

# **St. John-Emmanuel Lutheran School**

## **2023-2024 Parent Handbook**

*St. John-Emmanuel Lutheran School exists to provide students with a Christ-centered, academically challenging education in a caring and nurturing environment for a life of service and discipleship.*

### **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 ensure academic objectives are being met
- To provide extra-curricular activities for the students

The vision of St. John-Emmanuel Lutheran School is to equip our students to be life-long learners, problem solvers, faithful disciples, and reflectors of God's love in their communities.

St. John-Emmanuel Lutheran School is a member of the Lutheran Church Missouri Synod and therefore follows the synodical beliefs.

St. John-Emmanuel (SJE) Lutheran School, 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. Many SJE teachers have graduated from synodical colleges, which specialize in preparing men and women for full-time work in Christian education, have participated in the Synod colloquy program, or are practicing Missouri Synod Lutherans. They are fully qualified and certified according to state requirements. Above all, the 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.

### **Parental Guidelines**

The St. John-Emmanuel Lutheran School Association has been established to provide a Lutheran Elementary and Middle School for the purpose of making children aware of God and His love, especially the salvation provided in Jesus Christ, His Son. It is the purpose of this ministry to work with parents to assist in training children in Christian living (2 Timothy 3:15-17) according to the teachings of the Lutheran Church-Missouri Synod. Because the conduct of all members of the school community make an important impact on the school environment, members are asked to follow these guidelines in interacting with the entire school community to:

- Model an awareness of God's love and the salvation Christ provided in His Son, Jesus Christ.

- Endeavor toward a spirit of cooperation. In your posing of questions, expressing concerns and suggestions, speak calmly and listen with an open mind to responses. Stay focused on the shared desire to meet the Christian educational needs of all students.
- Attend church services and Sunday School regularly and provide a Christian home environment which includes family devotions, frequent prayer, and Bible reading.
- Contribute regularly through time, talent, and treasure to St. John or Emmanuel Lutheran Church, as well as the school, to support the entire ministry of the home congregations in proportion to the blessings God has given.
- Follow the guidelines set forth in the Parent/Student Handbook recognizing that discipline specifically refers to the guidance and direction of children so they learn to function as responsible Christians.

### **Admissions Policy**

1. Candidates for admission to St. John-Emmanuel Lutheran School and their parent(s) must be in agreement with and committed to the mission of the school, its policies, and administrative decisions. Parents also understand that the academic success of their child is a result of parental involvement in the life of their child's academic work (for example, homework) and extracurricular activities (for example, participation in sports and school activities).

2. St. John-Emmanuel Lutheran School (SJE), a *non-profit, 501(c)(3) owned and operated by St. John -Emmanuel Lutheran School Association*, admits students of any race, color, religion, gender, nationality, or ethnic origin, and does not discriminate in administration of its educational policies, admissions policies, financial aid, or other school-administered programs. SJE admits full-time students to all rights, privileges, programs, and activities made available to all students at the school. Admission is open to all children of the community, as space is available, according to the following:

1. First: Children of St. John Lutheran Church (Flatrock) or Emmanuel Lutheran Church (Soest). Field workers and Seminary students are considered members.
2. Second: Children of School Employees
3. Third: Children enrolled the previous year and their siblings.
4. Fourth: Children not enrolled the previous year.

3. Families who are not currently members of either St. John Lutheran Church or Emmanuel Lutheran Church and desire information about becoming a member of one of the congregations are to speak with the pastor(s) of the congregations.

4. Admission to SJE is dependent upon the school having the appropriate academic program and/or educational plan that fits the student. Determination of the appropriate educational program/plan will be made through review of any or all of the following: report cards, scores on State of Indiana tests, other standardized test results, a previous school referral form, and other possible factors. The school may or may not be equipped to service the educational needs of students with disabilities. SJE reserves the right to not admit any student(s) based upon admissions criteria detailed in this policy. Students with Individualized Education Plans require individualized review and approval for admission. School records must indicate that there is a

reasonable expectation for a formula for success at SJE, as determined by the School Administrator.

- 5. All parents of applicants, grades one through eight, must meet with the School Administrator before admission to determine proper grade level placement.
- 6. SJE reserves the right to admit transfer students on a probationary or conditional status for up to a minimum of two quarters.
- 7. The student must be in good standing with their previous school. Students from alternative or non-accredited schools or who have been on probation and/or suspended from another school require additional review and approval for admission. Students expelled from another school may not be considered for admission in St. John Emmanuel Lutheran School.

### **Enrollment Policy**

In order to enroll in Kindergarten in the state of Indiana (Indiana Code 20-33-2-7), students must be five years of age by August 1.

#### **Class Size**

Enrollment will be limited to twenty children in preschool three-year olds (divided into two classes of ten each), twenty-four in pre-kindergarten (divided into two classes of twelve each), twenty-two in kindergarten, and twenty-five students in grades one through eight. A teacher’s aide may be appointed 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.

#### **Registration**

Online registration and re-enrollment normally begin in early spring. Students new to the school may apply online at any time. New students and their families will meet with the principal prior to being accepted as students in the school. (Please see admissions policy, pg. 2) All registration fees paid are non-refundable.

### **Tuition Policy**

#### **Tuition and Fees**

Current tuition amounts are proposed by the School Board and adopted each year at the annual association membership meeting. Parents/Guardians accept responsibility for full payment for all services rendered by St. John-Emmanuel Lutheran School. In addition, the tuition is to be paid in full no later than March 15 of said school year. Early pay discounts will be determined on registration forms for the upcoming school year. Tuition should be submitted according to the payment schedule setup in FACTS as agreed upon at the time of online registration.

Current tuition and fee amounts are published annually by the School Board and are available by contacting the school office.

New student application fee (one time per child)	\$25.00
Annual fee per family FACTS payment plan	\$25.00 (one payment)
	\$55.00 (multiple payments)

Registration Fee

\$100.00 (Pre-K 3 & 4)  
\$250.00 (K-8)

### **Tuition Assistance**

St. John-Emmanuel Lutheran School Scholarship fund is funded through individual contributions. The objective of the fund is to provide financial assistance within the resources available to students desiring to attend St. John-Emmanuel Lutheran School, based on documented need as determined by third party review and the St. John-Emmanuel School Board.

- St. John-Emmanuel Lutheran School is supported by the association churches' (St. John Lutheran Church and Emmanuel Lutheran Church) generous financial support to educate each child. Congregational scholarships are available for members of either church.
- Outreach scholarships are available to non-members.
- The Lutheran Scholarship Granting Organization of Indiana (SGO) is another source of funding for tuition assistance. This fund comes from people who donate to the Lutheran SGO of Indiana annually, designated specifically to SJE. They may or may not be SJE families. Just like the above fund, the amount in this fund may vary from year to year based on donations to the fund. Families may apply for a Lutheran SGO (Scholarship Granting Organization) for their child(ren) beginning in PreK four as long as the student is age four by August 1.

Eligibility for tuition assistance from this fund is solely determined by adjusted gross income and family size. A chart is published in March of each school year for the next school year that shows the qualifying income required based on household size. Families may apply for an SGO annually as long as they continue to qualify by income and family size. The scholarship awarded is determined annually by the principal and may change from year to year.

### **Procedure:**

- Parents are encouraged to fill out an online application (one per child) and send in a copy of the prior year 1040 to the school office. Please go to [www.lutheransgo.org/users/sign\\_up](http://www.lutheransgo.org/users/sign_up)
  - Applications are due by September 15<sup>th</sup> of each school year.
  - Funds are distributed as needed depending upon whether or not the school has the funds in their SGO account at the time of desired distribution.
- Scholarships available include the Active Member Scholarship, Outreach Scholarship to nonmembers, SGO, and Volunteer Scholarships.
  - **School Choice Scholarship Program of Indiana**  
Indiana's Choice Scholarship Program, commonly referred to as the voucher program, provides scholarships to eligible Indiana students to offset tuition costs at participating schools. Students must satisfy both household income requirements and student eligibility criteria to qualify. Deadline to submit Choice Scholarships is **September 1**.

