

Saint James Lutheran School
Parent and Student Handbook
2025-2026



ST. JAMES
L U T H E R A N
— S C H O O L —

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Updated by the Board of Christian Education (BoCE), May 2025. Revision August 2025.

What's New in the Handbook This Year?

School Ethos and Classical Curriculum

Withdrawal fee of \$1,500 if withdrawing a student after April 30 for the next school year.

Withdrawal of a student after June 15 results in withdrawal fee of full tuition and fees for the next school year.

Parent volunteer expectations of 3 hours per quarter.

I. LETTER FROM THE PASTOR

Dear Parents,

The Bible celebrates children as gifts from God. Jesus himself was particularly concerned that children be brought into the kingdom of God and formed by sound teaching (Lk 18.16). We at Saint James Lutheran School are honored that you have chosen us as partners in your children's education and Christian formation. An excellent education is a vital part of bringing children into responsible adulthood, engaged citizenship, and Christian faithfulness.

The goal of St. James Lutheran School is to bring education and the way of salvation together in the training of your children. We stand in an advantageous position with our ability to draw on the experience and standards of excellence of The Lutheran Church—Missouri Synod schools — the second largest parochial school system in the United States, with more than 2,200 schools serving communities like ours. It was the Lutheran tradition in 1564, at the Old Latin School of Wittenberg, Germany, that first gave girls equal footing to gain a classical education with boys. We are proud to further that commitment to provide all children a Christian education in a loving, safe environment.

Academic excellence is expected from students and faculty. We provide a classical model of education, emphasizing mastery of language, mathematics, science, and history. Your engagement with your children's education will have a direct bearing on their love and appreciation for goodness, truth, and beauty. Your involvement in their studies, events, sports, and worship promises to galvanize their friendships and graduating class in enduring and impactful ways.

What makes St. James unique is our fidelity to Holy Scripture and the sacred liturgy of the Church. In addition to aiding your child to attain high academic standards, we will also “read, mark, learn, and inwardly digest” the Word of God and celebrate it in the inherited liturgies of Christianity to strengthen their faith and form their character.

May our Risen Lord Jesus bless our partnership.

“I have not greater joy than to hear that my children are walking in the truth” (3 John 1.4).

Rev. John J. Bombaro, Ph.D.

Senior Pastor, Saint James Lutheran Church and School

Feast of Saint Philip and Saint James the Lesser

II. PROFILE OF SAINT JAMES LUTHERAN SCHOOL

1. STATEMENT OF FAITH

- A. We believe, teach, and confess that the canonical books of the Bible, both the Old and New Testaments, are the only verbally inspired infallible, authoritative, inerrant Word of God, fully sufficient for all of faith and life.
Verbum Dei manet aeternum (The Word of God abides forever) - God's Word is true, immutable, and the foundation of all that we do, think, and teach at Saint James.
- B. We accept without reservation the confessional writings of the Evangelical-Lutheran Church, as found in the *Book of Concord*, as a true and unadulterated statement and exposition of the Word of God.
- C. **Lex semper accusat** (The law always accuses) - The Law of God shows us our sin and how much we need a Savior.
- D. **Gratuitus Dei favor propter Christum** (God's gracious favor for the sake of Christ) - All teaching, liturgy, and life at Saint James is Christological-determined by Christ Jesus. The Gospel predominates in all that we do and say.
- E. The best succinct summary of our faith is found in the Apostles' Creed, which is memorized by all our students:

I believe in God, the Father Almighty, maker of
heaven and earth.

And in Jesus Christ, His only Son, our Lord, who
was conceived by the Holy Spirit, born of
the virgin Mary,
suffered under Pontius Pilate,
was crucified, died and was buried. He
descended into hell.

The third day He rose again from the dead.

He ascended into heaven

and sits at the right hand of God the

Father Almighty.

From thence He will come to judge the living and the dead.

I believe in the Holy Spirit,

the holy catholic Church, the

communion of saints, the

forgiveness of sins,

the resurrection of the body,

and the (+) life everlasting. Amen

You are warmly invited to speak with a Pastor about any questions or spiritual needs you may have.

2. MISSION AND VISION STATEMENT

Mission

To cultivate the minds, hearts, and bodies of students through classical education and Lutheran catechesis.

Vision

SJLS will become the model for classical Lutheran schools.

3. PHILOSOPHY OF A CLASSICAL AND LUTHERAN EDUCATION

Classical

Wisdom, eloquence, and virtue—these are the goals, i.e., the fruit, that a classical education cultivates within its students. The ancients knew that education should be about more than “basic skills” and mere competency. A good education transformed, elevated, and refined the mind and the soul.

For thousands of years, the classical arts of learning were the standard for education. These arts were timeless and proven because they focused on the timeless and proven. The Good, the True, and the Beautiful were the objects of this sort of education. Eloquent confessors and wise leaders were its results.

Our communities badly need just these sort of men and women. In an endless pursuit of the latest educational dogma, most of our schools no longer have the capacity to judge what is Good, True, and Beautiful, much less teach it. In forsaking the soul for the mind, they have forgotten how to educate both. Classical Education is a return to excellence in teaching, curriculum, and expectations.

Lutheran

The first “Lutheran” schools were formed for the precise purpose of offering a classical education to a broader segment of the population than had ever been offered before that time. Martin Luther and the early reformers urged the local governments to set up schools patterned after the ancient academies of the Greeks and Romans teaching the seven liberal arts of grammar, dialectic (logic), rhetoric, aesthetics (music), empirics (astronomy), mathematics, and geometry. These schools became the model for the famous German “gymnasium” and the English “public schools” that set the standard for excellence in education well into the twentieth century – a standard severely eroded in recent decades. Yet this rich heritage of classical Lutheran education has not been lost. Saint James Lutheran School is dedicated to continuing in this great tradition.

4. SCHOOLETHOS

Confessing the Christian faith, cultivating the intellect, refining the character.

