



2010-2011 Parent Handbook

The mission of St. John - Emmanuel Lutheran School is to prepare our children for service to the church and community through a caring, high quality, Christ-centered education, grounded in the Biblical teachings of the Lutheran Church-Missouri Synod.

Objectives

In order to accomplish this mission, we set forth these objectives:

- To treat each child as God's own
- To teach Christian ideals and ethics by which to live
- To provide quality leadership by example
- To instill self-pride and self-respect while striving to be "Christ-like"
- To bring the fundamental principles of reasoning and creative thinking to each child
- To provide quality education in all areas (academic, spiritual, social, physical, and emotional)
- To provide a testing program to see if academic objectives are being met
- To provide extra-curricular activities for the students

Our school, which is a ministry of St. John Lutheran Church and Emmanuel Lutheran Church, is associated with over 2,000 other schools in the Lutheran Church-Missouri Synod. The school is under the supervision of the St. John – Emmanuel School Board, which in turn is responsible to the congregations. The board meets monthly and visitors are welcome. Our teachers are graduates of our Synodical colleges, which specialize in preparing men and women for full-time work in Christian education, or have participated in the Synodical colloquy program. They are fully qualified and certifiable according to state requirements. Above all, our teachers are dedicated to their Lord and Savior, and they view each student as a child of God. As such, the child is to be shown the love of Jesus by word and example both in and out of the classroom.

Non-Discrimination Policy

St. John - Emmanuel Lutheran School admits students of any race, color, national, and 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, national, and ethnic origin in administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

General Information

Asbestos

On Oct. 22, 1986, President Ronald Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On Oct. 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule[40 CFR Part 763 Subpart E]. This rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

St. John - Emmanuel Lutheran School has conducted a complete inspection of its facilities on July 14, 1988, utilizing the services of Mead Environmental Associates, INC. The results of this inspection have been included in a management plan. This management plan is available in the Principal's office during normal business hours without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents.

Accreditation

St. John-Emmanuel Lutheran School accredited by the State of Indiana and by the National Lutheran Schools Accreditation of the Lutheran Church-Missouri Synod.

Harassment

St. John-Emmanuel Lutheran School will not tolerate any harassment of any employee or student relating to that individual's race, color, sex, religion, national origin, age, or handicap. The term "harassment" includes, but is not necessarily limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, age, or handicap. Harassment also includes unwelcome sexual advances and similar behavior as a condition of employment or for the purpose or effect of interfering with one's academic or work performance or the creation of an intimidating, hostile, or offensive work or learning environment.

Those guilty of harassment or retaliation against an individual making such charges will meet with appropriate sanctions, which may include termination of employment or suspension/expulsion of a student. Those employees or students who believe that they have been a victim of any type of harassment should talk with the school principal, a teacher, a school board member, or a pastor. If students feel a need to visit with a responsible adult, a form is available in the classrooms called "I would like to Talk" that students can fill out to request time to visit with any adult on the school staff.

Student Information

Admission

Pre-kindergarten students must be within one year of the Kindergarten age eligibility requirement for the following year; Kindergarten students must meet the state's age eligibility requirement. Check with the school office for further information.. Students enrolling after Registration Day will be accepted on a space available basis. (updated Motion 2000:48) Each student wishing to enter Pre-K and new students wishing to enter Kindergarten will be given a developmental assessment prior to admission. If a child falls short of the recommended developmental age (4 years for Pre-K, 5 years for Kindergarten) he/she will not be accepted into the grade. Exceptions may be granted only by the principal and the teacher at the appropriate grade level. (Motion 2000:50) Any parent seeking a thorough Lutheran Education for his child is encouraged to apply for enrollment. Enrollment is open to all children of the community according to the following:

- ✓ *First:* Children of St. John Ev. Lutheran Church (Flatrock) or Emmanuel Lutheran Church (Soest). Field workers and Seminary students are considered members.
- ✓ *Second:* Non-member children enrolled the previous year and their siblings.
- ✓ *Third:* Non-member children not enrolled the previous year.

Attendance

In accordance with state laws, all pupils are held to regular and punctual attendance. ALL ABSENCES MUST BE EXCUSED IN WRITING OR BY A PHONE CALL FROM THE PARENT OR GUARDIAN. It is important that you call the school prior to 8:15 each day your child is going to be absent or tardy. The phone call provides the school and you with a security check for your child. This will allow you to arrange to pick up the assignments your child will miss that day. No child is permitted to take part in extra-curricular activities on the day he/she was absent from school for illness.

If your child has had a fever, please refrain from sending them to school until they have been fever free without the use of fever reducing medication for 24 hours. In the case of contagious diseases (strep, pink eye, chicken pox, etc.) parents should call the school office and inform us of the nature of the illness. It is up to the school's discretion about informing school families. When a significant outbreak occurs, families will be informed.

Definitions

Truancy

The Indiana Department of Education recommends truancy be defined as "a student's absence from school without the permission of a parent/guardian." Further, Indiana Code § 20-33-2-11(b)(1) requires a school district's discipline rules to include "a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year."

Excused Absences

Excused absences are defined as legitimate reasons for being out of school including the following:

- Illness verified by a note from a parent/guardian
- Illness verified by a note from a physician
- Attendance at a family funeral

Unexcused Absences

An unexcused absence should be defined as any absence not covered above as an excused absence.