- **Choice Scholarship Lottery Process Policy**

If St. John-Emmanuel Lutheran School were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that St. John-Emmanuel Lutheran School can successfully accommodate, then St. John-Emmanuel Lutheran School would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards for St. John-Emmanuel Lutheran School at a public meeting. Admission is open to all children of the community as space is available. Deadline for application submission to be considered for part of the lottery is **August 1** with the lottery to be held on **August 15**.

- **Tuition Refunds**

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 are pending final board approval. Any registration fees paid are non-refundable.

### **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.

### **Arrival and Dismissal Procedures**

The doors at both campuses are open at 7:15. Students arriving at that time will stand quietly in the hallway and wait to be told to go to classes. Flatrock students who are driven to school enter and leave at door 1, and bus students use door 3 at arrival and dismissal. Soest students, both car and bus riders, use door 3 when they arrive at school and when they leave for the day.

Any child departing school prior to 2:35 (Flatrock) or 2:30 (Soest) will be recorded as early departure.

### **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 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.

## **Athletics**

### **Goals**

- To provide a learning environment in the sport and develop a sense of responsibility and self-discipline.
- To develop a positive attitude and put forth effort to fully use abilities given by God.
- To learn to practice good sportsmanship, whether winning or losing, and a willingness to improve one's self and the team.

### **Purposes**

Student athletes must remember that the primary importance is academics. The purpose of SJE is to provide a Christian education, so a level of academic excellence must be maintained in order to participate.

It is the hope of the school 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.

It is desirable that all students with an interest have an opportunity to participate. The junior varsity 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 and participation are important. Coaches stress teaching skills and learning the game, with less emphasis placed on winning. Although it is not possible to be exact, coaches will strive for equal playing time among players. Still, players and parents must realize that attitude, cooperation, and attendance at practices, along with any failure to follow team and school policies, can affect playing time. As the number of participants on a particular team increases, separate games for fourth and fifth graders will be sought to ensure participation by all. When teams participate in tournaments, teams will be playing with a goal to win and be successful. Playing time during tournaments is not guaranteed, although coaches will strive to play everyone. Certain situations may arise where playing time is limited.

Varsity teams may have no more than four meetings (a combination of practices and games) per week. A tournament that is held on a Saturday or Sunday counts as one meeting regardless if more than one game is played. Varsity teams may enter no more than two regular season tournaments and play no more than eighteen games in the regular season. Junior varsity teams may have no more than three meetings per week. A tournament that is held on a Saturday or Sunday counts as one meeting regardless if more than one game is played. Junior varsity teams may enter three tournaments and play no more than twelve regular season games.

At the varsity level, the 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, two varsity teams may be offered, with both teams combining for tournament play.

### **Academic Eligibility**

All students participating in the SJE Athletics Program must maintain a minimum 75% combined grade average (with no F's) in all classes/subjects (with the exception of music, choir, band, and art).

1. SJE will perform grade average checks mid-quarter and end of the quarter on all students. Students that are below 75% average will be placed on a two week probation (students will still be able to participate in games and practices) and will have two weeks to improve the grade. At the end of two weeks, SJE will perform a second grade check. If the student does not raise the grade after the probationary period has ended, the student's status will be "suspended" until mid-quarter or end of term.
2. Suspended students will not participate in practices or play in games. At the start of each grading period all suspended students operate under a two week probationary period. If the student's grades improve to the 75% threshold (with no F's) he/she is reinstated. If the student is unable to meet the eligibility standard their status then will be suspended until the next midterm/quarter.

### **Eligibility**

All students participating in the SJE Athletic Program must comply with the following to be eligible to participate in SJE practices or games:

1. Have a completed SJE Sports Permission and Consent form submitted to the SJE office for the current school year. The SJE Sports Permission and Consent form will include language that assures both parents and students fully understand the current SJE Athletic Program Guidelines and SJE Athletic Eligibility Policy
2. Have a physical on file in the SJE office for the current school year before practices begin.
3. Have attended at least four (4) class periods on a weekday practice or game.
4. If a student athlete skips a game to attend a non-school sport or extra curricular activity, the student athlete must sit out the next regularly scheduled game.
5. Student athletes and their families are strongly encouraged to attend Sunday or Saturday worship services if they are participating in SJE sports activities on Sundays.
6. Parents and students are encouraged to perform regular grade checks in all subjects.

Parents may suspend students from participation in SJE sports at any time for behavior, discipline, or academic reasons. Parents are to notify the principal, athletic director, and appropriate coaches of their decision to suspend their child from sports, the reason for suspension, as well as the length of the suspension.

A student who receives special education services must meet the educational standards as written in their Individualized Service Plan (ISP) or 504 Plan.

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, AD, or other responsible adult/parent arrives to take them to the locker rooms to dress for the game. Students will then be supervised by the coach or AD.

It is the policy of St. John-Emmanuel Lutheran School that, when appropriate, students from sister parochial schools may participate in school sponsored extracurricular activities, with prior approval of the principal.

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.

### **Kenny Bleeke Award**

Given at the annual end of year athletic banquet, the recipient(s) are people who best represented their school in the basic beliefs of a Christian school. Kenny Bleeke’s name is on the award. Mr. Bleeke coached for many years at SJE, volunteering countless hours with two goals in mind: 1) Improve each team member’s ability and knowledge of the game, 2) center on competing in a Christian manner.

### **Physicals**

All students involved in sports on school teams must have annual physicals. IHSAA forms for the physicals are available from the school office or health care professionals. The physicals may be obtained through a doctor’s office, a clinic, or East Allen County Schools. Physicals must be completed and forms turned in prior to the first practice.

### **Weather-related Cancellations**

Activities scheduled at St. John-Emmanuel Lutheran School on days that school is closed due to bad weather will be canceled. This pertains to practices also.

### **Attendance Policy**

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 A CALL BE MADE TO THE SCHOOL (260-639-0123) PRIOR TO 7:30 A. M. EACH DAY A CHILD IS GOING TO BE ABSENT OR TARDY. A message may be left on the school’s voicemail. The phone call provides the school and home with a security check.

A child who has had a fever must stay home until he/she has been fever free without the use of fever-reducing medication for 24 hours. In the case of contagious diseases (strep, pink eye, chicken pox, Covid-19, etc.) parents should call the school to inform the staff of the nature of the illness. It is up to the school’s discretion when informing school families about a significant outbreak.

### **Appointments**

Please make every attempt to schedule 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. PLEASE NOTIFY THE TEACHER IN WRITING, or, if last-minute changes are necessary, a call may be made to the school office (260)-639-0123. A parent or other authorized adult must sign out a child in the school office. A student will not be released to an "unknown" person without parental approval.

### **Excessive Absences**

- At eight absences, notification of the absence will be sent to the parents reminding them of the absences and that a meeting with the principal will need to be held if the student reaches fifteen absences. This letter should be signed and returned by the parent to the school office.



- At ten absences, the principal will contact the parents to set up a meeting to discuss the student's attendance at school.
- At fifteen absences, the principal will contact the parents to set up a meeting to discuss the student's future enrollment status at school. A pastor or school board member may also be asked to attend the meeting. When the truancy becomes apparent, appropriate authorities may be notified and removal from school could occur. Chronic health conditions would be taken into consideration.

### **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
- Doctor, dentist, or professional counseling appointment that cannot be scheduled outside the school day
- Attendance at a family funeral

### **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.

### **Unexcused Absences**

- An unexcused absence is defined as any absence not covered on the “Excused Absences” list.
- Occurs when no parent or guardian contacts the school, giving an explanation for the absence on the day of the absence or prior to the absence.

### **Tardies**

School begins at 7:35 A.M. at Flatrock and 7:45 A.M. at Soest. Students who are not seated and ready to learn at those times will be marked tardy. If a child will have a prearranged medical/dentist/counseling excuse for being late, please contact the teacher in writing the previous day. Students arriving late because of a professional appointment should submit an excuse from the doctor upon arrival at school. Bus riders are not counted tardy.