Christological – Saint James Lutheran School was established by a community of Christian believers to spread our holy faith as taught by Holy Scripture and preserved within the liturgy to children uninitiated in the faith, and to strengthen the faith of believing children. The Word of God is a constant presence in the school; as a regular and daily feature of the life of the school, prayer, worship, and the proclamation of the Gospel will frame classroom instruction. The school considers the Church of the Unaltered Augsburg Confession to embody the purest expression of the Gospel, and the school always keeps its mission and curriculum consonant with the Church’s confession of faith.

Classical – Saint James Lutheran School’s core curriculum provides for instruction in the liberal arts and sciences. This entails, but is not limited to, literature and English composition; world languages; Church, World, and American history; arithmetic and Algebra; music and fine arts; and the Earth sciences. Each student will be expected to develop an aptitude in these academic areas. The school will work with each student toward achieving mastery in all of these academic areas. One of the greatest treasures of the Lutheran heritage is its emphasis upon a rigorous parochial education; Saint James Lutheran Church stands within that tradition and seeks to perpetuate it. Saint James’ parish school has always acknowledged both the intrinsic merit and usefulness of the liberal arts and sciences. The study of these subjects reveals the glory of God to the student, while enabling the student to glorify God through knowledge, wisdom, and worship.

Christian Character Formation – Saint James Lutheran School believes that good deportment completes an education. To that end, Saint James’ teachers shall instill in their students an awareness of the duties of Christian citizenship, especially encouraging civility and mercy toward one’s neighbor. In addition to requiring its teachers to lead by example, the school uses Scripture and literary works to shape the good moral habits of Saint James’ students.

5. CLASSICAL CURRICULUM

With Christ at the center, Saint James Lutheran School is a classical school providing excellent education in all academic subjects. Classical education values all branches of learning. Expectations are high, discipline is consistent, and memorization is vital. The classical curriculum cultivates in the students the ability to think broadly, deeply, and creatively.

The classical curriculum concentrates on the liberal arts, is teacher-directed, integrated, and rich in content. We believe this curriculum will provide students with the tools and enthusiasm for learning. It is based on reason and employs the model of the ancient Greek trivium and quadrivium:

Grammar - knowledge, memorization **Logic** - understanding, questioning **Rhetoric** - application, creativity

Grammar, logic, and rhetoric will be emphasized in all subjects. By grammar, we mean the fundamental rules of each subject (we do not limit grammar to language studies). In English, a singular noun does not take a plural verb. In logic, A does not equal ~A. In history, time is linear not cyclic. Each subject has its own grammar which we require the student to learn. This enables the student to learn the subject from the inside out.

The logic of each subject refers to the ordered relationship of that subject's particulars. What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to each other (logic), they are learning to *think*. They are not simply memorizing fragmented pieces of knowledge.

The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be as coherent as possible. It is not enough that the 'history' or 'science' is correct. This must also be expressed well.

Subjects of study in the K-8 School include:

Christian Formation
World Language (MS)
Literacy & Literature
Logic and Rhetoric
Writing & Handwriting
Mathematics
History
Grammar
Spelling
Science
Art
Music
Health
Technology
Physical Education

A list of required school supplies will be communicated to families in July.

Classical education is a way of learning that your child will quickly and easily adopt. It is designed to harness their abilities and acumen, which is why it comes naturally to young students. You, as parents, will delight to see them gain a love of learning and experience the world with all of its beauty, truth, and goodness.

III. Organization

1. AFFILIATION

Saint James Lutheran School is a vital part of the ministry of Saint James Lutheran Church and is one of over 2,200 Lutheran Church—Missouri Synod (LCMS) schools, serving more than 200,000 students nationwide. Originally established in downtown Lafayette, Indiana in 1850, Saint James has thrived for 175 years serving the surrounding community.

2. MISSION OPPORTUNITIES

In addition to our school chapel services, Saint James Evangelical-Lutheran Church also provides:

- Divine Service, celebrated each Sunday at 8:00 A.M. and 10:30 A.M. with regular Sunday School and Augsburg Academy classes at 9:15 A.M. for ages three through adult.
- Wednesday Evening Mass at 6:00 P.M.
- Catechesis (Instruction towards Holy Baptism, First Holy Communion, or Confirmation), by arrangement with the Parish Pastor/s.

* Faithful church and Sunday School attendance is strongly encouraged for both children and their parents. Those without a church home are invited to join us in worship to receive the blessings of the Gospel. Your family experience promises to be greatly enriched with the family of God and Christian devotion.

3. BOARD OF CHRISTIAN EDUCATION

Saint James Lutheran School is a mission of Saint James Evangelical-Lutheran Church. The Board of Christian Education (“Board/BoCE”) serves Saint James Lutheran School by adopting a clear statement of the school’s mission, vision, and strategic goals, and by establishing policies and plans that support them, while ensuring care for students and their families, as well as academic excellence.

The Board is comprised of members of Saint James Lutheran Church, elected by the congregation for rotating two-year terms. The Board is responsible for corporate governance; the development of school policies and procedures; ensuring that the school and the Board operate in compliance with applicable laws and regulations; and setting the annual school budget and tuition. The chairman of the Board of Christian Education is elected by the Board and serves on the Parish Planning Council (PPC). The PPC serves as the operating element of the Voters Assembly. The pastors of Saint James are ex officio members of the BoCE, advocating for godliness, faithfulness, and Christian care.

The primary work and focus of the Board is long-range and strategic. Saint James’ Headmistress or Designee is responsible for the daily operation of the school; the Board is responsible for the support and oversight of these operations.

Working closely with school and church leadership, the Board works to ensure that the mission, vision, and values of Saint James Lutheran Church and School are effectively fulfilled and realized in all areas of school life.

4. PARENT TEACHER LEAGUE

The Parent Teacher League (PTL) is a great place for parental involvement and support. It is organized for the purpose of supporting the education of children at Saint James Lutheran School through volunteer parental involvement and by encouraging relationships among the teachers, administrators, staff, BoCE, and parents. In keeping with its purpose, the PTL shall be educational and devoted to child welfare interests and will not engage in any activities that are against Saint James Lutheran School’s policies or procedures.

5. SCHOOL ADMINISTRATION

The school's administration is here to help you in all aspects of your child's education. The Board of Christian Education and PPC establish all policies regarding the administration of the school. The Senior Pastor is the administrator of the church and the BoCE is supervisor of the Headmistress. The Headmistress, in cooperation with the faculty, is responsible for the execution of all policies and guidelines established by the BoCE, PPC, and Congregation. We welcome your cares, concerns, and ideas. We are here to serve you.