Exemption

Pursuant to Indiana Code § 20-33-2-14 through 17.2, a student is excused from attending school under some circumstances. Those circumstances include serving as a page or honoree of the Indiana General Assembly or testifying in court under subpoena. In each of these circumstances, the student is excused from school, is not to be recorded as absent, and is not to be penalized in any way.

Excessive Absences – Students who have absences totaling 10 or more days in one school year will have their case reviewed by the administration and the School Board to determine if they will be promoted. Chronic health conditions would be taken into consideration.

Medical Appointments – Please make every attempt to schedule medical appointments outside the school day. When it is necessary to pick up a student during the course of the school day, parents must sign their child in/out at the school office. If another adult must pick up or drop off your child for an appointment or other reason, remind them to come to the office to sign your child in/out. PLEASE NOTIFY THE TEACHER IN WRITING, or if last-minute changes are necessary, you may call the school office. We will not knowingly release a student to an "unknown" person without parental contact.

Tardies – School begins at 8:00. If you know your child will have a medical/dental excuse for being late, please contact the teacher in writing the previous day. Students arriving late because of a medical appointment should submit an excuse from the doctor upon arrival at school. Five (5) tardies per quarter will warrant an after-school detention. Continued tardiness would move the child into the Step Plan. (Administration 2000)

Behavior and Discipline

Philosophy

At St. John-Emmanuel Lutheran School should continue grow as teach them about self-control, Christian attitudes, orderliness, and efficiency. Therefore, teachers will deal with children in accordance with the teachings and philosophy of Christ. Children will be taught to understand that for happy living it is necessary to love one another, serve one another, and have respect for one another's rights and privileges. Every attempt is made to maintain Christian discipline at all times. Teachers make every effort to treat all children fairly, in accordance with God's will. On the other hand, it must be understood by pupils and parents alike that the pupils owe implicit obedience to all teachers and staff, whether in the classroom, the school buildings in general, or on the playground. In keeping with this understanding, it should be further understood that teachers will exercise the right to discipline the children as deemed necessary.

In the classroom, the teacher is the disciplinarian. In addition, all teachers have the right to correct any student's inappropriate behavior if they observe the behavior. All staff members, including secretaries and custodians, also have the right to verbally correct a student, and they shall then bring this to the attention of the classroom teacher or principal.

When a student attends an off-campus, school sponsored activity, such as an athletic event, that student is recognized as a student of St. John - Emmanuel Lutheran School and therefore subject to school expectations for behavior and subsequent disciplinary action. If pupils have questions related to discipline, they are encouraged to discuss the matter with the teacher outside of class time. Parents who have concerns are requested to go to the teacher first. Please schedule these appointments outside of school hours. If no satisfactory agreement is reached, then the matter should be brought to the principal's attention. This procedure is written in accordance with the teachings of Christ.

Parents should be advised that the Principal or School Board may intervene on behalf of the parent, child, or teacher. Our goal is always to seek what is best for the educational setting of the student and the school at large. As a child of God and in order not to disrupt another student's learning, playing, or eating, the student will:

- Follow directions.
- Raise hand to speak.
- Be prepared for class.
- Keep hands, feet, and objects to oneself.
- Use language appropriate for a Christian.
- Walk quietly.
- Pass to the right when meeting others in the hall or stairway.
- Avoid shouting, whistling, and bouncing of playground equipment.
- Exercise appropriate care for facilities.
- Obey teachers and other adults.
- Play in designated areas within sight of supervisors.
- Avoid roughhousing and dangerous play.
- Practice Christian sportsmanship.
- Return equipment to the proper place after use.
- Practice Christian sportsmanship

Infractions of the above rules will result in specific consequences as detailed in each classroom teacher's behavior plan. These consequences can lead to detention, suspension, and in severe cases, expulsion.

Detentions

When a student earns a detention, a detention note will be sent to the parent for signature explaining the reason for the detention and stating the day the detention will be served. Detentions will all be 60 minutes and may be served before or after school, at the discretion of the teacher or principal. Pickup policy, in terms of number of minutes, will be followed. Homework or reading will not be allowed.

The only exception is for a scheduled medical appointment. The parent must request a postponement in writing when the detention notice is returned and provide a note from the doctor the following day. Failure to return a signed detention notice, a doctor's note, or to serve an unexcused detention will result in the earning of an additional detention. While serving a detention, the student will report to the detention room on time and remain in an assigned seat without talking. The student must be picked up promptly at the end of the detention period unless he/she is going to an athletic practice.

Behaviors which will receive an automatic detention include:

- Possessing nuisance items at school
- Disrespectful behavior to students, teachers, or staff including threats, bullying, or fighting
- Repeated inappropriate behavior in school or on the bus
- Continued negligence in being prepared for class or missing assignments
- Cheating
- Forgery
- Stealing
- Profane, obscene, or abusive language, materials, or gestures
- Destruction of property
- Leaving campus without permission
- Eating candy, gum, or food without permission
- Throwing spitballs, food, hard balls, milk cartons, or snowballs

Steps Toward Suspension and Expulsion

STEP 1. The student meets with the principal and homeroom teacher for counseling, indicating the seriousness of the offense(s), and the parent or guardian is informed by the principal. A description of the behavior(s) leading to the Step is recorded in the student's disciplinary file, a disciplinary form is sent to the parent for signature and return, and the St. John – Emmanuel School Board (SJE-SB) is informed.

