St. James Lutheran School

Equipping and Empowering Families and Students through Christ



Family Handbook



"Let the Children Come to Me"

This school is a ministry of St. James Lutheran Church, Howard Lake, Minnesota, a member of the Lutheran Church-Missouri Synod serving over 2,000 Lutheran schools and colleges.

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OUR PURPOSE

The mission of St. James Lutheran School is to provide a Christ-centered education that EQUIPS students and their families with sound Biblical and academic training and EMPOWERS them to reach their potential as servant leaders for Jesus Christ.

"...let the children come to Me; do not hinder them; for the kingdom of God belongs to such as these."

Mark 10:14

"And these words which I command you this day shall be upon your heart; and you shall teach them diligently to your children..."

Deuteronomy 6:6-7

CREDO

We believe in the Triune God as our Creator, Redeemer, and Sanctifier.

We believe that the Bible is the true inspired and inerrant Word of God and the rule and guide for Christian life.

We believe that there is only one way to eternal life, namely the faith in Jesus Christ as our only Savior.

We believe that the most effective Christian educational agency available to the Church for equipping God's people for ministry are full time Lutheran schools.

PHILOSOPHY

In compliance with our Credo, Purpose, and the Great Commission of our Savior, "Go and teach all nations to observe all things I have commanded," we teach one philosophy of life, namely to follow God's Word and live Christ-like lives in the service of God and our fellow men.

All our subjects and study skills are therefore taught in the light of our Savior's Word. Our Christian teachers, by their example, attitude, and teaching, are a guide for students to increase spiritually, physically, mentally, and socially. The Christian teacher, motivated by the Savior's love, will show love and understanding toward his students.

A wholesome atmosphere of Christian love is maintained in all of our endeavors at St. James and thus, creates the setting for the most effective education possible.

The responsibility for bringing up a child in Christian discipline and instruction lies first with the parents (Ephesians 6:4). The Christian day school assists in this God-given task; therefore, it is necessary that a good parish setting (HOME-CHURCH-SCHOOL) be

maintained, so that by a faithful witness of God's people working together in harmony, unity, and love, the children may grow in their Christian faith, knowledge, attitude, conduct, and in the skills of discipleship.

"And His gifts were that some should be apostles, some prophets, some evangelists, some pastors and teachers, for the equipment of the saints, for the work of ministry, for the building up the body of Christ, until we all attain to the unity of the faith and of the knowledge of the Son of God..."

Ephesians 4:12-13

OBJECTIVES

- To teach our students to know God as their Creator, Redeemer, and Sanctifier.
- To teach our students that the Bible is the inerrant and inspired Word of God.
- To teach so that the Word of God permeates all our teaching, religious and secular.
- To lead the students to understand the practice of evangelism and use their time and talents in God's service and for the welfare of their fellow men.
- To help children glorify God through the development of their God- given skills to the fullest potential in preparation for Godly citizenship in an ever-changing world.
- To teach that Jesus is the Way, the Truth, and the Life and no one can get to Heaven except by faith in Jesus as their personal Savior.

FACULTY

All classroom teachers on staff have education degrees and have been trained for service in the teaching ministry of the Church. The teachers in this ministry have dedicated themselves to the service of equipping and empowering families and students through Christ. To that end, the people of God at St. James receive these teachers as servants of Jesus Christ, loving and honoring, aiding and supporting them with diligent, faithful assistance and prayers.

ENROLLMENT

Children are eligible for enrollment in kindergarten if they are five years old on or before September 1 of that school year with all medical requirements as prescribed by law for school children being followed. All children of school age in St. James Lutheran Church are eligible for enrollment. Children of non-member

parents may apply for enrollment with approval granted on an individual basis according to interest and desire for a Christian education and a willingness to support the school program.

If a student is currently serving a suspension from another school, he/she will not be allowed admittance at St. James until the time of his/ her suspension has been fulfilled in full.

When any child is enrolled in a Christian Lutheran school, it is not only the child who is enrolled but the family as a whole; the family is enrolled in the sense that the parents are the first educator of the child and a vital part in the collective process of Christian education. The parents must actively and fully support the school, teachers, and policies set forth by St. James Christian Board of Education.

Registration materials and pertinent information can be found on the Church and School website and registration is handled through TADS.

NON-DISCRIMINATORY POLICY

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

CHURCH AND SCHOOL ATTENDANCE

In accordance with state laws, all students are held to regular and punctual attendance. In case of absence, parents should notify the school and the pupil is required to present the teacher with a written excuse signed by the parent. For any student who must leave school premises during school hours, the teacher must first be notified by the parent. We urge parents whenever possible to schedule appointments and vacations outside of school time. Make-up assignments are to be completed as soon as possible following the absence.