6. STAFF

It is our goal that all staff members be members of congregations of The Lutheran Church—Missouri Synod. All staff accepts our Statement of Faith. Full-time faculty has earned at least a Bachelor's Degree and is academically and theologically competent to teach to the highest standards. Most staff members are part of our church family, too, and will be happy to tell you about the joy of faithful Christian living.

7. PROFESSIONAL ACCREDITATION AND AFFILIATIONS

Saint James Lutheran School is fully accredited by the State of Indiana and the National Lutheran School Accreditation (NLSA).

SJLS is a member of the Consortium for Classical Lutheran Education.

IV. ADMISSION

1. ADMISSION AND ENROLLMENT PROCEDURES

The following information and policies helps St. James and students' families work together with understanding and shared effort. Parents seeking to enroll children at Saint James Lutheran School must follow these published admission procedures: Upon return of a completed application, application fee, and authorization of release of educational and health records from previous schools, a student with parent interview and tour is scheduled. The interview with the family is conducted with the Headmistress, Designee, or Admissions Staff.

Parents of all students are required to read the *Parent/Student Handbook* and return a signed copy of the Saint James Lutheran School Parent Agreement form along with the non-refundable registration fee to complete enrollment. All new students are subject to a 90-day probationary period, after which time the student continues as a regularly enrolled pupil.

Saint James Lutheran School reserves the right to place new and returning students at the appropriate instructional level. Consultation with parents and the age of the student is always considered, but final placement is based on meeting promotional standards, teacher assessment, standardized tests, previous records, and the content of the classical Lutheran curriculum. Kindergarten students should be five years old by August 1st.

While teachers and administrators work to faithfully provide parents with feedback about student behavior and academic progress in a transparent and timely manner, SJLS is not staffed to serve children with severe behavior disorders or learning disabilities, and SJLS teachers are not certified to or permitted by law to diagnose a learning disability or behavior disorder. Please see Health Records, Illness, and School Attendance for further information.

Enrollment is not limited to Lutherans, but matters of faith will be taught exclusively in accord with the Holy Bible and the *Book of Concord*.

Parents understand that a positive and constructive working relationship between parents and SJLS is essential for an outstanding educational experience. SJLS retains the right to discontinue a child's enrollment if SJLS concludes, in its discretion, that a parent's actions make such a positive and constructive relationship impossible or otherwise seriously interfere with the accomplishment of the SJLS mission. We will make every effort, however, to respond fairly and in a timely manner to parent inputs, so that our joyful and positive environment may flourish.

2. NON-DISCRIMINATORY POLICY

Saint James Lutheran School gladly admits students of any race, color, or national/ethnic origin to all the 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, or national/ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

3. SCHOOL HOURS

The school day begins at 8:00 A.M. and ends at 3:00 P.M. Special schedules are listed on the school calendar and will be announced in advance.

There is no staff supervision on the playground before 8:00 A.M.; therefore, parents are responsible for their children until this time. The school is not responsible for any injury, behavior, or discipline problems that may occur on the playground before 8:00 A.M., outside of school hours, or beyond After-School Care activity.

Students may enter the cafeteria for breakfast at 7:30 A.M. Only those students who have made arrangements with teachers are allowed in the classroom/s before 7:45 A.M. Students arriving between 7:45-8:00 A.M. may report directly to their homeroom classroom.

Due to our rigorous curriculum and schedules, the fewest number of interruptions is ideal to maintain the learning environment.

The school office is open from 7:30 A.M. until 3:15 P.M. Individual classrooms are not open after school, so they may be cleaned. Personal and homework items left behind can be retrieved the following day.

After-School Care:

Children enrolled in After-School Care must be picked up by their designated pick-up time (indicated on the After-School Care Enrollment webform) or notify the Early Childhood Director of a change, otherwise, we regret that late fees will be assessed.

After-School Care sign-in/pick-up logs will be reviewed at the end of each week. For each late pick up after the second, participation in After-School Care will be reviewed by the Administration.

If a parent or authorized adult will be late, it is their responsibility to notify the office as soon as possible.

4. TUITION AND FEES

Tuition and Fees:

For convenience, the tuition balance is paid in ten equal installments from August through May through the FACTS Management System. Payments can be made by credit card or bank transfer on the date of your choice each month. Cash will be accepted in the Church Business Office only. Tuition Assistance may be available to those who qualify. The following opportunities are available to families who complete a Grant and Aid Application, which is accessible on their tuition payment plan account: School Choice Scholarship and Lutheran Scholarship Granting Organization (SGO) Funds.

To learn about additional assistance opportunities such as Church Partner Scholarship, Helping Hands Scholarship, and Raise Right/Scrip Tuition Credits, please contact the Director of Financial Aid at financialaid@stjameslaf.org. Your tax return and/or additional income verification will be required for all aid assistance.

Incidental fees, including lost books, yearbook, technology fee, etc. may also be processed through FACTS.

Late charges and fees apply if a transfer is attempted and adequate funds are not available.

Current tuition, fees, and After-School Care rates can be found on the Tuition & Fee Schedule on mysjls.com.

It is our goal to post tuition, fees, and scholarship opportunities by March 15 each year. Please note that the financial aid plan may only be made available after the Indiana Department of Education approves.

Withdrawal Fee:

A withdrawal fee of \$1,500 is charged for students withdrawing from the school between May 1 and June 15 of the year preceding enrollment, as staffing decisions must be confirmed by the end of the school year. Full annual tuition and fees for the upcoming school year are due for any student who has enrolled and withdraws on or after June 16, as staff contracts have been offered and agreed to. This includes the full amount of tuition for families receiving tuition assistance. Please refer to the Parent Agreement for more details.

The release of student records is contingent upon satisfactory resolution of all financial obligations. Though we anticipate preparation of records for graduating 8th graders, please allow 3-5 business days for records requests/transfer of records requests.