STEP 2. The student serves a one-day in-school suspension during which the student writes a personal behavior improvement plan. During a suspension participation in extra-curricular activities is revoked and no credit will be given for academic work missed. Following this suspension a conference is held involving the student, teacher(s), parent(s) or guardian(s), and the principal. At this conference, the concerns are discussed, and the student presents his/her improvement plan. The family is reminded of the next step in the procedure that will follow if problem behavior continues. The parent/guardian signs the disciplinary form, the step is recorded in the student's disciplinary file, and the pastor and SJE-SB are informed.

STEP 3. The student serves a two-day out of school suspension during which a behavior improvement plan is again written. Following the suspension a conference is held involving the same participants as at Step 2. Depending on the problem, the pastor may also be present. The family is counseled that the next step (4) will place the student only one step from expulsion. The parent/guardian signs the disciplinary form, the step is recorded in the student's disciplinary file, and the pastor and SJE-SB are informed.

STEP 4. The student serves a three-day suspension. A conference is held including the student, parent(s), teacher(s), principal, SJE-SB representative, and depending on the problem, the pastor. All are informed that the next step is

possible expulsion. The parent/guardian signs the disciplinary form, the step is recorded in the student's disciplinary file, and the pastor and SJE-SB are informed.

STEP 5. The student is suspended pending an expulsion hearing convened by the SJE-SB. The outcome is recorded in the student's disciplinary file.

Following any of these five steps, the parent(s) or guardian(s) may appeal to the SJE-SB for a review of the action taken. Movement onto Step 1 or from one step to the next occurs with the third (3rd) detention in a quarter or because of very serious behaviors calling for immediate intervention and discipline. Automatic Step Behaviors include but are not limited to willful disobedience, stealing, leaving the school grounds without permission, possession, use, or sale of a controlled substance (including look-alikes), possession or use of a weapon (including look-alikes), violent action against another person or threat of it, and harassment of student/staff.

Counting detentions starts over every quarter. The Step system starts over each year at Step 1 with the following exceptions: any student new to St. John - Emmanuel or any student who ended the previous year at Step 3 or above will be on probation for one quarter. Probation means that should the student enter the step system during that quarter, she/he would move directly to Step 2. Probations are reviewed at the end of each quarter. At that time, they can either be extended or removed. If, in the opinion of the administration, a student's conduct/behavior is sufficiently aberrant, a student may be advanced to any Step, including Step 5.

Motion 2000:53

Bicycles and Motorized Vehicles

Bicycles may be ridden to school when parents have given their permission and the bus driver has been so informed. A note should be sent to the teacher the day before riding the bike. When the student arrives at school, the bike should be placed at the north or south end of school and remain there until the end of the day. All students riding bikes will remain at school until all buses have left. No motorized vehicles will be allowed.

Class Size

Enrollment will be limited to 24 in Pre-kindergarten (divided into two classes), 22 in Kindergarten, 25 students in Grades 1-8. A teacher's aide may be installed in a classroom upon the mutual agreement between the teacher and the administrator. This request will then be taken to the School Board for consideration.

Motion 2000:32 and 2000:33

Classroom Parties

From time to time individual classrooms will have parties. The classroom teacher will arrange these. At other times entire school parties may be held.

Course of Study

The course of study shall include instruction in Religion, Memory, Catechism Instruction, Language Arts (Reading, Writing, Spelling, Phonics, and English), Social Studies, Geography, History, Mathematics, Science, Physical Education/Health, Fine Arts, and technology use.

Cumulative Records

Cumulative records are maintained for each child. Teachers are responsible for test results, recording grades, behavior, and family records. These records are confidential and will be filed in the office. Health records are maintained by a registered nurse that periodically visits our school. She tests hearing, vision, and for scoliosis. She is also available for questions and concerns regarding your child's health records. When children transfer to other schools, the Principal will send cumulative records to the requesting school. When children transfer to St. John - Emmanuel Lutheran School, the Principal will request cumulative records from the previous school.

Dress Code

Dress code rules and expectations apply during the entire school day (this would include field trips), unless special allowances are made. All students are expected to know and follow the dress code as outlined below:

Boys

- All slacks/shorts to be of appropriate size and fit. No loose or oversized (baggy) pants, jeans, or shorts will be permitted. Shorts must be at least mid-thigh in length. All pants must be worn at the waist and pant legs should not drag on the ground. All blue jeans must be clean and neat; no rips or tears, or excessive fading will be permitted. For grades 2-8, pants with belt loops must have a belt.
- All shirts/T-shirts are to be tucked in at all times. Sleeveless shirts and tank tops are not allowed. Officially recognized school organizations and professional sports team names on shirts, sweatshirts, and sweaters are allowed. Small manufacturer's labels/insignias are allowable on shirts/sweaters/sweatshirts. The label must match the tag and be able to be covered by a 3x5 index card. Tiger Gear shirts/sweatshirts/sweaters and witness wear (displaying a distinctive Christian message) are permissible. No other wording will be allowed on shirts/sweatshirts/sweaters.
- Wind suits, wind pants, and sweat pants are not permitted during schools hours.
- Hair should be clean and natural colors only. Hairstyles must be appropriate-no extreme hairstyles. Hair should be even with or above the collar. Boys must be clean-shaven at all times.
- Boys are not permitted to wear earrings or any other pierced type of jewelry. No hats are to be worn inside the school building. Shoes are to be worn at all times. Shoes should have low heels, be closed in back, or have supportive straps. Soles should be non-marking. All shoes with eyelets must be laced and tied. No strong perfume/cologne may be worn in school.
- On Chapel Days, students are required to dress for chapel services in a dressed up manner. This means on Wednesdays students are not allowed to wear blue jeans, T-shirts, or sweatshirts to chapel. Parents who wish may send a change of clothes for their child. Students will be allowed to change clothes during their recess period if the parent so desires.

