

# St. James Lutheran School Handbook

## Welcome

This handbook explains the philosophy, curriculum, activities, and policies of St. James Lutheran School. The staff, faculty, and school board members are dedicated to your child's spiritual and academic growth. We are eager to discuss any questions or observations you might have.

## The St. James Lutheran Approach

### Why Does St. James Lutheran School exist?

With God as our foundation, we educate and equip for service, for Christ, the mind, heart, and spirit of the 21st century learner.

This vision statement also serves as our mission statement as we strive daily to share our Christian faith and love toward one another through Matthew 28:19-20, "Go therefore, and make disciples of all nations, baptizing them in the name of the Father, and the Son, and the Holy Spirit; teaching them to observe all that I have commanded you, and lo, I AM with you always, to the end of the age."

### Christian Values

- Each child in school is led to know Jesus Christ as their personal Lord and Savior and fully understand and comprehend that salvation comes by grace through faith that Jesus died for their sins. (Ephesians 2:8-9)
- As the Gospel of Jesus Christ is presented, children are encouraged to apply God's standard to their own actions, behaviors, and attitudes. Children are taught and encouraged to move their faith from their head to their heart. (Faith in Action)
- Children are granted forgiveness and in turn are taught the importance of extending God's grace to others. (Gentleness, Kindness, and Compassion)
- Each student has at least one good friend and hears a kind and caring word each day. Teachers encourage and build up their students. Students build up, support, and care for each other. (Respect)
- Teachers and staff members lead by example – words, actions, behaviors, and attitudes. (Character)

### Our Philosophy—How do we do it?

At St. James Lutheran School,

- We share the Christian faith as reflected in the Lutheran Confessions in a Christ-centered environment.
- We believe only a balanced education, one that provides for spiritual, intellectual, physical, emotional, and social growth, can prepare today's youth to be responsible citizens at home and in their community.
- We bring that balance by integrating Christ's love into the fabric of each day. Classroom work is intertwined with opportunities for worship, study of God's Word, and fellowship.
- We target each student's individual needs, striving for academic excellence with sound Christ-centered instruction. We work to help students master the academic skills they need, as well as develop their individual talents.
- By actively communicating with parents and students, we form close relationships with one another that results in a family-like atmosphere where we encourage, uplift, connect, celebrate, console and care for one another. We cultivate students' interests so that we can help direct, guide, and mold students into whatever God has planned for them in their futures.

As a result, students receive a quality education. But more importantly, they learn to recognize themselves as persons of worth made by a loving God in His own image.

## What Do We Have?

We formulate the curriculum at St. James Lutheran School using Indiana state education standards as our guide. We then enhance that with the same Christian education methods successfully used at more than 2500 Lutheran Church - Missouri Synod schools across the United States and Canada. We also carefully review curriculum to make sure it keeps pace with state standards and has continuity as your child progresses from grade to grade. Students are given the opportunity to succeed and excel because they are taught at their academic ability level in a rigorous and challenging academic program.

## Credo—What We Believe

- As members of the Lutheran Church - Missouri Synod we believe God's Word, as we find it in the Bible, to be inspired by God Himself and without error. In the Bible, God reveals His plan for the salvation of mankind (Gospel) and also His expectations for us as His people (Law).
- We believe that God created us and all things. Even though God's original plan was for all people to be His children and live with Him in eternal happiness, mankind chose instead to rebel against God, to determine his own ways, and solve his own problems. As a result, children today are born into a world of trouble, pain, and death. While all people, including children, bear the guilt of their fallen condition, God in His mercy provided a solution to mankind's dilemma. That solution is found in the atoning work of Jesus Christ who took the punishment of all people's sins upon Himself and died on a cross (*the wages of sin is death* - Romans 6:23a). Then, He rose from His burial tomb, demonstrating victory over all sin and death. Today, He promises that same victory to all who would simply put their trust in Him and His solution (*the free gift of God is eternal life* - Romans 6:23 b). God calls people into a relationship with Him through His Holy Spirit. God's Spirit is responsible for keeping us in the faith as well as leading and enlightening us by means of His Holy Word.
- We believe that God's Law (what He expects) serves the purpose of identifying sin in our lives and shows us what God would identify as good works for our life in Christ. The Law commands good works of thought, word, and deed. It also condemns and punishes sin. We believe the Gospel is the good news of our salvation in Jesus Christ. Through the Gospel (what God does for us) God gives forgiveness, faith, life, and the power to please Him with good works. We believe the Law shows man his sinful condition and his hopeless state before God. Once man recognizes his condition he is ready for the Gospel, which is the power of God to change lives and rescue man from his sinful condition. Then having received by faith His Gospel message, it is our joyful response to live our lives for Him.
- We believe that the mission of the whole Christian Church is to share God's love and to properly equip His people for service.
- We believe that the home is the basic unit of the Christian Church and that parents are to equip children to live and grow as people of God. We also believe that through our school, the Christian congregation can assist parents in carrying out this task. As a result, the school does not take the place of the home but rather cooperates with the home.
- We believe that the primary purpose of our school is to teach the Word of God through example and instruction. Christian education calls for a commitment to Christ, practiced and experienced in thought, word, and deed.
- We believe that those called to impart Christian education are committed to this ministry. We encourage all parents and students to join with us in forming a Christian community working and living together, in love and forgiveness, at the foot of the cross.
- We believe that Christian education encompasses the total life of the child including spiritual, social, academic, physical, and emotional needs.
- We believe that our school provides an environment for Christ-centered instruction, imparted by teachers who love their Lord and Savior.
- We believe that the proper use of the Word of God as it speaks to us in Law and Gospel is a primary step toward making Christian education properly Christian.

- We believe that our school imparts quality education. All subjects are taught in the light of God's Word. Our philosophy is determined by the theology of the Lutheran Church--Missouri Synod.
- We believe that Christian education has an eternal effect. The assignment is great but the power of the Holy Spirit is greater. We believe that the greatest power in heaven and on earth supports this mission.
- We believe students learn best:
  - with an incremental approach that builds on a firm foundation of past knowledge and experience.
  - in an environment where it is safe to take a risk.
  - when teachers challenge students at their ability level and respect each child's learning style.
  - from others as well as by discovery.
  - by active participation and through application of skills learned.
  - when a high level of accountability and responsibility are expected with regard to student work.

## Objectives

St. James Lutheran School will:

- Assist students in realizing their relationship to God and, hence, their relationship to all others.
- Teach and apply knowledge and basic skills; presenting all subject matter in the light of God's inerrant Word.
- Teach students to live a holy/sanctified life, glorifying God by using the many, varied talents He has given them.
- Recognize and address the changing needs of the students.
- Provide opportunities for interaction between the church, the school, and the community.
- Strengthen families by forming partnerships with parents and providing them with a Christ-centered model for family living.
- Teach students to be good stewards of God's many gifts.
- Equip students to share their Christian faith so others may know Christ as their Savior; and
- To encourage and build up one another in the faith.

Additionally, the school strives to develop a partnership between the home, school, and church as agents of Christian education. Parents are responsible for bringing up the child in discipline and instruction. In meeting their responsibilities, parents will see that their children receive a Christian education and set a Christ-like example for them in the following ways:

- Attending church regularly.
- Frequently communing at the Lord's Supper.
- Supporting generously and cheerfully the work of the school and church according to their God-given abilities.
- Participating in regular family devotions.
- Cooperating with Christian educators.
- Participating in school and church activities.
- Living, with the help of God, a life of Christian love and concern.

## Student Code of Ethics

As a student at St. James Lutheran School:

- I will attempt, with the help of the Lord Jesus Christ, to "grow in grace, and in the knowledge of our Lord and Savior Jesus Christ." (II Peter 3:18)
- I will, as a believer knowing and receiving Jesus as my Savior, conduct myself as a Christian, according to God's Word and to the best of my ability.
- I will not purposely, by word or deed, injure any person in body, feelings or property.
- I will be honest with myself and others, and I will practice cleanliness of mind and body at all times.

- I will put forth an earnest effort to do the very best I can in my schoolwork and in my Christian attitude.
- I will do all this to the Glory of God.

## **Objectives of Lutheran Education**

Upon completion of our Lutheran education program each child will be able to:

1. Appreciate the wonders of God's creation.
2. Understand God's great, undeserved love in sending Jesus Christ to be our Savior from sin.
3. Understand that he/she enters God's kingdom of grace through the sanctifying work of the Holy Spirit.
4. Grow in a close relationship with Jesus Christ as Savior and Lord.
5. Speak to God in prayer.
6. Actively use the Bible for personal daily spiritual growth.
7. Appreciate our Lutheran heritage of worship, liturgy and music.
8. Lead a responsible Christian life.
9. Have a desire to tell others of Christ and His love.
10. Develop pride in work and a feeling of self-worth
11. Develop good character and self-respect.
12. Respect others.
13. Appreciate learning now and in the future.
14. Master skills in math, language arts, science, technology, social studies and research.
15. Have a positive concept of family life.
16. Gain information about occupations to help in planning a God-pleasing vocation.
17. Be a good citizen by understanding democratic ideas and ideals.
18. Be aware of the changes that take place in the world.
19. Examine and use information.
20. Appreciate culture and beauty in the world.
21. Practice and learn ideas of health and safety.
22. Use leisure time in a God-pleasing manner.
23. Show a healthy attitude toward competitive endeavors.
24. Be a good steward of money, property and other God-given talents.

## **Student Life**

### *WHAT THE SCHOOL EXPECTS OF THE STUDENT: WORK HABITS*

1. Assignments will be completed and returned on time.
2. The students will be responsible for their own actions.
3. The students will make wise use of study time.
4. Children will recognize that they are children of God.
5. Children will recognize their classmates are children of God.
6. Children will treat classmates as they would want to be treated.
7. Children will exhibit active and regular worship habits (Church and Sunday School attendance will be taken weekly).
8. Children will demonstrate an active prayer life.

### *WHAT PARENTS CAN EXPECT FROM THE SCHOOL AND TEACHERS*

#### Academic Instruction

1. The student will receive careful academic evaluation and be placed at the appropriate developmental level based on his/her abilities.
2. After placement at the appropriate level, the child will receive instruction, which will prepare him/her for the next level.
3. The student will be taught appropriate study habits.

### Relationships with Students

1. The teachers will view their students as children of God.
2. The teachers will use loving, Christ-centered discipline.
3. The teachers will show respect for each child.
4. The teacher will contact the home and speak with parents when a problem arises.

### What the School Expects from the Parent(s)

As a parent, you show interest in your child's spiritual, mental, emotional, physical, aesthetic, moral, and social welfare by:

1. Faithfully attending worship services, thereby setting a Christian example for your child to follow.
2. Being involved in the child's education process.
3. Regularly attending at Parent Teacher League meetings and events.
4. Having communication with children regarding assignments, quizzes, and tests.
5. Providing a study environment in the home that is free from distraction.
6. Showing support for your child's teacher, recognizing the teacher as being God's representative.
  - a. Offering suggestions and concerns first to your child's teacher, then to the principal, and finally to a member of the School Board.
7. Supporting St. James Lutheran School with your words and actions.
8. Support and acceptance of the objectives of the school.

### Grievance Resolution Procedures

In seeking a God-pleasing solution to conflicts that may arise at St. James Lutheran School, we endeavor to emulate the formula ascribed to us in Matthew 18:15-17. For these procedures, no one is thought to be in the right or wrong. Our intent is to find a peaceful, God-pleasing solution to our differences. We encourage parents, students, teachers, and staff to make use of the following procedures whenever an issue does arise.

1. If you have a grievance with someone at St. James Lutheran School, arrange a meeting between that person and yourself. Explain your grievance and seek mutual agreement. If an agreement is reached, conflict has been resolved in a manner pleasing to God.
2. If upon meeting, an agreement is not reached, request another meeting together with one or two independent witnesses so that everything can be brought out in the open. Remember that the goal is to seek agreement and resolution to the conflict. If agreement is reached at this meeting, again, the conflict has been resolved in a God pleasing way.
3. If after these two meetings, a resolution or an agreement still cannot be reached, request a meeting with the school Principal and the other party. At this meeting, the principal will advise and guide both parties to seek agreement and resolve the issue amicably. If agreement is reached all parties' benefit and God is credited and pleased.
4. If, however, agreement still cannot be reached, the principal will render a decision. The decision of the principal is binding on all parties.
5. When these procedures have been followed and the decision of the principal is not satisfactory, the matter may now be brought to the School Board. Anyone seeking the board's intervention in such a manner may request a meeting to address the board by contacting the chairperson. The matter may be addressed at an upcoming scheduled board meeting unless the chairperson calls a special board meeting.
6. When called upon to resolve a conflict, the School Board will listen to the grievance and hear both sides of the issue or problem. The Board will not in most circumstances render an immediate decision. Upon completion of the meeting, the Board will adjourn into executive session. The board will seek a God-pleasing resolution. The Board's decision is the final word on the issue except in the matters requiring Voters Assembly approval. This, too, is pleasing to God because it puts an end to the conflicts with all parties abiding by the board's ruling.

### Faculty

Synodically trained and state certified teachers are called to provide students of St. James a quality Christian education, training them in the fundamental teachings of Scripture. Secular subjects are taught from a Christian viewpoint permeated by the Word of God. We strive to present a changeless Christ to a changing world.

