

2020-2021 Parent Handbook

The mission of St. John-Emmanuel Lutheran School is Sharing Christ through Academic Excellence.

Statement of Belief

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within the person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18;7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of St. John-Emmanuel Lutheran School as the local Body of Christ, and to provide a biblical role model to St. John-Emmanuel Lutheran School, members and the community, it is imperative that all persons employed by St. John-Emmanuel Lutheran School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of St. John-Emmanuel Lutheran School.

Objectives

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

- To treat each child as God's own
- To teach Christian ideals and ethics by which to live
- To provide quality leadership by example
- To instill self-pride and self-respect while striving to be "Christ-like"

- To bring the fundamental principles of reasoning and creative thinking to each child
- To provide quality education in all areas (academic, spiritual, social, physical, and emotional)
- To provide a testing program to see if academic objectives are being met
- To provide extra-curricular activities for the students

Our school, which is a ministry of St. John Lutheran Church and Emmanuel Lutheran Church, is associated with over 2,000 other schools in the Lutheran Church-Missouri Synod. The school is under the supervision of the St. John – Emmanuel School Board, which in turn is responsible to the congregations. The board meets monthly and visitors are welcome. Many of our teachers are graduates of our Synod 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, our teachers are dedicated to their Lord and Savior, and they view each student as a child of God. As such, the child is to be shown the love of Jesus by word and example both in and out of the classroom.

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 He has provided for us in Jesus Christ, His Son. It is our purpose in ministry to work with you as parents to assist in training your children in Christian living (2 Timothy 3:15-17) according to the teachings of the Lutheran Church – Missouri Synod. Because we recognize the conduct of all members of the school community make an important impact on our school environment, we ask members 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 expression of questions, concerns, and suggestions, speak calmly and listen with an open mind to responses. Stay focused on our 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 our home congregation in proportion to the blessings God has given to us.
- 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.

Accreditation

St. John-Emmanuel Lutheran School has received a Certified Commission for Grades K-8 from the State of Indiana, and has been accredited by the National Lutheran Schools Accreditation of the Lutheran Church-Missouri Synod.

Non-Discrimination Policy

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

General Information

Office Hours

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

School Day

The school day for the Emmanuel Campus (Kindergarten through third grade) students begins at 7:45a.m. and dismisses at 2:30 p.m. The school day for the St. John Campus (Fourth through eighth grade) students begins at 7:35a.m. and dismisses at 2:35 p.m. (these times depend on the arrival of the buses). *Parents who pick up a child after 20 minutes will also be charged \$1 per minute per child payable to the school. Students will only be released to their parent or guardian unless other arrangements have been made.* School will dismiss a half hour early on Wednesday afternoons (Aug.- May) due to EACS busing requirements. If school is delayed in the morning, dismissal will be at the normal time (except Wednesdays when it goes back to regular dismissal at 2:30/2:35). If school is delayed three hours an extra hour will be added to the end of the school day.

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 extra-curricular 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, creed, religion, gender, national 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.
 4. All parents of applicants, grade 1-8, must meet with the School Administrator before admission to determine proper grade level placement.
 5. Children who enter kindergarten must be 5 years old on or before August 1st of the year in which they enter.
 6. SJE reserves the right to admit transfer students on a probationary or conditional status for up to a minimum of 2 (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.

Choice Scholarship Lottery Process Policy (school board approved 5/17/16)

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, according to step 2 above:

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.

Deadline for application submission to be considered for part of the lottery is **August 1st**

Lottery to be held on **August 15th**

Deadline to submit Choice Scholarships is **Sept. 1st**

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 YOU CALL THE SCHOOL PRIOR TO 7:40 EACH DAY YOUR CHILD IS GOING TO BE ABSENT OR TARDY. You may leave a message on the school's voicemail.** The phone call provides the school and you with a security check for your child. This will allow you to arrange to pick up the assignments your child will miss that day. No child is permitted to take part in extra-curricular activities on the day he/she was absent from school for illness. If the event occurs on the weekend, and the child is no longer ill, the child is eligible to attend the event.

If your child has had a fever, please refrain from sending them to school until they have been fever free without the use of fever reducing medication for 24 hours. In the case of contagious diseases (strep, pink eye, chicken pox, etc.) parents should call the school office and inform us of the nature of the illness. It is up to the school's discretion when informing school families about a significant outbreak. (see also "health" section pg 29)

Definitions

Truancy

The Indiana Department of Education recommends truancy be defined as "a student's absence from school without the permission of a parent/guardian." Further, Indiana Code § 20-33-2-11(b)(1) requires a school district's discipline rules to include "a definition of a child who is designated as a habitual truant, which must, at a minimum,

define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.”

Excused Absences

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

- Illness verified by a note from a parent/guardian
- Illness verified by a note from a physician
- Doctor, dentist, or professional counseling appointment that cannot be scheduled outside the school day.
- Attendance at a family funeral

Unexcused Absences

- An unexcused absence is defined as any absence not covered from the above list as an excused absence.
- 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*.