For the protection of all children, your child should be kept at home if she/he has a fever, diarrhea, vomiting, a rash or discharge from the eyes or ears. Parents should exercise every precaution and keep their child home if other unusual symptoms occur. A child must be free from persistent fever for 24 hours before

returning to school and is no longer in the contagious stage of a communicable disease such as, chicken pox, head lice, pink eye, strep, etc.

In keeping with the purpose and intent of our school all students of St. James Lutheran School shall participate in religious and confirmation instruction at school regardless of church home or affiliation, also regular family attendance of worship services is expected.

EMERGENCY AND SAFETY

For safety reasons, students are instructed in procedures for fire, severe weather, and active shooter/threat drills. In case of a severe weather alert during school hours, children will be kept in the building. If such an alert continues after school hours, dismissal will be at the discretion of the Administration. Parents who wish to pick up their children during such an alert may do so.

It is extremely important that all emergency call information be kept current in the school office for your child; your child's health and welfare is at stake. The welfare of the child is the first consideration of school authorities.

In case of a serious medical emergency or illness, the Howard Lake Ambulance/911 will be called immediately. The parent or guardian will then be informed. The name of your physician as well as the name of the parent or guardian will be given to the ambulance attendant. The school will call the authorized physician if you cannot be reached. However, it must be understood that the cost will be taken care of by the parent, and that St. James Lutheran School is responsible only for obtaining the necessary emergency treatment.

In case of a less serious emergency, the school will contact the parent at home or work. It will be the parent's responsibility to plan for proper care in case the child should meet with an accident or become too ill to remain in school.

MEDICATION

No kind of medication requiring a doctor's prescription shall be dispensed by school personnel without written consent of the parent. No child is to have any medication on his person during their stay in school.

All prescription medicines brought to school should be given to the teacher for safekeeping. Teachers or authorized school staff will supervise children when they are to be taking medicine.

SCHOOL CALENDAR / DAILY SCHEDULES

A school calendar for the next year is sent home during the final quarter of the year. Our calendar follows the public-school calendar for bussing purposes. Special days and vacation times are listed along with any variations to daily dismissal times. School begins daily at 7:50 AM and dismisses at 2:40 PM. Students riding the public-school bus are dismissed a little earlier according to bus schedules. Classroom schedules are distributed by each teacher to students and parents.

Students are asked not to arrive earlier than 7:40 AM, at which time they may enter the building. Students arriving prior to 7:40 AM will remain in the main lobby until the 7:40 AM bell.

CHAPEL SERVICES

Each Wednesday all students participate in a worship service led by our pastoral staff and/or guest pastors. Members of the congregation, parents, and friends are always invited to attend.

As this is a public worship service, we uphold the practice of our Lutheran Confessions which echo Scripture in the teaching that our Pastor is responsible for and the one who is to lead worship.

Chapel offerings go to various missions chosen by the staff at the beginning of the year. During Advent and Lent the chapel service becomes a second offering of the midweek evening service.

CURRICULUM

Our curriculum is continually reviewed and upgraded to provide our teachers with the best possible "tools" for instruction.

RELIGION: Instruction centers on Biblical teachings and use of God's Word. Instruction also includes Church History, Missions, Memorization, Liturgy Study, and Luther's Small Catechism. All students of St. James shall attend religious and Catechesis instruction regardless of church home or affiliation. Memory work consisting of Scripture and the Small Catechism is assigned to all students as a means of growing and solid foundation for their lives as Christians.

LANGUAGE ARTS: A complete language arts program is taught with instruction in Reading, Spelling, Phonics, English and Creative Writing.

MATHEMATICS: A transitional program of a thorough study from basic operations to major concepts essential for success on the high school level.

SCIENCE/TECHNOLOGY: Instruction includes concepts in life, physical and earth sciences.

MUSIC: Music instruction includes music theory, notation, band, and choir. Children's choirs provide an enriched learning experience.

SOCIAL STUDIES: A complete program of societal development involving history, geography, and government is taught with a distinct Christian perspective.

ART: Art instruction includes creative arts and crafts.

PHYSICAL EDUCATION/ HEALTH: A structured program of instruction developing strength and skills, rhythm, recreation, health, and safety.

TECHNOLOGY: Tablets and Chromebooks are used in the classrooms for various assignments. Computer awareness, proper use of the computer, and the ability to use a word processing program are taught.