5. HEALTH RECORDS, ILLNESS AND ATTENDANCE

Health Records:

To comply with state law, all students must have a birth certificate and current immunization record on file. Students without such documentation will not be permitted to attend school until the appropriate paperwork is received. Students with exemptions require documentation from a healthcare provider. Religious exemption forms for vaccinations are available in the school office for your convenience. Please note that religious exemption forms must be notarized.

Please contact the school office with any questions or concerns related to health records at schoolsecretary@stjameslaf.org.

Cognitive/Behavioral Diagnoses:

Saint James teachers are eager to assist students and families of students with cognitive and/or behavioral diagnoses but are not certified to diagnose or treat any diagnoses. As with all students, teachers rely heavily upon regular parental communication, and are also available to speak with, meet with, and receive consultation from therapists or medical professionals with parental consent.

Medication Authorization:

Saint James Lutheran School cannot dispense prescription medications of any kind, including ointments and salves, without a signed Medication Authorization form. Please assist us by using a copy of the Medication Authorization Form whenever your student needs medication. All medications should be provided to the school office at the beginning of the day. The Medication Authorization Form along with any other relevant information and instructions must be included. All other medications must be administered by the parent. Students may not self-administer any medications.

Absence Due to Illness:

When determining whether a child is well enough to attend school, please consider the following questions. Is the child well enough to participate normally in usual school activities without the aid of medications? Is the child contagious? Is the student unusually fatigued or irritable?

Mild cold symptoms should not exclude children from school. Severe repetitive coughing, significant nasal drainage, difficulty breathing, rash, drainage from eyes, and/or severe sore throat are more significant symptoms that require time away from the school setting.

Any student with a fever of 100 degrees or above is considered contagious for 24 hours after the fever has ceased without analgesic. Students with vomiting or diarrhea should remain home for 24 hours after the last episode. These students should also be tolerating solids foods well prior to returning to school. Students with lice may return to school 24 hours after proper treatment is completed.

Children who contract highly contagious diseases such as measles, mumps, chicken pox, head-lice, or conjunctivitis (pink-eye) may not return to school until they are completely through the contagious stage-the student has been on medication for at least 24 hours or with a doctor's written permission regarding returning to the school.

Please consult with your medical provider if you are in doubt regarding the contagion period or school attendance. Students may return to school within the 24-hour period if they have been cleared for school attendance and provide a note from their healthcare provider.

An Emergency Contact and Treatment Information and Authorization form must be completed for each child, so that swift notification may be made. Parents/legal guardians are responsible for ambulance and emergency related fees.

Additionally, kindly submit physical examination forms to the Athletic Director to ensure eligibility/participation in competitive sports. Then, go have a great Crusader season!

V. SCHOOL GUIDELINES

1. SCHOOL STANDARDS AND DISCIPLINE GUIDELINES

Cooperation between the home and the school in the interest of the child is a necessary goal of education. In Christian education, the home, the church, and the school must work together closely. We are honored to be working *in loco parentis*. This phrase means "in place of the parents" while your child is in the classroom and chapel.

Students are expected to respect the School Standards, honor their authorities in all circumstances, behave with decorum, and interact kindly with their classmates. The goal of teachers at SJLS is to model restorative discipline, understanding that each disciplinary situation is unique to each individual child. We expect that students will exhibit sinful behavior, regularly confess and receive forgiveness from classmates and teachers, and will offer forgiveness freely when they receive an apology from a classmate or teacher. Such behaviors praise the Lord..

School Standards

Excellence in all things: academic, physical, social, moral, spiritual. Truth
in all things: personal, academic, theological.

Love to all people: showing respect, compassion, and mercy. Honor to all
in authority: parents, teachers, administrator, pastor.

Faithfulness in every responsibility: relationships, possessions, reputation, faith, and worship.

The following behaviors considered grounds for discipline, not only during school hours, but also at school activities, field trips, and academic/athletic contests:

- Physical aggression – intentional, malicious harm such as pinching, pushing, biting, hitting, kicking, tripping, using a projectile, or any other action, which causes harm to another student or teacher.
- Bullying
- Truancy
- Lying
- Cheating
- Stealing
- Property damage
- Obscenity
- Direct defiance or intimidation
- Tobacco or vaping
- Inappropriate use of technology and/or social media (see other portion of this policy)
- Actions, attitudes, and behaviors which damage school culture or reputation
- Failure to demonstrate good faith effort to uphold school standards
- Failure to respond to discipline and correction with contrition and repentance

The purpose of any discipline is to promote forgiveness, reconciliation, restoration, and maturity. Such discipline, then is done with love

and purposed toward godly outcomes.

The following methods of communication, correction, and consequence may be used:

a. Child and Teacher

The teacher will apply appropriate, logical consequences for misbehavior (such as a nonverbal warning or tap on the shoulder, clarification of what the student should be doing, discussing the situation with the student in the hallway, a call home for reinforcement from parents, removal from class, separation from other students, or helping the school by cleaning the classroom, sharpening pencils or another act of service).

Repeated misbehavior or deliberate disruption to the class will result in parent communication. When parent and teacher work together, the student takes greater responsibility and works toward virtuous outcomes.

b. Child, Teacher, and Administrator or Designee

If the problem is not resolved in step one, an Administrator or pastor is included to help bring about the appropriate resolution. Possible consequences for misbehavior include a call to parents, writing and delivering apologies, loss of privileges, or the child being sent home for the remainder of the day or full and multi-day suspensions. The student may also be placed on probation at any point, which will be signified with a letter and require a personalized plan of improvement.

c. Child, Teacher, Administrator or Designee, and Parents

If the efforts of step two do not resolve the conflict, an Administrator and/or pastor may require a meeting with teacher, parent(s), and child. If a resolution cannot be achieved at this point, additional suspensions or dismissal are possible options. In cases of flagrant misbehavior (e.g. rank disrespect, lying, cheating, stealing, profanity, physical aggression, irreverence), steps two and three may be employed immediately.

Probation

While not every student will face the language of “probation” given a younger age and stage, any written letter regarding behavior marks a probationary status and will be included in a student’s permanent record, which could be shared with future schools. Along with this written notification, the student’s parent(s) will meet with the teacher and administrator and/or pastor.