Notification from the School

- At (8) absences, letter notification of the absence will be sent to the parents notifying them of the absences and that a meeting with the principal will need to be held if the student reaches fifteen (15) absences. This letter should be signed and returned by the parent to the school office.
- At fifteen (15) absences, the principal will contact the parents to setup a meeting to discuss student’s attendance at school.
- At twenty (20) absences for a student, the principal will contact the parents to setup 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.

Exemption

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

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

Medical Appointments – Please make every attempt to schedule medical and counseling appointments outside the school day. When it is necessary to pick up a student during the

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

Tardy Policy

Tardies – School begins at 7:35 at Flatrock and 7:45 at Soest. If you know your child will have a 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.

Policy Schedule:

- 0-2 hours=Tardy
- 2 or more hours=1/2 day absence.

Motion 2011:19

- On the 3rd 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 5th tardy, after the 10th, will also result in a 1-day unexcused absence (15th, 20th, 25th, etc)

Continued tardiness would move the child into the Step Plan. (Administration 2000)

Behavior and Discipline

Philosophy

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

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

When a student attends an off-campus, school sponsored activity, such as an athletic event, that student is recognized as a student of St. John-Emmanuel Lutheran School and therefore subject to school expectations for behavior and subsequent disciplinary action.

If pupils have questions related to discipline, they are encouraged to discuss the matter with the teacher outside of class time. Parents who have concerns are requested to go to the teacher first. Please schedule these appointments outside of school hours. If no satisfactory agreement is reached, then the matter should be brought to the Principal's attention. This procedure is written in accordance with the teachings of Christ.

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

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

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

This is behavior that can lead immediately to an after school detention.

1. Disrespect to others (ex. bullying)
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 gross 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. Inappropriate behavior

Detentions

When a student earns a detention, a detention note will be sent to the parent for signature explaining the reason for the detention and stating the day the detention will be served. Detentions will all be 30 minutes for K-3rd grade and 60 minutes for 4th-8th grade and may be served before or after school, at the discretion of the teacher or principal. Pickup policy, in terms of number of minutes, will be followed.

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

1. After the first and second detentions, the Principal will be made aware of the situation.
2. After the third detention, the student and parents/guardians will appear in front of the School Board to discuss the situation.
3. After the fourth detention, the student will be given an in-school suspension of two days and student and parents/guardians will appear before the School Board.
4. The fifth detention will result in an immediate expulsion.

The counting of detentions starts over every school year.

In School/Out of School Suspension

When the behavior warrants a detention is an insufficient consequence for the behavior of a student, either an in school or out of school suspension may be given 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 disciplinary file, a disciplinary form is sent to the parent for signature and return, and the St. John – Emmanuel School Board (SJE-SB) is informed.

STEP 2. The student serves a one-day in-school suspension (ISS) during which the student writes a personal behavior improvement plan. During a suspension, participation

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

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

STEP 4. The student serves a three-day suspension. A conference is held including the student, parent(s), teacher(s), principal, SJE-SB representative, and depending on the problem, the pastor. All are informed that the next step is possible expulsion. The parent/guardian signs the disciplinary form, the step is recorded in the student's disciplinary file, and the pastor and SJE-SB are informed.

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

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

The staff 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 outside of school) based on the procedures outlined above.
2. If the principal feels that expulsion is warranted or should be considered, he will request an emergency meeting of the school board to discuss the issue and notify the parents 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.

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:

- a. To protect students from child abuse and neglect.
- b. 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.
- c. 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 access a full copy of our school's policy and procedure by going to the school website.

Seclusion and Restraint

St. John-Emmanuel Lutheran School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. 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 our school's plan by request in the school office.

Suicide Prevention Procedure

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 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. To protect the health and well-being of all St. John-Emmanuel Lutheran School students.
- b. To 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. To educate all school personnel on their role in providing an environment that is sensitive to individual and societal factors and one which helps to foster positive youth development.
- d. To ensure that all efforts will be made to maintain the privacy and dignity of students and families.
- e. To 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 procedure by going to the school website.

Dress Code

As a Christian school, we expect appropriate speech, dress, and manners. At St. John-Emmanuel Lutheran School we believe 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 outlined 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 in to pants.
- Only solid-colored undershirts may be worn underneath the polo shirt.
- Cardigans, sweaters, pullovers, sweater vests, or sweatshirts 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 underneath it. Hoods may not be worn up while in the school building.
- Students may wear a SJE athletic team warm-up shirt on game days.
- Bottoms must be solid-colored tan, navy, black, or denim pants without patches. Shorts may be worn April 1 through November 1 and must fall at or below the fingertips when 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. Solid colored 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 will be the same as the rest of the week except no denim is to be worn that day. Students may also choose to wear a dress or Oxford style shirt.
- 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 with maximum one inch heel (K-3rd). Sandals with backs (K-8th) and maximum 1 inch heel (K-3rd) may be worn from November 1 through April 1.

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 extremes of cosmetics are prohibited.
- K-6- no makeup

Special Dress Days

- Dress down days may be permitted at the discretion of the Principal.
- Every Friday: witness wear, SJE wear, or Tiger gear t-shirts can be worn with jeans.
- 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 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.)

