

Mission Statement:

The mission of St. James Lutheran Church and School is to learn, teach, live, and proclaim the truth of eternal life through faith in Jesus Christ our Savior as revealed in God's Word.

Philosophy of Christian Education:

St. James Lutheran School believes, that as a Parochial School of the Lutheran Church – Missouri Synod (LCMS) – Minnesota South District (MN-S), we must offer education for the whole child – body, mind, and spirit. Our school follows the directives of our Lord, "Teaching them to observe all things whatsoever I have commanded you." **Matthew 28:19** and in so doing making Jesus Christ and Eternal Salvation the focal point while providing all academic subjects that are required by the State of Minnesota.

We Believe:

1. In the one true God, the Holy Trinity: Father, Son, and Holy Spirit.
2. That man, the foremost creature, was made in the image of God. **Genesis 1:27**
3. That man, by his fall into sin, is subject to eternal damnation. **Romans 5:12**
4. That by God's grace through the sacrifice of Jesus Christ, all sins have been pardoned.
Ephesians 2:8
5. That such pardon is granted to all who by faith, through the work of the Holy Spirit, believe Jesus is their Savior. **John 3:16**
6. Such faith is given as a gift from God, the Holy Spirit, who works through the Means of Grace.
7. That faith in Jesus makes man a new creature. **John 5:12**

Implication for Christian Education:

1. We continue the Christian guidance and values that were begun and continue to be instilled in these students through Christian homes, families, and their church.
2. Our obligation is to provide a physical, social, emotional, intellectual and especially spiritual atmosphere necessary to enable the students to obtain quality education and to grow in their personal faith.
3. Christian Education is service to God and to the community; therefore the school becomes an arm of the church in its Mission outreach.

Objectives:

- The objective of Christian Education is that everyone through the Word and the spirit...
1. Know God and His forgiving love in Christ
 2. Grow in self –understanding and self-acceptance
 3. Express one's love through service to fellow human beings
 4. Be aware of a responsibility to God's whole creation.

In relation to God – we believe that the child develops:

1. A growing knowledge of the Triune God:
Father...that the child may learn to put trust in God. **Proverbs 3:5**
Son...that the child grows in grace and the knowledge of Jesus his Savior. **II Peter 3:18**
Holy Spirit...that the child of God grows in a sanctified life by the power of the Holy Spirit, therefore he/she is free to act in love toward others as the Father acts in love toward him/her. **I Corinthians 6:18**
2. A knowledge and understanding of Holy Scripture...that the child of God come to a knowledge of God
and His grace and responds in faith and love. **Psalms 119:105**
3. An understanding of the Holy Christian Church...that the chosen by God be concerned about his/her fellow Christians that they may grow in grace. **I Peter 2:9**

4. Through the work of the Holy Spirit, an acceptance of Jesus Christ as one's Savior and trusts in Him for salvation.
5. A confidence that the Bible is God's inerrant Word.
6. A recognition that Christ has redeemed oneself as a lost and condemned creature.
7. The truths of the Bible as a basis for making life's decisions.
8. A respect for oneself as an individual and a child of God.
9. An expression of one's Christian Faith in all thought, words, and deeds.
10. A stronger relationship with God through an active prayer life.

In relation to one's self – we believe that the child of God shall:

1. Grow in grace and knowledge of the Savior Spiritually. **II Peter 3:18**
2. Learn to use his/her body healthfully and safely so all is one to the glory of God physically.
3. Develop his/her mental gifts the Lord has given him/her mentally. **Matthew 24:14-30**
4. Learn to show love and concern as God has shown love and concern socially. **Matthew 7:12**
5. Understand and control emotions and put firm reliance in God emotionally. **Ephesians 4:32**
6. Develop an appreciation of God's whole creation aesthetically. **Psalms 139:14**
7. Reveal one's self in daily life and a member of the body of Christ.
8. Recognize the need for actively seeking opportunity to worship God.
9. Recognize that one is responsible for one's own actions to God.
10. Recognize the freedom to develop one's God-given talents and abilities to their extent.

In relation to fellow man – we believe that the child of God shall:

1. Realize that all people created by God should respect the rights of others and be concerned about their welfare. **Genesis 2:7**
2. Learn to love, respect, honor, and appreciate parents as God's representatives. **Ephesians 6:1-3**
3. Learn that government is God-ordained and therefore we should honor, respect, and obey the law. **Romans 13:1-4**
4. Willingly serve his/her Savior by an active sanctified life as a member of the body of Christ.
5. Show unselfish love for all, regardless of race, color, age or social status.
6. Develop an awareness that God's promise of salvation is for all.
7. Recognize the responsibility as a citizen of our community and country.
8. Learn to develop and express respect for all forms of authority: God, parents, and all others.
9. Learn and appreciate the contributions of others that influence their lives.

In relation to God's whole creation – we believe that the child of God shall:

1. Realize the world is God's creation. **Genesis 1:1**
2. Develop the knowledge, attitude, and conduct needed to use and care for God's gifts in nature. **Genesis 1:28, 2:19**
3. Be thankful for all God's gifts of nature. **I Chronicles 28:12-13**
4. Willingly use nature to glorify God and serve man.
5. Develop a responsibility to the whole of God's creation; to learn of it, conserve it, control it, and use it wisely.