The following will result:

- i. A meeting with parents, student, and school personnel (teachers and/or administrators)
- ii. The student is no longer eligible to participate in extra-curricular offerings

The following may result:

- iii. Personalized plan of behavioral improvement
- iv. Required service to the school
- v. Cost associated with replacing or repairing damaged items
- vi. Loss of tuition assistance
- vii. Expulsion (upon recommendation of Administration and approval of Board of Christian Education)

Of course, the top priority is amended behavior and to gain something positive as quickly as possible. Our administrators and pastors are here to ensure timely and constructive outcomes.

Prohibited Items

In order to promote a safe and comfortable learning environment for everyone, students are not permitted to bring computers, tablets, smart watches, or phones, or any other personal devices to school, unless they are turned off and stored in a locker or submitted to the school office (or administrator or teacher) and picked up at the end of the school day. Found items will be confiscated for a one-day period and require parent pick-up. Students may use school-issued devices under the direct supervision of faculty.

Toys, valuable items, laser pointers, and dangerous implements are prohibited at school. Books, media, and other material with inappropriate content are an unnecessary distraction to the culture the school and will be confiscated.

2. GRIEVANCE GUIDELINES

The most effective means toward conflict resolution is to initiate honest and open communication. It is the responsibility of the Headmistress, Administrator, or Designee to help facilitate this process and bring about reconciliation.

The purpose of the Grievance Guidelines is to build and sustain the love which God commands us to have toward our neighbor and to improve our school. Ephesians 4: 25-27, 31-32, is especially significant for this purpose:

Therefore, putting away lying, each one speak truth with his neighbor, for we are members of one another. Be angry, and do not sin, do not let the sun go down on your wrath, nor give place to the devilLet all bitterness, wrath, anger, clamor, and evil speaking be put away from you, with all malice. And be kind to one another, tenderhearted, forgiving one another, just as God in Christ also forgave you.

Likewise, these guidelines will help us keep James 3: 11-12:

Do not speak evil of one another, brethren. He who speaks evil of a brother and judges his brother, speaks evil of the law and judges the law. But if you judge the law, you are not a doer of the law but a judge. There is one Lawgiver, who is able to save and to destroy. Who are you to judge another?

We expect all matters of concern to follow the general outline of Matthew 18: 15-17:

Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church.

Matthew 18 directs us first to the person with whom we have the concern. If a parent is concerned about an academic, classroom, or other matter at SJLS, he or she is to initiate honest and open communication. In most cases the concern is quickly resolved and a stronger relationship is formed.

If unresolved, the grieved party may ask for intervention and support from the next level of authority. Every effort will be made to bring about communication between the parties involved leading to resolution and Christian reconciliation (Matthew 5: 23-24).

The order of authority in any concern is:

- viii. First and foremost, to the person with whom we have a concern as noted above.
- ix. Otherwise, the following order should be observed:
 - 1. Teacher
 - 2. Headmistress, Administrator, or Designee
 - 3. the Pastor and Board of Christian Education

It is the responsibility of the Headmistress, Administrator, or Designee and pastors to help facilitate this process and bring about reconciliation. Following our Lord's guidance allows for a fair and honest hearing of aggrieved parties, but also an expressed desire for a swift and peaceable resolution, in keeping with the will of our gracious Savior.

3. ACADEMIC GUIDELINES

1. Grading Scale

100% A+	77-79% C+
93 - 99% A	73-76% C
90 - 92% A-	70-72% C-
87 - 89% B+	67-69% D+
83 - 86% B	63-67% D
80 - 82% B-	60-62% D-
	59% and below F

Marking Key

4 = Outstanding performance on objectives 3=
Meets objectives majority of the time
2 = Inconsistently approaches
1 = Unable to meet objectives
0 = No evidence

2. Report Cards and Conferences

Physical report cards are issued at midterm and at the end of each quarter, with the exception of fourth. Final report cards including fourth quarter may be accessed by school families using Harmony one week after the last day of school.

Two conferences are held each year to discuss each child's progress in schoolwork, achievement, and classroom behavior. Parents or teachers may schedule additional conferences as needed. Conferences are a great opportunity for teacher/parent feedback and for engagement in the learning process.

3. Promotion and Retention

Saint James Lutheran School retains the right to determine whether or not students enrolled in any grade will be retained or promoted. While a parent conference may convene, decisions made by the school are final. If a student fails two or more classes at the third quarter, the student will be retained unless the Headmistress or Designee approves an exception. Saint James Lutheran School may also recommend or require retention if for any reason a student does not demonstrate proficiency, academically, socially, or in terms of personal responsibility.

4. Academic Probation

While such occasions are rare, a student may be placed on probation at any point if any of the following occur:

- his/her grade for any course at the midterm or end of a quarter is a D+ or lower (or the mark of 0),
- he/she has cheated on any assignment or plagiarized work with the exception of K-2 students who are learning not to look at their classmates' papers.
- he/she evidenced such a poor attitude and motivation academically that the administration deems it wise to address proactively.

While few students may face the language of "probation" (given a younger age and stage), any written letter regarding behavior marks a probationary status and will be included in a student's permanent record, which could be shared with future schools. Along with this written notification, the student's parent(s) are encouraged to meet with the teacher and administrator, so that the best outcome may be achieved for the student.

The following will result:

- i. A meeting with parents, student, and school personnel (teachers and/or administrators)
- ii. The student is no longer eligible to participate in extra-curricular offerings

The following may result:

- iii. Personalized plan of academic improvement
- iv. Required service to the school
- v. Cost associated with replacing or repairing damaged items
- vi. Loss of tuition assistance
- vii. Expulsion (upon recommendation of Administration and approval of Board of Christian Education)

Three quarters without significant improvement may result in failure to be promoted to the next grade level or dismissal from school.

5. Academic Awards and Eighth Grade Graduation Requirements

The following academic awards are available:

Grades 3-8: Academic Honor Roll for no lower than a B- in all subjects and electives for 3 quarters.

Grade 8: O.M. Schnaible Valedictorian Award for a student who has attended St. James for grades 5-8. The highest cumulative GPA (on a 12-point scale) determines the award over 15 quarters (not 4th quarter of 8th grade).

