



ST. JAMES  
LUTHERAN  
SCHOOL  
PARENT  
HANDBOOK  
2019-2020

Connecting people to the love of Jesus  
Christ in our families, our community and  
our world.

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# ST. JAMES LUTHERAN SCHOOL'S MISSION AND PURPOSE STATEMENT

## MISSION OF ST. JAMES LUTHERAN MINISTRY

Connecting people to the love of Jesus Christ in our families, our community and our world.

## PURPOSE STATEMENT

We believe the purpose of St. James Lutheran School is to share the Good News of Jesus Christ and provide a Christian Education.

## GOALS

St. James Lutheran School is concerned with all the needs of the child including spiritual, intellectual, physical, social and emotional.

- A. In developing spiritual potential, St. James School strives to guide the child to:
  - 1. Recognize himself/herself as a child of God
  - 2. Acquire knowledge and develop an understanding of God and His love and enable the child to become a lifelong learner
- B. In developing intellectual potential, St. James School guides the child to:
  - 1. Acquire the knowledge and skills taught in the elementary curriculum
  - 2. Develop an inquiring mind, thinking skills, and effective study habits
  - 3. Evaluate knowledge and experience according to his/her Christian faith
- C. In developing physical potential, St. James School guides the child to:
  - 1. Regard his/her body as God's creation
  - 2. Learn the physical skills and habits essential for healthy development
- D. In developing social-emotional potential, St. James School guides the child to:
  - 1. Develop a positive self-image
  - 2. Develop personal responsibility
  - 3. Develop caring relationships by understanding the rights, privileges, and individual differences of others
  - 4. Respect the authority of home, school, and government

## THE CHRISTIAN FAMILY

God gives parents a tremendous responsibility in the words of Deut. 6:5-7. "Love the Lord your God with all your strength. The commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."

God has given parents very specific instructions in Proverbs 22:6, "Teach a child to choose the right path, and when he is older he will remain upon it."

- A. Use daily devotions, Bible study, and prayer. Jesus works through His word in your home.
- B. Forgive others as Christ has forgiven you.
- C. Be faithful in attending the worship services as a family.
- D. Share with members of your family how God works in your life.
- E. Speak words of love and encouragement.
- F. Pray as a family.
- G. Teach your child the gift of giving time, talents, and treasures.
- H. Let others see Jesus in you.

## ACCREDITATION

St. James Lutheran School was awarded National Lutheran School Accreditation for its excellence in education and organization in 1994, 2001, 2008, and 2015. We are proud of our school and the opportunities we offer for a Christian education.

## THE CHRISTIAN CURRICULUM

We integrate our Lutheran faith into every subject we teach. Through the faith given to us by God, we attempt to understand and apply what we have learned to a life of service.

## ADMISSION POLICY

New families will meet with the principal and receive a tour of the building. They will meet with the staff and be acquainted with the school policies. The proper forms will then be filled out. Preference will be given to members of St. James and other Missouri Synod congregations. All new students will be subject to a nine-week probationary period starting at the date of entry. If after this time it is deemed that the student has special needs that St. James cannot meet, parents, teacher, and the Principal will meet to determine the next course of action. If after the nine-week probationary period the teacher is satisfied with the child's progress, enrollment is official. The Principal is responsible for the monitoring of progress and the documentation process.

## EQUALITY OF EDUCATION STATEMENT

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

## ATHLETICS

**General Behavior**—Christian behavior on and off the court must be acceptable. Students must abide by the rules of the Extra-Curricular Eligibility and Classroom Discipline Policy. Rules that are established by the Board of Education, Principal, and the coaches must be followed. Students receiving two detentions within a two-week period will be ineligible for the next game. They may still attend practices, but only if practice times do not conflict with detention period times. In the case of a time conflict, detention must be served rather than attending practice.

**Academics**—Student athletes are expected to maintain a high standard of academic performance. Students on Academic Probation will be suspended from game & practice participation as to encourage academic success. Student's playing privileges will resume immediately upon meeting the requirements to be off academic probation.

**Unlawful Drugs**—There will be no use of alcoholic beverages, tobacco, or unlawful drugs in/off season. Anyone involved with any of these will face suspension based on the action taken by a committee made up of the coach, principal, Athletic Director, a member of the School Board, and the proper authorities.

**Appeals** - Parents or students may appeal any acts of discipline to a committee consisting of a coach, the athletic director, the principal, and a member of the School Board. The student will not participate in the games or practices from which they are suspended until a decision has been reached by the committee.

**WIAA Physicals**—St. James requires all athletes to follow WIAA physical exam policy rules. The proper Physical Exam or Alternate Year cards must be turned into the athletic director by the deadline date or students will not be allowed to participate in practices or games. Cards are available in the School Office or from the Athletic Director.