Control of School

1. St. James Lutheran School is operated by St. James Lutheran Church of Northrop.
2. St. James owns the school building and property and final authority for all decisions of property and policy is vested in the voter's assembly at St. James.
3. The Board of Christian Education administers the affairs of the school.

Racial Non-Discriminatory Policy

- SJL 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 all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs and athletic and other school administered programs.

Accreditation

- The National Accreditation Commission through National Lutheran School Accreditation accredits St. James Lutheran School.
- St. James Lutheran School also chooses to meet the educational standards of the State of Minnesota, which include teacher certification, length of school day, attendance and health requirements, required subjects, as well as reports and records that are required by the State.

Family Educational Rights and Privacy Act (FERPA)

- The parent/legal guardian of our student(s) has the right to check any and all records kept at the school I regards to that student's standing as long as those records are of the type which would be shared with the next school that student attends. The types of records, which are sent to the next school, are: Report Cards (quarterly) and psychological and special education reports (quarterly) and the national achievement test (annually).
- Health records are kept with the school nurse at the Fairmont Office and the school will assist in obtaining a photocopy of them if the parent or guardian so requests. The parent or guardian may ask that any information in their child's file be removed if it is analytical – note form supplied by an individual teacher if the parent or guardian feels that information is harmful to the child's future.
- If the parent or guardian wishes a copy of their child's records, the fee is \$5.00/request. There are certain stipulations regarding these records.
 1. The child's parent(s) and legal guardian(s) can only access these records. Since students as St. James are all minors (legally) they may see their records only when accompanied by their parent(s) or legal guardian(s).
 2. These records will only be released to another school that forwards a permission slip and is registered at that school. The parent(s) or legal guardian(s) must sign these forms.
 3. SJL will also keep record of school(s) to whom these records have been released.
 4. Some information on your child's record is classified as directory and will be released through standard school forms unless parents specifically request that it be withheld. SJL School considers the following information directory: address, phone numbers, age, grade level, and school district of residence, parent/guardian name(s).

Enrollment Procedures

1. Application form is completed and returned with registration fee to school office.
2. Once capacity has been reached, a waiting list will be established.
3. Health forms must be returned by the first day of classes.

Enrollment Priorities

1. Children of St. James and Zion Lutheran Congregations
2. Children of un-churched parents (mission prospects)
3. Children of parents from sister congregations if vacancies still exist following processing applications from the first two categories
4. Children of parents outside the synod for any remaining vacancies.

5. That the admission of children during the school year shall be allowed provided such admission is in accordance with all policies governing admission of children where these policies apply.
6. Those children outside St. James and Zion Lutheran congregations are accepted on a year – to- year basis.
7. That children wanting to enter school with an age less than that required by law have the ability to apply only after they have gone through an early childhood screening service. After the test results have been received, the Board of Christian Education will review the application. The principal’s office will inform the applicant of the action taken regarding the request. Again, the interests of the classroom as a whole will be taken into consideration.

Entrance Age

SJL requires the following age requirements:

- 3’s Preschool: Students must be three by September 1st of that academic year. Additionally, the child must be toilet trained.
- 4’s Preschool: Students must be four by September 1st of that academic year.
- Kindergarten: Students must be five by September 1st of that academic year.

Children with documented successful completion of Kindergarten or evidence of having attended school in another state will be permitted to enroll in the appropriate grade regardless of the age requirements outlined above and approved by the Board of Christian Education.

Tuition

- The Board of Christian Education annually reviews and sets the tuition schedule. The tuition schedule for PK-Eighth Grade will be available each year at pre-registration, registration, or the school office.
- Tuition payment schedule will be distributed each August at registration, or through the school office.
- **St. James Lutheran School is the responsibility of St. James Ev. Lutheran congregation. It wishes its members to support the school.** Please call the School Principal with your concerns about tuition.
- The Board wishes to assure you that no one will be turned down if they cannot afford the set tuition amount. Simply come before the Board and let them know the amount that would work for your family/month. Arrangements for the payment of tuition shall be made in advance. It is the responsibility of the Board of Christian Education to take any action necessary in the securing of payments. The Board of Christian Education must approve any deviation from the above.

Aids Policy

AIDS is a public health concern. It is a communicable disease that can be transmitted to others, but NOT through casual contact in schools. Fear and misinformation can lead to inappropriate and unnecessary restriction of the education of a student.

All employees who are infected with the AIDS virus may continue their employment and regular assignments unless their health status deteriorates sufficiently to interfere with work performance, or they create a substantial risk of the transmission of illness to children or employees of SJL.

Students with the AIDS virus may attend school in a regular classroom setting as long as their attendance does not create a substantial risk of the transmission of illness to children or employees of SJL. There is a negligible risk of transmission of the disease in the school setting. Some infected children and youth pose more of a risk than others, for example, those who lack control of their body fluids, display-biting behavior, or who have uncovered oozing wounds. In

these cases the State Commissioner of Health will convene an Advisory Committee to review and provide recommendations about the placement of the student to the SJL Board of Christian Education and School Administrator. Consultants should include: State Epidemiologist, SJL School Board Chairperson, Pediatrician (with expertise in infectious diseases), Physician (with expertise in the care of AIDS patients), the student's personal Physician, School Administrator, Primary Teacher of the student, and School Nurse.