Hot Lunch

The students and staff of St. John-Emmanuel Lutheran School have the privilege of participating in the school's hot lunch program. As part of its lunch program, SJE offers families the ability to take part in the federal lunch program, which includes regular, free and reduced lunches. If you feel that you may qualify for free/reduced lunches, pick up an application in the school office at the St. John campus.

The SJE hot lunch program is funded by the parent's payment of lunch money and by additional free and reduced dollars we receive from that program. The school relies on timely payments of lunch money from families. The office coordinator, via our FACTS school management software, manages the lunch accounts and families receive via email a statement from FACTS showing when their lunch account balance is below the required dollar amount. It is strongly recommended that families maintain a balance in their lunch account and not let the balance go below zero. Families may deposit money

into their lunch account online via FACTS at any time during the school year, ensuring there is always money in the account.

If the balance drops to more than \$30 and \$10 for a family on reduced lunches, FACTS will send weekly emails/notices asking them to make a deposit into their child's account. If no money is received within two weeks, no hot lunch will be provided to the students.

SJE families must be aware that the school relies almost solely on them paying on their hot lunch account to fund our program. The school cannot have families consistently running a negative balance and maintain a quality lunch program. Any lunch money left over at the end of the school year will be applied to the beginning of the following school year. Refunds are given only to graduating 8th grade students.

If a child brings a lunch, it will need to be packed so that it can be kept in the student's classroom without refrigeration. No carried lunches will be stored in the school refrigerators. The use of the microwave oven is also forbidden, as internal food temperatures could be sufficient to cause burns to the lips and mouth.

Curriculum

Class Size

Enrollment will be limited to 20 in preschool 3 year olds (divided into two classes of 10 each), 24 in Pre-kindergarten (divided into two classes of 12 each), 22 in Kindergarten, and 25 students in Grades 1-8. 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.

Motion 2000:32 and 2000:33

Course of Study

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

Cumulative Records

Cumulative records are maintained for each child. Teachers are responsible for test results, recording grades, behavior, and family records. These records are confidential and are filed in the office. A volunteer registered nurse that periodically visits our school maintains our health records. She conducts hearing, vision, and scoliosis screenings. She is also available for questions and concerns regarding your child's health records. 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.

Background Checks

Anyone wishing to volunteer in the classroom or drive 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 5 (five) 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 at any time they are thinking about volunteering or driving.

Field Trips

Each class normally goes on field trips during the academic year. The Principal approves all field trips and all children will have signed permission slips from parents for each trip. St. John-Emmanuel Lutheran School 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 extra-curricular activities. This will help cover the bus rental expense. Anyone wishing to rent a bus should contact the Principal.

Parents attending a field trip as a volunteer chaperone 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. Proof of insurance cards required by the State of Indiana and copy of driver's license will suffice. In the State of Indiana, all children under the age of eight must be secured in a child safety seat that meets federal safety standards. In addition, all children between eight and sixteen years of age must be restrained in a child restraint system or a vehicle seat belt. If the child is using a safety seat or system they must be secured in accordance with the manufacturer's recommendations. If the child weighs more than 40 pounds, they may be secured and fastened by a lap safety belt under the following circumstances:

- The vehicle is not equipped with a lap and shoulder belt system.
- The child is not sitting in the operator or front passenger seat.
- All of the lap and shoulder belts in the vehicle are being used by other children under the age of sixteen. All children under the age of thirteen should ride in the rear seat of the vehicle.

Fines

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

Grading and Conferences

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 or 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 for grades 1-8 during each grading period. Kindergarten and 1st grade uses E= Excellent, S = Satisfactory, and N = Needs Improvement. The grading scale for 2nd-8th grades is as follows:

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

Homework

Students are given opportunities at school to complete 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 with the teacher.

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

On days when the child is absent, homework assignments will be made available after 2:30. It is difficult for teachers to be able to compile a full day's set of assignments in the morning. If it is an extended absence, parents are encouraged to make special arrangements with the teacher to obtain the homework.

E-Learning

SJE is providing information to help students and parents access assignments and materials during a planned SJE eLearning day. It is SJE's expectation that each student will be able to connect to his/her teacher's e-Learning opportunities. Please let your child's teacher or the principal know if these options will not work or are confusing. It is SJE's priority to make this learning opportunity succeed for students.

Six items for students regarding eLearning.

1. Teachers have been encouraged to post those instructions on their Weebly website or in Google Classroom: All eLearning assignments must be posted by 9:00am of the eLearning day.
2. Students may receive new concepts. ~~but a review of previously taught material.~~
3. There will be no more than two consecutive eLearning days and a maximum of 3 eLearning days in any given Monday through Friday week.
4. The student's responsibility is to complete and turn in any assigned/graded material within three school days once students return, excluding weekends and holidays. **Example:** If school is cancelled on Tuesday, eLearning work is due Friday (three school days later)

5. Teachers will be accessible via teacher preferred communication tool (email and/or text) during the eLearning day from 9:00am to 3:00pm to answer student or parent questions.
6. SJE will make necessary technology available for 45 minutes before or after school for the three days after the eLearning day. Parents at both campuses should also contact individual teachers to set up times- before school, during recess, or after school if it is needed.