**Practice/Game Attendance**—You must attend all practices and games unless you are ill or excused by the coach. If you are absent because of illness and return to school before noon, you may participate in the event scheduled for that day. If you return later than noon, you may not participate in that activity. If you miss a practice or game without a valid excuse, you can expect to lose playing time privileges.

**Completion of the Season**—All Athletes are expected to complete the season on their respective teams. If an athlete does not complete the season, they forfeit any athletic award for that season.

**Athletic Fee**—In order to help cover the costs of transportation and officials each athlete will be charged a \$50.00 athletic fee per season of participation (max \$150 per family per year). It is the philosophy of the St. James Athletic Department that no child will be unable to participate in athletics because of financial reasons. Families will discuss the need of a participation athletic scholarship with the Athletic Director if they are unable to pay the athletic fee.

**Parental Pick-Up**—Parents must assume the responsibility of dropping off and picking up their child no more than 15 minutes before or after a scheduled activity. Parents will communicate with the coach and Athletic Director to arrange any drop off or pick-up plans that differ from this policy, including students staying after school until a designated practice time.

**Uniforms**—St. James provides each player with a game uniform. This is the only allowable uniform to be worn as the athlete represents and participates in that sport. Each player is responsible for their uniform. If loss or damages occur for any reason, students shall incur the cost of either replacement value or costs of repair. Uniforms consist of everything checked out to the player.

**Signed Policies**—Prior to the deadline established by the Athletic Director for each sport, students must have turned in a signed Player Commitment Form, Emergency Card, WIAA Physical card or Alternate Year card, and a Parent Commitment form.

**Playing Time**—Coaches make a commitment to determine playing time decisions according to the stated Mission and Objective of the St. James Lutheran School Athletic Department. This philosophy puts the development of Christian character, including sportsmanship, integrity, teamwork and service above all else for our student athletes. The development of athletic skill and understanding of the game is also a stated objective for all players and playing time decisions will reflect this philosophy. Recognizing a competitive environment and in all effort to teach roles within a team the following guidelines will be used by the coaching staff of St. James Lutheran School Athletic Department:

**C-Team**: All eligible players will participate in every competition. An effort will be made by the coach to have equal playing time for all players, with no player participating for less than 1/3 of the competition.

**B-Team**: All eligible players will participate in every competition. An effort will be made by the coach to have every player participate for 1/2 of the competition, with no player participating for no less than 1/3 of the competition.

**A-Team:** All eligible players will participate in every competition. An effort will be made by the coach to have every player participate for 1/3 of the competition, no player participating for less than 1/4 of the competition.

Any disagreement to the adherence of this policy should be handled according to the signed Commitment Forms by all parties and the Above Appeals Policy.

**Commitment Forms**—If for any reason the Athletic Director or coaches feel a player or parent are not following through on their signed Commitment Form, participation and eligibility may be affected. Players and parents will first receive communication of concern before any action is taken. If a change of adherence to the Commitment Forms does not take place, the Principal and Athletic Director will determine action on a case-by-case basis. Parents should also communicate a concern of a coach not fulfilling his/her Commitment Form according to the communication commitment; first to the coach, second to the Athletic Director, and lastly to the Principal. If a resolution is not reached the above Appeals Policy will be followed.

### **Athletic Practice and Gym Class Dress Code Policy**

1. 5<sup>th</sup>-8<sup>th</sup> grade students must wear shorts to the crease of their knee or longer without exception.
2. Spandex may only be worn beneath appropriate athletic shorts
3. Tank top straps must be a minimum of 2" wide
4. Girls are encouraged to wear sports bras and these must remain covered by their top
5. Shirts must be worn at all times for all practices

## **ATTENDANCE, ABSENCES AND TARDINESS**

### **Attendance**

School Attendance is required by state law (ch.118.15). Regular attendance is also extremely important for student achievement. Students must attend each scheduled school day unless excused by a parent or guardian. Acceptable reasons for excused absences are: illness, injury, medical appointments, funeral, or family emergency.

### **Reporting an absence**

When a student is absent from school, a parent or guardian must notify the St. James School office no later than 9:00 a.m. on the day of the absence. If not notified by 9:00 a.m., the school office will attempt to contact the parent or guardian. If no contact is made or no acceptable excuse given, the absence will be unexcused.

Written notification from a medical professional stating the date, time, and location of the appointment is also an acceptable means to excuse and absence.

**Any absence incurred after TEN excused absences in a semester** will be required to have a doctor's note in order to be excused.

### **Tardiness**

Any student who arrives late for school must have a parent or guardian either personally or in writing excuse the tardiness. All tardy students must report to the school office before going to the classroom. The only excused tardy is medical, weather related, or car/bus trouble.

### **Students leaving during the school day**

If a student should need to leave school during the school day, the absence will need to be excused for acceptable reasons. The person picking up the student must meet them in the school office. This is for the safety of your student.