#### Tardy Policy Schedule:

- 0-2 hours=Tardy
- 2 or more hours=1/2 day absence.
- On the third tardy of the quarter, the parents will receive a warning email.
- On the tenth tardy, the student will be counted as 1 day unexcused absence.
- Every fifth tardy, after the tenth, will also result in a 1-day unexcused absence (fifteenth, twentieth, twenty-fifth, etc)

### **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.”

### **Background Checks**

Anyone wishing to volunteer in the classroom or going on field trips etc, will be required to complete a background check form. This form is submitted to the school office for processing. This process takes up to five (5) business days. Forms will be made available during online enrollment and at the beginning of each school year during orientation night. Parents are encouraged to fill out the form at that time if they are thinking about volunteering or going on field trips.

### **Bicycles and Motorized Vehicles**

Bicycles may be ridden to school when parents have given their permission. 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 on the west side of the Flatrock building 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.

### **Bullying and Harassment Policy**

St. John-Emmanuel Lutheran School does not tolerate harassment or bullying of any person by any staff member or student. The term “harassment” includes but is not limited to slurs, jokes and other verbal abuse, graphic or physical conduct relating to an individual’s sex, race, religion, age, or handicap. The term “bullying” means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student’s person or property;
2. has a substantially detrimental effect on the targeted student’s physical or mental health; has the effect of substantially interfering with the targeted student’s academic performance; or
3. has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

Retaliation against an individual who makes charges of harassment or bullying is likewise prohibited. Those guilty of harassment, bullying, or retaliation meet with appropriate sanctions. It is also the policy of St. John-Emmanuel Lutheran School that any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature by a male or female constitutes sexual harassment since such conduct creates an intimidating, hostile, or offensive school environment and has no place in a Christian setting. Those individuals who believe that they have been the target of any type of harassment, bullying, or discrimination should immediately report in confidence the conduct to the Principal/Administrator or other trusted teacher/adult who will report it to the principal. Following an investigation of the incident, appropriate action will be taken. Both the bully and the target student will be required

to participate in on-going counseling and education services. Serious or repeated harassment or bullying results in suspension and possible expulsion. It is the responsibility of all members of the St. John-Emmanuel Lutheran School family (teachers, students, staff, parents) to respect the rights,

feelings, and sensitivities of others and accept one another as equals in the sight of God in the spirit of Christian love, even as Jesus Christ first loved us and gave His life for the sins of all mankind.

### **Calendar**

A school calendar listing all holidays, school vacations, Parent Drive Days, and other important events is available on the school’s website and in FACTS through the Parent Portal. The school year shall contain actual teaching days (students and teachers) designated by state regulations. Our calendar will follow the EACS calendar as closely as possible. To ensure an 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 as a “Parent Drive Day”. It will be the parent’s responsibility to get 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.

### **Chapel & Baptismal Remembrance**

Worshiping as a school family is a vital part of our school mission. Each week students at both campuses attend a chapel service on Wednesday mornings. Additionally, each month the campuses join together to worship in a whole-school chapel service. During this special service, we recognize students who celebrate their Baptismal birthdays. Parents, sponsors, family members, and congregation members are always welcome at our chapel services.

### **Child Abuse and Neglect Policy**

It is the responsibility of St. John-Emmanuel Lutheran School to provide a safe, supportive, and responsive school environment for all students. The St. John-Emmanuel Lutheran School Board believes that all students have the right to be protected from abuse and neglect. The board thus acknowledges the necessity of this policy to ensure school personnel are able to recognize and report suspected cases of abuse and neglect.

The purpose of this policy is:

- To protect students from child abuse and neglect.
- To educate all school personnel of the requirement to immediately report suspected child abuse (neglect, physical, sexual); their right to confidentiality; and of immunity from civil liability or criminal penalty for reporting.
- To establish procedures to be used by all school personnel when reporting suspected cases of child abuse or neglect to the appropriate authorities.

Parents can request a full copy of SJE’s policy and procedure from the Principal.

### **Church Attendance**

Regular church attendance is desirable and required by God Himself. The Christian home is strengthened by both public and private worship and by the study of God’s Word individually and in groups. We encourage faithful church and Sunday school attendance at the church of your choice, and you are always welcome to attend services at St. John (Flatrock) and Emmanuel (Soest). Service times are listed below:

Emmanuel Lutheran Church - Sundays at 8:00 & 10:00 A.M. and Thursdays at 7:00 P.M.  
Sunday school at 9:15 (No Sunday school in summer.)

St. John Lutheran Church - Sundays at 8:15 & 10:30 A.M. and 7:00 P.M.  
Sunday school at 9:30 A.M. (No Sunday school in summer.)

Summer months - additional worship on Thursdays at 7:00 P.M. and one service on Sundays at 9:00

### **Classroom Visitation**

Parents are invited to visit the 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. A background check must be completed if parents want to visit during school hours.

### **Communication with Teachers**

Teachers will be available to answer the phone or reply to emails only before and after school hours, except for emergencies.

### **Cumulative Records**

Cumulative records are maintained for each child. These records are confidential and are filed in the school office. When children transfer to other schools, the office coordinator will send cumulative records to the requesting school. When children transfer to St. John-Emmanuel Lutheran School, the office coordinator will request cumulative records from the previous school.

### **Curriculum**

The curriculum and course of study meet the requirements of the Indiana Department of Education and is based on a curriculum guide for Lutheran elementary schools. 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, and Fine Arts..

### **Band**

Each year students from grades four through eight may receive instrumental lessons from a Concordia Lutheran High School band director. In order to participate, students will miss a small amount of their regularly scheduled instruction. SJE pays the annual program fee and the student is responsible for the monthly fee and any cost associated with purchase or rental of an instrument.

### **Textbook Selection**

The faculty of St. John-Emmanuel Lutheran School has the discretion to select the textbooks needed for classroom use. All selections will be made as a group and approved by the School Board prior to implementation.

### **Discipline Policy**

#### **Philosophy**

St. John-Emmanuel Lutheran School's belief is that children grow as they are taught 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 love and serve one another and to respect everyone's rights and privileges as Christ has commanded. Every attempt is made to maintain Christian discipline at all times. Teachers make every effort to treat all children fairly. It must be understood by students and parents alike that the students owe implicit obedience to all teachers and other authorities. 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 and all staff members have the right to correct any student's inappropriate behavior if they observe the inappropriate behavior. All staff members are to report the inappropriate behavior to 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 may 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, a pastor, or School Board member may intervene on behalf of the parent, child, or teacher. The 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 to create a respectful learning environment, the student will:

- Follow directions.
- Raise his/her hand to speak.
- Be prepared for class.
- Keep hands, feet, and objects to oneself.
- Use language appropriate for a Christian.
- Walk quietly.
- Avoid shouting, whistling, and bouncing of playground equipment while in the building.
- 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.

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.

#### **Automatic Detention Behavior**

These behaviors can lead immediately to an after school detention.

1. Disrespect to others
2. Throwing snowballs, dangerous items, etc.

3. Defacing/damaging school or church property or equipment
4. Physically aggressive behavior (ex. bullying)
5. Using obscene or inappropriate language, gestures, or symbols
6. Exhibiting indecent or inappropriate behavior
7. Leaving classroom, building, or school activity without teacher permission
8. Three dress code violations in a semester
9. Dishonest behavior (ex. cheating, stealing, lying, plagiarism, etc.
10. Excessive tardiness

### **Detentions**

When a student earns a detention, the principal will be notified and 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 be thirty minutes in length for kindergarten through third grade and sixty minutes for fourth through eight grades. A detention may be served before or after school at the discretion of the teacher or principal.

**Academic Detentions:** During academic detentions, students must be prepared to work on homework or read the entire time.

**Behavioral Detentions:** During behavioral detentions, homework and reading will not be allowed.

The only exception for the postponement of serving a detention is for a previously 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 assigned 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.