### Administration

The administration of St. James Lutheran School rests primarily with the voting membership of St. James Lutheran Church of the Lutheran Church – Missouri Synod. The congregation executes its authority through an elected School Board. The principal, who works with the pastors and the staff, is the chief administrator of the school. He/She is directly responsible to the School Board, which in turn, is accountable to the Voters Assembly of St. James Lutheran Church. However, the final authority in all matters is Christ as revealed through God's Word.

### School Board

The School Board of St. James Lutheran School is responsible for policymaking in all matters pertaining to St. James Lutheran School. Regular meetings are held on the 3<sup>rd</sup> Tuesday of the month from 5:30-7:00 PM. Board members serve two-year terms. The board reviews all key decisions, such as calling teachers or approving the course of study. The Pastors, Principal, and Early Childhood Director act in an advisory capacity. Parents, staff, faculty, and parish members may attend, and you can contact the board at any time through its chairperson. The board chairperson must approve any new items placed on the agenda by an outside representative. A list of board members may be found on the St. James website: [www.stjameslaf.org](http://www.stjameslaf.org)

### Enrollment Procedures

1. All current students must register for admission every year.
2. Registration forms for current students must be submitted by March 1.
3. The registration fee must accompany a student's registration form.
4. Students enrolling for the first time are requested, along with their parents, to have an interview with the principal.
5. Prior to admission the parents of students enrolling in grades K-8 will provide the principal or admissions director with:
  - A copy of birth certificate
  - A teacher referral form completed by their previous school
  - A copy of students report card for the current year
  - The last two years of achievement test scores, if applicable
6. All new students are admitted on a nine-week probationary basis.
7. State law requires that a certificate of immunization (obtained from doctor or health clinic) must be provided for the child's records prior to the beginning of each year. **ALL IMMUNIZATIONS** must be current within 30 days of the student's first school attendance, or the student cannot attend classes.
  - **Immunization Requirements:** Students entering St. James Lutheran School for the first time are required to have the following immunizations up-to-date. Please see the handbook section on immunizations.
8. Age Requirements:
  - **Kindergarten:** Children who have reached their fifth birthday by August 1 may be admitted to kindergarten.
  - **First Grade:** All children who have reached their sixth birthday before August 1 may be admitted to first grade.
  - Under age children will not be admitted to St. James Lutheran School. A copy of the child's birth certificate must be presented prior to admission.
9. **Admission Testing:** Students seeking admission to St. James Lutheran School may be asked to take an admissions test to verify growth and grade benchmarks. This is at the discretion of the Principal. Testing fee will apply and be paid by the parent. Test to be completed prior to start of school.
10. **Enrollment Priorities:** If space is available new students will generally be accepted according to the

following priority:

- Students currently enrolled at St. James Lutheran school,
- Members of St. James Lutheran Church,
- Siblings of currently enrolled students,
- Members of other Lutheran congregations,
- All other families according to the date of paid registration,
- At the principal's discretion.

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### **Tuition**

The cost of educating each child at St. James is approximately \$6,200.00 per year. A portion of those funds comes from tuition and/or fees. The remainder is provided by the members of St. James Lutheran Church, in keeping with its mission to make quality, Christian education accessible to all. Through the consistent, Christ-minded tithes of each member at St. James, we can provide a quality education for all children of the congregation.

### **Payment Policy**

The Board of Education has elected to use Smart Tuition to collect and process school fees payments. Each school family must sign up for a Smart Tuition account. Once enrolled, families can view their account and make payments online, over the phone, through the mail, or through automatic deductions. If you were previously enrolled in the Smart Tuition program, your payment methods and dates will remain the same unless you notify the St. James Lutheran Business Manager to make changes. Families new to St. James will need to complete the enrollment form for Smart Tuition.

Tuition payments will be dealt with in the following manner:

1. Monthly payments are **due by the 10<sup>th</sup> or 25<sup>th</sup> of each month**. (due on the pre-determined family date.)
2. A late fee of \$40 will be assessed when payments do not arrive by the end of the day on the due date.
3. If payment has not been received by the end of the month, the parents will be contacted to remind them and to identify any special needs or circumstances.

At the end of the first semester all school fees and child care fees must be current in order to return to school for the second semester. If arrears occur in the second semester, then fees must be current/zeroed out for beginning of next school year (first semester). If necessary, a written special payment plan may be agreed upon in lieu of bringing the accounts up to date. If the plan is not followed the parents will be notified following the first missed plan payment that the children may not attend.

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### **Financial Aid**

St. James Lutheran School provides financial aid through various programs to families who qualify based on need and specific requirements. At time of publication, programs available are: Lutheran Student Grant Organization (LSGO), School Choice (Voucher) program, and St. James Lutheran Church & School Financial Aid. For further information regarding these programs, please contact the Principal.

### **Tuition Assistance**

In our changing world, families may encounter financial difficulties that limit their ability to provide their child with a Christian education. St. James Lutheran School has a long history of providing Christian education and outreach into the community. In order to address the needs of families today, St. James Lutheran has developed the following tuition assistance policy.

1. Parents seeking tuition assistance will be required to complete a financial aid application including a copy of their most recent tax return and a copy of a recent paystub that includes the date and name (or Social

Security number) of the applicant. The financial aid application may be picked up from our admissions director, the school office, or can be sent in an email. Application should be returned to the school office in a sealed envelope. Request for student tuition assistance must be submitted as soon as possible in order to receive tuition assistance for the upcoming school year.

2. Any information regarding special considerations should be brought to the attention of the tuition assistance committee through written communication that should accompany the application.
3. Inaccurate or omitted information may render the application void.
4. Applications and documentation will be reviewed by the tuition assistance committee to determine the amount of tuition assistance that will be granted.
5. Tuition assistance is made on the basis of financial need only. Academic ability, race, creed, gender, disability and national origin are not considered a criterion in the application process.
6. Notification of the financial aid grant will be sent to the parents as soon as possible.
7. A copy of the financial aid grant signed by the parents will be maintained in the school office. Failure by the family to meet the terms of the grant may result in the grant being revoked and no future consideration for tuition assistance.
8. In the case of an emergency (i.e. loss of a job, medical emergency, etc.), the administrator may temporarily grant a family tuition assistance. However this should be documented through a written request and a signed financial aid grant. Long-term need should be addressed through completion of the application process.

### **Fee Payment Policies**

1. Payment is due **in full** at registration for any school or childcare fees not yet paid from the previous school year.
2. For Grades K-8, a minimum of the Family Fees (not counting Tuition) is due at orientation.

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### **Payment Options**

For your convenience, two payment options are offered for the balance of your fees. You may pay:

1. The full balance at the time of orientation,
  2. In equal monthly automatic withdrawals from your checking or saving account. Monthly payments must start with the first payment starting in August (earlier payments can be accommodated through your Smart Tuition account) and ending in May.
  3. Other options must be approved by the Business Manager.
- These are the only payment options.

### **School Hours**

School begins at 7:55 A.M. and dismisses at 3:00 P.M. for grades Kindergarten-Grade 8. STUDENTS MUST BE IN THEIR HOME ROOM BY 7:55 A.M. It is the responsibility of the parent to see that their child is not tardy for class. Students who are not in the classroom at 7:55 A.M. are considered tardy and must go to the office and obtain an admit slip.

Teachers deserve and require an uninterrupted opportunity to prepare their classrooms.

**Any student arriving between 7:30-7:45 A.M. must go to the early arrival room.** The early room may be accessed by dropping off students by the cafeteria/courtyard door from the upper parking lot off of 9<sup>th</sup> St.

Children will not be permitted to leave the school grounds without written permission from the parent. All Kindergarten, pre-kindergarten and preschool students should use the Cincinnati and 8th Street entrances for drop-off. They should use 8<sup>th</sup> Street or the back parking lot for pickup. For your child's safety, walk students into the classroom daily.

### **Attendance**



In order to receive the maximum benefits of a Christian education, regular school attendance is vital. Regular attendance develops dependability and responsibility in the student and significantly contributes to his or her academic achievement. We strongly encourage families not to schedule vacations or extended trips during the school year. These policies and procedures have been established to promote regular school attendance on the part of each student, provide the continuity necessary for students to be successful, and ensure that students receive the full educational experience at St. James.

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. A high level of attendance is a requirement for state accreditation. There are two categories of absences: Excused and Unexcused.

Excused absences include those for illness, doctor appointments, a death in the family, family emergency, extenuating circumstances, as agreed to by the teacher or principal prior to the absence.

Unexcused absences include those when the school is given no explanation for the absences or at the discretion of the principal.

- Missing work can only be made up at the discretion of the teacher.

**\*\*If a child does not return by 11:00 a.m. he/she may not participate in extracurricular activities that evening.**

All other absences are considered unexcused. Unexcused absences of 10 or more days are determined to be truant. (Truancy means being absent from school with or without a parent or guardian's knowledge.) Students with excessive absences (10 or more unexcused days) will be referred to Truant Mediation and counseled as to whether they continue their affiliation with St. James.

- Students who have attended less than 90% of the school year (i.e./missed 18 or more school days) could face possible repetition of the same grade.
- Vacation trips are strongly discouraged while school is in session. If a trip must be taken, the principal and teacher must be notified in writing one week in advance. Upon the student's return, it is the student's responsibility to make up missed work. See homework policy concerning due dates of homework.
- A doctor's note is required when students are absent from school for medical, vision, or dental appointments.
- Students who serve as pages in the State Legislature or as exhibitors to the State Fair will not be counted absent.
- Parents are asked to exercise care not to remove children from the classroom during the time of any state assessment or achievement tests as these are extremely difficult to reschedule.
- Parents must notify the school when a student is absent. Please call or email the school office by 9am.
- If homework is requested in the morning, it can be ready by the end of the day. Homework requested for a longer period of time must be given at least 48 hours to put together before absences start.
- Upon returning from an absence, the student will have an opportunity to complete the homework in a period of time equal to the number of days absent, unless other arrangements have been mutually agreed-upon by the student and the teacher.
- Discipline measures may be given for fifth through eighth graders if work is not made up within the allotted time.

Excessive excused or unexcused absences, defined as 11 or more absences per semester, will result in a required conference with the parent, principal, and teacher. If needed, this matter may be brought before the School Board. Absences resulting from short-term suspensions or authorized absences, such as those approved for participation in athletics or other extracurricular or co-curricular events are not to be included when evaluating excessive absences.

### **Tardy Policy**

Arriving on time for the start of the school day is important to the child's education, the continuity of the classroom operations, and the child's feeling of self-esteem. Parents should make every effort to have their child arrive at school on time. A signed note from the parent, doctor, or dentist confirming an appointment is necessary in order for the child to not be counted tardy. A pupil is tardy if he or she is not in the classroom prepared for class or when the 7:55 bell rings. Teachers will keep a record of tardiness and enforce the after-school detention for excessive tardiness. Single cases of tardiness do not require specific action. Every tardy (excused/unexcused) must be recorded on the child's report card.

1. All tardy students need to check in with the office upon arrival. They will not be allowed into the classroom without an office pass.
2. All tardies, unless presented with a medical note, will be unexcused. Students arriving after 11 AM will be counted as absent for a half day. Students leaving before 11 AM will also be counted absent for half a day.
3. Any student who accumulates four unexcused tardies in a quarter will receive after-school detention.
  - Kindergarten -4th grade.....30 minutes
  - 5th – 8th grade.....45 minutes
4. After the eighth tardy in a quarter, a parent conference with the principal will be required.
5. After the 10th tardy in a quarter, a one day in school suspension (ISS) as outlined under discipline policy will take place.
6. Any tardies beyond 11 per quarter may be submitted to the School Board for further action.

### **Reporting Absences**

Parents are required to call the school office if their child will be absent. Teachers will report all absences to the school office immediately after the school's opening. **Parents are to call the school office by 9:00am in the event of a child being absent from school.** If the school has not been notified of the child's absence, the secretary will contact the parent's home/work to verify the child's absence.

## **Appearance Standards**

God calls us to strive as Christians to show love and consideration for others in all things (Romans 14). Therefore, we would not wear something that would offend others or make them feel uncomfortable. So, our clothing, jewelry, and hairstyles should be moderate and appropriate rather than provocative or distracting, and our grooming should promote an environment conducive to learning. No body piercing will be allowed with the exception of the ears of female students. Chains are not to be worn at school or school activities. Head coverings may not be worn except on special days.

At St. James our aim is to cultivate in our children and students Christian values, attentive, well organized, disciplined classroom behavior, and a safe educational climate. The way children dress affects their performance as well as the classroom atmosphere. It is expected that clothing will be clean and neat and the student be well groomed. St. James Lutheran School's dress code could be summarized as follows: neat, clean, decent, and inoffensive to others. Frayed, torn, or excessively faded apparel is not permitted. School dress is always in order if the public is present. At athletic events, more casual dress is permissible but should meet the guidelines of neat, clean, decent, and inoffensive to others, so we can present a positive image of St. James Lutheran School students to the community.

### **Appearance Guidelines**

**Preschool and Pre-Kindergarten** - Students may be dressed in neat and clean play clothes to allow for participation in developmentally appropriate activities (i.e. painting, play dough, outdoor play). For the students' safety, jelly shoes, sandals without a heel strap, and cowboy boots are not appropriate. Sandals may be worn with a heel strap. Students in infant/toddler, preschool 2s, preschool 3s, and pre-kindergarten are allowed to wear denim.