Grade 8: Salutatorian for the second highest achieving eighth grader, determined by the same criteria.

Saint James Lutheran School retains the right to determine whether or not students enrolled in eighth grade may participate in the commencement ceremonies and receive a diploma. In general, eighth grade students who have met all academic and behavioral standards of eighth grade will receive a diploma and participate in the ceremony. It is a time of great celebration and recognition of achievements. Parents and families can anticipate an Awards Ceremony and Baccalaureate Mass with the Graduation Ceremony.

4. HOMEWORK

Homework is a daily and critical part of our curriculum. It is used as a constructive exercise for mastery of the subject, as well as an opportunity for parents to be actively involved with their children in their studies. The length of time it takes each student to complete homework varies on an individual level, depending on the student's ability, speed and work ethic. 10-20 minutes per grade level is a guideline for the approximate times it should take students to complete their homework per grade level. If this time varies in an extreme way from what the student is accomplishing, parents are encouraged to consult with their child's teacher.

Parents have the ultimate responsibility for following through with the consistent discipline of homework. Students' daily progress may be seen "live" using the Harmony Student Information System (SIS).

5. COMMUNICATION WITH SCHOOL PERSONNEL

School office personnel are typically available by phone from 7:30am-3pm. We welcome your calls, emails, and visits. If you need to contact your child's teacher, please send a note with your child, call the school office (765) 742-6464, or email the teacher. Teachers are not available during school hours and will not interrupt instructional time to answer phone calls or respond to email. Meetings with classroom teachers can be arranged directly with each teacher via phone or email.

6. ONLINE COMMUNICATION AND TECHNOLOGY USE

Classical learning involves the formation of the whole range of human habits—not merely filling the mind with facts, but enriching imagination, training attention, forming memory, disciplining the senses, and through these awakening the soul to the good, the true, and the beautiful. The aim at SJLS is to prepare children for deeply personal relationships that constitute worship, family, and citizenship.

The attention span of a child is a precious gift. Parents should limit the consumption of screentime on smartphones, digital devices, and gaming platforms. Families who invest in a formal classical schooling program should take care to foster the kind of environment at home that will enable their children to learn from great books, engage in focused study, experience contemplation and conversation, and appreciate beauty.

Pediatricians already advise parents to strictly limit their children's screen time. The latest research in child development, neuroscience, cognitive behavior, psychology, and sociology confirms the common-sense observations of most parents and teachers: an environment of digital screens dulls the soul. A child's brain has great potential for development, but the irresistible visual attraction of digital screens narrows and distracts a child's attention, limits physical activity, and debases the imagination.

SJLS expects all members of its community to behave in such a manner that the welfare of the community is not adversely impacted nor the reputation of the school brought into disrepute. SJLS thus expects faculty, staff, students and parents who interact online to uphold the same standards of honesty, respect, and consideration, in accord with the Christian ethos of the school, as they do in face-to-face interactions.

SJLS maintains online social media accounts to share news, information, and resources about the school, faculty and students with the SJLS community and the greater public. Members of the SJLS community are encouraged to follow

our social media activities and engage in a positive manner. SJLS's accounts are closely monitored. SJLS will remove any content that may be illegal, or deemed offensive, defamatory, obscene, or otherwise disruptive to the school community. SJLS will block users who fail to adhere to these standards and may take appropriate disciplinary action. SJLS's Social Media Policy sets standards for the use of social media.

Scope:

- This Policy applies to all faculty, staff, students, and parents.

Definition:

- "Social media" refers to online means of interactions among people in which they create, share, and exchange information and ideas.
- "Online" is defined as all forms of communication and expression that take place in virtual communities and networks; this includes, but is not limited to SJLS, blogs, microblogs, podcasts, social network sites, wikis, content sharing sites (e.g., photo, video, image or document), forums, mailing lists, discussion groups, chat rooms, instant messaging and mobile devices, or as content on any other digital or electronic medium.

Detail:

- SJLS has a zero tolerance against cyberbullying and each reported instance will be handled in accord with school and state policies, which may also result in reporting the abuse to local authorities.
 - Cyberbullying is any online act or behavior that deliberately threatens, harasses, or intimidates an individual or group of individuals; places an individual in reasonable fear of bodily harm or damage to the individual's property or damage to the individual's reputation; has the effect of substantially disrupting the orderly operation of the school.
- SJLS faculty, staff, students, and parents should not reveal personal information about another individual online nor publish names or photos of an individual without first obtaining permission.
- The use of AI is highly discouraged, but when included sparingly, it should be cited as any other source following MLA and/or APA style.

7. LUNCH AND SNACK

Parents may provide a morning snack and lunch for each student. Students remaining in After-School Care may bring a snack to consume after school. Soda, coffee/caffeine drinks, candy, fast food, or items requiring heating are not permitted.

Students may purchase a hot lunch including milk for \$3.50. Adult lunches including milk are \$5.00. Extra milk, side items, or entrees may be purchased for an additional cost. Lunch, milk, and "extras" prices are subject to change.

8. PARTIES AND BIRTHDAYS

Parties/birthdays may be celebrated once a month, on a day and at a time determined by the classroom teacher. During chapel, birthdays are celebrated in song by the student body.

Private birthday party invitations may not be distributed at school.

9. SCHOOL PROPERTY

Textbooks and other materials issued to students must be returned at the conclusion of their use. Parents will reimburse the cost of lost or damaged books beyond reasonable use. Students should at all times be good stewards of the physical property they use and enjoy, including desks and chairs, sports and playground equipment, and the building itself.

Lockers made available for student use are property of SJLS and may not be used to store items which may reasonably cause interference with school purposes. Students should presume no expectation of privacy, as the school retains the right to inspect the locker and its contents to ensure its use is as intended. Having a locker is good preparation for high school, so we encourage its use. Students are welcome to decorate its interior with appropriate and edifying items/pictures.

10. DRESS CODE

The personal appearance of students at Saint James Lutheran School should be modest and reflect a humble demeanor, as is fitting for a Christian school. A dress code helps inculcate a sense of harmony with the school and frees students and their families from concerns about style so they can focus on the goals of our school: “Cultivating the intellect, refining the character, confessing the Christian faith.”