EXTRA-CURRICULAR

A structured program for students in grades 5-8 is provided at St. James which includes: girls volleyball, boys and girls basketball. An athletic handbook is published which contains philosophy, eligibility, and policies.

Students who are absent will not be permitted to participate in extra-curricular activities on that day.

HOMEWORK

The amount of homework depends on the grade level, ability, and study habits of the child. Parents can help by providing encouragement. Creating a desire to learn is an essential goal for future achievement. Special needs and struggles should be discussed with the child's teacher.

PROGRESS REPORTING AND TESTING

Report cards on the progress of the students are issued at the end of each quarter. Parents are encouraged to keep up with their student's progress by regularly checking Fast Direct.

Parent-teacher conferences are scheduled to discuss student progress. If at any time you should want to meet with the teacher to discuss student progress or concerns, please feel free to call and make an appointment.

A program of standardized testing is provided for the students throughout the academic year.

ACADEMIC REQUIREMENTS

Students must maintain a 1.75 (C-) grade point average (GPA) if they wish to participate in any extra-curricular activity. A GPA of less than 1.75 or receiving an "F" in any subject will make the student ineligible to compete for a period of two weeks. Future participation is dependent upon maintaining the minimum academic requirement. A separate athletic handbook is printed for the students.

HONOR ROLL

An Honor Roll system has been established to recognize outstanding work in academics. Honor Roll certificates are given to students at the end of each school quarter in grades 5-8 who achieve one of the two following levels:

A Honor Roll \sim (3.50 - 4.00)

B Honor Roll \sim (3.00 - 3.49)

Any student who is suspended will not be eligible for the Honor Roll for that quarter.

STUDENT SERVICES

Student services as prescribed by Federal Law are provided to parochial school students on an equal basis with public school students which include speech, health, and special education services for eligible students. Close contact is kept with the publicschool special education department. Pupil referrals for these services are made collectively by the teacher and/or principal in consultation with the parents.

CHRISTIAN CONDUCT

It is first expected that the students, teachers, and all the staff will conduct themselves in a Christian manner glorifying God and using the 10 Commandments as their guide.

"And he died for all, that those who live should no longer live for themselves but for Him who died for them and was raised again." ~ 2 Corinthians 5:15.

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law." ~ Galatians 5:22-23

The greatest share in the responsibility of training your child remains in the home. While the Church has instituted a program of Christian training for its children, it does not intend to remove any of the responsibility or privileges of the parents.

In the best interest of the child you may wish to discuss the following with him/her:

As a child of God, I will:

- Act in a way which will please my Heavenly Father.
- Obey all those whom He has placed over me.
- Be kind to the rest of God's children.
- Use all the skills with which God has blessed me.

As a neat Christian citizen, I will:

- Help keep my church and school clean.
- Dress myself in a way that will be a credit to my parents and school and put forth a modest appearance.

As a careful Christian citizen, I will:

- Walk quietly through the halls.
- Keep my books so they look like new.
- Return all playground equipment after recess.
- Return anything I find to my teacher.

As a considerate Christian citizen, I will:

- Save all loud talking for the playground.
- Help my teacher whenever possible.

Every pupil is expected to exercise Christian behavior, whether it be on the way to or from school, on or off school grounds.

DISCIPLINE CODE

Effective Christian discipline must be administered in love and in the best interest of the child. Cooperation between the home and school is essential to enable us to work in Christian spirit and purpose. Whenever the school pulls in one way and the home another, the child suffers. We dislike being a party to such a condition which leads to conflict and emotional disturbances within the child

Corrective discipline and instruction are meant to be a learning experience for the child and will be administered in Christian love. Appropriate disciplinary measures will be taken for student offenses and parents will be notified when necessary.

This is not meant to be a complete list but rather a basis for which you may discuss proper school behavior with your child. Students are expected to comply with all school and classroom rules.

SCHOOLWIDE BEHAVIOR

- 1. All students should go to their classrooms and remain quietly upon arrival at school. Tardy bell is rung at 8:00 AM.
- 2. Students may not leave the classroom without their teacher's permission.
- 3. No writing on books, desks, walls, etc. Any damage incurred by the student must be paid for by the student.
- 4. Gum, candy, trading cards, radios, headphones, video games, cell phones, and the like will not be allowed in the classroom. Check with the teacher for permission about treats that may be brought in for special occasions.
- There will be no disrespect or back-talk to school staff or other students.
- 6. There will be no fighting of any kind.
- 7. Running will be permitted only on the playground and during PE periods.