Girls

- All slacks, skorts, skirts, dresses, jumpers and shorts are to be of appropriate size and fit. No tight, loose or oversized (baggy) pants, jeans, or shorts will be permitted. Shorts/skorts must be at least mid-thigh in length. No short shorts will be allowed. Slacks, skorts, and shorts must be hemmed or cuffed. Slacks/jeans must be worn at the waist and pant legs should not drag on the ground. Skirts, jumpers, and dresses are to be no shorter than 4 inches from the floor when kneeling. Please consider the growth of a child when hemming or buying skirts or jumpers. If shorts are worn under the jumper or skirt, they may not extend below the skirt or jumper. Rolling of skirts and shorts at the waist is not permitted. All blue jeans must be neat and clean; no rips or tears, or excessive fading will be permitted. For grades 2-8, pants with belt loops shall be worn with a belt.
- All shirts/T-shirts are to be tucked in at all times. Sleeveless shirts, tank tops, and shirts with spaghetti straps are not allowed. Officially recognized school organizations and professional sports team names on shirts, sweatshirts, and sweaters are allowed. Small manufacturer's labels/insignias are allowable on shirts/sweaters/sweatshirts. The label must match the tag and be able to be covered by a 3x5 index card. Tiger Gear shirts, sweatshirts, sweaters, and witness wear (displaying a distinctive Christian message) are permissible. No other wording will be allowed.
- Wind suits, wind pants and sweat pants are not permitted during school hours.
- Hair should be clean and natural colors only. Hairstyles must be appropriate with no extreme hairstyles.
- Excessive jewelry may not be worn. Only smaller style earrings are to be worn. Large or dangling styles of jewelry including earrings will not be permitted. It is the prerogative of the teacher/principal to ask students to remove jewelry considered inappropriate.
- Make-up/General: Light make-up is acceptable and a privilege for the 7th and 8th grade girls only. Heavy foundation, heavy eye make-up, and dark lipsticks will not be permitted. No strong cologne/perfume will be permitted.
- Shoes are to be worn at all times. Shoes should have low heels, be closed in back, or have supportive straps. Soles should be non-marking. Shoes with eyelets should be tied at all times.
- On Chapel Days students are required to dress for chapel services in a dressed up manner. This means on Wednesdays students are not allowed to wear blue jeans, T-shirts, or sweatshirts to chapel. Parents who wish may send a change of clothes for their child. Students will be allowed to change clothes during their recess period after chapel services if the parent so desires.

Violations of Dress Code

This dress code will be enforced. All parents are encouraged to explain the policy to their children and help them adhere to this policy. Since all parents will be helping their children conform to this policy, very few violations should occur. However, should violations occur, they will be handled as follows:

- 1st offense: Written note is sent home to parents to advise them of their child's dress code violation.
- 2nd offense: The student will receive an automatic detention for a dress code violation.
- 3rd offense: Parent will be contacted to bring the proper dress or clothing item to school. The student will receive another automatic detention for a dress code violation.
- Repeat offenders will experience further consequences as determined by the principal in conjunction with the school board. Should changes and/or clarifications to the St. John - Emmanuel Lutheran's Dress Code be needed, parents and students will be informed. All students are obligated to follow this dress code from the first day through the last day of the school year, unless otherwise stipulated by the Principal. (Special spirit days, dress down days, etc.)

East Allen County School Bus

Conduct when riding the East Allen County School bus is under the direct supervision of the bus driver. Unusual discipline problems will be reported to the Principal, who will deal directly with the child and parent in the matter. East Allen discipline procedures will be followed. Children riding the bus fall under the Discipline Policy of St. John – Emmanuel Lutheran School. Students are expected to behave according to our expectations. Consequences for inappropriate behavior will follow the school Discipline Policy.

Electronic and Nuisance Items

St. John-Emmanuel discourages the possession of personal electronic communication, music, and game devices at school. This includes but is not limited to cell phones, iPhones, Blackberries, iPods, mp3 players, and Nintendo DS's. The school will not accept responsibility for lost or damaged electronic devices. If any of these items are found in a student's possession while at school or on a school-related activity, unless given specific permission by the principal or teacher, the device will be kept in the school office where a parent must pick it up.

Children are not to bring items that may cause disruptions while at school and on field trips. These items include, but are not limited to: comic books, teen magazines, squirt guns, trading cards, and the like. Each can quickly become a problem in a large group of children. Chewing gum is also considered a nuisance. Please keep the gum out of the school.

Real weapons (knives, guns, martial arts, etc.) are not allowed at school or school sponsored activities. Any student found to possess these items will be subject to a minimum of a 3-day suspension and/or expulsion.

Tobacco, alcohol, or fake weapons are not allowed at school or school sponsored activities. Any student found to possess these items will be subject to a minimum of 1-day in-school suspension, suspension, and/or expulsion.

Emergency Drills

Regular fire and disaster drills are held throughout the school year. The school has an Emergency Plan and Procedures manual on hand. If parents would like to see a copy, please visit with your classroom teacher or the school office.

Emergency Delays and Closing

St. John-Emmanuel follows EACS closings due to inclement weather. In the event of school closings and delays, the Principal will notify the staff, and school closings will be announced to the public on radio stations WOWO, WLAB, WLDE, & WBCL. Television channels show closings also in the evening or early morning hours.