The following are five options for SJE families **without** internet access

1. A friend or relative's Internet access-This could be a great time for students to collaborate with friends or relatives while sharing internet connectivity.
2. Apartment or Association Clubhouse-If families live in apartments, associations, or condominiums, many supply Wi-Fi in their clubhouse. It will be important to bring a charged computer/iPad and headsets for privacy and privacy of others.
3. Cornerstone Youth Center in Monroeville is available for Wi-Fi access on eLearning days. They have about a dozen computers (one is a MAC). If you plan to use this resource, you will likely need to bring your own device though. You can call ahead to check availability as well by calling 260-623-3972.
4. SJE will make necessary technology available for 45 minutes before or after school for the three days after the eLearning day. Parents at both campuses may also contact individual teachers to set up times- before school, during recess, or after school. All students should bring headsets for their privacy and the privacy of others. Proper school behavior is expected.
5. Allen County Public Library has eight ACPL branches in/near SJE. Allen County Public Library branches offer Wi-Fi access and Wi-Fi printing. Specifics to all ACPL locations; public computers can be used for one hour at a time with a valid ACPL card; Please bring headsets for your privacy and the privacy of others. For information regarding locations near you, hours and services offered, please go to the following link: <http://www.acpl.lib.in.us/home/aboutus/hours>

E-Learning FAQ's

1. **What is eLearning?** eLearning is learning conducted via electronic media, typically, but not necessarily, over the internet.
2. **Will we receive paper/pencil homework?** There will be a balance of both paper/pencil and technology. The idea is for the work to utilize technology...or at least be delivered through technology. Recommendations to teachers will include using Renweb, and/or other digital platforms. **Exception:** If your student has an ISP, then they might receive paper-pencil eLearning content.
3. **When will eLearning be due?** Graded eLearning work is due three school days after the students return to school according to normal practices at each campus. Soest would be due by the end of the third school day and Flatrock would be at

the start of the third school day after the eLearning day. **Example:** If school is cancelled on Tuesday and students return on Wednesday, the eLearning work is due Friday (three school days later)

4. **How much time will eLearning work take?** Time on task will vary depending on class, teacher and subject area. Teachers should post/assign age and grade appropriate eLearning material for each class/subject taught. Students will have 3 school days, not including weekends or holidays, to complete any eLearning material assigned to them.
5. **How will students “turn in” their eLearning material?** Depending on how/where teachers post material, students should be able to email (middle school) or turn in papers. Other options may include Spelling City, SeeSaw, Readworks, Pearson, Quizizz, Edulastic, or Google Classroom
6. **Will necessary technology be available?** SJE will make necessary technology available for 45 minutes before or after school for the three days after the eLearning day. Parents at both campuses may also contact individual teachers to set up times- before school, during recess, or after school.
7. **Will students be able to access lessons beforehand and download at school?** The ability to download ahead of time is completely up to each teacher in where/how they post materials and assignments. Recommendations for teachers include Google Classroom and/or their Weebly website.
8. **Will teachers be available to “interact” with students during the eLearning day?** Teachers will be available by teacher preferred communication tool (email and/or text) between the hours of 9am and 3pm. Additionally, students should ask questions of teachers while at school during the week following eLearning.
9. **What are the consequences for students who do not complete the work?** Students who do not complete any work assigned to them for the eLearning day will face the same consequences as they would face for a normal class session. If, after the 3 days given to complete the eLearning assignments, there is nothing turned in, the student will be counted as “absent” for the eLearning day and receive a zero for any assignment not turned in.
10. **What kind of support/guidance will be offered to students for understanding their eLearning material and how to access it?** Recommendations to teachers include showing, demonstrating the location and accessibility of all eLearning materials and that teachers are available from 9:00am to 3:00pm during an eLearning day via teacher preferred communication tool (email and/or text) to answer such questions.

Late Work Policy

Each teacher shall establish, write and hand out at Parent Orientation a copy of their Late work policy for the parent and/or student to sign and return.

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 a “B” average with no C’s, D’s, or F’s. High Honor Roll requires all A’s only.

Instrumental Music

Each year students from Grades 4-8 may receive instrument lessons from our school band director. In order to participate in this, students will miss a small amount of their regularly scheduled instruction.-The cost of instrument purchase/rental is the responsibility of the student.

Kindergarten

The St. John-Emmanuel School Board has adopted a full day, five days per week schedule. The hours will be regular school day hours. Lunch will be served following the regular school day schedule. Tuition for full-day Kindergarten will match first through eighth grade.

Pre-Kindergarten

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

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.

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

For a three hour delay there will be no AM or PM class.

Preschool 3 Year Old Program

St. John-Emmanuel Lutheran School offers a Preschool program for 3 year olds to all wishing to send their child. The program runs Tuesdays, and Thursdays for the entire school year. Immunizations must comply with Indiana Law. A form is required to be completed by a physician. This form is due, preferably at registration, but by the first day of school. Medical, vision, and dental examinations are strongly encouraged.

Preschool classes meet on 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.

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

For a three hour delay there will be no AM or PM class.