The SJLS Dress Code is distributed prior to the start of each year and is available on Mysjls.com Parent Portal. All students are required to abide by the published dress code.

Tops:

- Solid-colored, striped, or plaid polo shirt, button down, sweater, or crewneck sweatshirt (no side pockets)
- Dresses in the color or print of your choice; must have at least a capped sleeve
- No objects or images are permitted; no hoods are allowed
- May not be revealing at chest or midriff

Bottoms:

- Solid-colored pants, shorts, skirts, or jumpers in khaki, navy, gray, black, or plaid
- Skirts may have floral or plaid, but no other objects or images
- Solid-colored leggings or shorts are required under skirts and dresses
- Bottoms should be mid-thigh or longer when viewed from the backside

Spirit Wear Fridays:

- Jeans without holes, rips/tears may be worn with SJLS spirit wear. Additional “All School Mass” and spirit days invite various colors or outfits to brighten the celebration. We encourage students’ participation to build community and heighten their school experience.

Shoes must include a heel or heel-strap; no flip-flops, slides, or slippers are permitted

Neatness, grooming, and proper hair care receive the same special attention as student dress at SJLS.

Clothing and grooming not specifically covered by the SJLS Dress Code will be considered by the faculty and administration on an individual basis. Students not dressed or groomed in keeping with the SJLS Dress Code will be issued a reminder and then will receive a Harmony discipline entry. A parent will be called for a change of clothes.

11. ATTENDANCE

A student enrolled at Saint James Lutheran School is expected to be present and on time every day school is in session as determined by the yearly calendar which can be found on mysjls.org.

Regular and punctual attendance is absolutely necessary for your child’s education and participation in the Saint James community. Please schedule vacations and appointments outside of school days, programs, and worship services. The student must be present at school by 11 A.M. (half-day) in order to participate in field trips, special lunches, or after school activities and performances.

If a student needs to be absent or tardy for any reason, the parents should contact the school office by note, email, or phone by 8:30 A.M. The attendance for each student will be reported on the student’s report card each quarter.

Excused absences or tardies must include appropriate documentation provided to the school: doctor’s note, funeral notice, unique educational opportunities as authorized by the IDOE and/or pre-approved by the principal.

Vacations during school days are discouraged. Days absent due to family vacations may be approved as excused or unexcused. These days will still count towards your total number of allowable absences per Indiana Code.

In any instance of your child being absent, the make-up work will be given the first day they return to school. Students will have a day to complete and return the work unless other arrangements are made with the teacher. At least 72 hours notice must be provided for requests of more than one day.

Tardiness:

Students should arrive by 8:00 A.M. Students arriving after the start of the day are considered tardy and should report to the school office to be signed in by a parent or guardian and receive a pink tardy slip to take to class. In consideration for classmates and teachers, parents should make every effort to be punctual.

Students will be marked as having an early dismissal if they leave prior to the 3:00 P.M. dismissal time. All students must be signed out and picked up from the school office.

Before the 5th tardy or early dismissal, the parent will be notified that the student is reaching the 5th tardy/early dismissal limit for the quarter. After the 5th tardy or early dismissal, a US Mail notification will be sent to the parent/s.

Upon 10 or more tardies or absences, the Board of Christian Education is authorized take additional action to uphold mandated provisions of the attendance policy. In doing so, it shall take into account the Headmistress, Administrator, or Designee's recommendation, parent commitment to school policies and the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.

Illness:

See the previous section on Health Records, Illness, and Attendance.

12. SAFETY DRILLS AND EMERGENCY COMMUNICATION

The safety of everyone at SJLS is an utmost priority; therefore, students practice quick, safe exits from the building during evacuation drills, which are held not less than once each month. Lockdown, tornado, and man-made drills are conducted once per semester. We will insist on complete silence during each drill for your child's protection and safety.

School Status Connect will be used to communicate with families regarding delayed openings, cancellations, or other school notifications. WLFI-TV 18 and our Facebook account may also be use. Please keep emergency contact information current in the Harmony SIS.

When there is concern about weather and travel conditions and the school remains in session, the final decision on the student's attendance is up to the parent.

The school office telephone may be used by students while supervised. Non-school related phone calls are not permitted. Changes in after-school arrangements should be made through the office before 2 P.M.

13. SCHOOL VISITORS, VOLUNTEERS, CHAPERONES, AND DRIVERS

All visitors to the school during normal operating hours must sign in at the main office. Visitors may not be left unattended with students and must wear a visitor's badge at all times to ensure the comfort and safety of all.

While SJLS appreciates all volunteer help, for the purpose of safety, those adults who have direct contact with students must submit to a criminal background check, including sex offender search. These checks will be conducted through a third-party vendor with the process managed by Saint James Lutheran School. Completion of the background check must be validated by the school office prior to a volunteer's service. Volunteers must resubmit to a background check every 2 years.

14. CUSTODIAL ARRANGEMENTS

It is vital for the students' safety that SJLS be kept aware of who serves as each child's legal guardian. For this reason, Saint James

requires parents who are divorced and families that are going through a divorce while their child is enrolled at Saint James to supply the school with (1) a copy of any custody agreement; (2) any court ruling affecting the relationship between home and school; and (3) any agreement between the parents that affects the relationship between home and school. Examples of things affecting the relationship between home and school include but are not limited to: the parent(s) to whom the school may release the child, the parent(s) to whom school communications should be directed, or the parent(s) responsible for payment of the child's tuition. Parents are responsible for supplying to the school updated copies of such arrangements, rulings, or agreements if material changes are made to them that affect the relationship between home and school. Personal and confidential information related to such arrangements, rulings, or agreements, will only be shared with faculty and staff when necessary.

15. CALENDAR

A school calendar is distributed at the beginning of the year and is available on the mysjls.com Parent Portal. It is the responsibility of the parent to review the calendar and daily schedule at the beginning of the school year. Occasionally the dates of events may change. These changes will be noted through email and classroom/school newsletters. Parents should be diligent and mindful of emails from school and the weekly/monthly newsletter/s.