Field Trips

Each class normally goes on field trips during the academic year. The Principal approves all field trips and all children will have signed permission slips from parents for each trip. St. John - Emmanuel Lutheran School has a bus for use by our school. Students will pay \$3.00 when riding the bus for athletic trips, extra-curricular activities, and field trips. This will help cover fuel costs, and pay the driver. Anyone wishing to use the bus should contact the Principal. The group using the bus furnishes the gas.

Parent drivers will need to provide proof of insurance and drivers license before driving for a field trip. Proof of insurance cards required by the State of Indiana and copy of drivers license will suffice. Drivers of vehicles equipped with a passenger side air bag will not be allowed to place a child in the front seat for a school sponsored field trip. However, placement will be allowed if the midpoint of the child's head is higher than the seat of the car, and the child is properly secured with a lap/shoulder belt with the seat pushed back as far from the air bag as possible. Students are required to wear seat belts. Students in Pre-Kindergarten through Grade 2 will be required to use a booster seat when riding in a car or van. The school will have a sufficient quantity for a class. (Administration 2002, Motion 2005:38)

Fines

Replacement or damage repair for loss to school property, including books that exceed normal wear, will be charged to the parent of the child causing such damage.

Grading and Conferences

A report card is issued four times a year. Following the first quarter, a Parent-Teacher Conference is scheduled for all parents to discuss their child's progress and receive his or her report card. Additional conferences may be held throughout the year to keep in contact with parents regarding their child's progress. Mid-quarter reports are sent home with students for grades 1-8 during each grading period. Kindergarten uses a +, √, or – to indicate a student's performance and 1st grade uses E= Excellent, S = Satisfactory, and N = Needs Improvement. The grading scale for 2nd-8th grades is as follows:

A	95-100%	C	77-81%
A-	93-94%	C-	75-76%
B+	91-92%	D+	73-74%
B	86-90%	D	68-72%
B-	84-85%	D-	66-67%
C+	82-83%	F	Below 66%

Homework

Students are given opportunities at school to complete their assignments. However, each grade may have some homework to be done each evening. In cases where a child seems to have more than an average amount of work to be done each day, the problem should be discussed with the teacher.

Students with incomplete assignments will be required to stay in at recess until finished. If still incomplete, an after school homework detention may be served (the parents will receive a phone call before noon or a notice regarding the homework detention).

On days when the child is absent, homework assignments will be made available after 3:00. It is difficult for teachers to be able to compile a full day's set of assignments in the morning. If it is an extended absence, parents are encouraged to make special arrangements with the teacher to obtain the homework.

Honor Roll

Students in grades 6-8 are eligible to be named to the Academic Honor Roll at the completion of each grading period. The dates for the Honor Roll breakfasts will be published in the school calendar and newsletter. There are two levels of recognition. Honor Roll requires a "B" average with no C's, D's, or F's. High Honor Roll requires all A's only.

Hot Lunch

Two food service personnel provide a hot lunch program for students in Grades K-8. A reduced and free lunch program is available to qualified families. Please contact the Principal for application forms. St. John - Emmanuel Lutheran School uses a 20-meal block that is purchased through the school. When a child's block reaches 5 lunches remaining, an envelope is sent home requesting payment for another block. Lunches left over at the end of the year will be applied to the beginning of the following school year. Refunds are given only to graduating 8th grade students.

If your child carries a lunch instead of purchasing hot lunch, you will need to pack a lunch that can be kept in the student's classroom without refrigeration. No carried lunches will be stored in school refrigerators. The use of the

microwave oven is also forbidden, as internal food temperatures could be sufficient to cause burns to the lips and mouth.

Instrumental Music

Each year students from Grades 4-8 may receive instrument lessons from our school band director. In order to participate in this, students will miss a small amount of their regularly scheduled instruction. All fees incurred by the student for participation are the responsibility of the parents.

Kindergarten

The St. John-Emmanuel School Board has adopted a full day, five days per week. In addition, parents have the option of sending their child(ren) five half-days.

Half Day Kindergarten option information

1. The hours will be mornings until 11:30AM. (Regardless of the start time of the day.)
2. Lunch will not be served for those children.
3. Tuition for half-day Kindergarten will be 75% of the tuition for all day Kindergarten.
4. Kindergarten students may move one time from half-day to full-day Kindergarten at the following times and be assessed the associated rate:
 - Middle of the first quarter, assessed the full tuition rate.
 - End of the first quarter, assessed 90% of the full tuition rate.
 - End of the second quarter, assessed 80% of the full tuition rate.
5. The principal and teacher will set guidelines for field trips.

Full Day Kindergarten information

1. The hours will be regular school day hours.
2. Lunch will be served following the regular school day schedule.
3. Tuition for full-day Kindergarten will match first through eighth grade.
4. Kindergarten students may move one time from full-day to half-day Kindergarten at the following times and be credited the associated rate:
 - Middle of the first quarter, credited 20% of the full tuition rate.
 - End of the first quarter, credited 10% of the full tuition rate.
 - End of the second quarter, no credit will be given.
5. The principal and teacher will set guidelines for field trips.

Library

Children are allowed to check out books from our library. Children are expected to observe the rules of etiquette that apply to libraries. Parents are financially responsible for any lost or damaged books. Parents are encouraged to have an ACPL card for each child (K – 8) prior to school starting. During the year, classes will make use of ACPL facilities.

Office Hours

School office hours are Monday through Friday 7:45 a.m. – 3:30 p.m. at the St. John campus office.