School Calendar

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 their children to and from school on these days. Other days may be added to the school calendar to make up for days lost due to weather or other unforeseen cancellations. Adequate notice will be given concerning the make-up of these days.

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

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 (third grade only) are given to grades 3 through 8 as required by the State of Indiana. Other tests, such as psychological, speech, and hearing, etc, are available through EACS.

Textbook Selection

The faculty of St. John-Emmanuel Lutheran School will have 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.

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, we rely on families contributing both time and talents to help the school, our students and our teachers.

This Volunteer Scholarship provides a maximum award of up to \$400 per student (new K-8th grade families will receive the credit their first year and begin earning it for the following year). Your family may apply for a Volunteer Scholarship for each child in kindergarten through eighth grade to further reduce your final tuition balance. This application must be completed by June 1 or an agreed upon date. To qualify for a Volunteer Scholarship, you must agree to:

1. Volunteer a minimum of five (5) hours per child.
2. Complete the required volunteer hours during the previous school year (June 1, 2018 through May 31) to fulfill the requirements of this scholarship and not for

another school purpose (i.e. class trip fundraisers). These hours will count for and be awarded the following school year.

Opportunities to volunteer are many and classroom teachers, as well as the school office, will publicize these opportunities as they arise. It is your responsibility 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 on August 10, 2020.

School Policies

Bicycles and Motorized Vehicles

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

Classroom Parties

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

East Allen County School Bus

Conduct when riding the East Allen County School bus is under the direct supervision of the bus driver. Unusual discipline problems will be reported to the Principal, who will deal directly with the child and parent in the matter. 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.

Acceptable Use Policy-Technology

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 the 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 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, 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. Depending 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.

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, or any other handheld gaming device. The school will not accept responsibility for lost or damaged electronic devices. If any of these items are found in a student's possession while at school or on a school-related activity, unless given specific permission by the principal or teacher, the device will be kept in the school office where a parent must pick it up.

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

Real weapons (knives, guns, martial arts, etc.) are not allowed at school or school sponsored activities. Any student found to possess these items will be subject to a minimum of a 3-day suspension and/or expulsion. Tobacco, alcohol, controlled substances or fake weapons are not allowed at school or school sponsored activities. Any student found to possess these items will be subject to a minimum of 1-day in-school suspension, suspension, and/or expulsion. Motion 1999-02

Emergency Drills

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

Emergency Delays and Closing

St. John-Emmanuel follows EACS delays and closings due to inclement weather. Television channels show closings also in the evening or early morning hours. Notification to parents will also take place via the school's Facebook page, and Remind text service.

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 with a wind chill taking the temperature into the single digits, students will have inside recess.

Student Vacations

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. While teachers are not expected to prepare assignments in advance for completion before or during the vacation, parents may request that work be provided ahead of time. These assignments would be available to the student the last day of the student's attendance before the absence and would be due the first day of return to class following the absence. Both parents and students must realize that these assignments will be the teacher's "best guess" regarding what will be covered during the student's absence. Immediately upon the student's return it is his/her responsibility to check on what was actually assigned and to complete any additional assignments. Parents may need to help with this. Makeup days for these additional assignments will equal the number of school days absent as explained above. Any longer-term projects assigned before the vacation or homework assigned after the student's return will be due at the normal time.

Treats and Soda

Students are allowed to bring birthday or other special treats to share with classmates. We ask that NO GUM is brought to school for this purpose or at any other time because it can cause problems when not disposed of properly. Classroom teachers will establish guidelines for acceptable types of treats for the school setting. Students should not have soda at school except if a teacher grants permission as a class treat or the teacher gives soda as a reward in the classroom. Admin 2000

Use of Phone

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

Head Lice Policy

The purpose of this policy is to provide guidelines for the prevention and control of head lice in the students and staff attending St. John-Emmanuel Lutheran School.

Symptoms- Itching of scalp, observations of lice, and/or nits (small grayish-brown eggs) in the hair or hair shaft.

At any time during the school year any student may be inspected for head lice. If nits or lice are identified during inspection, the following procedure will be implemented:

- The student will be unable to attend school and/or be removed from the classroom.
- The parent or guardian will be called to come to the school to pick up the student. It will be the responsibility of the parent or guardian to transport the student home before the end of the school day.

- Written instructions will be given to the parent/guardian before the student leaves the building. It is the parent/guardian's responsibility to follow these instructions and rid the student of lice so that the student may be readmitted to school. These instructions will include treatment as well as management of the student's environment and prevention.

After treatment has been completed, and ALL nits have been removed from the head, the student should be accompanied by the parent or guardian to the school and not carpooled or bussed.

The school nurse or other designee will be available to inspect the student. If, upon inspection, the student is found to have nits or lice, the student will be denied admission to school until all nits are removed.

- **Definition of a "nit":** the egg of a parasitic insect, particularly a louse. (It may be found attached to human or animal hair or to clothing or fiber).
Source: <http://medical-dictionary.thefreedictionary.com/nit>

After the student has been cleared to return to school, the school nurse or designee will continue to check for nits because of the risk of re-infestation if the student's environment was not properly treated. The student will be checked as often as deemed necessary. For example:

- The student will be checked 3 times per week for 2 weeks; 2 times a week for 2 weeks and 1 time per week times 2 weeks; 1 time in 1 month.