1. After the first detention, the student will meet with the principal.
2. After the second detention, the student and parents/guardians will meet with the principal and teacher.
3. After the third detention, the student will be given a one-day in school suspension.
4. The fourth detention will result in a two-day out of school suspension (These may be done at school at the discretion of the principal).

**The counting of detentions starts over every school year.**

### **Suspension and Behavior Plan (STEPS)**

An automatic in school or out of school suspension may be given when the student behavior warrants that a detention is an insufficient consequence. These suspensions may be given either at the discretion of and after discussion with the principal, teacher, and parents.

**STEP 1.** The student meets with the principal and teacher for counseling, indicating the seriousness of the offense(s), and the parent/guardian is informed by the principal. A description of the behavior(s) leading to the step is recorded in the student's cumulative 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 (ISS), during which the student writes a personal behavior improvement plan. During a suspension, participation in extracurricular 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-School Board are informed.

**STEP 3.** The student serves a two-day out of school suspension (OSS), during which a behavior improvement plan is again written. Before the student is allowed to return to school a conference is held involving the same participants as at Step 2. Depending on the problem, a pastor may also be present. The family is counseled that the next step (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-School Board are informed.

**STEP 4.** The student serves a three-day out of school suspension (OSS). Before the student is allowed to return to school, a conference will be held including the student, parent(s), teacher(s), principal, SJE-School Board representative, and a 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-School Board are informed.

**STEP 5.** The student is suspended pending an expulsion hearing convened by the SJE-School Board. 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-School Board for a review of the action taken. Movement onto Step 1 or from one step to the next occurs with the third detention in a quarter, or because of very serious behaviors calling for immediate intervention and discipline. Behaviors that warrant an automatic referral to the Step Program 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 or threat of action against another person; harassment of student/staff.

The principal and school board reserve the right to skip any of the steps if the behavior warrants such action.

### **Expulsion Procedures**

1. The principal may suspend the student (in school or out of school) based on the procedures outlined above.
2. If the principal feels that expulsion is warranted or should be considered, an emergency meeting of the School Board will be requested to discuss the issue and the parents will be notified of the date and time of the meeting.

3. At the School Board meeting, the principal will present the documentation of the problem to the Board. If the student or parent would also like to address the school board, they also have the right to do so during that meeting.
4. If the School Board decides that the expulsion is warranted, the student will be immediately expelled. A formal letter outlining the details of the expulsion will be given to the parents. The letter will contain the date of expulsion.

### **Seclusion and Restraint**

St. John-Emmanuel Lutheran School believes a safe and healthy environment in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement should be provided. As an Indiana accredited non-public school, state law requires that the school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of the school's seclusion and restraint plan in the school office.

### **Dress Code**

As a Christian school, appropriate speech, dress, and manners are expected. At St. John-Emmanuel Lutheran School it is a belief that a student's appearance has an impact on his or her behavior, creates a culture of learning, and reflects the identity of the school. Students are expected to be neat and well groomed. Their clothing must be appropriately fitted for the student. The dress code is in effect from the first day of school and at all times from the time the student arrives until the student leaves at the end of the day. During special events, certain portions of the dress code may be amended as determined by the administration. Students participating in an SJE sponsored after school or extra-curricular event/activity are expected to dress neatly, modestly, and in good taste.

All students are expected to know and follow the dress code as detailed below:

#### **Dress Guidelines**

- Polos are required and must be sufficiently long to ensure that the torso is not exposed. Logos and/or words must be able to be covered by a 3 x 5 index card. No undergarments may be visible beyond the bottom of the shirt being worn. Shirts are not required to be tucked into pants.
- Only solid-colored undershirts may be worn underneath the polo shirt.



- Cardigans, sweaters, pullovers, sweater vests, or sweatshirts (¼ zip pullover type) may be worn as long as they are worn with a polo. Logos and/or words must be able to be covered by a 3 x 5 index card.
- **Only SJE/Tiger gear hooded sweatshirts without zippers are permitted** with a polo worn underneath it. Hoods may not be worn up while in the school building.
- Students may wear an SJE athletic team warm-up shirt on game days.
- Bottoms must be solid-colored tan, navy, black, grey, or denim pants without patches. Shorts may not be worn November 1 through March 31 and must fall at or below the fingertips when the arm is hanging naturally at the side. A belt is not required to be worn.
- Girls' skirts, skorts, and jumpers must be solid-colored tan, navy, black, or denim and must fall at or below the fingertips when the arm is hanging naturally at the side. Polo dresses may be worn. Tights or leggings may be worn under skirts, skorts, jumpers or polo dresses only. A belt is not required to be worn.
- No holes, rips, or tears are allowed in any garment.
- Chapel dress for boys may consist of a polo or dress shirt. For girls, a polo, polo dress or regular dress may be worn. No denim may be worn on chapel day.
- All clothing must be appropriately fitted for the student.
- Shoes should be worn at all times:
  - Grades K-8: Tennis shoes (without wheels or lights) or dress shoes. Heel may not exceed one inch for grades K-3. Sandals with backs and may be worn from the start of the year until October 31 and beginning on April 1. Sandal heel should not exceed one inch for grades K-3.

### **Other Dress Code Restrictions**

- Hair must be clean, neat, and natural-colored.
- No hats or head coverings may be worn in the building.
- Tattoos, piercings (other than the earlobes for girls), and extreme cosmetics are prohibited.
- K-5 are not allowed to wear makeup. Natural-looking make-up may be worn by middle school girls.

### **Special Dress Days**

- Dress down days may be permitted at the discretion of the principal.
- T-shirts that promote Christian beliefs/organization or Tiger gear t-shirts may be worn with jeans on the last day of the week, as long as it not a chapel Wednesday.
- There may be occasions or events throughout the school year that warrant a more formal dress attire (shirt & tie for boys, dress for girls). The teacher and/or principal will notify students of those days. Examples of those kinds of events would be Junior Achievement Biz Town, the day of an athletic event, and graduation.
- Overall appearance must be in accordance with the normal dress code.

### **Violations of Dress Code**

All parents are encouraged to explain this policy to their children and help them adhere to it.

***Classroom teachers and/or school administration have the right to reject any article of clothing or accessory worn to school if it is deemed inappropriate or does not conform to the dress code standard.*** Should violations occur, they will be handled as follows:

- **1st offense:** The student will be informed that his/her dress is inappropriate. A dress code violation will be issued and sent home requesting this item not be worn again.
- **2nd offense:** A dress code violation will be issued. A parent will be called and will be required to bring a change of clothing.
- **3rd offense or more:** A dress code violation will be issued. A parent will be called and will be required to bring a change of clothing. An automatic detention will be issued. Parents/guardians must make arrangements to pick up their child after each detention.

Repeat offenders may 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 made, 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 (i.e. special spirit days, dress down days, etc).

### **E-Learning**

E-Learning is learning conducted via electronic media and is typically used when school is not in session due to inclement weather, power outages, etc. SJE provides information to help students and parents access assignments and materials during SJE eLearning days.

#### **Items for students regarding eLearning.**

1. Teachers have been encouraged to post those assignments on their Seesaw website or in Google Classroom. All eLearning assignments will be posted by 9:00 A.M. of the eLearning day.
2. Students may receive new concepts.
3. There will be no more than three consecutive eLearning days and a maximum of four eLearning days in any given Monday through Friday week.
4. Once students return, it is the student's responsibility to complete and turn in any assigned/graded material within two school days for grades four through eight, and three school days for kindergarten through grade three. This **excludes** weekends and holidays.  
**Example:** If school is canceled on Tuesday, eLearning work is due Friday (three school days later).
5. Teachers will be accessible via the teacher's preferred communication tool (email and/or text) during the eLearning day from 9:00 A.M. to 3:00 P.M. to answer student or parent questions.
6. SJE will make necessary technology available for forty-five minutes before or after school for the three days after the eLearning day. Parents at both campuses should contact individual teachers to set up times as needed.
7. Students must complete at least one assignment on the day it is assigned to be counted present for that day.