Physicals and Immunizations

Students are required to have a medical, vision, and dental exam before enrollment in Kindergarten. It is suggested that Pre-K students also have a physical prior to school start. Immunizations must comply with Indiana Law for all students. A form is required to be completed by a physician. These four forms are due, preferably at registration, but by the first day of school.

PreKindergarten

St. John-Emmanuel Lutheran School offers a Pre-Kindergarten program for 4 year olds to all wishing to send their child. The program runs Mondays and Fridays for the entire school year. Immunizations must comply with Indiana Law. A form is required to be completed by a physician. This form is due, preferably at registration, but by the first day of school. Medical, vision, and dental examinations are strongly encouraged.

Preschool classes meet on Mondays, Wednesdays and Fridays

Morning class	8:00 - 11:00 a.m.
Afternoon class	12:00-3:00 p.m.
If only one session	8:00 – 12:00.
If a two hour delay:	Morning class 10-12; Afternoon class 1-3

School Calendar

The school year shall contain actual teaching days (pupil and teachers) designated by state regulations. Our calendar will follow the EACS as closely as possible. To insure adequate number of days in our school calendar, it will be necessary for students to come to school on certain days even though East Allen buses will not be running. These days are listed on the school calendar. It will be the parent's responsibility to get their children to and from school on these days. Other days may be added to the school calendar to make up for days lost due to weather or other unforeseen cancellations. Adequate notice will be given concerning the make-up of these days.

School Day

The school day for Kindergarten through eighth grade students begins at 8:00 a.m. and dismisses at 2:55 p.m. (these times depend on the arrival of the buses). School will dismiss a half hour early on Wednesday afternoons due to EACS bussing requirements. If school is delayed in the morning, dismissal will be at the normal time.

Student Drop-off and Pick-Up

Parents are not to drop off students earlier than 7:50 a.m. at either school location. Disruptive students will be required to be dropped off later.

All students are expected to be picked up in a timely manner after school. After school, teachers have many obligations for which they are responsible including faculty meetings. Students not picked up **20 minutes** after the dismissal of school will be taken to the supervising teacher's room where parents will be expected to pick the child(ren) up. *Parents who pick up a child after 20 minutes will also be charged \$1 per minute per child payable to the school. Students will only be released to their parent or guardian unless other arrangements have been made.*

- If your child is to be picked up by someone other than the person who usually does this, PLEASE NOTIFY THE TEACHER IN WRITING, or if last-minute changes are necessary, you may call the school office. We will not knowingly release a student to an "unknown" person without parental contact.
- If there is to be any change of after-school procedure by your child (e.g. going to someone else's house, etc.) we request that you inform the teacher IN WRITING or call the office with a last-minute change. Students are not allowed to ride home on the bus with other students, even on a different bus route. Students are not allowed to use any church/school phone during the day or after school to make social plans. Please work these out at home.
- All students in grades 4-8 who ride the bus will be dismissed out the West doors to the playground. The buses will pull around back and pick them up there. Students in grades K-3 who ride the bus will be dismissed out the South doors and board the bus there.
- All other students will be dismissed out the East school doors.
- During after-school athletic events, only the student athletes are to stay after school. Parents are to make outside arrangements for the care of their children. Teachers, custodian, pastor, secretary, or the coaches will not supervise your children.

Student Medication and Universal Precautions

Purpose of Administering Student Medication:

- The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. **MEDICATIONS SHOULD BE GIVEN AT HOME WHENEVER POSSIBLE!** Medications given during school hours should be only those necessary to provide the student access to his/her educational program.
- The intent of these guidelines is to reduce the number of medications given at school, yet assume safe, effective administration of medication for those students who require them.

- This policy is consistent with the Indiana Law IC 34-4-16.5-3.5 of the Indiana Tort Claims Act (effective March 2, 1988), 511 IAC 7-1-2 (k) and Indiana Legend Drugs, IC 16—6-8-2.

Medication Protocol:

- Only those medications that are necessary to maintain the child in school and MUST be given during school hours shall be administered.
- This protocol for administration of medications is developed and managed by the principal and/or school nurse.
- Written instructions such as a medication authorization form is signed and completed by the physician and parent of the student who is to receive a prescription medication.
- Medication prescribed for a student (legend drugs) is kept in the original container with pharmacy label and student's name affixed. The pharmacy label can serve as then written order of a physician.
- All medications are kept in a locked container that will be centrally located. Under doctor's orders, students may carry emergency medications such as asthma inhalers or bee sting kits.
- When a medication is to be administered at school, the student's parents will be requested to advise the Principal and/or school nurse of the purpose of the medication, side effects, dosage, administration route, and the time. This information is discussed with the student and other staff assigned to administer medications.
- The school will not administer expired prescriptions, or medicines contrary to package directions without written directions from the doctor. Example: an adult Advil to a 10-year old.
- If a child must take medication while on a field trip, it is strongly recommended that a parent or guardian accompany the child on the field trip to administer the medication.
- It is the parent's responsibility for the safe delivery of all medication to and from school. Children are prohibited from transporting medicine home from school by law.

Student Promotion

The classroom teacher should be the best judge of a student's progress. The decision of whether or not to promote a child rests upon the child's teacher and parents. Remember the child belongs to the parents for life; he is ours for a few years. If parents insist upon not following the school's recommendation, the school will honor their decision. Parents will be asked to sign a form indicating their desire. This will be placed in the student's permanent file.

All promotion problems should be brought to the Principal before discussing them with parents. If there is a possibility of not promoting a child, the parents should be informed of this by the end of the first semester. Under no circumstances should a child be retained at the end of the year without the Principal or parents having prior knowledge and consent.