Children with AIDS, or suppressed immune systems, are more susceptible to diseases, and severe complication from diseases such as chicken pox than other children. Thus, the environment is much more dangerous to them than they are to the environment. It is, therefore, the decision of the child's physician and parents if the school setting is a safe environment for the particular child.

The SJL Board of Christian Education protects the privacy rights of students as well as the personnel staff. Therefore, knowledge that a student or staff member has a communicable disease will be communicated to those persons with a direct need to know (for example, principal, school nurse, primary teacher). The individual's right to privacy must be respected and strict confidentiality must be maintained.

Attendance - School

It is vital that children be present on a regular basis for the following reasons:

1. Helps instill self-discipline.
2. Exposes students to group interaction with fellow students and teachers.
3. Allows students the opportunity to participate in classroom discussions.
4. Involves students in educational experiences not available in other circumstances.
5. Many learning opportunities are lost through absence and are not retrievable.

Parents must call the school if their child will be absent from school. If a call is not received by 9:00 AM school personnel will call to insure that the child is absent from school with parental knowledge and approval.

If children are absent because of illness or some other necessary reason, upon returning to school **they must bring an explanatory note signed by the parent.** Absences from school are absence, regardless of their nature and will be marked as absences. Students missing two or more classroom periods will be counted as absent. A "good reason" for being absent or tardy does not cancel the absence from the records.

For additional information related to illness, see ***Health.***

Student absence and tardy records are kept for the quarterly report cards and cumulative records.

It is essential that every child attend school regularly in order to progress satisfactorily from year to year. Parents are strongly encouraged to plan their vacation trips during the normal school vacation periods. The following guidelines for vacation absences apply:

1. Please contact the child's teacher and office in writing prior to the absence.
2. Please explain the reason for the absence and when the child will return.
3. It is the responsibility of the student and parent to ensure all missed work is completed.
4. It is the responsibility of the student to stay after school in order to get teacher instruction for missed work.
5. See ***planned Absence/Homework Policy*** regarding your child's assignments.

Irregular attendance by students is reported to the principal and Board of Christian Ed. and action taken:

1. A conference(s) with parent and/or student to determine the cause and work toward solution of any problem(s).
2. A referral to trained professionals.
3. After 15 consecutive days a complaint will be filed with the state Public School Superintendent that the student is not in regular attendance.

Attendance – Church

Regular Church and Sunday school attendance is also essential to Christian education. **Parents are strongly encouraged to be regular in their attendance of both Church and Sunday school.** Excessive absences will be brought to the attention of the Board of Christian Education.

Bus Service

- St. James Lutheran School is part of District #2752 and provides bus transportation for students in grades Pre-School through Eighth (8th) Grade.
- Truman Bus Service buses students living in the Truman School District.
- St. James Lutheran School does not operate a taxi or chauffeur service. The buses do not drop children off at piano lessons or doctor's appointments. Rather, the parent(s) or guardian(s) need to designate a regular pick up point and a drop off point for their child, whether home, grandparents, daycare provider, etc...These points can change periodically depending upon need and circumstances, but the bus schedule needs to remain as standardized as possible. The Board of Christian Education must approve any designated bus stops.
- **Children will not be released to unauthorized persons. The school must be informed in writing (or parent phone call) if someone will pick up a child other than their authorized ride. Unless notified by parents, we will place the children on the bus.**
- The annual bus fee for each school year will be set each summer by the Board of Christian Education, and will be available at registration in August, or in the school office.
- NOTICE: Minnesota law states that transportation by school bus is a privilege, not a right.

Rules on the Bus

1. Immediately follow directions of driver.
2. Sit in your seat facing forward.
3. Buckle up.
4. Talk quietly and use appropriate language.
5. Keep all parts of your body inside the bus.
6. Keep your arms, legs, and belongings to yourself.
7. No fighting, harassing, intimidating, horseplay, or weapon-like objects allowed on the bus.
8. No use of tobacco, alcohol, or other drugs.
9. Help keep the bus clean and free from damage.
10. Emergency exits are only opened with a driver's authorization.
11. Windows will remain closed unless authorized by the driver to be opened.
 - Remember the 4 R's: Respect, Responsibility, Relationships & Readiness
 - Should a child break the rules: the driver will warn the student, may assign a seat to the student, and may file a report with the principal and Board of Christian Education.

Consequences for breaking of the rules:

- **First Report**...recorded as a warning.

- **Second Report...**Telephone conversation and/or written notification will be made to students parent/guardian. Student may be required to write a plan on how he/she will improve bus behavior.
- **Third Report...**Telephone conversation and/or written notification will be made to student and parent/guardian. One (1) to three (3) day suspension of bus privileges beginning the next school day after parent notification.
- **Fourth Report...**Telephone conversation and/or written notification will be made to student and parent/guardian. Five (5) days suspension of bus privileges beginning with the next school day after notification. Student and parent/guardian are required to meet with the principal before student is allowed back on the bus. Bus driver may be asked to attend this meeting. A plan to improve bus behavior will be the main concern and definition of what will happen if behavior does not improve.
- **Recurring Reports:** If student continues to receive discipline reports, the principal will work with parent/guardian to determine an appropriate course of action with the student. This may involve a behavior management plan, a longer suspension period, or even a suspension for the balance of the school year.
- **Severe Clause:** Any act that is dangerous or destructive can result in immediate suspension of bus privileges. Students will be required to pay for any damages.