PLAYGROUND AND GYM RULES

- 1. No pushing, shoving, or rough play will be tolerated.
- 2. Students must stay on school property.
- 3. Only one student sitting on each swing is permitted. No standing or swinging with partners.
- 4. No climbing on fences, backstops, or goals.
- 5. Violators will be removed from the activity.
- 6. No hard balls will be allowed from home; all equipment will be supplied.
- 7. No hanging or climbing on gym mats.

MORAL CONDUCT

- Possession and/or use of tobacco, alcohol, non-prescription drugs, firearms, knives or other weapons on school or church grounds and/or at all related activities shall result in immediate suspension from school. The student will be suspended for a minimum of three days from school. The student will receive an "F" in each of his or her classes, but all work needs to be made up and corrected by the teacher. Any and all suspensions will be referred to the Board of Christian Education for any further action.
- 2. Cursing and abusive language will not be tolerated.
- Cheating, stealing, or hurting other people will not be tolerated.
- 4. Students should conduct themselves in a manner of Christian love and conduct.
- 5. Any habitual infraction of school rules may result in suspension from 1-3 days.

TECHNOLOGY POLICY

Digital Learning Vision Statement

Our core mission statement is "Equipping and Empowering Families and Students through Christ." This includes educating the whole person in light of Christian values. Members of the Saint James School community become proficient, reflective, and ethical users of digital tools for learning and life. We act in the digital world guided by the same high moral standards and values of our Lutheran community.

Purpose

Saint James encourages the judicious use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. Saint James

provides access to information technologies to support learning, facilitate resource sharing, increase communication, enhance student engagement, and assist staff and students in acquiring innovative skills.

Scope of Technology Policies

The scope of the policies includes the Saint James domain, Saint James network, Saint James school grounds or at/during Saint James school functions, use of Saint James accounts, and Saint James school issued devices. School issued devices include but are not limited to the following: Chromebooks, tablets, classroom computers, and any other device issued by the school.

Safety

With digital access to people all over the world also comes the availability of material that may not be considered to be, or is definitely not, of educational value in the context of our Lutheran School setting. The staff and administration at Saint James Lutheran School have taken precautions to control access to controversial material. Appropriate internet filtering and monitoring software and hardware is used. However, it is impossible to control all digitally-accessed materials and an industrious user may discover controversial information. We firmly believe, however, that the benefits of the valuable information and interaction available on the network far outweigh the risks that users may procure material that is not consistent with the educational goals of Saint James School.

Monitoring

Saint James monitors the use of the school's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Saint James network. The information on the network in general files, Saint James Google domain files, email, and third-party devices brought into the school building by students is not private and is subject to review to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations. Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Saint James Technology Responsible Use Agreement.

Expectation of Privacy

At any time and without prior notice, Saint James reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Consequences for Violation of Technology Policies

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure or any information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action. The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be revoked.

All parents and students will sign a form acknowledging receipt and understanding of this policy.

SUSPENSION AND DETENTION

Severe offenses may result in the student being suspended from school. The length of a suspension will be dependent upon previous issues and severity of offense. Offenses which warrant a suspension from school include the following:

- Malicious destruction of school property
- Ungodly language
- Habitual disruptive or inappropriate behavior
- Fighting
- Unauthorized departure from school
- Possession or use of drugs or alcohol
- Smoking

In the event of a suspension parents will be notified immediately and the child is to be taken home by the parent. The student will remain in the school office until the parent arrives. Before returning to school, the parents and child must meet with the Principal and/or Pastor, and Teacher.

If behavior or academic deficiencies need to be addressed in which are less severe, the teachers, principal, and/or pastor may assign an after-school detention. This will be communicated to the parents in due time to accommodate for transportation.

If a suspension is required, the student will not be permitted to participate in extra curricular activities for two weeks. If a detention is assigned, the student will not be permitted to participate in extra curricular activities for that day.

It is of utmost importance that proper channels be followed for problems when they arise. If questions or concerns arise regarding disciplinary measures, first go to the child's teacher, then to the Principal and/or Pastor.

DRESS CODE

"Your beauty should not come from outward adornment, such as elaborate hairstyles and the wearing of gold jewelry or fine clothes. Rather, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." I Peter 3:3-4

"All of you, clothe yourselves with humility toward one another, because, 'God opposes the proud but shows favor to the humble.' Humble yourselves, therefore, under God's mighty hand, that he may lift you up in due time. I Peter 5:5-6

- 1. No T-shirts with improper writings, crop tops, or tank tops
- 2. Shorts shall be longer than the fingertips when arms held at the student's side.
- 3. Tight-fitting leggings may only be worn with skirts, dresses, or shirts that are modest and at least fingertip length around the entire body.
- 4. Dresses and skirts shall be modest and no shorter than three inches above the knee.
- 5. Earrings should not be longer than one inch.
- 6. Coats, sunglasses, and hats are items that may be worn to and from school, but not in the school building.
- 7. Students should be neat and clean in clothing and bodily appearance.
- 8. If a child is not properly attired, parents will be called to bring suitable clothing to school.