Testing

In addition to regular subject matter testing, ISTEP+ tests are given to grades 3 through 8 as required by the State of Indiana. Other tests, such as psychological, speech, and hearing, etc., are available through EACS. It is also possible to arrange for Lutheran Special Education Ministries to do academic testing.

Textbook Selection

The faculty of St. John - Emmanuel Lutheran School will have the power to select the textbooks needed for classroom use. All selections will be made as a group and approved by the School Board. The Principal will supervise selection.

Treats and Soda

Students are allowed to bring birthday or other special treats to share with classmates. We ask that NO GUM is brought to school for this purpose or at any other time because it can cause problems when not disposed of properly. Classroom teachers will establish guidelines for acceptable types of treats for the school setting. Students should not have soda at school except if a teacher grants permission as a class treat or the teacher gives soda as a reward in classroom.

Use of Phone

Children are not to use the phone except for emergency purposes. Forgotten homework, lunches, instruments and uniforms do not qualify as emergencies. The classroom teacher will decide if a student may make a phone call.

Financial Information

Contribution by congregational families

The major portion of the financial support for the operation of St. John - Emmanuel Lutheran School comes through the regular offerings of the families attending worship services at St. John Lutheran Church and Emmanuel Lutheran Church. Through its operating budget, organized around these weekly offerings, the congregations cover the expenses for care of buildings and grounds, utilities, and the salaries of all staff members: pastors, teachers, secretaries, custodians, etc. Obviously this all costs a great deal of money. Please keep in mind this voluntary and from-the-heart giving depends on the willing diligence of each family. Some may ask, "What should I give?" First, give yourself to God and to His purposes. Next, give yourself in worship. The greatest support each family can give to their child's Christian education, as well as St. John's and Emmanuel's congregation, is to be present regularly at the worship services. Then, from a willing heart, contribute your regular offering as God leads you, according to His blessings. Not every family is able to give the same amount, but every family can bring something on a regular basis. It does require faithfulness on the part of each family. (Keep in mind what our tuition families pay per child. Use this as a guide to our costs.)

Delinquent Fees

The School Board has established firm tuition and fee collection policies to be equally applied to all parents. Parents/Guardians accept responsibility for full payment for all services rendered by St. John-Emmanuel Lutheran School. In addition, the tuition fee is to be paid in full no later than the last day of the first semester of said school year. A 2% reduction in a family's tuition will be realized by paying in full at the August orientation or earlier for a school year. Beginning the second semester of said school year, any student that does not have full payment in by this time will not be allowed to attend classes at the school until such payment is made in full.

Federal and State Aid

St. John - Emmanuel Lutheran School accepts funds and materials from governmental agencies as long as they do not infringe upon the philosophy and objectives of our school. The school also abides by the rules and regulations set by these agencies.

Financial support

The annual cost per student in grades 1-8 exceeds \$5600.00. St. John - Emmanuel Lutheran School is supported primarily through the generous offerings of the members of St. John Lutheran Church and Emmanuel Lutheran Church. Additional operating money comes through student tuition fees as set by the School Board. All Pre-kindergarten students (this includes members of St. John and Emmanuel congregations) are charged tuition, which is set annually.

Fundraising Activities

To provide additional materials and items for our school, fundraising activities may be conducted by the school, the Parent-Teacher League, or by specific classes. All fundraising activities must be in compliance with the school's fundraising policy, which may be obtained from the school office. (Administration 2005)

Registration

Registration and re-enrollment takes place each March. New students to the school may apply at any time. New students and their families will meet with the principal prior to being accepted as students in the school.

Returned Checks

If a check is returned to us by your bank for insufficient funds, you will also be charged the bank fee charged to us.

Tuition

Current tuition amounts are set each year by the School Board and Association membership. Financial assistance is available for all students. See the school office for application forms. Tuition checks should be made payable to "St. John - Emmanuel Lutheran School" and submitted according to the payment schedule as agreed upon at the time of registration. Non-members seeking to become members of St. John or Emmanuel will be granted member status for tuition purposes. If they have not become members by December 1 of the current school year, they will revert to non-member status for tuition. (Motion 2004:16)

Students withdrawing during the first quarter will be assessed 25% of the tuition rate for that school year. Students withdrawing in the second quarter will be assessed 50% of the tuition rate for that school year. Students leaving after the first semester will be assessed the full tuition rate. All cases pending final board approval.

Additional Information for Parents

Appearance before the School Board

All School Board meetings are open for public observation. Regular meetings are announced through the church and school calendar and bulletin. Anyone wishing to address the School Board may do so by informing the President of the School Board or Principal a few days before the meeting.

Concerns

During the school year, there may be times when you, as a parent, will have questions or concerns about classroom or school activities. The following steps should be taken when dealing with parental concerns. This procedure is based on Christian principles.

1. Schedule a time to talk to the teacher involved, first.
2. If the concern is not addressed to the parent's satisfaction following Step 1, schedule a meeting with the teacher and the principal.
3. If the concern is still not addressed to the parent's satisfaction following Step 2, schedule a meeting with School Board.

Parents should be advised that the Principal or School Board may intervene on behalf of the parent, child, or teacher. Our goal is always to seek what is best for the educational setting of the student and the school at large.

Classroom Visitation

Parents are invited to visit school and observe the setting in which their child learns. Out of courtesy towards their child's teacher, parents should request an appropriate time from the teacher at least a day prior to their visitation. If the parent will be purchasing the hot lunch at school, the kitchen must be notified by 8:30 AM.