16. LATE FEE AND PAST DUE DEBT COLLECTION POLICY

Saint James Lutheran School relies on timely payments of tuition and fees to pay teachers and staff, and fund school operations. Therefore, it is important that all tuition and fees are paid in a timely manner. Unpaid tuition and fees are late the day after the due date listed on FACTS. Late fees may apply. We appreciate your compliance in this regard.

A \$30 returned payment fee will be assessed if any payment attempt fails.

The SJLS Business Manager or Designee shall send a notice to any parent that has an unpaid late payment that is over 30 calendar days past due. The SJLS Business Manager or Designee shall send an additional and final notice to any parent that has an unpaid late payment that is over 60 calendar days past due. Such notices shall inform parents that any unpaid amount due that is over 75 calendar days past due may be sent to collections, which may impact the credit of the parent(s). The SJLS Business Manager or Designee will send any unpaid amount due that is over 75 calendar days past due to a collections agency for debt collection and shall inform the BoCE of the same. All such notices shall be sent to the parent(s) by mail.

SJLS may withhold student transcripts and re-enrollment until payment is made on any unpaid or late tuition, fees, lunch, or other past due charges.

SJLS is committed to discussing financial aid options for qualifying families. Families experiencing unexcepted or severe financial hardship, health issues, or other family circumstances may request relief through their Church Partner or from the Helping Hands Scholarship. Please seek assistance from the Director of Financial Aid in the church office.

17. PARENT/GUARDIAN AGREEMENT

Parents/Guardians of students at Saint James Lutheran School are encouraged to attend divine services with their children at their church or at Saint James Lutheran Church on a regular basis, so that parents and child may grow in our holy faith. Parents are expected to adhere to the following standards, so that a harmonious and joint effort between school and home is possible:

As a parent/guardian of a student at Saint James Lutheran School:

I have read the Statement of Faith and understand that the doctrine and practice of the Evangelical-Lutheran Church will be taught in the classroom and utilized during chapel.

I understand that my child is expected to memorize passages from Holy Scripture and/or Luther's Small Catechism each week and that

“Memory Work” will be graded.

I have read and am supportive of the school’s Philosophy of Education, Governance, and School Standards.

I have read the Parent/Student Handbook (accessible on mysjls.com Parent Portal) and understand and agree to uphold the policies included there.

I will support my child’s education by regularly reviewing Course Guides and other curricular materials provided by my child’s teacher, supervising assigned work, and encouraging quality, excellence, industry, self-discipline, obedience, good moral character, and good manners from my child.

I will attend the two scheduled conferences with my child’s teacher and meet additionally as needed.

I will serve the school/classroom/church at least three hours per quarter.

I understand Saint James is not/may not be staffed to serve children with behavior disorders or learning disabilities and I agree to pursue an alternative source of education if needed for my child.

I will encourage, edify, and aid the school, teachers, and staff to the best of my abilities by prayer, time, talent, and effort.

I will protect the reputation of the Saint James community and her members by speaking well of fellow parents, students, and staff at all times.

I understand that a positive and constructive working relationship between parents and SJLS is essential, and that SJLS shall have the right to discontinue my child’s enrollment, if SJLS concludes, in its discretion, that my or my spouse’s actions make such a positive and constructive relationship impossible or otherwise seriously interfere with the accomplishment of the SJLS mission.

I understand that if my child is ill, he or she will be kept home or will be picked up from school immediately.

I understand that my child is continuously enrolled at SJLS, each year, unless we notify the school office, in writing, of our intent to withdraw for the upcoming school year, by the published annual deadline.

I agree to meet the financial obligation of all tuition and fees as outlined on the Tuition & Fee Schedule.

I understand and agree that the following rules apply to the cancellation of enrollment or withdrawal of my student from Saint James Lutheran School:

1. Recognizing that the majority of Saint James Lutheran School’s expenses and obligations are incurred on an annual basis and must be budgeted in advance, I agree that, if I have not canceled my student’s enrollment (in writing to school Administration) on or before June 15 of the preceding academic year, I will be responsible to pay the upcoming full academic year’s tuition and fees. I understand that I will be responsible for a termination fee of \$1,500 if I cancel my student’s enrollment between May 1 and June 15 of the academic year preceding enrollment, in addition to the non-refundable deposit. Once the new school year begins, tuition, fees, and financial aid will be prorated for days attended should a withdrawal be necessary.
2. I agree that if I cancel my student’s enrollment after June 15 of the academic year preceding enrollment, the School will not be required to refund payments or cancel unpaid obligations for any reason whatsoever, regardless of my student’s absence, dismissal or withdrawal for disciplinary, academic, personal or other reasons, or in the event of School closure due to disaster or pandemic.

The Saint James Lutheran Board of Christian Education (“BoCE”) has sole discretion to waive or modify tuition and fee obligations.

Families with student(s) enrolled at SJLS may request modifications to their tuition and fee obligations if they are experiencing unexcepted severe financial hardship, health issues, or other family circumstances. Families who wish to request such relief shall submit documentation to the BoCE sufficient to verify their claims, such as providing bank statements, unemployment records, and any other records that the BoCE may request. The BoCE may suspend any late fees, or prevent unpaid debts from being sent to

collections, while considering any requests for financial relief.

All requests for waiver or modification of tuition and fees shall be submitted to the SJLS Headmistress or Designee who will ensure that all appropriate information and records have been submitted prior to forwarding such requests to the BoCE for consideration. In no circumstances will the BoCE refund tuition and fees for services already rendered. Nothing in this agreement shall be construed to require the BoCE to waive or modify tuition and fee obligations in any circumstance.

SJLS is committed to discussing financial aid options for qualifying families. Families wishing to request more information on tuition assistance may contact the Financial Aid Director directly.

-----Detach and return to classroom teacher or school office.-----

I understand that it is my responsibility to annually review the Parent Handbook and Parent/Guardian Agreement found on mysjls.com Parent Portal.

I agree that any situation not addressed in the Parent/Student Handbook will be resolved by the Headmistress or Designee, Pastor and Board of Christian Education, and the decision will be final. **Please include signatures from both parents/guardians.*

Parent Name (please print)	Signature of Parent
_____	_____

Parent Name (please print)	Signature of Parent
_____	_____

Name of Student/s _____ Date_____