### **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, handheld tablets, smart

watches, any other handheld gaming device, and bluetooth devices, including earbuds. The school will not accept responsibility for lost or damaged electronic devices. Student phones will be off and in their backpacks/bag from the moment they enter the school building in the morning until they **have left the building after school**. If any of these items are found out of a student's backpack/bag while at school or on a school-related activity, 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: personal electronic devices (listed above), comic books, teen magazines, squirt guns, trading cards, and the like. Chewing gum is also considered a nuisance.

**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, controlled substances, and 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 one-day in-school suspension, out of school 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 see your classroom teacher or the school office coordinator.

### Federal and State Aid

St. John-Emmanuel Lutheran School accepts funds and materials from governmental agencies including, but not limited to, the Choice Scholarship Program. These funds are accepted as long as associated requirements do not infringe upon the philosophy and objectives of our school. The school also abides by the rules and regulations set by these agencies.

### Field Trips

Each class normally goes on field trips during the academic year. The principal approves all field trips and all children must have signed permission slips from parents for each trip. St. John-Emmanuel Lutheran School may rent a bus for use by the school. Parents will pay an annual fee at the time of registration so students can ride the bus for field trips and chapel.

Parents attending a field trip as a volunteer chaperone must have a background check on file. They will make themselves available to help the teacher on the trip. Younger siblings will be left at home so the chaperone can be attentive to the other children in the class during the trip

Parent drivers will need to provide proof of insurance and driver's license before driving for a field trip. SJE follows all Indiana car seat and safety laws.

### **Eighth Grade Field Trip**

It has been customary for the eighth grade class to make a trip to Washington, D.C. in May of each year. This is a school-sponsored and as such the following guidelines for the field trip are in place.

- When possible, the trip will be led by a staff member who will be responsible for collecting money, scheduling tours, making reservations for housing, and scheduling the transportation.
- When it isn't feasible for a staff member to lead the trip, the principal will arrange for a tour company to lead the trip. The staff member will still be responsible for attending, collecting money and communication with the tour company.
- Parents are responsible for the fundraising for the trip. They report to the principal and designated staff member their fundraising activities by September 1 of the year before the trip is taken.
- One parent may accompany a student on the trip.
- When class sizes warrant it, grades seven and eight may be combined to go on the trip.

See Appendix A.

### **Fines/Damages**

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

### **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.

### **Grading and Academics**

Grades are made available to parents daily online via FACTS. A paper report card is issued at the end of each quarter as well as the end of the school year and as requested by the parent. Following the first quarter, a Parent-Teacher Conference is scheduled for all parents to discuss their child's progress. Additional conferences may be held throughout the year to keep in contact with parents regarding their child's progress. Mid-quarter reports are made available for parents online or in paper form as requested by the parents for students in grades one through eight. Kindergarten and 1st grade use E = Excellent, S = Satisfactory, and N = Needs Improvement.

The grading scale for second through eighth 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%

Because Algebra can count as a high school credit, students may receive an A+ with a grade of 99-100%.

### **Homework**

Students are given opportunities at school to complete 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 situation should be discussed first with the teacher. On days when the child is absent, homework assignments will be made available after 2:30 P.M. 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 lunch will be published in the school calendar and newsletter. There are two levels of recognition. Honor Roll requires all A's and B's in Literature, English, Spelling, Social Studies, Math, Science, Health, and memory (sixth grade only). High Honor Roll requires all A's in the aforementioned subjects.

### **Late Work**

Students in grades 4-8 have a late work policy. Assignments that become homework are due first thing in the morning the following school day. For the first day the assignment is late, 10% will be taken off of the grade. For the second day it is late, it will be graded as "0" but must still be turned in to show understanding of the concepts.

Students in grades K-3 are expected to turn in assignments that become homework the following school day. There is no late penalty; ALL assignments must be completed and returned.

### **Make-Up Work**

Students who are absent and have make-up work to complete are granted one day per day absent, plus one additional day to have the assignments returned to school. (i.e. - If a student misses two days of school, he/she will have three days to return the homework.)

### **Student Promotion**

The classroom teacher is 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. If there is a possibility of not promoting a child, the parents will be informed of this by the end of the first semester.

Any student who receives six or more F's on his/her report card for the year will create an automatic review for possible grade retention.

### **Testing**

In addition to regular subject matter testing, ILEARN and IREAD tests are given to grades three through eighth as required by the State of Indiana. SJE administers assessment tests during the year including NWEA and benchmark tests on I-Ready. Other tests, such as psychological, speech, and hearing, etc, are available through EACS.

## **Medical Information**

St. John-Emmanuel Lutheran School has a volunteer nurse who will facilitate the hearing screening completed by the East Allen County Schools Speech Therapist (grades one, four, seven and all new students). Vision screenings are completed by Allen County Non-Public School System R.N. for grades 3, 5, 8, and any other students having difficulties.

The nurse also:

- provides preventative health education if needed

- makes referrals to community services to provide additional assistance if needed
- maintains student health records.
- is available as an information source for health problems.

Emergencies happen at school. To aid in record keeping, parents are to keep emergency information up to date in FACTS or at the school office.

**Illness and Injuries**

Your child should NOT attend school if he or she:

- has a temperature of 100 degrees or above.
- is vomiting or has diarrhea.
- has a rash (unless it has been diagnosed by MD as not contagious).
- has a communicable disease such as Covid-19, chicken pox, pink eye, hand, foot, and mouth disease, impetigo, or other bacterial infections.
- appears obviously ill (with or without a fever).
- has head lice (Allen County Department of Health guidance will be followed for an incidence of lice infestation).

If a child becomes ill at school, the parent (or an emergency contact person) will be called to pick up the child. East Allen County Schools will not transport ill students.

**Return to School**

Children kept home from school due to fever are not to return to school until fever free for twenty-four hours without the aid of fever-reducing medication such as Tylenol. Temperature should be checked later in the day as fevers are normally elevated in the afternoon and evening.

Children who are vomiting or have diarrhea must stay home until symptom free for twenty-four hours.

Pink eye and impetigo are contagious and must be treated by a doctor. Students may return to school after twenty-four hours of antibiotic therapy or with a doctor’s note. Ringworms are also contagious and must be covered while the student is at school.

**Immunizations**

Indiana state law (IC-20-34-4-5) requires that all students must have completed or be up to date on certain immunizations before attending school. Questions about what immunizations are required should be directed to your healthcare provider or school nurse. If proof of the required immunizations is not on file with the school, the child may be excluded from school.

**Physicals**

Students are required to have a medical, vision, health questionnaire, and dental exam before enrollment in Kindergarten and a form is required to be completed by a physician. These forms are due, preferably at registration, but by the first day of school. It is suggested that Pre-K students also have a physical prior to the start of the school year. New students in grades 1-8 are required to have a physical, vision exam, and health questionnaire completed and submitted by the first day of school. Any changes in a current student’s health or new medical conditions need to be shared with the school nurse.

### **Student Medication and Universal Precautions**

The principal, office coordinator, or teacher can take care of minor injuries with first aid materials in the school office cabinet at St. John and in the teacher workroom at Emmanuel. In cases of major injuries, parents and/or doctors will be notified by phone.

### **Purpose of Administering Student Medication:**

The purpose of administering medication in school is to help each student maintain an optimal state of health to allow for academic success in the classroom. **MEDICATIONS SHOULD BE GIVEN AT HOME WHENEVER POSSIBLE!** 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:**

This protocol for administration of medications is developed and managed by the principal and/or school nurse. Medication prescribed for a student is kept in the original container with a pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a physician. When a medication is to be administered at school, a Student Medication Information and Consent Form must be completed, signed, and taken to the school office by the parent. This information is discussed with the student and other staff assigned to administer medications.