## Boys

1. **Shorts, Pants:** Pants must be neat, properly fitted and no undergarments may be visible. Shorts must be no higher than mid-thigh above the center of the knee. Denim of any color is **NOT** permitted except on special denim days—**Fridays are denim days**  
*Not acceptable:* overalls, fatigues, form-fitting or excessively baggy pants, athletic wear, warm-ups, sweats or sweat-type pants or pants that are tattered or frayed.
2. **Shirts and tops:** Shirts should be modest in appearance and cover the midriff. Long sleeved shirts must be at wrist length. Shirts without a straight-edged hem (tails) must be tucked. No undergarments may be visible. Sweatshirts (hooded or non-hooded), sweaters, and sweater vests must be worn with the right side out.  
*Not acceptable:* T-shirts (crew style or V-neck style), bare shoulders, tank tops, form-fitting, and low-cut tops of any kind. Jackets/coats that are worn from home to school may **NOT** be worn in the classroom. A light fleece-like/sweater is permissible.
3. **Logos** - The preferred logo for all clothing is the St. James Lutheran School logo or Luther's Seal. Any and all logos or manufacture labels must not be derogatory or of an anti-Christian nature. The principal will address any questionable attire.
4. **Friday Attire:** Students may wear untattered denims and St. James, D.A.R.E., or Christian T-shirts.
5. **Hair and Piercing:** Boy's hair is to be neatly groomed at all times, of his natural color, not dyed, bleached, tipped, highlighted, or colored, and of reasonable length (collar length), avoiding any offensive styles. For boys only, no ponytails or "rat tails" of any length will be allowed. No hair decorations permitted. No body piercing will be allowed with the exception of the ears of female students.
6. **Shoes** for students up through grade 4, they must have an enclosed toe and heel, or in the case of sandals, straps must be attached to the foot at the ankle. Students in grades 5-8 may wear sandals that do not have heel straps. Flip-flops are **NOT** allowed for safety reasons. Students must wear socks except when wearing sandals. High platform shoes or shoes with a heel higher than 1 inch are not acceptable. Inappropriate shoes include, but are not limited to, flip-flops, soccer sandals, sandals without socks and roller shoes (heellies) and shoes that light up or make noise.

**Restricted Items:** The following specific items are regulated or restricted:

1. No hats, caps or visors of any type are to be worn in the building by any student during the school day.
2. Sunglasses may not be worn in the building during the school day.
3. No chains may be attached to clothing or backpacks.
4. No bandanas of any kind are allowed.

## Girls

1. **Shorts, Pants:** Pants must be neat, properly fitted and no undergarments may be visible. Capri pants are acceptable school pants. Shorts must be no higher than mid-thigh above the center of the knee. Denim of any color is **NOT** permitted except on special denim days—**Fridays are denim days**  
*Not acceptable:* overalls, fatigues, form-fitting or excessively baggy pants, athletic wear, warm-ups, sweats or sweat-type pants or pants that are tattered or frayed.
  - **For 5<sup>th</sup> through 8<sup>th</sup> grades, Leggings (and the like) are not pants and are therefore not allowed to be worn. The only appropriate way and exception to wear leggings is if the posterior is totally covered and the covering meets the length requirements of a skirt. A jacket/coat being used to cover is not an appropriate or permitted article for covering.**
2. **Shirts, tops, and blouses:** Shirts should be modest in appearance and cover the midriff. Long sleeved shirts must be at wrist length. Shirts without a straight-edged hem (tails) must be tucked. No undergarments may be visible. Sweatshirts (hooded or non-hooded), sweaters, and sweater vests must be worn with the

right side out.

*Not acceptable:* T-shirts (crew style or V-neck style), “spaghetti straps”, bare midriff, bare shoulders, tube tops, tank tops, halter tops, crop-tops, transparent, sheer tops, form-fitting, and low-cut tops of any kind.

Shrugs or similar shirts are not acceptable. Jackets/coats that are worn from home to school may **NOT** be worn in the classroom. A light fleece-like/sweater is permissible.

### **3X5 index card--**

A 3X5 index card will be used to ensure proper attire measurements of garments being worn. For shirts, tops and blouses, place the top edge of a horizontal 3X5 index card at the base of the neck (neck bone). If top of shirt naturally hits below the bottom edge of card, the shirt, top, and blouse coverage is not acceptable and cannot be worn.

3. **Logos** - The preferred logo for all clothing is the St. James Lutheran School logo or Luther's Seal. Any and all logos or manufactures labels must not be derogatory or of an anti-Christian nature. The principal will address any questionable attire.
4. **Skirts/dresses:** Skirts and dresses with sleeves are acceptable school attire if they conform to the fit and length expectations of the school. Skirts and dresses should be in good taste, modest in fit, and moderate in length. Skorts and culottes are acceptable if they conform to the regulations of fit and length of regular skirts.  
*Not acceptable:* Halter dresses, jean dresses or skirts, sundresses, strapless dresses, low-cut dresses, high slits on skirts, or immodest skirts or dresses of any kind.

### **3X5 index card--**

A 3X5 index card will be used to ensure proper attire measurements of garments being worn. For skirts and dress, place the bottom edge of a vertical 3X5 index card at the top of the knee cap. If top of bottom of the skirt or dress naturally hits above the top edge of card, skirt or dress length is not acceptable and cannot be worn.

5. **Friday Attire:** Students may wear untattered denims and St. James, D.A.R.E., or Christian T-shirts.
6. **Hair, Make-Up, and Piercing:** Hair is to be neatly groomed at all times. Extreme hairstyles, colors or hair decorations are unacceptable. Modest & natural makeup on eyes, cheeks, and lips is permissible. No body piercing will be allowed with the exception of the ears of female students.
7. **Shoes** for students up through grade 4, they must have an enclosed toe and heel, or in the case of sandals, straps must be attached to the foot at the ankle. Students in grades 5-8 may wear sandals that do not have heel straps. Flip-flops are **NOT** allowed for safety reasons. Students must wear socks except when wearing sandals. High platform shoes or shoes with a heel higher than 1 inch are not acceptable. Inappropriate shoes include, but are not limited to, flip-flops, soccer sandals, sandals without socks and roller shoes (heelies) and shoes that light up or make noise.

**Restricted Items:** The following specific items are regulated or restricted:

- No hats, caps or visors of any type are to be worn in the building by any student during the school day.
- Sunglasses may not be worn in the building during the school day.
- No chains may be attached to clothing or backpacks.
- No bandanas of any kind are allowed.

### **General Guidelines:**

- No tattoos or body piercing jewelry will be allowed for any student other than earrings for girls.

- Correct attire and dress code must be worn for all school related events, even those events that are off campus. This includes, but is not limited to, 8<sup>th</sup> Grade Graduation and school social dance functions. Other attire may be determined at the principal's discretion for other special events, such as field trips, athletics events, concerts, seasonal programs, and the like.

## **Consequences:**

- Parents will be contacted and asked to bring a change of clothing.
- The student will be kept out of class until they are in dress code.
- Students are responsible for classwork and will receive full credit for completed work for the first two offenses.
- A third offense will result in the student not receiving credit for missed classwork and a 30 minute detention after school.
- Further offenses may lead to detentions, suspensions, and possible expulsion.

# **Student Behavior**

## **Philosophy and Purpose**

Discipline at St. James Lutheran School is an important part of the total learning process. As fair and consistent discipline is administered, students learn the principles of individual responsibility coupled with a consideration for group goals. The purpose of discipline in any community is to maintain order so that specific objectives can be reached. In a school, good discipline creates the favorable conditions necessary for study and orderly school life. At St. James Lutheran School, students will be taught to respect and obey their teachers as they would their parents. Students will be taught that all behavior takes place in the presence of God, who loves them. The discipline process will emphasize the importance of repentance as well as forgiveness through Jesus Christ. They will furthermore be taught that obedience and a Christ-honoring life are attainable only by depending on the power of the Holy Spirit.

It is in pursuit of this goal of a Spirit-led life that all of the school's discipline policies and procedures have been established. Firm guidelines as well as clear responses for infractions are a central part of our program. The administration of discipline is an expression of love and is done out of a sincere desire to improve the lives of students.

Any conduct unbecoming of a St. James Lutheran School student is considered a breach of discipline and exposes the student to the imposition of an appropriate penalty. Hence, it is the responsibility of each student to know and follow the guidelines. The gravity of penalties will be determined by the seriousness of the offense and the circumstances.

Your cooperation in providing the proper Christian environment at home and standing solidly behind the school will be most beneficial in your child's development. We encourage you as parents to join us in prayer for our common goal: to train up our children in the way they should go.

**Student Behavioral Guideline** - A caring Christian community believes in respect and responsibility, which guides classroom procedures and discipline.

### **Students are to be on time and attend school regularly.**

- Good attendance encourages responsibility
- Good attendance keeps students up to date on projects and daily assignments
- Tardiness interrupts classroom activity

### **Students are to be positive and responsible for their learning.**

- Instructions need to be followed

- All assignments and projects need to be completed promptly
- Tests require early preparation and study
- Textbooks, assignments, and other supplies are to be ready before class starts
- Cooperating with students and teachers builds a healthy learning environment which encourages life-long teamwork skills

**Students are to dress appropriately.**

- Students are to adhere to the dress code
- The wearing of appropriate clothing supports a positive learning environment
- Students are to wear proper attire for cold weather

**Students are to be honest.**

- Honesty promotes trust and goodwill
- Students are expected to be truthful and play fairly

**Students are to demonstrate a sense of pride for school property.**

- Students are to treat all school property with care
- Students are to dispose of garbage properly
- Treating property with respect saves money, keeps the school environment healthy and safe, and promotes a positive public image

**Students are to be considerate of others by showing respect for personal space, well-being and safety of others.**

- Cooperating with others by respecting their personal space promotes courtesy and safety
- Speak to fellow classmates and teachers in a friendly, respectful, and appropriate manner
- Obey classroom and school rules
- Forgive and seek forgiveness
- Love thy neighbor as thyself by respecting human differences
- Everyone has a right to be treated with good manners
- Helping others builds a strong healthy community
- Enter and leave rooms in a safe manner

## **General School Rules**

A violation of any of the following rules will be handled within the school's discipline policy.

1. Students will demonstrate proper respect to all teachers or the adult in charge.
2. No one's behavior should violate another person's or the community's basic needs of security, safety, and peace of mind. There is to be no divisive or destructive behavior, including:
  - Fighting,
  - Vandalism,
  - Spreading misinformation to be divisive or disruptive to the school community,
  - Verbal attacks,
  - Instigating others to be disruptive in words or actions,
  - Disruption of the security, safety, or peace of mind through written, verbal, electronic means, or social networking online.
3. If anyone is knowingly present in the context of a violation and fails to confront those who are in violation, one's presence will be considered passive approval and participation, making the observer guilty of the

violation as well.

4. Plagiarism or cheating is not allowed. Disciplinary action will include detention for first offense to in school and possible school suspension for further offenses.
5. Students are not permitted to chew gum on the school grounds. If, due to dental or medical conditions gum chewing is prescribed, a written statement from the dentist or doctor must be on file in the school office. These students will dispose of the gum properly.
6. Students are not permitted to sell anything during school hours, except certain St. James sponsored sales.
7. All students are allowed a regular snack break each morning, as allowed by the teacher. Children are strongly encouraged to bring a healthy snack to eat during break and only water is allowed. Water bottles are permitted. Other drinks will be allowed at discretion of the teacher during lunch however, no sodas and other beverages containing caffeine are permitted by students. Power energy drinks are not allowed for student consumption.
8. Good stewardship requires that we take care of the gifts and materials that God has given us. Students will respect the property of others, and of the school and church. Students and their parents will be held responsible for any damage to books or any others church or school property or to the property of others.
9. Nuisance Items: Such as comic books, aerosol cans, helium inflated balloons, glass objects, matches, skateboards or scooters, magazines, trading cards, stuffed animals, laser pointers, handheld games, other toys, paraphernalia and the like are not to be brought to school. If any toys or similar items are needed for coursework, the teacher will give special permission for them to be brought to school. A student may have small items or toys attached to backpacks as decorations, but such items can never be removed from the backpack for use while on school grounds. Nuisance items will be taken from the student and are subject to permanent confiscation unless the student's parents retrieve them from the school office.
10. Cell Phones: Student cell phones are to be turned off upon entering the building (including early room & after-school care) and must be turned into the teacher at the beginning of the school day. Students needing to make an emergency call home will be allowed (with teacher approval) to call using the school office phone. Any student phone that is not turned into the teacher at the beginning of school and is found in a school locker, in their backpack, on their person, etc., will be confiscated and a parent communication will be made by the principal. A parent, student, and principal meeting may take place in order to have the phone returned. A cell phone is a privilege, not a right. Students may use their phone after school as a way to contact parents. Any student found using a phone or any of its capabilities in an inappropriate way (through use of apps, camera, social media, and the like) will be disciplined. Any unauthorized use of these devices (i.e. school, before & after-school, sports, social use, and the like) will result in a phone call to parent, confiscation of device, and meeting. Please see the Acceptable Use Policy for further clarification.
11. Personal Electronics: laptops, iPads, notebooks, e-readers or other personal electronics may only be brought to school with permission of the classroom teacher. They are only to be used during the class and should be stored in the student's backpack or given to the teacher for safekeeping at all other times. Violation of this rule will result in the item being taken from the student. The parents will need to pick up the item in the principal's office. St. James Lutheran School **will not** be responsible for any personal electronics that are damaged or stolen while on school grounds.
12. Student electronic devices may not be used for online activities, social media, or any other activity deemed inappropriate during school time, arrival and dismissal times, or during school activities after hours. Classroom educational use as allowed by the teacher will occur within the guidelines of any 1:1 technology initiative at St. James Lutheran School.
13. Public Displays of Affection: such as hugging, kissing, and holding hands, and other overt displays of affection are unacceptable behavior for St. James students. The first violation of this rule will result in parent notification and a 45 minute behavioral detention after school; A second offense will result in a one day in school suspension; A third offense will result in the students involved and their parents meeting with the St. James Lutheran School Board for further suspension or possible expulsion.