Pick-Up and Drop-Off Procedure

- Because the safety of each child is our foremost concern, and each time a child has to cross the street to get to a car or the school, we run the risk of a child getting hurt. We ask that when a child is dropped off that the car is parked along the East side of James Street. When a child is picked up that the car parks in front of the church.
- Do not park in front of the school. This area is for buses only.
- Walkers will wait in front of the Kindergarten entrance door for all buses to leave before they may leave the school grounds – unless a parent/guardian is there to pick them up.

School Hours

Early Childhood:

- Preschool class times are held in the afternoon.
- Kindergarten class time: 8:20 a.m. to 11:30 a.m.

Grades 1-8

- 8:20 a.m. to 2:45 p.m.
- Students should arrive by 8:15 a.m. and are expected to leave the school premises after dismissal time.
- Students who need to arrive before 8:15 a.m. or remain beyond the dismissal time should contact the classroom teacher for permission in advance.

School Closing

If it is necessary to close school, the school phone chain will be activated, an announcement will be made over the following radio stations: WCCO AM, KFMC/KSUM (FMT), KJLY (BE).

- No special announcements are made for resumption of classes after cancellation.
- When school starts two hours late, there will be NO MORNING KINDERGARTEN.
- If your child cannot be brought home at an unscheduled hour, please arrange a place for drop-off in case of early dismissal, and inform you child and the school office about such arrangements.
- Parents who make arrangements for someone else to pick up a child should also inform the school office prior to such a pick up.

Chapel Service

- Chapel services are conducted on Wednesdays. These services are sources of spiritual growth and provide an opportunity for joint worship fellowship for all members of the SJL family. Parents and other guests are encouraged to attend whenever possible. Chapel begins shortly after the start of the school day.
- Offerings taken at these services, support mission and chapel projects. This gives our school family an opportunity to assist with the spreading of the Gospel message and to reinforce the concept of Christian stewardship.

Classroom Visits

As a matter of courtesy to classroom teachers and in order to avoid any disruption of a planned activity, please submit a request to visit the classroom with the teacher at least one day prior to your visit.

Communication

Situations may arise that call for communication between the school and the home. In all such instances, SJL would encourage everyone to follow the examples set forth in **Matthew 18:15 and following**.

If parents have questions, concerns, or complaints relating to their student's classroom the first contact should be with the teacher. This direct communication generally provides the desired results, because the teacher is the individual most familiar with the situation and, therefore, is able to provide specific information as well as effect any changes deemed prudent and necessary.

If discussion with the teacher does not produce satisfactory results, the next communication should be with the principal; if still no satisfaction talk to the Board of Christian Education; if no results are obtained, the Council of the church is informed.

It should be noted that discussing an issue with the proper individual might not bring about the results you desired. There are many factors that must be weighed when possible changes are to be considered. Please understand that the individual desires of every child and parent in our school will not be able to be addressed to everyone's satisfaction.

Curriculum

- In keeping with the mission of SJL, our aim is to teach religion, not as a subject only, but that we study all aspects and components of our world from the perspective of the God who created it.
- Each class day opens with a brief devotion, which is normally followed by instruction in the teachings of the Bible and Lutheran doctrine. In the lower grades religion instruction consists chiefly in learning Bible stories together with their application to life. Systematic instruction in Christian doctrine as outlined in Luther's Small Catechism is added in the upper grades. Memorization of selected Bible passages and other memory work items is included in grades 1-8.
- In keeping with our Christian philosophy of education students receive a thorough education, not only in religion, but also in all of the traditional secular subjects. Curriculum objectives for all subject areas are available for you review by contacting your classroom teacher.

Homework Policy

- Grades 1-8 have a homework policy in place. Please speak to your child's teacher about the specifics of that classroom's policy.

- Students are given opportunities to complete some of their assignments at school. A certain amount of homework is valuable, but a child is not to spend every waking hour on assignments. If your child seems to bring home unusually large homework assignments, or one too difficult to understand, discuss the matter with the teacher.
- It is important that parents show an interest and concern by frequently checking or discussing schoolwork. It is expected that students do their work neatly and accurately and submit their assignment on time.

Honor Roll

Students in the middle school grades are eligible for the SJL Honor Roll providing their grade averages fit within the following ranges:

- "A" Honor Roll Status students must maintain a GPA of 3.5 or better.
- "B" Honor Roll Status students must maintain a GPA of 3.0-3.49.
- 8th graders maintaining a 3.0 or better GPA in grades 5-8 receive an honor student medallion.
- GPA subjects include; Catechesis/Religion, Memory Work, Spelling, English, Math, Reading, Science, and Social Studies.
- Students must also maintain a passing grade in all non-GPA courses.

Report Cards and Parent/Teacher Conferences

- Report cards will be mailed out every 9 weeks. Parents are requested to study the grades and consult with the classroom teacher if they need more clarification.
- Mid Quarter Reports will be mailed home for grades 1-8.
- Parents are expected to participate in Parent/Teacher conferences to discuss their child's progress at the end of the 1st and 3rd quarters. Consult the school calendar for exact dates.