There is no specific exclusion time from school for head lice. Some parents are able to accomplish the treatment in one day. **IT SHOULD NOT TAKE MORE THAN A FEW DAYS.** The student will be expected to report to the school nurse or other designee after they were excluded for inspection. Exclusion for lice should not be used to miss school for an extended period of time. Therefore, the school may enforce disciplinary action as deemed necessary by the school's administrative staff.

Health Information

St. John – Emmanuel Lutheran School has a volunteer nurse who will complete the following screenings:

- Complete screenings to identify potential problems with vision (grades one, three, five, eight, and all new students)
- Hearing screening is completed by the East Allen County Schools Speech Therapist (grades one, four, seven and all new students)

The nurse also:

- Offers preventative health education if needed
- Makes referrals to community services to provide additional assistance if needed
- Maintain school immunization records

- Is available as an information source for health problems if needed

Emergencies happen at school. To aid in our record keeping, we ask that you keep your 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 has been diagnosed by MD as not contagious)
- Has a communicable disease such as chicken pox, pink eye, hand, foot, and mouth disease, impetigo, or other bacterial infections
- Appears obviously ill (with or without a fever)

If your child becomes ill at school, you (or an emergency contact person) will be called to pick up your 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 24 hours without the aid of medication (fever reducers) such as Tylenol. Please check your child's temperature later in the day as many fevers "spike" in the afternoon.

Children that are vomiting or have diarrhea must stay home until they are symptom free for 24 hours.

Pinkeye and Impetigo are contagious and must be treated by a doctor. Students may return to school after 24 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. If you have questions about what immunizations are required, please call your healthcare provider or school nurse. If proof of the required immunizations is not on file with your school, your child may be excluded from school. Your child's shot record is required and he/she must be accompanied by a parent or legal guardian.

Health Examinations

You can maintain good health and avoid problems that interfere with your child's ability to listen, concentrate and learn. Visiting your health care provider and dentist before school starts provides an opportunity to identify potential problems. Providing a firm, healthy foundation will support your child in years to come.

Physicals and Immunizations

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

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 church office 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! Medications given during school hours should be only those necessary to allow for academic success.

The intent of these guidelines is to reduce the number of medications given at school, yet assume safe, effective administration of medication for those students who require them. This policy is consistent with the Indiana Law IC 34-4-16.5-3.5 of the Indiana Tort Claims Act (effective March 2, 1988), 511 IAC 7-1-2 (k) and Indiana Legend Drugs, IC 16—6-8-2.

Medication Protocol:

Only those medications that are necessary to maintain the child in school and MUST be given during school hours shall be administered. This protocol for administration of medications is developed and managed by the principal, and/or school nurse.

Written instructions such as a medication authorization form is signed and completed by the physician and parent of the student who is to receive a prescription medication. Medication prescribed for a student (legend drugs) is kept in the original container with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a physician.

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. When a medication is to be administered at school, the student's parents will be requested to advise the Principal and/or school nurse of the purpose of the medication, side effects, dosage, administration route, and the time. This information is discussed with the student and other staff assigned to administer medications.

The school will not administer expired prescriptions, or medicines contrary to package directions without written directions from the doctor. Example: an adult Advil to a 10-year old.

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. We cannot administer medicine unless the parent delivers it.**

Financial Information

Contribution by Congregational Families

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

Fees

The School Board has established firm tuition and fee collection policies to be equally applied to all parents. Parents/Guardians accept responsibility for full payment for all services rendered by St. John-Emmanuel Lutheran School. In addition, the tuition is to be paid in full no later than March 15th of said school year. Early pay discounts will be determined on registration forms for the upcoming school year.

Federal and State Aid

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

Financial Support

The actual cost to educate a child at SJE exceeds the tuition fees charged per student. The association congregations (St. John Lutheran Church and Emmanuel Lutheran Church) provide generous financial support of the cost to educate each child. The annual cost per student in grades K – 8 will be shared with parents at the time of registration. Current

tuition amounts are proposed by the School Board and adopted each year at the annual association membership.

Fundraising Activities

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

Registration

Online registration and re-enrollment normally begins in March. 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

Returned Checks

If a check is returned to us by your bank for insufficient funds, you will be charged the bank fee as well as an office processing fee. The office processing fee will be equivalent to the bank fee

Tuition

Current tuition amounts are proposed by the School Board and adopted each year at the annual association membership. Tuition should be payable to "St. John – Emmanuel Lutheran School" and submitted according to the payment schedule setup in FACTS as agreed upon at the time of online registration.

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 Scholarship committee.

All applications for assistance from the fund must be completed by August 30th of the current school year and are available online on the FACTS Family Online page of FACTS by clicking on the "FACTS" tab there and going to FACTS Grant and Aid.

The Lutheran SGO of Indiana

The SGO (Scholarship Granting Organization) is another source of funding for tuition assistance. This fund comes from people who donate to the Lutheran SGO of Indiana annually and 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 also apply for a Lutheran SGO (Scholarship Granting Organization) for their children beginning in Kindergarten.