**Violation of any of the following rules will result in immediate suspension and possible expulsion at the discretion of the St. James Lutheran School Board.**

1. Weapons Policy: A weapon is defined as any device or object primarily designed to injure, incapacitate, or

kill including, but not limited to any firearm whether loaded or unloaded, firearm parts or accessories including live fire arm ammunition; A device that propels a projectile through the use of compressed air or other gas; any sling, bow, or other device that expels or propels a projectile through the use of mechanical or kinetic force; any metal, plastic, or wood- tipped arrow, dart, or bolt; any device that expels or propels noxious, poisonous, or incapacitating liquid; any club, baton, nightstick, nunchuks or similar martial arts device; or any knife with a sharpened or pointed blade. Students may not have a weapon in their possession at school or bring it to a school function. Nothing in this section shall be construed to forbid any student from possessing or using a tool or utensil for a legitimate purpose at school or bring it with him to a school function.

2. Students may not possess at school any simulated, toy, or inert weapon or bring any such item to a school function. If a simulated or toy weapon is needed for some educational purposes or for use in a dramatic production, the principal must give special permission.
3. Students may not possess at school any dangerous, explosive, incendiary, or poisonous device, object, or substance or bring any such item to a school function. No student may possess at school any device, object or substance that is illegal to have or purchase or bring any such item to a school function.
4. Students may not use any device, object, or substance in an aggressive, threatening, dangerous, or destructive manner.
5. Drug Policy: alcoholic beverages, tobacco products, marijuana, drugs, controlled substances or drug paraphernalia are not allowed to be used, distributed, or possessed on school property or at school functions.
6. Students may not possess and use prescription and nonprescription drugs unless following the guidelines of the school's medical policy. Students will not give any drugs to other students.
7. Sexual Harassment: students will not harass any student in a sexual way or participate in any immoral sexual conduct. This type of behavior includes but is not limited to sexual innuendoes, jokes, games, and talk.
8. All students will use wholesome talk, conduct, and treat each other with respect.
9. Extreme Disruptive Behavior: No student will display flagrant, harmful, or excessive behavior such as fighting, lying, stealing, malicious acts, harassment, show disrespect of teachers (or other persons in charge) or other students, and use foul language.

## **Anti-Bullying**

St. James Lutheran School is committed to providing a safe and caring environment that fosters respect for others and does not tolerate bullying.

### **1. OUR DEFINITION OF BULLYING**

Bullying is defined as repeatedly hurting another person by physically, verbally and/or psychologically means. Jesus said, "A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." Bullying goes against God's Word and will be dealt with according to age-appropriate procedures.

Any student who overtly or covertly participates in repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student will be considered to be extreme misconduct by the student or group of students who committed or participated in the act. This includes cyber-bullying and/or harassment and or sexual harassment. Disciplinary action may include loss of recess privileges, detention, suspension, or expulsion dependent upon the severity of the offense.

- These rules apply on school grounds before, during, or after school hours or at any time during a school event or activity; or if a student is using property of equipment of the school.
- The use of Internet or electronic means to carry out such acts or gestures will also be considered against school rules. This includes the use of the electronic communication or Internet while on campus or off campus activities that cause or threatened to cause a substantial disruption at school.



- Students who are being treated in such a manner or who witnessed such behaviors are to immediately report to school authorities any incident of the above described ask or gestures.
- This section may not be construed to give rise to a cause of action against a person or school based on allegation of noncompliance. Noncompliance with this rule may not be used as evidence against a school in a cause of action. (IC 20-33-8-13.5)
- Reports will be investigated by school authorities, where appropriate interventions and/or disciplinary action will be put into place, will be documented at school, and reported to the parent.

Bullying can take many forms. We consider the following to be unacceptable behaviors:

- Physical:
  - Hitting, kicking, punching, biting, or any unwanted physical contact among students
  - Pushing, shoving, spitting
  - Taking or damaging something which belongs to someone else
  - Forcing others to hand over food, money or something which belongs to them
  - Undo coercion among students
- Verbal:
  - Belittling
  - Taunting
  - Threatening
- Indirect:
  - Excluding others from the game or group
  - Gossip

## 2. STRATEGIES WE WILL USE TO DEAL WITH BULLYING

At St. James Lutheran School we will:

- Openly talk about bullying – what it is, how it affects us and what we can do.
  - Pray for others, including teachers, classmates, and families.
  - Teach our children the skills of self-control.
  - Work together with parents to create a Christ-like climate.

### 2.1 Responsibilities of Staff:

- To maintain appropriate documentation.
- To model Christian behaviors at all times.
- To deal with all reported & observed incidences of bullying as set out in this policy.
- To ensure that there is adequate supervision.
- To report incidences of bullying to the principal.
- To ensure that appropriate communication is ongoing

### 2.2 Responsibilities of Children:

Students at St. James Lutheran School will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Promptly report bullying to an adult at school.

- To encourage others to act positively.

## 2.2 Responsibilities of Parents:

- To model Christian behaviors at all times.
- To watch for signs that their child may be being bullied.
- Watch for signs that their child may be a bully.
- To speak to their child's teacher when they suspect that bullying is occurring.
- To encourage their children to report to their teacher if they are bullied.
- To ensure that communication is ongoing (if bullying persists).
- To support and encourage their children to act in a Christ-like manner.
- To respect and support the school in its policies and procedures.

Parents will discuss the policy with students and will sign and return the covenant form.

## 3. DOCUMENTING AND REFERRING

- Significant incidents will be documented.
- Repeated or serious offenders will be referred to the principal.

## 4. PARENT EDUCATION / INFORMATION FOR STUDENTS

- Parents will be kept informed through the newsletter and other educational materials.
- This policy will be sent home for parents/students to read and sign together.

## 5. REVIEW

- We will review the behavior code at the beginning of each year by:
  - Reminding students and teachers of our policies.
  - Send a copy of the policies to all parents and students.

## School Discipline

**Philosophy:** Parents and teachers look to God's Word for guidance in disciplining children. As a Lutheran school we seek to help our students understand the teachings of confession and forgiveness, but also understand that there are consequences for our sins. Each day we are washed clean through our baptism and seek to follow the example that Christ has given us. Following the model given to us in Matthew 18, when a problem arises, the teacher will work with the student to resolve it. If the results are not satisfactory, the parents will be contacted. Should the problem persist, a conference will be arranged with the parents, teacher, and principal. The School Board wishes to clearly state to all parents and children that they strongly support orderly conduct in the school. The principal is empowered to suspend a student for flagrant, harmful, or excessive behavior and will immediately notify the parents of such suspension. The principal has the authority to recommend expulsion of a student. The Board has the authority to authorize the expulsion of a student if the problem or behavior persists.

Every teacher and adult with supervisory authority over students is responsible for the creation, implementation, execution, and monitoring of student functions through the use of classroom expectations and procedures. While each faculty member may have their own distinct expectations and procedures, minimal levels of expectations are needed for classroom operations. The faculty may add to the following rules listed below.

### **Classroom Rules:**

1. Obey the teacher or person in charge.
2. Respect the safety of your classmates and their right to learn.
3. Respect the property of others, of the school, and of the church.
4. Be quietly seated at your desk with your materials ready before the bell rings.
5. Speak and treat others with Christian love and concern.

6. Adhere to dress code and general school rules as outlined in the school handbook.

## **Consequences**

In order to maintain a reasonable educational atmosphere, some of the discipline measures that can be used to correct student behavior may include, but are not limited to, the following:

- Counseling with a student or group of students
- Conferences with parents/guardians or a group of parents/guardians
- Requiring a student to remain after regular school hours or to arrive prior to regular school hours (Detention)
- Isolation from other students
- Seat assignment
- Assigning additional work
- Restriction or removal from extra-curricular activities
- Restitution
- Restricted privileges
- Suspension from class activity and/or school
- Expulsion from school

## **Academic Detention**

Homework is assigned to support and supplement each subject's instruction. As such, it is important that it is completed by the expected due date. Students who turn in incomplete homework at due date will receive the grade they earn for the work they have done. For grades 5-8, If a student does not have an assignment completed by the class time on the due date, he/she will receive one punch on his/her homework card (three punches = one demerit) with the expectation that the homework will be turned in the next school day. When the late assignment is turned in the next day, it will automatically receive a 10% grade reduction. If the assignment is not completed by the next day, the student may still hand in the assignment the following day for a 50% reduction. After that, the assignment may not be completed and the student will receive a 0 in points for that assignment.

## **Cheating**

Cheating is defined as any intentional deception by which students pass someone else's academic work as their own. Students are expected to complete their own work, use their own words and provide their own understanding for all projects and assignments. Merely copying items from the text, changing a few words here or there, or downloading information (including pictures and graphics) from the Internet is not considered original work and WILL NOT be acceptable. A student giving or receiving any academic information will automatically receive a 'zero' for that material. The classroom teacher in whose class the infraction occurs will notify the student's parents/guardians and inform them of this academic violation. At the beginning of the school year, individual classroom teachers will also specify any other instances of behavior (cheating) they will not allow. To emphasize the severity of cheating, the consequences of cheating are as follows and are cumulative during a student's school year.

### *First Offense:*

- a. Teacher documents the cheating episode and speaks with the student, and notifies parents/guardians.
- b. Student receives a 'zero' for the work.
- c. Principal is informed of cheating incident.

### *Second Offense:*

A second offense will result in a meeting with the Discipline Committee.

## **Detention Policy & Guidelines**

1. Staff person will discuss with the student the seriousness of the incident and review the policy with the

student so that it is understood what steps will be followed if the behavior continues. The parents/guardians will be made aware of the situation.

2. The student will serve a behavior detention. The parents/guardians will be made aware of the situation.
  - Detentions are issued to students who receive four demerits (one full demerit card [upper grades]).
  - Detentions may also be given for specific offenses as deemed necessary by the principal or classroom teacher.
  - Detentions are served on Friday afternoons for 45 minutes at the end of the school day. Students sit in silence and no work may be done.
  - Students participating in any athletic activity forfeit one game.
  - Students who represent their school and class by serving on the student government (Representatives of Christ [ROC]) and/or the St. James Honor Society are suspended from meetings and activities for an eight-week period with a second detention resulting in dismissal from the group or society.
3. The student, upon receiving the third (3rd) behavior detention (cumulative), will be taken to the principal for consultation and/or notification of parent/guardian with the possibility of removal of the student from school. The student may be placed on a one (1) day out-of-school or in-school suspension at the discretion of the principal.
  - In-School Suspension: issued one to five days. They are the result of either receiving three detentions or other offenses. Once suspended, students may no longer participate in sports for the remainder of the school year, school-sponsored field trips or maintain membership in student government and St. James Honor Society.
  - Term (Out of School) Suspension—Emergency Removal: removal of the student by the principal from school for a period of time not to exceed ten days.
4. The student, receiving more than three (3) behavior detentions from any one teacher during any one grading period, or subsequent demerit card, shall be placed on a three-day suspension. A meeting with the Disciplinary Committee will be arranged within thirty-six (36) hours. A meeting with the parent(s)-principal-teacher/pastor will be arranged within 36 hours.
5. The principal, parent and other involved staff will develop a mutually acceptable and workable plan to "curb" such behavior. This will involve in-house or outside professional help.
6. Indefinite suspension will be in effect until the situation is rectified so that normal educational processes may continue. A meeting within 36 hours will be conducted with all parties involved.
7. Possession of alcohol, drugs, or weapons will result in an immediate out of school (OSS) suspension with review for expulsion.
8. The St. James Board of Christian Education will have the final word pertaining to permanent dismissal of a student from school.

## **SUSPENSION POLICY & GUIDELINES**

Suspension is the exclusion from school or classes for a specified length of time. Suspension will be served at home under parental supervision. In some cases, the suspension may be served at school (In-School Suspension) under proper supervision. Students who are suspended are also excluded from all extra-curricular activities and events during the course of the suspension. The suspension would include holiday, weekend, and vacation activities should suspension be imposed during such a time.

**In-School Suspension:** the student will spend the suspension day in an isolated but supervised area.

1. The student will be given a list of assignments that are due which they will do for no credit. This counts as attendance for the day.
2. The student will not be allowed to participate in any extracurricular activities or attend any school events on the days of suspension.
3. Parents will be notified of in school suspension by personal notification and a written letter that must be signed and returned.

**Out-of-School Suspension:** the student will spend a designated period at home with the loss of all school

privileges.