All medications are kept in a centrally located locked container. Under doctor's orders, students may carry emergency medications such as asthma inhalers or bee sting kits. Forms for carrying emergency medications must be completed by a doctor. Contact the office coordinator for this form. Likewise, over-the-counter medicines will be kept in a locked container. These medicines must be accompanied by a completed and signed Authorization for Self-Carry Administration of Medication at School and Afterschool Activities and brought to school in its original container by the parent.

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. Cough drops are considered a medication and as such need to be kept in the school office and given by the office coordinator as needed.

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 by law. School personnel can NOT administer medicine unless the parent delivers it. Only trained school personnel are permitted to administer medication.**

### **Parent-Teacher League**

In order to better serve our families, St. John-Emmanuel Lutheran School has formed a Parent-Teachers League (PTL). All parents and teachers are automatically members of this group.

Throughout the year, events are planned to bring together the staff and families for fun and fellowship. These include the Unity Walk, Carnival, and Skating parties.

### **Procedure for Parental Concerns**

During the school year, there may be times when parents 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. The parent is to first schedule a meeting with the teacher(s) involved. A full discussion and understanding of the matter by both parent and teacher(s) is essential at this step.
2. If the concern remains unresolved, the parent should schedule a meeting with the teacher and the principal.
3. If the concern still remains unresolved, put the concern in written form and request that the SJE Board chair call a meeting of the entire School Board to discuss the concern. Parents should be advised that the principal or School Board may intervene on behalf of the parent, child, or teacher. The goal is always to seek what is best for the educational setting of the student and the school as a whole.

### **Recess**

During the winter months the temperatures can get quite cold, many times dipping well below zero. If the temperature drops below 10 degrees Fahrenheit or wind chill takes the temperature into the single digits, students will have inside recess. Please be sure your child is dressed for the weather.

### **Release For Publication of Student Media And Work**

Printed publicity: This may include but is not limited to bulletin boards, the school newsletter, school yearbook, class projects, local newspapers, and school marketing brochures.

During the current school year, a child's image/photograph or work may be used in one of the following ways:

- Posted on the St. John-Emmanuel Lutheran School, Indiana District, The Lutheran Schools Partnership, Lutheran Church Missouri Synod, Emmanuel Lutheran Church, St John Lutheran Church or any other school/educational institution utilized websites.
- Published in classroom newsletters, blogs, or websites that are online and/or emailed to parents.
- Videotaped to appear in a school related program to be used by a local television station or school project.
- Used in a printed publication such as a newspaper or magazine.
- Published on web-based applications that are used in the classroom for educational purposes.
- Posted on the SJE Facebook page.

While a child's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the Web.



Your permission gives approval to publicize without prior notification and remains in effect until revoked. "Media release" is included on the enrollment form. Students may not be posted if parent says "no."

**SJE cannot be responsible for pictures posted by individuals to the school or personal website, Facebook pages, or any other social media.**

### **Returned Checks**

If a check is returned to the school by a bank for insufficient funds, the owner of the account will be charged the bank fee as well as an office processing fee. The office processing fee will be equivalent to the bank fee.

### **School Day**

School office hours are Monday through Friday 7:15 AM to 2:45 PM at the St. John campus office. Soest campus office hours 7:50 AM to 2:30 PM.

The school day for the Emmanuel Campus (Kindergarten through third grade) students begins at 7:45 A.M. and dismisses at 2:30 P.M. The school day for the St. John Campus (fourth through eighth grades) begins at 7:35 A.M. and dismisses at 2:35 P.M. and is dependent on the arrival of the buses. School will dismiss at 2:00 on Wednesday afternoons (Aug.- May) for teacher collaboration. If school is delayed on Wednesday, dismissal will be at the normal time (2:35/2:45).

Any child departing school prior to 2:35 (Flatrock) or 2:30 (Soest) will be recorded as early departure.

### **Preschool Three-Year Old Program**

St. John-Emmanuel Lutheran School offers a preschool program for three-year olds. The program runs Tuesdays and Thursdays for the entire school year. A birth certificate and an immunization record that complies with Indiana Law are due by the first day of school.

Preschool classes meet on Tuesdays and Thursdays

Morning class 7:45 - 10:45 A.M.

Afternoon class 11:45 - 2:45 P.M.

If only one session 7:45 - 10:45 A.M.

If a two hour delay: Morning class 9:45-11:45 A.M. ; Afternoon class 12:45-2:45 P.M.

**For a three hour delay, there will be no morning or afternoon class.**

### **Pre-Kindergarten**

St. John-Emmanuel Lutheran School offers a Pre-Kindergarten program for four-year olds. The program runs Mondays, Wednesdays, and Fridays for the entire school year. A birth certificate and an immunization record that complies with Indiana Law are due by the first day of school.

Pre-Kindergarten classes meet on Mondays, Wednesdays and Fridays

Morning class 7:45 - 10:45 A.M.

Afternoon class 11:45 - 2:45 P.M.

If only one session 7:45 - 10:45 P.M.

If a two hour delay: Morning class 9:45-11:45 A.M.; Afternoon class 12:45-2:45 P.M.

**For a three hour delay there will be no morning or afternoon class.**

## Social Media Policy

This social media policy applies to all online or mobile-based tools for sharing content and discussing information, whether controlled by St. John Emmanuel Lutheran School (SJE) or hosted on other platforms (such as Facebook), on which members of the SJE community engage in activities relating to SJE. The term “social media” refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, and image- and video-sharing sites. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

While social networking is fun and valuable, there are some risks that should be kept in mind while using these tools. Any post that slanders, bullies, or threatens another student, parent/guardian, or employee could threaten the status of the family in the school. SJE does not have the resources to monitor these sites so people who see inappropriate postings should bring it to the attention of the administrator so action can be taken.

**First and foremost, any content, whether in words or pictures, posted on a social website, blog, etc. must support the mission of St. John-Emmanuel Lutheran School.**

- ***Be selective*** – There are a variety of digital media available. Use the right medium for your message. A blog or social network might not be the right place for messages intended only for a small group. An email or other means might be best.
- ***Be responsible*** – Members of St. John-Emmanuel Lutheran School are *personally* responsible for their posts.
- ***Be smart*** – A blog or community post is visible to the entire world. Remember that what is written will be public.
- ***Respect the privacy of others*** – Do not publish the personal information of others without their permission or, in the case of minors, written permission from their parents.
- ***Be respectful*** – If you disagree with others, do so with civility. Respect the audience, express views with appropriate language, and be respectful of the Church and its teachings. Respect the confidentiality of matters that are shared in confidence, or that are meant to be kept confidential by the nature of the work, ministry or volunteer mission.

### **Specific Policies**

**1. Use of Official Name and Logo.** Any use of the St. John-Emmanuel Lutheran School name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved ~~prior~~ to use. Requests for prior consent to use such names or logos should be made to the principal. Any uses in existence at the time of adoption of this policy are not grandfathered and should be authorized pursuant to this policy. Permission to use the name or logo of the school may be revoked at any time in the sole discretion of SJE. This policy, however, should not be interpreted to limit the ability of members of SJE from using the name of SJE to identify themselves in profiles, discuss matters relating to SJE, or other similar uses.

**2. Interpretation.** In areas where this policy does not provide a direct answer for how members should answer social-media questions, members should use their best judgment and take the most thoughtful and prudent action possible, bearing in mind SJE's need to preserve accountability for the use of its name in all social media.

**3. Duties of Administrators/Moderators.** Administrators/Moderators of official SJE's social media are responsible for ensuring compliance with this policy statement. All comment and blog response areas must be regularly reviewed. Those responsible for such areas must review and approve comments prior to posting, and should not post any comments that do not meet our standards for civility, misrepresent the position of the school, or that include profanity, defamatory language, or speech that is inappropriate. Anonymous comments should not be permitted. All moderation functions should reserve the right to ban repeat offenders. Administrators/Moderators who permit users to post materials such as documents or photographs should make clear to users that the site will not archive those materials and should delete them after a published period of time (typically twelve months, except in cases where a project needs to be preserved for a longer period of time).

