheating, smoking, drinking, and possession of drugs and weapons are considered very serious matters and may subject a student's immediate dismissal or suspension.
6. Destruction or defacing of property will be dealt with severely.
7. Cell phones, blue tube ear pieces, pagers and other electronic devices are not to be used at school during the school day. Holy Redeemer recognizes that some parents may require their child to carry a cell phone for **emergency** use. However, if faculty and /or administration confiscates a cell phone, pagers or other electronic devices for misuse during the school day, it will be returned only to the parent at a scheduled conference. Should an infraction of this policy re-occur, the school may choose not to return the device. Electronic devices brought to school **must** be placed in the student's locker until the end of the school day.
8. Items that will distract students are not to be brought to school. Examples of these items include water pistols, rubber bands, toys, magazines, trinkets, cards, dice and electronic devices.
9. Food, candy, and beverages will be consumed only in designated areas and gum chewing is forbidden on school grounds.
10. Attend school daily and on time. Please refer to the Attendance Policy found on page 26.
11. Bring school materials daily and be prepared to work.
12. **Emergency calls to home or elsewhere may only be made with permission in the office.**

Dress Code

It is mandatory that students wear the school uniform. At the time of enrollment all information regarding the purchase of uniforms will be provided. Continued violation of this requirement will result in student's suspension.

Girls		Boys	
Skirts	Solid navy blue full flared or straight skirt. Skirts should be of modest length. No tight fitting, slits, or blue jean. No skorts.	Pants	Navy blue. No blue jeans will be allowed.
Shirts	Long or short sleeve white or light blue dress with collar. Long or short sleeve white or light blue polo. Shirt should be neatly tucked in shirt.	Shirt	Long or short sleeve white or light blue dress with collar. Long or short sleeve white or light blue polo. Shirt should be neatly tucked in pants.
Blazer	Navy blue may be worn daily. (Middle / High School only)	Belt	Coordinated with plain buckle.
Shoes	Dress shoes worn on chapel day. Sport and gym shoes are acceptable on all other days. No loud colors	Blazer	Navy blue may be worn daily . Middle / High School Only
Stockings	Knee-high navy or white socks or white, black, or brown stockings.	Tie	K4 through 12th grade worn on Wednesday.
Sweater	Navy blue plain crew neck-pullover or cardigan or Academy sweatshirt.	Shoes	Navy blue, black, cordovan or brown dress shoes on chapel day. Sport and gym shoes are acceptable on all other days.
Vest	Navy blue vest.	Socks	Dark or white socks.
Pants	Navy blue / khaki only. No blue jeans (Middle / High School only)	Sweater	Navy blue plain crew neck-pullover or cardigan. No loud colors
		Vest	Navy blue vest.

Hygiene & Personal Grooming

Hygiene & Grooming: Children must bathe or shower before coming to school. Deodorant for all children is encouraged. If hygiene or grooming problems are detected, students will be addressed privately and if necessary, sent home to correct the issue. They will be expected to take proper measures to prevent a future problem.

Uniforms: Though worn daily, uniforms are expected to be clean and pressed. Dirty and/or wrinkled pants, skirts, shirts, blouses, or socks are unacceptable and are a violation of the dress code. Children must begin each school day with clean uniforms (**No Exceptions.**) Students will be asked to return home immediately to correct any discrepancy. Any garment worn under the uniform shirt must be white without writing.

ATTENDANCE POLICY

The responsibility for regular school attendance rests on the student's parent (s) or guardian (s). It is expected that children will be in school every day that is scheduled throughout the year, to ensure academic success.

It is the responsibility of the parent to contact the school office to report the case of an absence. When reporting an absence parents should call the school office at 466-1600 and speak to the attendance secretary. Calls should be made to the office between 7:30 AM and 8:00 AM.

SCHOOL HOURS

School begins each morning at 8:15 AM sharp for all grades. Students should not arrive before 7:45 AM unless by special permission. School is dismissed for all students each day at 3:15 PM. All students not under the direct supervision of an adult must be picked up no later than 3:30 PM. It is imperative for orderly operation of the school that all parents fully cooperate with the arrival and pick-up times

TARDINESS

Promptness in life is an extremely important trait to be developed. The following procedures will be used to aid the student in the development of this habit. If a child is tardy for more than one hour, he is considered absent for a half day. Unavoidable delays such as car trouble, traffic jams, etc. will be excused and work missed may be made up. All other tardiness (oversleeping, etc) will be unexcused. Tests and quizzes missed during unexcused tardiness cannot be made up and will result in a grade of zero unless prior arrangements have been made with the teacher. Because of the added work and pressure caused by student absenteeism and tardiness, the full support and cooperation of parents in this area will be greatly appreciated. All tardiness will be recorded on the report card.