Cheating

Cheating on assigned work (including copying, plagiarism, other forms of dishonest work, knowingly allowing your work to be used by others to cheat, falsify records or signature) may result in failing grade on the assignment involved. Cheating may also result in course failure.

Loss or Damage to School Equipment

- Students and/or their parents are responsible for loss of or damage to textbooks, library books/videos or other school materials, willful damage to school property, and replacement of damaged athletic team uniforms. Loss or damage to any school materials or athletic uniforms will result in a fine for damages or replacement costs.

Student Lockers

- Students will be assigned a locker for storage of their personal clothing items, backpacks, etc.
- Students will not be permitted to place locks on their lockers. The school retains property rights to all the lockers and therefore retains the right to search any/all student lockers.
- Please keep the locker and the area outside of your locker neat and clean and keep the locker closed at all times.

Building Procedures

- Please walk *at all times* when entering or exiting the building.
- Walk all steps (do not jump or skip steps or slide on rails).
- Remove hats when entering the building.

- Keep hands and feet to yourself and allow others freedom of movement.
- Speak and move quietly in the building.
- Use appropriate language and behavior. Swearing or vulgar language will not be tolerated.
- Bringing personal items to school is discouraged. Any personal items brought to school by a student are the responsibility of the student. The school is not liable for lost or stolen items.

Lunchroom Procedures

- Use normal range voice.
- Clear eating space as directed by teaching staff.
- Food is not to be shared.
- Students may not receive seconds until they have eaten their entire lunch first.
- Students are to remain in a single file line while waiting to receive their lunch.
- Students are not allowed to have pop with their cold lunch. Please buy milk or bring a nutritious beverage.

All students are to have their lunch at school. Students will be excused from school for lunch provided they bring a note (from their parent/guardian) requesting off school lunch and are picked up and returned to school by the parent/guardian.

Playground Procedures

- Playground staff will distribute playground equipment. Equipment brought to school by students for use on the playground may need to be approved by the playground staff.
- Rough play will not be permitted (for example tackle football).
- No throwing of objects that might injure other persons (rocks, snowballs, baseballs, etc.).
- Permission to leave the playground will require supervisor approval.
- Students are not allowed in the building without direct staff supervision.
- Students are not to be on building roofs to retrieve a ball. Notify a playground staff person to assist in getting any type of equipment off a roof.
- Please report any playground injuries to the playground staff.
- No gum or candy on the playground.

Discipline Policies

St. James Lutheran School is committed to helping each student develop spiritually, academically, socially, physically, emotionally, and creatively. In order to accomplish this task, discipline must be maintained. Discipline is not to be thought of in terms of punishment, but rather in the development of self-control. In a Christian school, the teacher has God's Word to serve as a guide and example in dealing with discipline. The ultimate purpose of any discipline plan is to help students learn, relate, and grow.

Basic Assumptions

1. Classroom/school rules will be fair, workable, consistent, and respect the rights of students and teachers/staff.
2. School rules will be made available to students and parents.
3. Each teacher will develop and explain his/her classroom guidelines to the students.
4. When guidelines are not followed, there will be consequences because SLJ staff wants each student to learn responsibility.

What If Your Behavior Is Unacceptable...

Listed below you will find what is considered as either a Level 1, Level 11 or Level 111 violation. Consequences or the procedures taken are also listed. The principal or their designee will determine the final consequence.

LEVEL ONE VIOLATIONS

Rough Play, hitting, physical abuse	Throwing objects (with intent to injure)
Defiance of authority	Intentional destruction of property
Disrespectful/abusive language	

CONSEQUENCE

One to five days noon, before, or after school detention depending on the severity of the offense.

LEVEL TWO VIOLATIONS

Sexual harassment/abuse	Theft
Chemical possession/use	Sniffing glue/rubber cement
Threats of or intentional personal harm made to other students and/or staff	
Possession or use of tobacco products on school property	
Application of MN State High School League Policies where necessary	

CONSEQUENCE

Initial investigation by school personnel may result in the following:
Parent conference conflict mediation Verbal/written apology
Financial retribution Noon and/or after school detention
Notification of law enforcement for possible filing of charges
In school or out of school suspension and/or expulsion (with principal consultation)

LEVEL THREE VIOLATIONS

Death threats to students and/or staff
Bomb Threats
False Fire Alarm

CONSEQUENCE

Automatic suspension (in-school or out-of-school) and possible consideration of expulsion

NOTE:

- Behavior infractions in class fall under that teacher’s own discipline plan; violation/consequences must be communicated to the teacher if a detention or suspension is warranted.
- Written parent notification will occur after the 3rd violation.
- Identified special education students may have a modified plan.
- Students sent to the principal’s office will be asked to call a parent explaining the discipline issue.
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Weapons Policy

- No student shall possess a weapon when in the school building, on school property, or on any school-sponsored trip or activity. “Possession” refers to having a weapon on one’s person or in an area subject to their control (ie. backpack, locker, desk, etc.).
- A student who finds a weapon on the way to school is encouraged to leave the weapon where it is and report its location to an adult (parent, school employee, police, etc.).