**4. Individual Judgment.** Even when engaging in social media for personal use, the comments of a member of SJE may be viewed as a reflection of SJE. Users should use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of our members.

**5. Copyright Laws.** Users must comply fully with copyright laws when posting and uploading copyrighted materials. Any posting of materials to official SJE social media must be limited to materials in which the copyright is owned by the party seeking to post the information. Images and other materials from the SJE website shall not be copied and uploaded to other forums without the prior consent of the principal.

**6. Privacy.** All users of SJE's social media should take care to safeguard the privacy of other members. In particular, personally identifiable information (that is, information that can identify a particular person, including name, phone number, address or email address) should not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels should be utilized.

**7. Minors.** Social media maintained by SJE are not intended for the use of children under the age of thirteen. Any site operated by SJE that is oriented toward youth between the ages of thirteen and eighteen must require registration for all users and must be password-protected so that only registered users may access the site. A minor may not be identified by a first and last name unless written permission from a parent or guardian is obtained prior to identification.

**8. If You See It, Say It.** Any use of social media that does not comply with this policy should be brought to the attention of the principal immediately. Questions concerning the policy should be directed to the principal. This policy may be updated and modified at any time. Users will be apprised of changes in this policy.

Violations of this policy may have the following disciplinary repercussions:

- A revoking of posting privileges on any SJE social media sites
- Families being told to withdraw their child(ren) from St. John-Emmanuel Lutheran School
- Legal action and/or prosecution

### **Special Education Services**

St. John- Emmanuel staffs a resource teacher to offer support for students who need extra assistance in the classroom. Additionally, students who attend SJE may request an evaluation for services from EACS. If a student is deemed to be eligible for special education services, an EACS staff member can provide those services through an Individualized Service Plan (ISP) while the student attends SJE. SJE staff will work with EACS service providers to ensure that students receive the support they need, including modifications and accommodations in the classroom and during testing. Speech therapy is included as a service provided by EACS that can be received at SJE.

### **Suicide Prevention Policy**

It is the responsibility of the St. John-Emmanuel Lutheran School to provide a safe, supportive, and culturally responsive school environment for all students. The St. John-Emmanuel Lutheran School Board believes that suicide is a preventable public health problem and acknowledges that all students have the right to be protected from those indicators that put students at a higher risk for suicide. The board thus acknowledges the necessity of this policy to ensure school personnel have the procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.

The purpose of this policy is to:

- a. Protect the health and well-being of all St. John-Emmanuel Lutheran School students.
- b. Establish procedures to prevent, assess the risk of, intervene, and respond to suicide risk in students, staff, and volunteers, and make referrals as needed.
- c. Educate all school personnel on their role in providing an environment that is sensitive to individual and societal factors and an environment which helps to foster positive youth development.
- d. Ensure that all efforts are made to maintain the privacy and dignity of students and families.
- e. Identify the Suicide Prevention Coordinator and other lead personnel. The Suicide Prevention Coordinator for SJE is the principal or designee.

Parents can access a full copy of our school’s policy and procedures by going to the school website.

### **Technology - Acceptable Use Policy**

The Technology Acceptable use policy is posted in FACTS Family Portal and as an Appendix in this handbook. Parents and students must read and follow this policy. Parents and students are required to sign a copy of the policy each school year.

See Appendix B.

### **Transportation**

Students are transported to school either by car or bus provided by East Allen County Schools (EACS). Conduct when riding the 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.

Students are subject to discipline procedures from both East Allen and the Discipline Policy of St. John-Emmanuel. Students are expected to behave according to SJE expectations.

### **Treats and Soda**

Students are allowed to bring birthday or other special treats to share with classmates. NO GUM is allowed at school. 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 the classroom.

### **Use of Classroom or Office Phone**

Children are not to use the classroom or office phone except for emergency purposes. Forgotten homework, instruments, and uniforms **do not** qualify as emergencies. The classroom teacher will decide if a student may make a phone call. Student cell phones are not to be used in the school building and/or during the school day..

### **Vacations**

If at all possible, vacations should be taken during the summer months or when school is not in session. Vacation trips resulting in lost classroom time are **strongly** discouraged because of the adverse effect on the quality of a student's education. If a trip must be taken, classroom teachers must be notified at least one week in advance. Teachers are not required to give assignments ahead of time to students who will be absent due to family vacations or events. Students will receive the assignments they missed upon their return, and due dates are the same as absent work due dates - the number of days missed plus one - unless arrangements for different due dates are made with the teacher. Any long-term projects assigned before the vacation, or homework assigned after the student's return, will be due at the normal time.

### **Volunteer Program**

St. John-Emmanuel Lutheran School is funded by tuition which is reduced by the Association subsidies funded by St. John (Flatrock) and Emmanuel (Soest) Churches. This Volunteer Scholarship is being offered above and beyond scholarships provided by the school or churches. SJE relies on each family's participation in the education of their children. Along with that, families are expected to contribute both time and talents to help the school, students and teachers.

This Volunteer Scholarship provides a maximum award of up to \$500 per student (new kindergarten through eighth grade families will receive the credit their first year and begin earning it for the following year). To qualify for a Volunteer Scholarship, parents must agree to:

1. Volunteer a minimum of five (5) hours per child.
2. Complete the required volunteer hours during the previous school year to fulfill the requirements of this scholarship and not for another school purpose (i.e. eighth grade trip fundraisers). These hours will count for and be awarded the following school year.

The opportunities to volunteer will be publicized by classroom teachers, the school office, and the PTL. It is **responsibility of the parents** to:

1. Seek out volunteer opportunities.

2. Document hours worked by signing-in at each volunteer opportunity.
3. Meet the total number of volunteer hours required.

Parents, grandparents, the SJE student(s) or adult siblings (18 or older) may fulfill the volunteer hours as required through this scholarship. Any other adult wishing to provide volunteer hours to fulfill the requirements of this scholarship must be approved by the school office.

The amount applied and awarded for this scholarship is based on hours volunteered the previous school year. Settlement of these funds must occur before the first day of school.

### **Weather Delay & Cancellations**

St. John-Emmanuel follows EACS decisions regarding weather delays and cancellations due to inclement weather. Television channels (15 & 21) and radio stations (WOWO) also have announcements. Notification to parents of the delay or closing and implementation of e-Learning will take place via the school's Facebook page and Remind text service.

# **Appendix A**

## 8th Grade DC Trip

## 8<sup>th</sup> Grade Class Trip Committee Guidelines

The 8th grade class trip is an exciting time for the students and parents at St. John-Emmanuel. There is a lot of planning involved in making this trip a lifetime memory. We are thankful for so many willing parents to help coordinate the trip. A great amount of responsibility lies with the parents who commit their time and financial resources to make this trip successful. To help plan for a successful trip, the following guidelines have been developed. These procedures are meant to guide parents and school staff members as they plan this trip. Annually these guidelines will be reviewed by the 8th grade teacher and principal who will present any modifications to the School Board for their approval at their May meeting.

Committee – serve as planners for trip and coordinate all aspects of the trip

- Representatives - 8th grade teacher, parent representatives chosen in the spring of the 7th grade year, and principal (*ex officio*)
- Responsibilities (*can be assigned to individuals and small groups as needed*):
  - Eighth Grade Teacher
    - Consult with and regularly communicate with all parents
    - Develop budget for entire trip
    - Make reservations for hotel, group meals, bus, and additional sights as needed by 8<sup>th</sup> grade teacher
    - Make reservations for the trip
    - Make final decision on itinerary
    - Handle all contracts, paperwork, & payments for trip
    - Post trip survey regarding activities
  - Parent members
    - Get administration approval and coordinate fundraising plans, cognizant of other groups' fundraising efforts by St. John-Emmanuel school and both churches
    - Keep track of attendance and participation on fundraising activities
    - Other duties as deemed necessary
  - Principal
    - Approve all fundraisers
    - Approve the date of the trip
    - Explore opportunities for cost sharing with other area Lutheran schools
    - Facilitate committee work as needed

Funding and Fundraisers\*

- Determined each year at spring meeting in students' 7<sup>th</sup> grade year and approved by principal
- Past fundraisers have included aluminum cans\*\*, flower sale, and magazines
- All financial and contractual paperwork and agreements will be signed by school personnel and made in the name of St. John-Emmanuel Lutheran School.
- Any money raised above the fund distribution described below will be forwarded to the next year's trip account.