1. The student will not be allowed to participate in any extracurricular activities, or attend any school events beginning on the day they out of school detention decision was made and lasting through the end of the day in which the suspension was served.
2. The student is not to be on property until the suspension is complete.
3. All days that a student is on out of school suspension are counted as an excused absences.
4. Teachers will complete an assignment sheet of all the work to be completed during the suspension period. This is to be picked up by the parent at the beginning of the suspension. All assignments must be handed in the morning the student returned to class. If the assignments are not satisfactorily completed, and “incomplete” will be given in that subject. Report cards and promotion will be withheld pending the satisfactory completion of the assignments.
5. Out of school suspension days are unexcused, so all work completed during the out of school suspension will be recorded as zeros.
6. Parents will be notified of the out of school suspension by personal notification and a written letter that must be signed and returned.

A student may be suspended and/or expelled in a given case for a single offense, depending upon the seriousness of the offense and attending circumstances. In other cases, students may be suspended and/or expelled for cumulative acts, or habitual failure to serve consequences, absences, trancies, and deteriorated attitude or behavior.

**Criteria for Suspension**—Students may be suspended, but are not limited to, for the following offenses:

- Unexcused tardiness to school or class (excessive)
- Truancy
- Deliberate disruption of class or other school function
- Fighting
- Intimidation or interference with other students or staff
- Insubordination
- Vandalism/Theft
- Profanity
- Smoking
- Three Detentions (cumulative)

In addition, the following serious offenses shall result in term suspensions of ten school days and do not preclude either expulsion or other legal remedies:

1. Premeditated false fire alarms, bomb or other threats to the safety of the school community.
2. Possession, use, sale or distribution of drugs, alcohol, fireworks, firearms, knives, or other dangerous weapons or substances.

## **Expulsion Policy & Guidelines**

Extreme, habitual, or inappropriate behavior may result in a student being expelled. Expulsion from school will be upon the recommendation of the Disciplinary Committee and approval of the Board of Education. The parents/guardians will be offered the opportunity to make a presentation of their perspective and concerns to the Board of Education. Following expulsion the student may be considered for readmission by the Board of Education for the next school year upon the recommendation of the principal. The school will maintain records of disciplinary actions taken so that an effective review of a student's disciplinary history may be made.

### **Due Process**

A student who is suspended and/or expelled from St. James Lutheran School will have the right to a due process hearing before the Discipline Committee with his/her parents/guardians. The due process procedure will include, but not be limited to, the following:

1. A thorough investigation of the student's misconduct.

2. Notice in writing or by telephone to the student and the parents/guardians listing the charges and possible penalty (i.e./expulsion).
3. An offering of the opportunity of a hearing on the charges within a reasonable time.
4. A hearing process that allows for:
  - a. A detailed recitation of the charges and evidence,
  - b. An opportunity for the student and parents/guardians to tell their side of the story, present new evidence and to ask questions,
  - c. An opportunity for assessment of the student's total academic, social, disciplinary progress at school,
  - d. A complete record of the statements made at the hearing,
  - e. A determination of fact and decision on the intended action after the hearing,
  - f. Written notification to the student and parents/guardians detailing the findings of the hearing and the final determination.

Parents/guardians may appeal the recommendation of the Discipline Committee to the members of the Board of Education if, and only if, the proper steps in due process were violated.

After hearing all evidence and studying any documentation of the evidence the School Board will render a decision to:

1. Expel the student.
2. Restore the student to a position of good standing.
3. Restore the student but on a probationary basis.

All decisions rendered by the School Board are final and will be communicated to the parents in writing.

### **The Discipline Committee**

The Discipline Committee shall be composed of the following:

1. Principal (Chairperson)
2. Two (2) faculty members with at least two (2) years teaching experience
3. Pastor
4. One (1) Board of Education member

### **The Discipline Committee:**

1. Will review disciplinary policies and programs and seek ways of improving their effectiveness.
2. Considers persistent disciplinary cases as the need arises.
3. Considers disciplinary infractions for which suspension and/or expulsion is a possible course of actions, in the following manner:
  - A. Interview the student and parents/guardians.
  - B. Call in for consultation persons who might give additional insight into the student's character or situation involved or who the student may wish to appear in his/her behalf.
  - C. Recommend to the Principal action to be taken.
  - D. Considers all discipline appeals for situations brought before the Committee (i.e., teacher-student discipline conflicts, review of consequences given as stated in the School Handbook, etc.)

### **Addendum A**

Indiana Code (IC) 20-33-8-8; P.L. 1-2005, Sec. 17, "in all matters relating to the discipline and conduct of students, school personnel is legally authorized to stand in the relation of parents to students of the school and make take disciplinary action necessary to promote student conduct that conforms with an orderly a fact of educational system. Students must follow responsible directions of school personnel in all educational settings; and refrain from disruptive behavior that interferes with the educational environment."

Indiana Code (IC) 20-33-8-9; P.L. 1-2005, Sec. 17, "A teacher or other school staff member who has students

under their charge me take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises.”

Severity Clause: the faculty reserves the right to skip the warning procedures and the “lesser” punishments for items such as lying, stealing, fighting, malicious acts, harassment, disrespect to teachers or persons in charge, and the use of foul language.

### **Locker Policy**

All lockers made available for student use on the school premises are the property of St. James Lutheran School. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content. The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, weapons, illegal drugs, alcohol, or any other material forbidden by school rules.

## **Christian Growth**

### **Daily Devotion**

Each day at St. James students will participate in daily classroom devotions and in the study of God's word as found in the Bible.

### **Chapel**

Once a week all students assemble for a worship service. The services are led by the pastors of St. James Lutheran Church, principal, director of Christian education, guest clergy or faculty members. Parents are always encouraged to attend these chapel services. Services last approximately 30 to 45 minutes. The children learn from experience how to conduct themselves in the house of God. Efforts are made to have the children take an active part in chapel. The message endeavors to emphasize practical lessons in Christianity, which the children can apply to their daily lives.

### **Chapel Offerings**

A chapel offering is received and sent directly to chosen missions. This is an excellent time for children to learn about giving cheerfully and regularly to their Lord.

### **Christmas Service**

Students are involved annually in presenting the Christmas story to friends and relatives.

### **Church & Sunday School Attendance**

Religious training at Sunday school and Sunday worship services is a vital part of a child's total upbringing in the nurture and admonition of the Lord. Church attendance is an extension of each families walk of faith. (Hebrews 10:25) Parents are encouraged to set a good example is by regularly attending Sunday worship services with their children as well as adults Bible study. Weekly records of church and Sunday school attendance are recorded on the students' report cards.

## **Academics & Curriculum**

St. James Lutheran School is based on the firm foundation of God's word. A Christ centered curriculum enables us to fulfill our objectives. All education achieves its highest purpose only if its aim is service to God and all creation. The curriculum is prepared in accordance with the *Integrating the Curriculum* for Lutheran schools and the Indiana curriculum guidelines. Curriculum materials are continuously evaluated to ensure that they meet these guidelines.

The Kindergarten through eighth grade curriculum at St. James Lutheran School includes the opportunity for worship and instruction in Lutheran theology, language arts (English, reading, listening, spelling, handwriting), mathematics, science, social studies, Spanish, music, art, band, choir, computers, and physical education. Our curriculum meets and exceeds the requirements of the state of Indiana.

**Textbooks:** Textbooks are the property of St. James Lutheran School. Whenever possible, textbook coverings or brown paper covers are encouraged. In the event that a book is damaged, destroyed, or lost, parents will be responsible for the replacement cost of the textbook. Workbooks are the property of the student and the cost is included in the book and registration fee. The cost of replacing a workbook will be an additional charge.

#### Areas of Instruction:

- Religion—Bible study, doctrine, church history, worship, memory work, mission outreach
- Language Arts—reading, phonics, grammar, usage, spelling, creative writing, oral language development, and writing
- Mathematics—number theory, problem-solving, application, computation, geometry, Algebra
- Social Studies—geography, history, family/community relationships, current events
- Science—biological, life, earth sciences, general science, health and safety
- Music—singing, music appreciation, rhythm, chimes, hand bells, recorder, band
- Computer—computer literacy, word-processing, drill and practice, Internet usage
- Physical Education—physical fitness, locomotor skills, perceptual – motor skills, cooperative skills, team games, with activities, fine and gross motor development
- Health—general health, dangers of drug and alcohol abuse, sex education
- Art—aesthetics, art appreciation, history, production

**Physical Education:** It is a philosophy of St. James Lutheran School that the student's body is a temple of God. Through a well-directed program of physical education, the students will learn an awareness of this fact and can develop to the fullest as an individual member of their family, their school, their community, and their church. In order to carry on this learning, the students must follow certain rules and guidelines:

1. Physical education classes are regularly scheduled for grades Kindergarten through eighth grade and required by the State of Indiana.
  - a. All children must participate in these activities unless a written excuse from the doctor is presented to the teacher.
  - b. For grades five through eight, two unexcused absences will result in students PE grade been lowered one full letter grade.
  - c. Failure to dress out is an unexcused absence and the student's final grade will be penalized.
2. It is recommended that every child have a physical check up prior to the beginning of school.
3. In the event of a prolonged illness or injury, the child must have a release from the doctor stating that he or she may resume participation.
4. If physical activity is limited due to a medical condition, injury, or illness, it is the parent's responsibility to notify the school in writing and include a doctor's note.
5. In order to participate in PE activities for grades five through eight, the children must have proper gym uniforms.
  - a. These gym uniforms will be purchased from the school.
  - b. Both girls and boys should have their gym uniforms laundered regularly.
  - c. Gym uniforms that are written or drawn on, tattered or torn must be replaced immediately.
  - d. Tennis shoes and socks are required for all students.
6. For your child's safety, all students using the gymnasium for any physical activity, regardless of grade level, must have a pair of gym shoes. No stocking feet will be permitted.
7. All students in grades five through eight will be issued lockers in gym class. Students must provide their



locks.

## Grading, Monitoring Progress and Performance

It is the policy of St. James to think of the education of a child in terms of a cooperative venture by home and school. For this reason, grades are provided electronically through our Harmony SIS for Kindergarten through 8th grade. Parent/Teacher Conferences are held once in the fall semester, and once in the spring semester. Teachers and parents are encouraged to contact one another at any time throughout the school year should any issues arise with their children and the school life. Please see the School Calendar for report card issue dates. If a student would benefit from tutoring or other training, the staff can assist the parent in locating outside help.

### Grading Scale

#### Grades 1-2

95-100	=O
90-94	=O-
85-89	=S+
80-84	=S
75-79	=S-
0-69	=N

#### Grades 3-8

>100	=A+	77-79	=C+	0-59	=F
93-100	=A	73-76	=C		
90-92	=A-	70-72	=C-		
87-89	=B+	67-69	=D+		
83-86	=B	63-66	=D		
80-82	=B-	60-62	=D-		

### Awards

- **Honor Roll**—Students in grades 3-8 have the opportunity to be placed on the ACADEMIC Honor Roll. Students placed on the Academic Honor Roll have earned nothing lower than a B- in ALL subjects and electives.
- **Valedictorian**—The O.M. Schnaible Valedictorian Award is awarded to a student who has attended St. James from grades 5-8. All students in grades 5-8 receive grade points based on a twelve point system, A+ through D-. During the student's 5th, 6th, 7th grades years, four quarters are totaled for each year. During the 8th grade year, only the 1st, 2nd and 3rd quarter points are used. The highest cumulative GPA determines the Valedictorian over 15 quarters.
- **Salutatorian**—The Salutatorian Award is awarded to a student who has attended St. James from grades 5-8. This award is awarded to the 2nd highest achieving student in the 8th grade. This award is determined by the same criteria as the O.M. Schnaible Valedictorian Award.
- **St. James Award**—The St. James Award is presented to an 8<sup>th</sup> grader who participated in an interscholastic sport. The recipient is chosen by the faculty. The award is based on three areas:
  1. Christian character: as reflected in his/her association with schoolmates and teachers in school and with their teammates and opponents in athletics.
  2. Athletic achievement: accepting his/her physical abilities as God's gifts and using these gifts to His glory in the field of athletics.
  3. Scholastic achievement: accepting his/her mental abilities as God's gifts and using these gifts by achieving a high academic rating.
- **Karen Blettner Award**—The award is presented annually in memory of former student and St. James Award winner – Karen Blettner. It is given to an 8<sup>th</sup> grade student and is based on the following two criteria:
  - 1) Christian character
  - 2) Accomplishment in school in relation to one's ability.
- **Marguerite Helmreich Award**—The Marguerite Helmreich Award is given in memory of Mrs. Helmreich, long- time faithful teacher at St. James. It is given to a graduating 8<sup>th</sup> grader who has shown outstanding ability in the area of fine arts. The pupil must repeatedly show outstanding creativity in at least one of the following areas: Musical performance/ Art/ Creative writing/ Oral interpretation of prose, poetry, or drama/

Public speaking

- **Noon Optimist Club Robert Ryder Citizenship Award**—The citizenship award is based on the following character traits: honesty, courtesy, dependability, responsibility, cooperation, perseverance and industry, obedience to school rules, academic performance and a willingness to volunteer and be of service to others.

### **Homework/School Work**

Students are normally given sufficient opportunity to work on their assignments during designated study time. Those who take advantage of the time will benefit from the teacher's assistance if problems should arise. You can help by urging your child to do the work at school and checking for neatness and accuracy. This will encourage students to be diligent during study time and not create unnecessary disturbances. Students in the upper grades should expect to do more work outside of the classroom than students in the lower grades.

### **Student Progress Reports and Conferences**

Student daily progress may be seen at any time "live" using the Harmony SIS data system. Report cards are issued at the end of each quarter. In addition to the written reports, parent/teacher conferences are held for all parents at the end of the first quarter and a second conference is held midway through the third quarter. Additional conferences may be scheduled anytime during the year as needed.