Weapons are identified in the following three categories:

1. Firearms: Loaded or unloaded, Functioning or non-functioning.
2. Items designed to inflict bodily harm, intimidate, or threaten others. Examples include, but are not limited to:

Knives	Clubs	Pellet Guns	Throwing Stars	Explosives
Stun guns	Metal Knuckles		Laser Pointer	Fireworks

If a weapon from category 1 or 2 is used to inflict bodily harm, intimidate, or threaten others, then the principal will suspend the student for 1- 5 days and recommend expulsion to the Board of Christian Education, if necessary.

3. Items designated for other purposes, but which are used to inflict bodily harm, intimidate, Or threaten. Examples include, but are not limited to:

Cigarette Lighters	Chains	Pencils	Art Instruments
Ammunition	Ropes	Look-alike Guns	Belts
Scissors/Compass	Laser Pointer		

Minimum Corrective Action may result in, but is not limited to, one or all of the following actions:

1. Confiscation of the weapon
2. Notification of the police (principal’s discretion)
3. Notification of parent
4. Suspension of 1-5 days (principal and school staff discretion)
5. Discuss expulsion with the principal, school staff, and Board of Christian Education.
6. Re-entry conference will occur (student, parent, administrator, school staff)

It is imperative that this policy be reviewed and discussed with your child(ren) to ensure their understanding and compliance.

Note: The Board of Christian Education must expel for a period of at least one year a pupil who is determined to have brought a firearm to school. The school board may modify this requirement on a case- by- case basis (127.282 MN Rule).

Suspension

When a student is suspended from school, he/she is not permitted to be in the building, nor to attend class or school activities during the time of the suspension.

1. Parents will be notified of suspension by phone, personal visit, or by written notice.
2. A suspended student must on his/her own initiative make up all class work or tests, which he/she missed to insure, understanding, within two class days of his/her return to school.
3. All work due during the suspension shall be recorded as zeros for those assignments or tests.
4. All suspensions are reported to the Christian Board of Education at eh first regular Board meeting following the suspension.

Expulsion

Expulsion is defined as the barring of a student from classes for an extended period of time without any possible association with St. James Lutheran School or credit missed for assignments. Only the Board of Christian Education can expel a student. Offenses constituting expulsion are identified in, but not limited to, the behavior descriptions that follow.

Sexual Harassment

Sexual Harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical nature. It may include, but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demanding implications, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats. Information should be shared with the principal or pastor regarding incidents of possible sexual harassment.

Disruption of School On All School Properties

1. No student or parent/guardian or other persons shall by use of violence, force, noise, threat, intimidation, passive resistance, or any other conduct, intentionally cause a significant disruption or obstruction of any lawful mission, process, or function of the school.

2. Neither shall a student or parent/guardian or other persons urge other students or parent/guardian or other persons to engage in such conduct for the purpose of causing a significant disruption or obstruction of any lawful mission, process, or function of the school.
3. The following acts illustrate the kinds of offenses included:
 - Occupying any part of the school building or school grounds with intent to deprive others of its use;
 - Blocking the entrance or exit of the school building or corridor or room with intent to deprive others of lawful access to, or from, or use of the building or property.
 - Damaging the school building or property.
 - Having in possession, firing, or displaying firearms, explosives, or other weapons on the school premises for any purpose without authority from the principal. The rule does apply to all items listed in *Weapons, Explosives, and Dangerous Objects*.
 - Prevention of or attempting to prevent by physical act the functioning of any school class, or activity, or any lawful meeting or assembly on the school grounds;
 - Preventing students from attending class or school activity.
 - Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school ground;
 - Student behavior that disrupts the normal operation of the school cafeteria program;
 - Intentionally making noise or acting in any manner so as to interfere with any student's opportunity to learn or teacher's ability to conduct his/her class;
 - Possession or distribution of libelous material;
 - Possession or distribution of pornographic material.

Consequences

Parental contact will be followed by detention, suspension, expulsion, or other discipline as appropriate for the situation.

Dress Code

"Whatever you do, do it to the glory of God" helps set guidelines for both individual activities and group participation. This statement from Scripture can also serve as our guide in personal grooming as children of God coming together to learn, grow, and develop. SJL has always felt that neatness and appropriateness are the two key words in relation to the selection of school clothing. Clothing styles that reflect good taste and modesty help maintain a Christian atmosphere, good behavior, and respect for others. These qualities should prevail at SJL.

The following guidelines for dress shall be in use:

1. Clothing is to be clean, neat, and in good repair. Clothing with holes or tears is not permitted.
2. No tight or revealing styles shall be worn. Shorts or skirts shall be worn below mid-thigh.
3. Undergarments shall not be visible at any time. This applies to all students.
4. Clothing is not to have improper slogans or pictures. Improper slogans and pictures are, but shall not be limited to; anything connected with tobacco, alcohol, illegal drugs, foul or sexually intended language or clothing, which is gang-related.
5. Caps, hats, headscarves, sunglasses, and coats/jackets or anything worn as a coat/jacket are to remain in lockers while students are inside.
6. Spaghetti strap tank tops are not aloud.
7. Shirts and blouses are to be long enough to cover the midriff at all times. (Parents: Ask your child to raise his/her arms above the head to determine compliance.)
8. Modest adornment of the body through the use of jewelry and makeup (grades 7 & 8) is permitted, but shall not become a source of distraction. Perfume may be applied at home with consideration given to anyone who may, because of allergies, be adversely affected by it.