When a student is tardy for school, he/she will report to the office. **A tardy will only be marked excused if a parent has had contact with the office prior to or at the time of arrival.** A pattern of tardiness on the part of the student will be brought to the attention of the parents. If the problem continues, the parent and administration will meet to discuss the situation and possible solutions.

ABSENCES

Excessive absences affect a student's grades and could place his/her promotion in jeopardy. **It is vital that family vacations be planned to coincide with school vacations.** Excessive absences will put the child's potential promotion in serious jeopardy. The following policies regarding student absenteeism will be in effect:

1. Sickness for less than three days requires only a written excuse from home. Absences for more than three days require a doctor's verification. Exceptions to this will be childhood diseases. Parents should send a note on the day of the child's return, even if the child was sent home from school sick.
2. Absence due to death in the immediate family will be excused.
3. "Special Excuses" are excused by approval of the administration for reasons such as doctors' appointments or extended illnesses.

4. When it becomes necessary for the parent to take a child out of class for doctors' appointments or other reasons, the release of the child must be made through the office. The student should bring a note from home to the office, and the office will issue a pass to leave school. The parent should then meet the child at the office at the designated time. If the student returns later that day, he/she reports to the office again to sign in.
5. Absences other than for sickness or emergencies will not be excused, and missed work will not be able to be made up.
6. Any special circumstances must be brought to the administration's attention in advance and are subject to their approval and may include one of the following consequences:
 - a.) In house suspension
 - b) Program redeployment
 - c.) Atkinson campus
 - d.) Home schooling
 - e). Alternative Education plan

When a student fails to bring a written excuse of his absence from home or goes on a vacation or business trip without pre-arrangements with the administration, the absence is unexcused. Tests and quizzes missed during unexcused absences cannot be made up and will result in a grade of zero. All absences are recorded on the report card whether excused or unexcused.

RE-ENROLLMENT

Students **must** re-enroll **each** new school year. Exception to re-enrollment will be made by the Administrative Staff and School Board of HRCA.

WITHDRAWAL POLICY

Students must be formally withdrawn from HRCA before any records will be transferred to another school. The office should be notified three days in advance of the withdrawal and a withdrawal form filled out. Students must return all school-owned materials to the teacher who checked out these items. The parents are responsible for full payment of all charges through the calendar month that the withdrawal is made. Records will not be released and transcripts will not be sent until payments are all made in full.

Policy on students who have been expelled:

1. Students who have been expelled may not return or visit HRCA activities for one year after the date of expulsion, unless accompanied by their parent.
2. The administration reserves the right to ask any returning student to leave the school, when they feel in their judgment that the student's presence is detrimental to the well-being and attitudes of the other students.

CURRICULUM

The Holy Redeemer Christian Academy's primary curriculum resource is McMillan/McGraw-Hill and the A-Beka book Curriculum developed by Pensacola Christian College. These curriculums are based on years of practical experience. It is built around the traditional classroom method of teaching and gives an advanced approach to education. More importantly, we encourage respect and honor for God, parents, and country, as well as respect for the Bible as God's Word, and is dedicated to providing youth with quality education from a Christian perspective. Additionally, the academy has adapted sundry curricula designed to meet the diverse needs of our student population.

RETENTION

Throughout the school year teachers will inform parents of their child's progress or lack thereof. When there is a possibility that the student would be retained, the teacher will inform the parents in person and/or by letter detailing the basis of the decision. Parents will be notified by mid-semester of possible retention. Every effort will be made to prevent retention.

OUR POSITION ON ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in schools. It was established as a governmental means of causing local public school districts to meet what the state educational agencies determined to be minimum academic and facility standards for schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by educational administrators who may or may not be Christians.

Accreditation of private Christian schools is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school or graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests. However, Holy Redeemer Christian Academy has accreditation application status with the Institute for the Transformation of Learning (ITL), an affiliate of Marquette University.

AFFILIATIONS

Holy Redeemer Christian Academy is a religious institution and is a ministry of the Holy Redeemer Institutional Church of God In Christ of Milwaukee, Wisconsin. The Academy is and has been a member of the Christian Schools International since 1990. The Academy is also a member of the Wisconsin Association of non-public schools.

EMERGENCY PLAN and DRILLS

Holy Redeemer Christian Academy exercise an emergency plan, conduct both fire and tornado drills and a no asbestos certificate is on file.

**Official Notification To Inform Parents and Employees Regarding Asbestos–
Containing Materials Inside School Building Is Hereby Given:**

According to the United States E.P.A. and the H.E.R.A. Regulations, we are required to annually notify you regarding asbestos containing material inside the school building. According to our certified asbestos report, there is no asbestos containing material located in the building. Our management plan specifying this finding can be found in the office of building services. In the ongoing program to safely maintain asbestos –containing materials, we conduct surveillances, conduct 3-year re-inspections, and implement appropriate response actions. If interested parties have specific questions relating to our policy or the scheduling of asbestos related activities planned or in progress, please contact our building operations office at 466-1800, ext. 5264.