The Lutheran SGO is also a pathway to a School Choice Scholarship (voucher) beginning in 1st grade.

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 may fill out an application (one per child). The application forms are available at the school office, can be downloaded from www.lutheransgo.org/forms/ or you may apply directly online and send in a copy of the prior year 1040 to the school office.
- If you choose to fill out the paper application, please turn in the application(s) to the principal in the school office along with a copy of the prior year 1040 page that shows adjusted gross income and family size. Applications are due by September 15th of each school year.
- Completed forms are turned into the SGO office by October 1st of each 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.
- Principal receives a check from the Lutheran SGO and applies the amount to each family’s account as was requested prior to the end of the current school year.

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.

Additional Information for Parents

Asbestos

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

St. John-Emmanuel Lutheran School has conducted a complete inspection of its facilities on July 14, 1988, utilizing the services of Mead Environmental Associates, INC. The

results of this inspection have been included in a management plan. This management plan is available in the Principal's office during normal business hours without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents.

Appearance before the School Board

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

Concerns

During the school year, there may be times when 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 Board president 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. Our goal is always to seek what is best for the educational setting of the student and the school at large.

Classroom Visitation

Parents are invited to visit 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. If the parent will be purchasing the hot lunch at school, the kitchen must be notified by 8:00 AM.

Harassment & Bullying

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, graphic or physical conduct relating to an individual's sex, race, color, 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:

- a) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- b) has a substantially detrimental effect on the targeted student's physical or mental health;
- c) has the effect of substantially interfering with the targeted student's academic performance; or
- d) 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 is 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) 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.

Parent-Teacher League

In order to serve our families better, St. John Emmanuel Lutheran School has formed a Parent-Teachers League (PTL). All parents and teachers are automatically members of this group. This organization meets four (4) times per school year for business meetings and topics of interest covering family and educational matters. Throughout the year, family activities are planned which bring together all the family members for fun and fellowship. The business meetings are held alternately at the St. John and Emmanuel campuses beginning at 6:30 p.m. These meetings are publicized in the school calendars. All parents are encouraged to attend.

Emails/Phone Calls to Teachers

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

Magis Eruditio “More Learning”

PROGRAM PURPOSE: To offer additional opportunities to educate, diversify, and enrich our students, church members, and the community.

BENEFITS OF MAGIS ERUDITIO: Enrichment programs increase learning for students and faculty members of SJE and both congregations, while creating an awareness of the advanced academic opportunities offered by St. John-Emmanuel to the school families, churches, and community. These programs will offer an outreach opportunity for the school and congregations to interact with the community, offering better stewardship of the resources entrusted to us by God. These higher forms of learning will enhance members while staying near budget neutral.

GENERAL CONCEPTS: Students, parents, and teachers will have the opportunity to enroll in additional courses (both before and after school hours) offered at the SJE facilities. Course content may range from individual/group music lessons, voice, academics, special exercise programs, industrial arts, baking, foreign language, new computer users, shooting sports, martial arts, financial planning, quilting, etc.

PARAMETERS:

- All programs offered must not be in conflict with Christian doctrine and have solid educational or cultural value.
- All programs must be approved by the Principal or his/her designee, and by the SJE School Board.
- The Principal or his/her designee will administer the program and schedule space at both facilities for program use with the appropriate church’s designee if required.
- All fees, premiums, and enrollment sums must be paid to the instructor.
- All fee paid instructors or volunteer instructors must have a written contract with SJE.
- All fee paid instructors, or volunteer instructors must pass the standard SJE background screening.

Athletic Program Guidelines

Goals

- To provide an introductory and medium skill level of participation for those who may wish to go on and use these skills in high school or for their own personal recreation and physical well being.

- To provide a learning environment in the sport, plus develop a sense of responsibility and self-discipline, since by participating in athletics there are far greater expectations and time demands placed on the student-athlete.
- To develop a winning attitude, knowing that you have done your best to fully use your God-given abilities. Through obtaining success, a good self-image is developed and self-confidence is developed.
- To learn how to accept defeat; being willing to improve one's self and the team.

Purposes

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

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

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

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

At the 5th and 6th grade levels, the 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; however, players and parents must also 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 5th 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.

At the 7th-8th Grade level, our teams compete in the Fort Wayne Lutheran Schools Athletic Association (LSAA), which is highly competitive. At this level, competition is vital to the development of athletes. Student-athletes will all play according to their

God-given abilities. Depending upon class size, we may offer two varsity teams with both teams combining for LSAA & St. James, Lafayette tournament play.

Responsibilities

Our #1 Responsibility is to our God.

Everything we do should be God pleasing and to His Glory.

If at any time you must question whether something is God pleasing, it should be left undone.

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

Obey your parents and elders.

Obey those in authority (coaches and officials).

Our #3 Responsibility is to our fellow teammates.

Love thy neighbor as thyself. Show respect for a teammate even though he or she may make a mistake. Show respect for your opponents.

Do unto others, as you would have them do unto you.

Athletic Eligibility-*Revised 6/27/14*

All students participating in the SJE Athletic Program must comply with the following to be able 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.
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.

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). That responsibility belongs to the student.