### **Standardized Testing Program**

Each year students in grades three through eighth will take the standardized achievement test offered by the State of Indiana. This test is just one of several diagnostic tools used by the faculty to assess student progress, identify areas of academic weakness for both individual students and the school as a whole, and to develop a plan for improvement. We encourage parents to be careful not to view this test as the only indicator of student success. The results are shared with the parents as soon as they are made available to the school. Parents are encouraged to request a meeting with the teacher or principal if they have further questions.

### **Retention & Remediation Guidelines**

Introduction: Students at St. James Lutheran School are expected to demonstrate a level of competency for all curriculum objectives by earning passing grades in all subjects in order to be promoted to the next grade level. Students that do not achieve at the expected level may be considered for retention, or remedial summer tutoring. Remediation—Guidelines for remediation are as follows:

1. Students who earned failing grades in any subject area during the school year may be recommended to the school's administration for remedial summer school.
2. Students who were not achieving average grades over three consecutive quarters in two or more subject areas may be recommended to the school's administration for remedial summer school or possible retention.
3. Students who do not demonstrate a level of competency in any course subject area (i.e. reading, math, language arts, etc.) may be recommended to the school's administration for remedial summer school or possible retention.
4. Teachers recommending a student for remediation should prepare a contract that identifies the skills that the student should address through remediation. The contract is to be signed by the teacher, student, and parents with the understanding that if the student does not achieve these goals that they may not be promoted to the next grade level.
5. Prior to the registration for the next school year the family must provide documentation that the student received tutoring or attending summer school sessions that address that needed skills. Failure to provide documentation may result in the student not being promoted to the next grade.

Retention—Guidelines for retention are as follows:

1. The teacher or parents of the student should submit a request for retention in writing to the administrator

identifying the factors, which lead to this request.

2. Teacher recommendations for retention should be submitted to the administrator no later than the end of the third-quarter.
3. Prior to the recommendation for retention, the teacher should have been in contact with parents through conferences, phone calls, and written communication. They should have identified the areas of concern and discussed strategies they are using at school and ways the parents can help at home. Teachers are strongly encouraged to document their contact with parents.
4. Following the recommendation for retention, a faculty team consisting of the principal, a teacher a grade level below, a teacher a grade level above will be assemble to evaluate the request.
5. The team will consider academic, behavioral, emotional, and social factors when reviewing the recommendation.
6. Parents will be informed of the teacher recommendation for retention, and be allowed an opportunity to meet with the team, prior to a final decision.
7. The parents have the right to appeal the decision of the faculty team to the School Board.
8. During the appeal process, the School Board will meet with the faculty team and the parents before issuing a decision. The decision of the School Board is final.

### **Graduation Policy**

Any eighth-grade student enrolled at St. James Lutheran School who does not meet the standards for academic achievement as established by St. James Lutheran School Board will not be allowed to participate in the graduation ceremony.

### **Background Checks**

Per the St. James Lutheran School Board, anyone volunteering for field trips, activities with children, driving, and the like, are to submit their name and birthdate for a criminal background check.

### **Volunteer Policy & Guidelines**

Any school is only as successful as the number of people involved. We encourage all parents, grandparents, congregation members, and alumni to share their time and talents with us whenever possible. To assure the safety of our students, the following policy statements have been adopted:

Volunteer Workers: All volunteers working directly with children on a regular basis while unsupervised by a St. James Lutheran School teacher or teacher aide will be subject to the following guidelines:

1. All volunteer workers must be members of St. James Lutheran Church, legal guardians of or family members of students, or alumni of St. James Lutheran School.
2. Volunteers with criminal, sexual abuse or physical abuse convictions will not be permitted to work with children or youth under any conditions.
3. Volunteers working directly with children while unsupervised by a St. James Lutheran teacher or teacher aide will be required to complete an application and agree to follow school policies and guidelines with respect to working with children.
4. Volunteers working directly with children on a regular basis while being supervised by a St. James preschool teacher or teacher will be subject to a criminal record and background check prior to working with the children. St. James Lutheran School will cover the cost of the background check.
5. All parents who are driving for a field trip will be required every school year to provide a copy of their license and their insurance card prior to the first field trip. Copies of this information will be kept on file in the office. Anyone convicted of a DWI or DUI offense will not be allowed to drive for a field trip.

### **Volunteer Guidelines**

### **Classroom, Library, Accelerated Reader, and Sporting Event Aides**

1. Criminal background check must be on file before serving
2. Seek teacher's directions
3. Discipline children in a caring Christian manner.
4. Report discipline problem immediately to the cooperating teacher
5. Use appropriate language
6. Know procedures for tornado, fire, and stranger/danger emergencies
7. Tobacco, alcohol, and illegal substances are not permitted at anytime
8. Children (younger siblings) outside of the classroom of volunteer are not permitted
9. Follow playground rules when supervising outside

## **THE PARENT CHAPERONE'S RESPONSIBILITIES**

The role of the chaperone is vital on field trips because it allows the teacher to focus on the whole group and the over-all plan. While teachers are often each in charge of one of the small groups, they are also responsible for running the trip as a whole. With your help, the field trip will be a safe, stimulating experience for everyone. When you become a parent chaperone on a field trip, you will probably be asked to be in charge of a small group.

**As a chaperone, you will be responsible for ensuring the safety, good behavior and overall well-being of the children in your group.** This responsibility begins when the teacher turns the group of students over to you and ends when the field trip is over and you turn the children back over to the teacher.

### **Some guidelines for taking charge of your group:**

1. Know the number and names of children in your group. *Count often.*
2. Have an understanding of where you are going and what the expectations are for the trip. The homeroom teacher will inform you before you leave. If you are unclear about anything, please ask the teacher. Here are some specifics you should find out:
  - a. What time to be at school, and what time the class will be departing from school
  - b. Lunch procedures
  - c. Are there any maps or literature about the trip?
  - d. Are there any specific behavioral rules that you will be expected to enforce?
  - e. Are there any educational goals you are encouraged to promote?
3. If you are traveling by private vehicle, make sure that seat belts are fastened and that children remain seated.
4. Keep your small group with the larger group at all times unless a specific plan is made otherwise.
5. Do not let children go to the bathroom alone. An adult must always accompany students to the bathroom. If there is no male adult on the trip to accompany boys right into the men's room, a teacher or parent must stand at the door of the facility. Of course, it is also fine for boys to be accompanied by female adults to use the ladies room.
6. Treat your own child as a member of the group. If you think this will be a problem for your child or you, consider asking the teacher to place your child in a different small group. Your child should not receive special treatment, snacks or souvenirs. Nor should special treats be purchased for individual groups. The teacher in charge will determine if anything needs to be purchased for the whole group.
7. Be sure your small group stays together and follows directions given to the whole class.
8. In case of an emergency, the teachers may rely on you to direct the group while they manage the crisis. (The teachers have a set of protocols to follow in emergencies.)
9. Formally return your group to the teacher's charge when the trip is over.

### **Some common behavioral expectations teachers have for children on field trips:**

1. Younger children are asked to hold hands while walking in a group, especially when crossing streets.
2. When children are inside (a bus, a museum, etc.) they should use inside voices (not shouting.)
3. Unless given specific permission to do so, children should not run or climb. Walking is the safe way to go.

## **Field Trips**

Throughout the year, field trips are scheduled to enrich the classroom learning experience. The primary reason to incorporate field trips is to improve and enhance the academic program at St. James. A field trip generally must be an activity that relates to a unit being taught.

Transportation consist of parent drivers and/or the use of Lafayette school Corporation buses. Drivers must be licensed and currently insured. Permission slips are distributed several days prior to the trip. The permission slip must be signed by the parent or guardian and returned to the teacher before the child will be permitted on the trip. Children without signed permission slips will remain at school.

All students deserve to work and play in a safe environment. Steps to ensure the safety of all children attending field trips must be followed.

#### Procedure

1. Field trips must be planned at least one week in advance except for special occasions that cannot be predicted.
2. The principal must give prior approval.
3. The event must be placed on the school calendar in the school office with location and time.
4. Parents must sign a blanket permission slip at school registration.
5. Teachers must send notification to parents 7 days before planned event.
6. If a parent opposes his/her child from attending a field trip, he/she must notify the teacher a day prior.
7. Students in grade five and below must have a least one chaperone for every ten students.
8. Students in grades 6-8 must have one teacher and one other adult chaperone in attendance to all field trips
9. All day or overnight trips must have a concise itinerary with phone numbers.
10. Walking field trips must have prior principal approval to ensure students follow the safest route.
11. Parents who bring younger siblings will not be classified as a class chaperone.
12. Chaperones must be able to give full attention to the students in their care.
13. Students that do not receive parental permission will remain at school under the care of a trained supervisor such as a teacher of another class.

### **St. James Lutheran School Field Trip Expectations**

The faculty and staff at St. James Lutheran School believe that field trips offer our students an opportunity to examine and experience learning outside the classroom. We believe that field trip experiences are directly connected to grade level curriculum as well as the development of citizen and social skills. Further, we also believe that all participants on a school-sponsored trip will act as Christian ambassadors for our school. While representing our school community, all participants will behave courteously and responsibly, demonstrating respect for themselves and others, and for property.

Field trip activities will provide a safe environment and continual protection and will be guided by sound objectives for social and academic learning.

#### Behavioral Expectations:

- Respect for all rules and regulations.
- Cooperation with those in authority.
- Respectful attention to instructions, to information, guided tours and visual presentations.
- Care for the safety of self and others.
- Dress neatly and appropriately, following the school dress code, with good hygiene.

Any student who fails to meet these expectations, or who demonstrates any dangerous, illegal, or antisocial behavior, will be sent home immediately at their parents' expense.

#### Additional Guidelines:

A student who is not participating in a field trip is expected to attend school. The student will be provided with appropriate instruction within an appropriate alternative environment.

A field trip is a privilege and students whose behavior indicates that they may not well represent the school while on the field trip or not permit others to gain the most benefit from the field trip will lose the privilege of attending.

A student whose academic performance is not meeting expectations may lose the privilege of participating in a field trip.

If a sibling is allowed to attend, the parent cannot be counted as a chaperone.

Field trip expectations for overnight or extended field trips may have additional rules and regulations as set forth by the faculty for the safety, security, and wellbeing of the students while supporting the curricular objectives.

### **Child Car-Safety Policy**

When traveling on field trips, the safety of St. James Lutheran School students is our first priority. St. James Lutheran School abides by the Indiana Child Restraint Law when riding in a vehicle.

#### **Indiana Child Restraint Law effective 7/1/2005**

- Children are required to ride properly restrained in a child restraint, which can include a belt positioning booster seat, until they reach their 8<sup>th</sup> birthday or 80 lb. weight limit. (This does not include shoulder belt harnesses.)
- Exemptions: A motor vehicle having a seating capacity greater than nine (9) individuals that is owned or leased and operated by a religious or not-for-profit youth organization.
- Children at least 8 years old until their 16<sup>th</sup> birthday are required to ride properly restrained in a child restraint system or seat belt in all seating positions in all vehicles.
- Children 16 and older (& adults) are required to ride properly restrained in a seat belt in the front seat in passenger vehicles.
- Drivers are responsible for children being properly restrained in the vehicle

### **Student Health**

#### **2019 – 2020 School Year** **Indiana State Department of Health** School Immunization Requirements *Updated November 2018*

GRADE	REQUIRED	RECOMMENDED
<b>Pre-K</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 4 DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> <li>• 3 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Varicella (Chickenpox)</li> <li>• 1 MMR (Measles, Mumps &amp; Rubella)</li> <li>• Annual influenza • 2 Hepatitis A</li> </ul>
<b>K–5<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B • 5 DTaP</li> <li>• 4 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Varicella</li> <li>• 2 MMR</li> <li>• 2 Hepatitis A</li> <li>• Annual influenza</li> </ul>
<b>6<sup>th</sup>–7<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B • 5 DTaP</li> <li>• 4 Polio</li> <li>• 2 Varicella</li> </ul>	<ul style="list-style-type: none"> <li>• 2 MMR</li> <li>• 2 Hepatitis A</li> <li>• 1 MCV4 (Meningococcal)</li> <li>• 1 Tdap (Tetanus, Diphtheria &amp; Pertussis)</li> <li>• Annual influenza</li> <li>• 2 HPV (Human papillomavirus)</li> </ul>
<b>8<sup>th</sup>–11<sup>th</sup></b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B • 5 DTaP</li> </ul>	<ul style="list-style-type: none"> <li>• 2 MMR • 1 MCV4 • 1 Tdap</li> <li>• Annual influenza • 2 Hepatitis</li> </ul>

<b>grade</b>	<ul style="list-style-type: none"> <li>• 4 Polio</li> <li>• 2 Varicella</li> </ul>	A • 2/3 HPV
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**Hep B:** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

**Polio\*:** 3 doses of Polio are acceptable for all grade levels if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose.

\*For students in grades K-9, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 11th grade. Parental report of disease history is acceptable for grade 12.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive dose 1 on or after the 16th birthday only need 1 dose of MCV4.

**Hep A:** The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses are required for grades K-7 and 12. For Pre-K and grades 8-11, 2 doses of Hep A are recommended.