9. During the cold weather, students in grades PK-8 are to dress appropriately for outside recess/activities. Teachers will define appropriate for their respective grades.

Violations

- It shall be the obligation of the student's homeroom teacher to note and inform the student and parents of any violations.
- Upon first dress code violation, students will receive a written warning, which shall identify the nature of the violation. This warning is to be signed by a parent and returned the following day.
- Upon second and subsequent violations, the student in question shall be removed from class until the violation is corrected. This may require calling a parent to bring a needed clothing item.

Eligibility For Extra Curricular Activities

- Education in a Christian-centered environment is the primary purpose of St. James Lutheran School (SJL). Participation in extracurricular activities must not take away from the education of the child. SJL defines extracurricular activities as non-graded activities, presently including, but not limited to, athletics, band, student council, cheerleading, drama, and the spelling bee. Participation in extracurricular activities is limited to those students enrolled on a full-time basis at SJL.
- SJL sponsors and encourages participation in extracurricular activities as a means of providing opportunities for personal growth, skill development, socialization, creativity, and competitive experience. Involvement in extracurricular activities is a privilege offered to students in good standing with accompanying responsibilities and expectations.
- Participants are expected to abide by all school attendance and behavior guidelines. Participants are expected to be in class and on time as scheduled. Any unexcused absence will result in exclusion from the next event. Students absent due to truancy, illness, or injury during the last half of the school day may not participate in contests, events, or practices that day.
- Participants may be excluded from events or activities due to behavior that fails to exhibit Christian standards in school or violates the school's rules of conduct. Students must show proper respect toward teachers, pastors, and all others placed in authority. Students must be positive Christian role models to others at extracurricular events.
- The purpose of this eligibility policy is to promote academic excellence, plus awareness that our students are role models for our school family. In the review process between the classroom teacher and the principal consideration is to be given to any special circumstances. At times a given student may face challenges in the classroom that are simply beyond his or her academic ability. The faculty as well as the directors of extracurricular activities understands this. Every effort is made to assist all students who are in this situation. Students who find themselves in this situation will be considered exempt from the stated policy on an individual basis through a contract written between the parents and teacher and approved by the principal. At that point, eligibility criteria might involve such things as the student's effort in the classroom. Appeals based on this need are through the school Principal.

The major portion of this policy is an "end-of-the-week" check done for each student. That portion of the policy reads as follows:

1. All assignments will be kept current.
2. If, at the end of the last day of school for any given week, a student is delinquent in an assignment owed to any teacher, that student will be ineligible to participate in practices and performance events during the following week.
3. "The following week" is interpreted to be the following Monday through Sunday.

4. "Delinquent" means that this particular assignment was formally due for that student sometime prior to the end of the day on the last school day of any week. It also factors in that if the student was absent he/she is allowed some time to complete assignments from the day of absenteeism.
5. It shall be the responsibility of the classroom teacher to whom the work was due to complete a form and bring to the office before he or she leaves the building at the end of that day.
6. Copies of the form will then be distributed to the following individuals: the parents, the student's extracurricular activity director, and a copy will be maintained in the office.
7. A second "delinquent work" notification will result in a conference involving the student, parent(s), and teacher(s). It is recommended that at this conference some firm agreements can be established about the student's continued involvement in the activity as it relates to his or her academics.
 - In addition to the above academic standards, each student wishing to represent SJL in extracurricular activities must maintain a level of Christian citizenship. Ineligibility due to the lack of Christian citizenship will never imposed without warnings and conferences involving both the student and parents.

Athletics

- In addition to the physical education at SJL, a sports program is offered.
- Co-educational: soccer and softball (grades 5-8).
- Boys: flag football, basketball, & track (grades 5-8).
- Girls: volleyball, basketball, & track (grades 5-8).
- Girls cheerleading (grades 7 & 8)

Note:

- Uniforms are provided for basketball and cheerleading. These uniforms are to be worn for games only. Cleaning is the responsibility of the student. If a school uniform is lost, damaged, or destroyed, the cost of replacement is the responsibility of the student.
- Practices are held after school. Games are scheduled during the week and on weekends. Schedules are prepared and distributed prior to the start of each sport season. SJL competes in area Lutheran school athletic leagues and with area public schools.
- Students may stay after school for sanctioned athletic practices. In this case, students must remain under supervision in a designated place until the coach has arrived. This time will be used as a study hall. **There will be no roaming of halls, playground, or gym.**
- When a game does not begin immediately after school, students are expected to go home and return for the games.
- Participants need permission to remain if parents are not able to get them back on time. (Possibly make arrangements with another player).
- Those receiving permission to stay must remain under supervision in a designated place.
- Parents must be aware of what student arrangements are in advance.

Band

- Band instruction is offered to those pupils in grades 5-8 who express an interest in some musical instrument and are willing to provide the instrument through rental or purchase.
- A fee will be charged for the instruction. This instruction is offered through Martin Luther High School (MLHS) of Northrop MN.
- This fee is set by MLHS and bill to the participating school family quarterly.
- Payment is made to St. James Lutheran Church, earmarked for Band.