The following procedure shall be followed:

1. SJE will perform grade average checks mid-quarter and end of 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 work to bring the grade up. 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 they are reinstated, if the student is unable to meet the eligibility standard their status then will be suspended until the next midterm/quarter.
3. When a parent contact the Athletic Director in an antagonistic, abusive, confrontational manner, the following steps are suggested:
 - The Athletic Director should document the parent contact in writing providing as much detail as possible including time and date.
 - The Athletic Director should inform the principal, sharing the written documentation of the "confrontation."
 - The principal will schedule a meeting as soon as possible. Participants will include the principal, the parent, and the Athletic Director. Statements and results of this meeting will be documented. One purpose of this meeting will be to make clear to the parent that communicating with the Athletic Director to obtain clarifications of athletics situations and the like is welcomed and proper. However, the parent must be made aware of the inappropriateness of their methods and the actions they employed. Their appropriate actions do not foster the team approach that is necessary between the parent and the Athletic Director. Expectations and proper procedure/attitudes will be shared with the parent.
 - Should another occurrence take place involving the same parent, another meeting will be convened with the principal, parent, Athletic Director, and a member or two of the School Board. The purpose of this meeting will be the same as that described in step three (3) above.
 - Should a third occurrence take place involving the same parent, a meeting will be convened with the full School Board. The purpose of this meeting will be to discuss the matter of lack of proper parental cooperation and support and how this calls into question continued enrollment of this family in St. John - Emmanuel Lutheran School.

Motion 2001:34

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 that receives special education services must meet the educational standards as written in their Individualized Education Plan (ISP) or 504 Plan. Individualized

standards for eligibility will also be part of the ISP or 504 Plan. Discussion about the plan and eligibility should include the homeroom teacher, resource teacher and principal. This same group will determine if a student is satisfying their plan. Students without an ISP or 504 Plan will strictly follow SJE's eligibility policy.

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 out. Students will be supervised by the coach, or AD. This would be a good time for the student athletes to be doing homework, reading, or other such activities. Motion 2000:11

It is the policy of St. John – Emmanuel Lutheran School that, when appropriate, students from sister parochial schools may participate in school sponsored extra-curricular activities with prior approval of the Principal. Motion 2010:16 (revised 5-17-11)

To maintain a proper safety environment for our school teams, St. John – Emmanuel Lutheran School will engage parents or responsible adults (21 years of age) to serve as head coaches for our teams. Assistant coaches may be high school students or older. Motion 2003:37

Kenny Bleke Award Guidelines

Given at the annual end of year athletic banquet approaches, 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. Kenny 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. While not limited to, please consider the following guidelines:

- One 8th grade male and one 8th grade female (if deserved)
- Team above self
- Love of sport, care for teammates and compassion for opposition
- Positive representative of school and faith
- Actions serve as witness
- In good academic standing with the school
- Please consider an athlete's entire JV and varsity career
- The more sports represented, the more opportunities to display attributes of the award-however, multiple sports is not a requirement for this award.

A simple adage to consider is, "Who best could be identified as a Christian only by their actions on the court, mat or field."

Who may vote for the top 8th grade boys and girls athlete:

- Boys varsity coach(es)
- Girls varsity coach(es)
- Boys JV coach(es) if enough visibility, otherwise abstain

- Girls JV coach(es) if enough visibility, otherwise abstain
- 7th/8th grade teacher- academic perspective
- Athletic Director
- Principal - no vote, involved in final determination only in conjunction with AD to determine final winners.

Voting:

- Ballots with all 8th grade student athlete names on them will be distributed (by paper or electronically via Google Forms to varsity, JV coaches and 7th/8th grade teachers as soon as the last sport season ends.
- Coaches and teachers will mark their ballot (paper or electronically) for the top boy and girl athlete and turn into the school principal.
- Once all ballots are in, the Principal and AD will review the ballots. If there are any questions or concerns, they will be resolved prior to announcing to the coaches and teachers. A simple majority wins unless there are concerns expressed by someone.
- Once the winners have been chosen, the results will be announced to the coaches and teachers who have been elected winner for the boys and girls award.

Physicals

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

Weather-related Cancellations

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

SJE RELEASE FOR PUBLICATION OF STUDENT MEDIA AND WORK

Printed publicity: 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, your 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 on 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.

While your 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 grants us approval to publicize without prior notification and remains in effect until revoked.

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

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.

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, and 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 you write 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 your audience, express your views with appropriate language, and be respectful of the Church and its teachings. Respect the confidentiality of matters that are shared with you in confidence, or that are meant to be kept confidential by the nature of your 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, for example, 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 12 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's. 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 law 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 social media within SJE’s 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 13. Any site operated by SJE that is oriented toward youth between the ages of 13 and 18 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
-

Updates to Parent Handbook for 20-21 School Year

- Pages 12-14 New dress code
- Pages 17 & 19 Google Classroom added as e-learning delivery option
- Page 21- “Textbook Selection” updated
- Page 26 Electronic and Nuisance items updated
- Page 26-27 - Student vacations updated
- Page 32-33 Registration/tuition refunds updated

- Page 33- updated SGO procedure
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