#### Indiana State Department of Health, Immunization Division | (800) 701-0704

For children who have delayed immunizations, please refer to the 2019 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2019 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>

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Before admittance to Preschool, Pre-Kindergarten and Kindergarten, a completed health examination must be submitted. Also, physical examinations must be submitted before competitive sports participation.

Health screening given at St. James include:

- Snellen eye test-Grades 1, 3, 5, and 8
- Hearing Screening-Grades K, 1, 4, and 7

Everything possible will be done to safeguard your child's health while at school. If your child becomes ill, you will be notified by phone.

Students are NOT TO SHARE COMBS, HATS OR OTHER CLOTHING that might cause a spreading of head lice. PLEASE KEEP THE HAIR OF YOUR CHILD CLEAN AND INSPECT THE SCALP OFTEN. Report any unusual looking scalp to the office or call your family doctor.

For the protection of your child and other children, we ask that you keep your child at home if they show any sign of illness. The period of exclusion from school for the child diseases are as follows:

- **Fever (ParvoVirus, Fifth's Disease)**
  - Students must have a temperature below 100° without analgesic and must be fever free for 24 hours.
- **Chickenpox**
  - Until vesicles become dry
- **Bacterial Infections (i.e. pink eye, impetigo, strep throat)**
  - On antibiotic for full 24 hours and fever- free for 24 hours
- **Viral/Fungal Infections (i.e. pink eye, ringworm)**
  - On antiviral/antifungal medication for full 24 hours and fever free for 24 hours. Exposed lesions

must be covered.

## Head Lice Protocol

Best practices regarding the management of pediculosis should not disrupt the education process. Children found with live head lice should be referred to parents for treatment. Research data does not support school exclusion for nits. Because no disease process is associated with head lice, school are not advised to exclude students when nits remain after appropriate lice treatment, although further monitoring for signs of re-infestation is appropriate. The school's goals are to contain infestation, provide appropriate health information for treatment and prevention, prevent overexposure to potentially hazardous chemicals, and minimize school absence.

*(Position Statement of the National Association of School Nurses)*

With this information in mind, the following is the protocol for St. James Lutheran School health services:

- A student referred to the school office for possible head lice will be assessed by a trained staff member.
- If live bugs are found, the parent will be called and the student sent home for treatment. The school office will provide information to the parent on treatment and prevention.
- If nits only are found, the parent will be called to treat the child after school hours and the school office will send information home with the child on treatment and prevention.
- The student and parent should report to the school office the following morning for the trained staff member to clear the student to return to class.
- If live bugs are found the student will be sent home for further treatment.
- If nits only remain, the student may return to class and the parent will be advised to continue nit removal after school hours.
- The classroom teachers will monitor for further signs of re-infestation for several weeks after treatment.
- Parents who are non-compliant, may be asked to remove all nits also, in an effort to prevent this chronic condition from continuing.
- A student may only miss two school days for head lice treatment to receive an excused absence for this condition.

Please see the following article on the CDC website for further information. <http://www.cdc.gov/parasites/lice/head/schools.html>

### **Protocol for Sending a Student Home Due to Illness and/or Readmission**

This protocol reflects IC 20-8.1-7-8. Additionally this protocol is to be used in conjunction with Indiana State Department of Health Communicable Disease Reference Guide for School Personnel. According to IC 20-8.1-7-8 Section 8 (a): If a child is ill, has a communicable disease, or is infested with parasites, the School Principal may send the child home with a note to the child's parent or guardian.

The following symptoms may warrant a student being sent home from school:

- Fever – greater than or equal to 100° F
- Uncontrolled Cough
- Diarrhea and/or vomiting
- Pain
- Rash with or without fever
- Drainage from eyes and/or nose
- Difficulty breathing

Criteria to determine if a student may be readmitted include:



- Fever free for 24 hours without the use of fever reducing medications.
- Free of vomiting and diarrhea for 24 hours and able to tolerate his/her normal diet.
- If the illness is communicable and requires medication intervention, the student has been on the medication for 24 hours before returning to school.
- It is apparent to the Administrator that the student is no longer ill, no longer has a communicable disease or is no longer infested with parasites.
- The student is able to participate in normal school activities without fatigue, pain, headache, fever or relapse of symptoms.
- If the physician writes a note verifying the student is no longer ill or that the illness is not communicable through normal school activities, the student may be readmitted.

## **Medical Treatment Policy**

The Emergency Contact and Treatment Information and Authorization form must be filled out for each child. This form provides space to inform the teachers and the office as to prescription medications to be given, permission for such medication to be dispensed, and provides a list of emergency contacts. This form also gives permission for emergency medical treatment should the need arise.

All medications, prescription or non-prescription must to be brought to the school office where it will be kept in a locked space designated for this purpose. Any medication, prescription or non-prescription must come in the original container, and be accompanied by a form indicating the dosage and time it should be dispensed. If you notify your pharmacist, he or she will be able to split the dosage in two marked bottles (one for school, and one for home). This is for the safety of all children.

## **Regarding AIDS Communicable Disease Control Adapted from Lafayette School Corporation**

- The St. James Lutheran School will work cooperatively with the Tippecanoe County Health Department to enforce and adhere to the Indiana Public Health Code requirements for public schools for the prevention and control of communicable diseases that are a danger to health.
- Students are expected to be in compliance with the immunization schedule required by the State Board of Health. Except as provided by I.C. 20-34-4-5, no child shall be permitted to attend school after the first day without a written statement that the child has received the required immunizations.
- When it is established that a student or staff member has a communicable disease, which is known not to be transmissible through normal school contacts, it is the policy of the St. James Lutheran School to allow the student or staff member to remain in the school setting.
- If it is established that a student or staff member has a dangerous communicable disease or infection or an infestation, which is known to spread through normal school contacts, the student or staff member shall be excluded from school. A student or staff member who is excluded from school may return when in the view of the school physician sufficient medical evidence exists that s/he no longer has the condition or the condition is no longer transmissible in the school setting.
- The county health official will determine whether a student with a communicable disease should be excluded from school. The health official's decision may be appealed to the State Board of Health by the parents of the infected student. The county health official should also be requested to render an opinion in the case of an appeal by an infected staff member.
- As per I.C. 16-10-7-4, St. James Lutheran School will provide required training and equipment to each employee who has duties that require the employee to have contact with blood or body fluids in the scope of the employee's duties. The Corporation requires the use of universal precautions when an individual has reasonable anticipation of direct contact with blood or other body fluids and provides sanctions for failure to use universal precautions. Employees are required to participate in applicable training upon appropriate

notification.

### **Emergency Notification**

- In the event of student injury or illness, priority shall be given to the immediate care of the student, and the following actions shall be taken:
- The classroom teacher or principal designee shall provide first aid. First aid guidelines as outlined in the first aid manual shall be followed.
- An attempt shall be made to verbally notified the parents/legal guardians of a student accident or illness. Student shall keep emergency information cards on file for each student.

#### **In any situation requiring medical care beyond first aid:**

- The emergency medical service or paramedics, 911 shall be called immediately for such conditions as profuse bleeding, cessation or obstruction of breathing, head injury with the unconsciousness, electric shock, heart attack or any other life-threatening condition.
- Parents/legal guardians shall be responsible for ambulance and emergency room fees.
- Students may be transported by car if a medical condition is not life threatening, yet beyond simple first aid treatment. The vehicle owner shall carry insurance in compliance with Indiana state statute.
- Any urgent situation resulting from an accident or requiring emergency medical care services shall be reported on a student accident report. The form shall be submitted to the school office to be placed in the student's permanent file.

A student requiring additional medical care shall not be sent home until a parent/legal guardian has been verbally contacted and a responsible adult can personally supervise the student. Appropriate personnel shall document all calls and parent/legal guardian contacts.

### **Student Appointments During School Hours**

Whenever possible, we encourage you to make your child's medical and dental appointments after school or during vacations. If this is not possible, your child's teacher should be notified in advance if your child will be leaving school early for a doctors or dentist appointment. Additionally, please contact the school office. In some cases a teacher may need to adjust a schedule in order to allow a child to leave early and not miss something of special importance. A signed note from the parent, doctor, or dentist confirming the appointment is necessary in order for the child to not be counted absent or tardy. Parents, please remember that you must come to the school office to pick up and sign out your child for appointments.

### **Home-School Partnership**

At St. James Lutheran School, we consider Christian education a partnership between home and school. We are dedicated to the idea that student success is accomplished when parents and teachers work closely together and ensure that success. Communication is key to establishing and developing a relationship between home and school. Every means and opportunities such as classroom visits, school visits, conferences, emails, and phone calls should be used in building the relationship between home and school.

Prior to the beginning of every school year, St. James teachers will have back to school classroom meetings in which they meet with their students and families to introduce themselves, share information about the upcoming year, and begin to build a relationship. Teachers are encouraged to communicate regularly with their families about successes and failures in the classroom and parents should feel free to contact their child's teacher to share positive experiences or express a concern. All problems or concerns that arise should first be taken to the classroom teacher. If a resolution to the problem cannot be reached, it should then be brought to the attention of the principal in a meeting of all involved parties arranged.

### **Parent Involvement**

We believe your child's education demands your active participation. And in the pages that follow, you'll find ways in which we help to make it easier for you to be involved. Mid-term exams and pro-active progress reports will keep you aware of your child's progress. The faculty and the Parent-Teacher League will help you find ways to provide the parental support essential to making a St. James education special.

Parent involvement is crucial for St. James. We need nearly five thousand volunteer hours annually to keep classes and activities running smoothly. Volunteers do everything from running the library to landscaping. Volunteers are essential for special activities. In the past, organizers were left to find volunteers on their own. That typically meant calling on people they knew. Today, event organizers, aided by the parents, can match their needs to the specific volunteers with the skills and interest to do the job. You can specify your areas of talent or interest at registration. Or, you can seek the volunteer opportunity that interests you by contacting the school office or your child's teacher.

### **Enrichment Opportunities**

With the changes in school population over the years, the faculty and staff at St. James recognize that a number of children who seek their education at St. James may come into our learning community with highly exceptional skills in academics, arts or other areas. Although the ability to address the needs of all these learners may be beyond the scope of the general curriculum at St. James, the faculty and staff will strive to meet the needs of all students, using tools such as supplemental programs, differentiated instruction and accelerated learning.

### **Hot Lunch Program**

The Hot Lunch program is operated under the direction of the school and the Parent-Teacher League. Wholesome food is served at the lowest possible price. The Hot Lunch Committee directly supervises the operation of the lunch program. Lunch period: Students receive their hot lunch between 11:00 and 12:30 daily.

Five meals, including milk, for children in grades K-8 is \$2.60 per meal. Adult and student 2<sup>nd</sup> lunches are \$3.20 each. Milk may be purchased separately at \$.35 per carton. Confidential Free/Reduced Lunch Applications are available in the school office. Lunch and milk prices are subject to change. All students by law must be provided with a lunch from school or home.

**THE BORROWING OF LUNCH IS DISCOURAGED.** Student accounts that are negative \$5.00 or more will receive an alternate lunch. The family will receive a notification when they need to replenish their lunch account. If lunch payment is not received to return the lunch account to a positive amount, the next hot lunch purchase will result in an alternate lunch that may be charged a nominal charge. Fast food lunches provided by parents are discouraged.

### **PLAYGROUND RULES**

**To keep you safe on the playground, please follow the following rules.**

1. Equipment/games are for everyone to share.
2. Pushing and roughhousing is not allowed.
3. Swing only forward and backward on the swings.
4. Only one child at a time is allowed on a swing.
5. Slide paths should be clear before you go down the slide.
6. You should go down the slide sitting forwards.
7. Jumping off the top of the slide is not safe.
8. Climbing on the slide and blocking a path is not safe.
9. Rocks, sticks and other objects should stay on the ground.
10. On the climbing equipment, use both hands and stay well behind the person in front of you, and beware of swinging feet.
11. Stay away from cars on the parking lot area.
12. When cars are moving from the parking lot area, stop all play and wait.
13. During the winter months, sliding on ice is not allowed.

14. During the winter months, you are allowed to play in snow if you have snow pants or extra pants and snow boots.
15. The Principal is the final authority and will address and monitor all rules to ensure student safety.

### **Eighth Grade Class Trip**

The eighth grade class trip is a long-standing tradition at St. James Lutheran School that affords our graduating class and opportunity to accommodate their time at St. James with a time of fun and Christian fellowship. The St. James Lutheran School Board strongly supports this activity however they view it as a privilege and not a right of graduation. The board feels that in order to earn this privilege students must demonstrate appropriate academic growth, Christian leadership, and behavior that is in line with the expectations of the board and faculty of St. James Lutheran School. To that end, the board has passed the following policy statement that outlines the student behavior that is necessary in order to earn the privilege of a company the class on the class trip. Students that violate the following policy will not be allowed to accompany the class on the annual eighth grade trip. The guidelines are as follows:

1. All eighth-grade students will need to maintain a 2.0 or C average to accompany the class on the annual class trip. A student not maintaining a 2.0 average through the parent teacher conference midway through the third quarter will not be allowed to attend.
2. All tuition and fees applicable for eighth-grade students must be paid in full by May 1 in order for the student to attend the class trip. An exception will be made for parents who have made a contract for payment and submitted a good-faith payment prior to May 1.
3. All eighth-grade students are required to demonstrate good Christian behavior. Students who violated school rules and have received more than one in school suspension for behavior will not be allowed to attend the class trip.
4. All monies raised through fundraisers by a student who has been ruled ineligible for the class trip will be distributed evenly to the other students. All deposits made by the family of the students toward his or her class trip will be refunded.