Choir

- SJL has a choir program ranging from Kindergarten through eighth grade. The purpose of this choir program is three-fold:

1. To enhance the worship service of the church.
2. To give the child an opportunity to praise the Lord through musical excellence;
and
3. To enrich the child's musical life through choral discipline and training.

NOTE: Each child is expected to faithfully attend choir performances at their own church. If the child is a member of a different congregation, participation is still expected. A note or phone call to the choir director is necessary if the child is unable to participate.

Field Trips

- These trips are planned educational excursions into the community and surrounding area. It is our endeavor to broaden the classroom situation with first-hand experience and observation. No child will be permitted to leave school for a planned class trip without a parent's written permission. Parent volunteer drivers are used on some school trips. Parent volunteer drivers will be expected to provide proof of adequate auto insurance.

Class Parties

- SJL observes the following parties: Reformation/Harvest, Christmas, Valentines Day, and any other class party the teacher chooses to hold.

Birthdays will be recognized if the child so desires with the following guidelines:

- When sending a birthday treat be sure to send one for each child in the classroom. Nutritional treats are recommended and encouraged at all times. Questions regarding appropriate treats should be directed to the teacher.
- Please do not send birthday invitations for home parties to be given out in school unless each child in the class is invited.

Health

- The teacher must be informed of any illness and/or the reason for the child's absence by means of written excuse when the child returns to school.
- **In case of communicable disease, the school should be notified immediately.** If possible, report to the teacher any exposure to communicable disease.

Criteria for keeping your child at home:

- has had a fever during previous 12 hours
- has vomited in the previous 12 hours
- has skin sores which are open and draining material
- has streptococcal group, a throat infection (remain home for 24 hours after antibiotics are started)
- has had diarrhea during previous 12 hours

Criteria for sending children home:

- Fever over 100 degrees F
- Vomits during the day
- Has any diarrhea – the 2nd occurrence a warning is given, by the 3rd occurrence the child must go home.
- Is constantly crying – fussy – which is unexplained for an unusual amount of time
- Any drainage
- When staff have reason to question health of a child

NOTE:

- When in doubt of your child's health condition, play it safe for your child and the other children by keeping your child home.

- Children well enough to attend school are to follow the regular activities of the class during class time and at recess – inside or outside.

Medication Policy

- If it is necessary for children to take any type of medication during school hours, a parent/guardian must give it to the office along with a copy of the prescription. The school staff is not permitted to dispense any medicine (even aspirin) without written approval. All medications; including over-the-counter medications, must be in their original containers. No student is allowed to keep any medication, prescription or OTC, in his or her possession.

Gum Chewing

- Gum chewing will not be permitted during class, recess, and P.E. classes due to the problem of gum on the floors, under tabletops, running, etc.
- A teacher may grant permission for class parties or as a reward; however, the chewing gum must not leave that classroom.

Student Use Of School Phones

Incoming Calls

- Phone messages received in the office during school hours will be relayed to pupils as necessary. Students may respond to calls during classes only in case of an emergency.

Outgoing Calls

- The school phone is a business phone. Personal calls by students will be limited to "emergency" calls such as: change of dismissal time, cancellation of an after-school event, medical problems, etc...
- Forgotten items such as homework, musical instruments, permission forms, lunches (they will have to share), and the like will not be considered emergency situations.
- Permission to use school phones will only be granted by the teacher and the office personnel.

Cell Phones

- Students are not permitted to use cell phones during school hours.

Reading Program

- St. James Lutheran School provides all the means; methods and facilities that pupils need to acquire reading/math abilities. When necessary, TITLE I, special education, and/or special assistance will be available to those students with special reading/math problems.

Hot Lunch Program

- SJL participates in a non-profit hot lunch program sponsored through the Federal and State Government. Lunches are made available to all the children and staff. There is no discrimination on the grounds of sex, nationality, etc. A balanced meal is prepared with the child's health and welfare in mind. Free and reduced price meals are provided to those who qualify.
- The program is under the control of the Hot Lunch Coordinator and administered through the school office. Any comments concerning the program shall be addressed to the coordinator, Mrs. Heidi Koeritz.

Parent/Teacher League (PTL)

- The Board of Christian Education sponsors a Parent/Teacher League, which has as its main objective to foster Christian education. Through this organization our school has

- been able to establish better home-school relationships and to provide parents help in their all-important task of training Christian children.
- The league meets five times during the school year. Please refer to the school calendar for exact dates and times.

Fire Drills/ Tornado/ Severe Weather

- In cooperation with state guidelines, SJL teaches fire and tornado awareness and conducts a series of fire and tornado drills.

Campbell Soup Labels

- By returning labels from Campbell Soup products you can help SJL purchase much needed audiovisual equipment, athletic equipment, reference books and teaching aids. Simply save the front portion of any Campbell's labels and send them to the school office.

Yearbook

- The school yearbook is produced each spring. Orders are taken at fall registration. Payment is due at the time of the order.

Library

- The library is open to all students and members of St. James congregation for the purpose of checking out books. Each classroom will have a library period when a child can check in or out a library book.