- 9. Proper footwear, socks with shoes and sandals, should be worn for class and PE.
- 10. Hats, caps, or headgear of any type is not allowed. Sunglasses are not allowed to be worn inside the building.
- 11. No coloring of hair that would be disruptive to the class.
- 12. No tattoos or body colorings will be allowed.

LUNCH PROGRAM

St. James provides hot lunch in partnership with the Howard Lake/Waverly/Winsted (HLWW) school district. Payment for lunches will be handled through the online system provided by HLWW or through the St. James School office. Application for free and reduced lunch can be made through the St. James School office.

Cost for lunch is as follows:

Pre-School – 4th Grade:	\$2.50
5th – 8th Grade:	\$2.75
All Adults:	\$3.75
Second entrée (5th – 8th Gr.):	\$2.00
Second milk =	\$0.50

Unpaid lunch expenses will be collected by HLWW.

FIELD TRIPS

Field trips are planned through the year at which time notification concerning details will be sent home in advance. Parents must sign off on field trips during registration in TADS. This permission will cover all field trips during the academic year.

TRANSPORTATION

Students from St. James are entitled to the same bus services that are available to public school students living in the Howard Lake-Waverly-Winsted Independent School District 2687.

Bus routes and schedules are available through the transportation department of the public school. Parents should contact the public school directly for these services.

Students must follow all policies which regulate the operation of the public bus program and are subject to disciplinary action for not complying with the rules established for the safe operation of the bus. Students who do not follow the policies are subject to revocation of bus services. Other transportation for students is the responsibility of the parents.

EMERGENCY SCHOOL CLOSINGS

Should inclement weather or some unforeseeable event dictate the closing of our school, this information will be communicated in three distinct ways.

First, watch/listen for school announcements to be given on AM radio station WCCO/830, or WCCO television channel 4. The announcement will be for Howard Lake-Waverly-Winsted IDS #2687 public.

Second, a phone call will be initiated through our School Messenger automated phone system to all families based upon their emergency contact information.

Third, a message will be emailed through the Fast Direct system.

If school is forced to close during the school day, announcements are made as early as possible before the students are dismissed.

SEXUAL HARASSMENT & SEXUAL VIOLENCE REPORT FORM

St. James maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is discrimination. All persons are to be treated with respect and dignity.

Sexual violence, sexual advances, or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, anti-gender, or offensive environment, will not be tolerated under any circumstances.

This policy is in accordance with Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seg., and Minn. Stat. 363.01-.14, the Minnesota Human Rights Act. The complete policy is on file at the school office and any complaints or questions may be directed to the school Principal, Pastor, and/or Board of Christian Education.

PARENT VOLUNTEERS

Parents who are able to volunteer to help at school are encouraged to sign up at registration to assist in any of a number of ways. Once signed up, parent volunteers will be required to complete a background check before having access to the students.

Some ways to help are = to operate the school library, correct papers, assist in the classroom for special activities, accompany students on class trips, help when student pictures are taken, assist with book fairs and fund raisers, serve as greeter at the main entry, supervise recess and/or lunch, and in many other ways help to enrich our school program.

Parental support is a vital link in achieving an effective school atmosphere and developing the best possible school program for the children.

WELLNESS POLICY

- A. The Board of Christian Education recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need to have access to healthy foods and opportunities to by physically active in order to grow, learn, and thrive.
- E. All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning, upon request; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- G. Our Wellness Policy abides by the state guidelines and has been approved by the Board of Education. A complete copy of the Wellness Policy is available upon request from the school office.

A PARENT'S PRAYER

Dear God.

Make me a better parent. Help me to understand my children, to listen patiently to what they have to say, and to answer their questions kindly. Keep me from interrupting them, talking back to them and contradicting them. Make me as courteous to them as I would have them be to me. Give me courage to confess my sins against my children and to ask of them forgiveness when I know that I have done them wrong.

Keep me from hurting the feelings of my children, by laughing at their mistakes, or by using shame and ridicule as punishment. Do not let me cause my child to lie or steal or do any other wrong. Preserve me from nagging and help me to hold my tongue. Give me the peace of Christ Jesus to speak a ready word of honest praise.

Pour out your Spirit upon me that I may have the mind of Christ in my relationship to my children for the sake of Jesus.

Amen.