Parent-Teacher League

In order to serve our families better, St. John - Emmanuel Lutheran School has formed a Parent-Teachers League (PTL). All parents and teachers are automatically members of this group. This organization meets four (4) times per school year for business meetings and topics of interest covering family and educational matters. Throughout the year, family activities are planned which bring together all the family members for fun and fellowship. The business meetings are held alternately at the St. John and Emmanuel campuses beginning at 7:00 p.m. These meetings are publicized in the school calendars. All parents are encouraged to attend.

Phone Calls to Teachers

Teachers will be available to answer the phone only before and after school hours except for emergencies. If calling during the school hours, be aware that the ten minutes right before or after school are crucial times for the teacher in the classroom. Parents, please avoid these time frames.

Athletic Program Guidelines

Goals

1. To provide an introductory and medium skill level of participation for those who may wish to go on and use these skills in high school or for their own personal recreation and physical well being.
2. To provide a learning environment in the sport, plus develop a sense of responsibility and self-discipline, since by participating in athletics there are far greater expectations and time demands placed on the student-athlete.
3. To develop a winning attitude, knowing that you have done your best to fully use your God-given abilities. Through obtaining success, a good self-image is developed and self-confidence is developed.
4. To learn how to accept defeat; being willing to improve one's self and the team.

Purposes

Since the days of ancient Greece, the philosophy of a "sound mind in a sound body" has been well established. Our sports program at St. John-Emmanuel Lutheran School is designed to be an extension of our physical education program. We provide this program to promote physical fitness and the skills in a particular sport.

First of all, student-athletes must remember that of primary importance is academics. The purpose of our school is to provide a Christian education, a level of excellence must be maintained in order to participate. As coaches and educators have learned over the years, good athletes get good grades.

Second, we are proud of our students and those who choose to represent our school. Foremost, the sportsmanship displayed by our teams is the source of that pride. Success is striven for in athletics, but we all know that everything will not go our way. When adversity occurs, then true character is shown. We hope that many lessons learned in athletics will carry over in the lives of the student-athletes: accepting both victory and defeat, always trying to improve one's self and never giving up.

Third, we would like all students with an interest to have an opportunity to participate. Our 5th-6th grade athletic teams are designed to introduce the students to the sport, reinforce basic skills, and to allow students to discover their abilities in various sports. At this level, all children will have nearly equal playing time. Competition is low-key and participation is important.

At the 7th-8th Grade level, our teams compete in the Fort Wayne Lutheran Schools Athletic Association (LSAA), which is highly competitive. At this level, competition is vital to the development of athletes. Student-athletes will all play according to their God-given abilities. Depending upon class size, we may offer two varsity teams with both teams combining for LSAA & St. James, Lafayette tournament play.

Responsibilities

Our #1 responsibility is to our God.

- Everything we do should be God pleasing and to His Glory.
- If at any time you must question whether something is God pleasing, it should be left undone.

Our #2 responsibility is clearly laid out in the Fourth Commandment.

- Obey your parents and elders.
- Obey those in authority (coaches and officials).

Our #3 responsibility is to our fellow teammates.

- Love thy neighbor as thyself. Show respect for a teammate even though he or she may make a mistake. Show respect for your opponents.
- Do unto others as you would have them do unto you.

Athletic Eligibility

In accordance with the above stated philosophy, St. John – Emmanuel Lutheran School has a simple eligibility policy. During the course of the season, student athletes are expected to maintain a consistent effort in their academic work. Each student athlete should remember that academic work should take a priority over extracurricular athletics. During

an athletic season, a student athlete who receives 3 incompletes, 3 "F's", or any combination of these during one week will be placed on Athletic Ineligibility according to the following schedule.

- First occurrence: Probation for the following week. Athlete may still participate in practices and games.
- Second occurrence: Student athlete is declared ineligible for the following week. *Ineligibility begins Tuesday morning and continues through Sunday.*
- Third occurrence: *Student athlete is declared ineligible for 2 (two) weeks. Ineligibility begins Tuesday morning and continues through Sunday.*
- Fourth occurrence: *Student athlete is removed from the team roster for the balance of the season.*

Student athletes will be informed of their eligibility status by the end of the school day on Monday. The Athletic Director and Principal will be given the list of names of ineligible students. It will be the responsibility of the AD to inform the coaches of any roster changes.

Motion 2000:54

Student athletes are required to report to a designated area after school on game days. They will be expected to remain in this area until the coach or AD arrives to take them to the locker rooms to dress out. Students will be supervised by the coach, AD, Principal, or their designee. This would be a good time for the student athletes to be doing homework, reading, or other such activities.

Motion 2000:11

It is the policy of St. John – Emmanuel Lutheran School that only enrolled students may participate in school sponsored extra-curricular activities.

Motion 2003:34

To maintain a proper safety environment for our school teams, St. John – Emmanuel Lutheran School will engage parents or responsible adults (21 years of age) to serve as head coaches for our teams. Assistant coaches may be high school students or older.

Motion 2003:37

Physicals

All students involved in sports on school teams must have yearly physicals. IHSAA forms for the physicals are available from the school office. The physicals may be gotten through your doctor's office, a clinic, or East Allen County Schools.

Weather-related cancellations

Activities scheduled at St. John - Emmanuel Lutheran School on days that school is closed due to bad weather will be cancelled. This also pertains to practices. Exceptions are "away" games if the opponent has school.