### **St. James Lutheran School Athletics**

St. James Lutheran School students in grades five through eight (basketball for fourth) are eligible to participate in our interscholastic sports program. St. James competes against other private, parochial, and public schools in the Lafayette area. The St. James sports program include: girls volleyball, soccer for both girls and boys, basketball for both girls and boys, track, cheerleading. Football and wrestling is also offered as a co-op sport with area public schools.

Eligibility: To participate in athletic activities at St. James, a student must:

1. Be enrolled at St. James
2. Be in grade (4), 5, 6, 7, or 8,
3. Be academically eligible,
4. Not be 15 years old before August 1 of the current school year.

### **Athletic and Extra-Curricular Activities Probation Policy: updated 7-15-15**

Because participation in extra-curricular activities is an honor and privilege, each student must demonstrate daily that he/she should have or can handle the extra demands placed upon the student in such participation. The School Board, staff and congregation set high standards of achievement and effort, based upon the blessings God has given to each individual student. The subjective judgment of the teaching staff is very important as a decision is made for each person's participation. Therefore the athletic eligibility includes the following:

Weekly progress reports are created on every student athlete starting on the 3<sup>rd</sup> week of each quarter. Any student receiving an "F" average in any subject on weekly progress reports for the specific quarter will be ineligible to practice or play until the next progress report. The student will remain ineligible until the grade has improved from an "F".

Students participating in co-op athletic events with other school will also follow the same rules of eligibility. Notification of ineligibility will be made to the co-op school.

The principal and/or Athletic Director shall notify the coach, the student, and the parent as to the situation.

The parent shall be kept informed at all times. The teacher/s and parent shall work together, so the student has the opportunity to be successful. If a student must be removed from practice and dressing for a contest, the parent shall be informed in written form. The parents shall also be informed, in writing, if the student is removed from the team.

Any student who receives a behavior detention during the season will sit out the next game. If any additional detentions are received, the student will be referred to the principal for further action.

Coaches shall have the option of making athletes stay at practice and games during ineligibility or not attend practices or games at all. Ineligible athletes that stay at practices and games will wear school clothes and work on homework during practice.

An extra-curricular activity is defined as an after school activity that does not affect the academic grade in a particular subject. Choir students are expected to attend functions that affect the performance grade. This would also include ISSMA choir and band performance. If participation in ISSMA is part of the academic performance grade, the eligibility rule will not apply.

Students that wish to try out for a drama or musical are to be carefully screened. Students that have been placed on academic probation in the past will not be eligible for lead parts until further evaluation by the music director, principal, athletic director, and teachers.

Philosophy: The purpose for the sports program at St. James Lutheran School is to provide opportunities for our students to participate in, enjoy, and grow from, athletic competition. Participants should strive to win, but the objectives listed below are more important than winning.

#### Objectives:

1. Teach the fundamentals and skills necessary to complete any sport.
2. Develop Christian attitudes of good sportsmanship in fair play.
3. Encourage athletes to do their best regardless of the outcome of the competition.
4. Teach the importance of teamwork where members cooperate, support each other, and work together.
5. Teach the importance of respecting teammates, coaches, opponents, and officials.
6. Build self-confidence and a positive self-concept.
7. Encourage and promote school spirit.

Sportsmanship: As Christians we are taught to treat others with love and respect in response to the way Christ has shown us. This teaching is relevant whether in the classroom or on the playfield and with that in mind the following guidelines should be followed:

1. Athletes are expected to be gracious and conscious of the feelings of others both in victory and defeat.
2. Athletes, coaches, parents and fans are expected to show respect for all St. James players, the opposing team and fans.
3. Any type of derogatory remark or action is inappropriate and unacceptable.
4. Athletes, coaches, parents and fans are also expected to show respect for all officials. Officials do the best they can; sometimes they make mistakes. It is not appropriate to repeatedly question calls of referees or to raise them in anyway.
5. Anyone who exhibits inappropriate behavior may be asked to leave.

Playing Time: It is our goal to try to give equal playing time to all athletes, however students move from lower levels of play to higher levels, playing time will be based more on attitude, effort, and ability. In tournament games, playing time is at the discretion of the coach.

Uniforms: St. James provides uniforms to the athletes. Each athlete is responsible for the care in washing of his/her uniform during the season (please do not put uniforms in dryer). Uniforms will not be handed out until all requirements for participation are met. Uniforms must be returned to the school office within one week of the end of each season. After that, athletes will serve detention until the uniform is returned. Athletes will be required to pay for lost uniforms.

Absence from School: In order to practice or play in a game, a student must have attended school at least for 1/2 of the day of the practice or game.

### **After School Activities**

Those students who are participating in a school activity (e.g., Athletics, Music, Drama, Clubs) directly after school will be permitted to remain after school. Students will not be allowed to be unsupervised in the gym, cafeteria, and playground or anywhere in the buildings. Students who are not picked up by 3:15 P.M. will be sent to the school office.

As a parent, it will be your responsibility to make arrangements for your children since they WILL NOT be permitted to remain at school. Non-compliance will result in the student being dropped from the activity. The students who are waiting after activities must wait INSIDE the building until they are picked up. No students will be allowed to sit on the steps in front of the school building or to wander around outside. Insurance does not permit us to allow students to be unsupervised. Students participating in games, practice, or other afterschool activities are the responsibility of the school until the time the activity is ended. Children to remain for games as spectators must be accompanied by a parent or an adult who is serving as their chaperone.

### **St. James School Song**

Hail to the yellow, Hail to the blue!  
Hail to our school with hearts stout and true!  
Hail to our team to thee we pledge our loyalty! Rah, Rah, Rah!  
Shoulder to Shoulder, forward to win!  
Onward to victory, never give in.  
Fight on tonight, oh St. James Fight for victory! Rah, Rah, Rah  
C-C-C-R-U, S-A-D-E-R  
C-R-U-S-A-D-E-R  
Crusaders, woot-woot  
Crusaders, woot-woot  
Crusaders!!

### **Fire Drills, Tornado Drills, Lockdown**

Fire drills are conducted on a monthly basis is mandated by the state of Indiana. Lockdown drills in school evaluations will be conducted at least once a semester. We are especially proud of our St. James Lutheran School students conduct during these drills and will continue to insist on complete silence during each drill for your child protection and safety.

### **St. James Lutheran Church, School & Early Childhood Crisis Plan**

The St. James Lutheran School crisis plan has been developed to address emergency situations such as natural disasters or security issues on campus. Copies of the crisis plan is available in every classroom, computer lab, school

and church office, gym and music room.

### **Emergency Closing**

St. James Lutheran School strives to stay open every single day of the school year, especially during times of inclement weather. With this in mind, parents are asked to decide if and when the roads are safe to bring their children to school. Students will not be marked tardy on days that there is a weather delay. Parents will be contacted about delayed openings or cancellations through the use of WLF I – TV 18, our website ([www.stjameslaf.or](http://www.stjameslaf.or)), Facebook, and Twitter. Parents are encouraged to keep their contact numbers up-to-date in our Harmony SIS to ensure the information is correct.

### **School Telephone**

The office telephone is for school business purposes only. The following guidelines are in place to ensure that it is available for school use.

1. Children may use the office phone while supervised for school business or for an emergency.
2. Non-school related telephone calls are not permitted during school or after school hours. To instill responsibility, children will not be permitted to use the phone to obtain forgotten items left at home (lunches, band instruments, gym uniforms, books, homework, etc.)
3. Children will not be allowed to use the telephone after school to make social arrangements. These plans should be finalized at home.
4. Parents are encouraged to use good judgment and making calls to students during school. This is a convenience to be used only in cases of emergency. Students will not be called to the phone unless is deemed an emergency. Parents may leave a message for their child, if necessary.

### **School Supplies**

List of required school supplies will be furnished to parents in a July mailing and will be posted on the St. James website. Teachers may also ask for additional supplies throughout the year. Please check periodically through the school year to see that your child still has an adequate amount of the needed classroom supplies.

### **Lost & Found**

All lost and found articles of value are to be turned into the school secretary. The lost and found box for clothing, lunchboxes, etc. can be found in the hallway outside of the principal's office. Any items that do not find their rightful owner within a designated time will be donated to the local charity at the end of each quarter.

### **Pictures and Yearbook**

A picture of each student and a class picture are taken every school year. The family has the option of choosing from a variety of packages to buy or may elect not to purchase any pictures. The school pictures are also used in our school yearbook. Pre-sales for the school yearbook are available on registration and again in January. We will order a limited number of copies beyond the pre-sale amount, so it is important that you order early. Your books will be distributed to the students in May.

### **Home/School Communications**

News and Notes, the school newsletter, is published each Monday in an effort to provide parents information about what is going on at St. James Lutheran School. E-copies of the News and Notes are emailed every Monday, however, a hard copy of the News and Notes may be requested through our school office. You can also find a copy of the News and Notes on the St. James website at [www.stjameslaf.org](http://www.stjameslaf.org). The website also contains a copy of school forms, classroom pages, hot lunch menu, events calendar, and the latest sports news. If you encounter any problem with the website, please contact us.

### **Parent Teacher League (PTL)**

St. James Lutheran School Parent Teacher League meets on a regular basis. All parents are encouraged to be active

in this organization. The purpose and function of the PTL is to provide educational opportunities for parents, to support the school through fundraisers for school supplies and equipment, and to improve teacher appreciation and communication between the parent and teacher.

### **Special Gifts**

Parents, alumni and friends of St. James Lutheran School may desire to give a financial gift or specific item to the school. Gifts such as these are deeply appreciated, because it is through these generous gifts that we are able to further enhance the quality Christian education, St. James Lutheran School provides for our students. St. James Lutheran School is a nonprofit organization and all gifts are tax deductible. For further details, please contact the school office, principal, or business manager of St. James Lutheran Church & School.

### **Worship Opportunities**

St. James Lutheran Church offers a variety of times of worship each week. If you do not have a church home, please feel free to join us for any of the following services. In addition throughout the year, Pastor French & Pastor Heckert offer adult education courses that provide an in-depth look at Lutheran theology. You can contact the church office at 765-423-1616. During Advent and Lenten season, midweek services are available in the evening.

Traditional Worship Services at St. James Lutheran Church

Sunday Service	8:00am & 10:30am
Sunday School/Adult Bible Study Hour	9:15am
Saturday Service	6:00pm

### **Non-Discriminatory Policy**

St. James Lutheran School admit students of any race, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic and other school administered programs.

### **Conclusion**

Our vision and mission at St. James Lutheran School is “With God as our foundation, we educate and equip for service, for Christ, the mind, heart, and spirit of the 21st Century learner.” That is something we cannot do by ourselves, it takes congregation members, parents, teachers, and students working together to develop a loving, caring, safe environment where students can grow in their faith and knowledge each and every day. As one Christian family, we should strive to do all that is necessary to provide a proper Christian atmosphere. The greatest benefits for each St. James Lutheran School student can be achieved through our mutual cooperation and prayer. Christ answers the prayers of His faithful people. May we join in fervent prayer that our Lord will grant us His wisdom and blessings in our effort to bring our children up in the nurture and admonition of the Lord!

### **Notice to Parents & Students**

St. James Lutheran School Board hereby gives public notice, as required by the amended family educational rights and privacy act of 1974, to all parents of students under the age of 18 and students 18 or older that:

1. St. James Lutheran school maintains the following educational records directly related to students:
  - Academic Records
  - Personal Information records
  - Disciplinary Records
  - Attendance Records
  - Health Records
  - Progress records



- Standardized testing records
2. Access to education records is limited to the following individuals or organizations during regular school hours in the school office:
    - Parents of students under 18
    - Students
    - Officials of the Indiana District—LCMS who have a legitimate educational interest
    - State and local officials to whom information is required to be reported
    - Certain testing organizations
    - Accrediting organizations
    - Appropriate persons in connection with an emergency
    - Pursuant to subpoena or court order
    - To any person with the written consent of the parent of students under 18 or the student over 18
    - To a school or schools in which a student seeks or intends to enroll
  3. St. James Lutheran School policy requires that education records be kept to an **essential and relevant minimum**. Records are reviewed at the end of each school year and that non-essential or irrelevant materials are deleted.
  4. St. James Lutheran School policy limits the right of access to education records to the persons and under the circumstances indicated in paragraph 2 above. St. James Lutheran School policy provides that explanation and interpretations of records are available upon reasonable advance notice. Some records, such as standardized test scores and other material of a typical nature may only be reviewed with the person qualified to interpret or explain such material and records. St. James Lutheran School policy provides the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.
  5. Student directory information may be released without prior consent unless the parent or student informed the principal or school secretary within a reasonable period of time that any or all of the information should not be released without prior consent. Directory information includes: parents and students name, students address, telephone listing.

This Handbook was  
Approved & Adopted by St. James Lutheran School Board of Education  
August 16, 2016

## **This Handbook**

It should be noted that this handbook, while it consists of the major issues and operations of St. James Lutheran School, does not encompass all issues and circumstances that may come up during the course of a school year. While a policy or rule portrays the “black & white” nature of an issue, there may be circumstances that create a “gray” issue (one that does not fully meet the policy) or an issue that simply is not listed in this handbook. When these circumstances arise, the Principal will determine the best policy to address t