Fund distribution in order of priority\*\*\*

- 8th grade teacher and student costs - equal division up to 100% of total cost per person
- 1st parent cost - equal division up to 25% of total cost per person
- 2nd parent cost - none (2nd parent pays 100% of cost per person)



## Meals

- Group meals will be included with the total cost of the trip following the above guidelines
- Any additional meals will be the responsibility of the individual participant
- Effort will be made to stay at a hotel that includes at least a continental breakfast

\* Attendance and/or participation will be kept for all fundraisers.

\*\* All pop can funds collected after May 1<sup>st</sup> will be used for the next year's trip. R

\*\*\* Students and parents who do not participate in fundraising activities will not be entitled to fund distribution.

Washington D.C. Trip Expectations Agreement

In planning a successful trip to Washington D.C. clear expectations regarding behavior must be laid out for all participants. This agreement lays out these expectations to ensure all parent and student participants are aware of their responsibilities on this school sponsored trip.

**General Rules**

- We represent St. John-Emmanuel as we travel. Everyone is to be considerate of other participants including tour guides, bus drivers, chaperones, and eighth grade teacher. This includes the use of appropriate attitude, behavior, and language.
- Please wear comfortable clothing appropriate for touring during the trip. Comfortable footwear is a must, so athletic shoes are fine.
- All participants assume full responsibility for all personal valuables taken on the trip.
- You may bring portable electronics but they must be played with headphones only. If you bring a digital camera or anything else that runs on batteries, think about bringing extra batteries or a charger.
- Being on time is expected of all participants on this trip.
- Please make sure you bring the following items: umbrella, poncho, watch, sunglasses, and suntan lotion. Contact lens wearers should bring glasses along.

**Student Expectations**

- The possession or use of tobacco, alcohol, or any illegal substance will result in dismissal from the trip. Those who possess or use these substances will be immediately sent home at their expense.
- Participation is expected in all activities of the trip.

**Chaperone Expectations**

- The possession or use of alcohol or any illegal substance will result in dismissal from the trip. Those who possess or use these substances will be immediately sent home at their expense.
- All parents attending the trip serve as chaperones.
- Any questions or concerns should be addressed to the eighth grade teacher because he is the school representative leading the trip.

**Bus Rules**

- Limit movement around the bus while it is in motion.
- Students may take food and drinks on the bus (no glass containers). The bus will be kept clean at all times.
- You are responsible to carry all luggage brought on the trip.
- All luggage should be tagged with your name and address.
- Movies that will be watched on the trip must be approved by the teacher beforehand.

**Hotel Rules**

- Students must stay in their own rooms from curfew (10:00 p.m.) until breakfast time.
- Everyone is to keep their room neat. Rooms will be checked before you checkout and leave.
- No student is to enter the room of hotel guests not from our group. No one from outside our group is allowed to enter our group's rooms.
- All participants will be held responsible and be required to pay for damages to and theft of hotel property.

We understand that failure to follow any of these rules may result in not being allowed to participate in some or all of the trip activities. In the worst case, participants will be sent home at their expense.

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Parent signature

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Student signature

## **Appendix B**

### Technology - Acceptable Use Policy

## **Acceptable Use Policy-Technology**

**2023-2024**

### **PURPOSE**

Computers and related technology are extremely valuable tools for education. One of this school's purposes is to encourage the proper use of computer-related technology, including accessing the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy described in this document.

### **GOALS**

- To provide a variety of electronic and interactive tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.
- To enable students and teachers to work effectively with various computer and communication technology.
- To encourage critical thinking and problem solving skills that are needed in this increasingly electronic and global society.
- To guide students toward God-pleasing choices concerning the use of available technology.

### **RESPONSIBILITIES OF THE USER**

With right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet, for instance, may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Filtering, monitoring, and controlling all such material is impossible. The school makes a diligent and responsible effort to discourage and reduce the possibility of the appearance of such material. However, making the many resources of the information superhighway available for the benefit of our students comes with the risk of exposure to inappropriate and undesired content. It is the responsibility of the user to utilize SJE technology and Internet access only as instructed by educational staff, to understand the technology user is in control and is not forced to read or observe objectionable content (it may be deleted/closed), and to immediately report to the appropriate school authority any content that is inadvertently accessed that is in conflict with this Acceptable Use Policy.

### **ACCEPTABLE USE**

1. All use of the Internet and other technology at St John-Emmanuel Lutheran is to be in support of education and research, and must be consistent with the mission of a Christian school.
2. The user must abide by the acceptable use rules of any network being used/accessed.
3. Any use of the Internet or other technology to facilitate illegal activity is prohibited.
4. Any use of the Internet or other technology for commercial or for-profit purposes is prohibited.
5. Any use of the Internet or other technology for advertisement or political lobbying is prohibited.

6. Unauthorized use of copyrighted material is prohibited.
7. Downloading information or research, whether public domain or copyrighted, and submitting it as one's own original material is plagiarism, and will result in appropriate consequences.
8. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Vandalizing the data of other users is prohibited.
10. Hate mail, harassment, discriminatory remarks, cyber-bullying, and other antisocial behaviors are prohibited.
11. The illegal installation and/or use of copyrighted software for use on school computers is prohibited.
12. Use of the Internet to access obscene or pornographic material is prohibited.
13. Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.
14. Posting of anonymous messages is prohibited.
15. Email use at St John Emmanuel Lutheran shall be limited to legitimate school educational purposes, and shall be conducted only through school-arranged student email accounts.
16. Any attempt to circumvent system security, network security, or the Internet filtering system is prohibited.
17. Users will not repair, reconfigure, modify, or attach external devices to school technology unless under the specific direction of a school staff member.
18. No content created and stored on the school hardware or school authorized online accounts may be considered private. School personnel have the right to monitor and review all data stored on school hardware and school authorized online accounts and school provided student emails, at any time.
19. Additional rules, restrictions, and guidelines may be added at any time.

**NETIQUETTE (Guidelines for appropriate use of the school network and the Internet)**

- Be polite.
- Abstain from vulgar or obscene language.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
- All communications and information accessible via the Internet belongs to someone, and should be assumed to be private property usable only by permission.

- Do not intentionally disrupt the network or other users.
- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- Do not provide or reveal your full name, address, or phone number (or those of others) without specific teacher or parent approval.
- Email is not private. Email should always be written with the understanding it may be reviewed by a staff member.
- Apply Christian ethics and values to all actions related to use of the Internet and the school network.

**PENALTIES**

Any user violating any aspect of this Acceptable Use Policy is subject to loss of Internet and/or computer privileges as well as other school disciplinary action. Dependent upon the grade level and/or activity, loss of Internet and/or computer privileges may also have a negative impact upon a student’s academic subject grades, as Internet access will often be necessary to properly complete school activities.

In situations that lack clarity and require a judgment call, the school administrator will make the final determination as to what constitutes acceptable use. The administrator’s decision is final.

**SCHOOL RESPONSIBILITIES**

- Occasionally, the school will make determinations on whether specific uses of the Internet are consistent with the Acceptable Use Policy.
- The school will maintain appropriate filtering hardware and/or software to protect students from inappropriate Internet content.
- The school will randomly check Internet use and periodically monitor sites that student’s access and attempt to access.
- The school reserves the right to bar access to the Internet in order to prevent unauthorized activity.
- The school will not be responsible for any damages a user may suffer, including loss of data.
- The school is not responsible for the accuracy or quality of information obtained through the Internet.

I acknowledge receipt of the SJE Acceptable Use Policy and promise to adhere to it. If I do not, I understand that consequences as outlined above, will occur.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s) Signature

\_\_\_\_\_  
Date