### **Truancy**

Truancy is defined as absent from school for a day or any part of a day without an acceptable excuse (explained above in attendance). If a teacher notices excessive absences (ten/semester) or a pattern of absences, the parents will be contacted by the teacher. If attendance does not improve, the principal will contact the parents. Once a student has accrued **FIVE unexcused absences in a semester**, the school administrator will then refer the family to a truancy officer or the juvenile court system. The truancy process may include a citation and a substantial fine.

Note: Once a new semester of the school year begins, the accumulation of excused and unexcused absences will reset and begin at zero.

### **Exceptions**

Exceptions of this policy due to **extenuating circumstances** will be handled on a case by case basis. Parents will have the opportunity to appeal the decision to the Board of Education. The Board of Education will have the final decision on the matter of truancy at St. James.

**Students are responsible for all work missed.** If a student is absent, the missed work must be made-up in an amount of time agreed upon by the student and teacher. Out of courtesy, notify the teacher 1 week in advance of planned absence. If a student plans to be gone (family vacation), the work they miss must be completed as soon as possible when they return. Homework will not be available in the office, until the end of the day should a parent request it.

## **BICYCLES, SKATEBOARDS & SCOOTERS**

Bicycles, skateboards and scooters riding on school/church grounds is not permitted between 7:00 a.m. and 3:30 p.m. Bicycles are to be parked and locked in the racks on the playground provided for that purpose.

Skateboards and scooters must be secured in lockers.

Bicycles must be walked on all sidewalks on school property. This is an important safety precaution. Bicycle riders are expected to know and follow safe riding regulations.

## **BUS TRANSPORTATION**

All bus transportation is scheduled and controlled by Kobussen Bus Lines. Teachers will supervise after school bus loading. Students need to obey the bus driver and bus rules at all times.

## **CHAPEL**

Weekly chapel services take place every Wednesday morning at 8:15 a.m. This gives the children the opportunity to participate in singing, ushering and acolyting. These services are geared to the children's age level. All God's People Sing is used for hymn and liturgy. Offering envelopes are available so the children may respond to the blessings God has given them. Parents or others are invited to attend these worship services whenever they are able.

## CHEMICAL ABUSE

Smoking, drinking alcohol, or any other chemical drug use on school grounds is not permitted and is grounds for dismissal.

The police will be contacted in the case of drug or alcohol possession. Matches, lighters, or any other objects considered unsafe and unnecessary at school will be confiscated.

## CHRISTIAN DISCIPLINE

St. James Discipline Policy:

Our goal is to provide a safe and orderly environment that promotes learning. It is expected that every student will abide by the following rules:

1. Behave in a Christian manner; bullying will not be tolerated.
2. Follow classroom rules.
3. Follow hall, playground, and lunchroom rules.

Teachers will establish classroom expectations and will implement in their individual classrooms.

These expectations will be shared with the parents and students prior to the beginning of the new school year.

1. Verbal correction
2. Invite students to leave the classroom (speak privately after instruction has ended or after class has ended). All students who reach this step will have their actions recorded in Dojo. Those students who are asked to leave the classroom will need to complete a behavioral reflection form (What I was doing? What I should have been doing? Why was this a distraction? How am I going to make sure this does not happen again? Signature of parent).
3. Student will receive a detention (served on Tuesdays in Ms. Umland's room unless otherwise communicated) until 4 PM. A form will be sent home to the parents about the incident.
4. After two detentions and reaching the 3rd step for the third time, a meeting will be called between the principal, parents, student, teacher, and a BOE member to create a behavioral improvement plan.

### **Hallway Behavior**

Students will be handed a hallway reflection form to fill out. If they reach 3 forms in a month, they will be assigned a detention. The homeroom teacher will track and give detentions. Students will need to fill out the sheet right away. During lunch, they will fill it out outside of their homeroom before going outside.

## CONFLICT RESOLUTION POLICY BETWEEN PARENTS & STAFF

Christians should be encouraged to know that the ultimate textbook of knowledge and wisdom, God's Holy Word, provides very specific guidelines and mandates for effective conflict resolution. Specifically, Matthew 18:15-17 provides the following scriptural mandate for keeping communication lines open.

***If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church...."***

**1. Discuss the problem directly and privately with the teacher.**

It is best for the teachers if you schedule an appointment rather than try to catch them in the morning before school starts or at the end of the day when picking your child up.

Contacting the teacher through FastDirect or by telephone prior to the meeting gives both parties ample time to properly prepare for the meeting.

Discussing the problem with other parents will not solve the problem and often results in larger problems. It not only shows a lack of respect for the process itself but also a lack of respect towards your child's teacher. "Parking lot gossip" can be very harmful not only to the teacher, but to the school as well.

Should the tone of the meeting become too intense, the teacher has the right to end the meeting and have it continued at a later date, when everyone has had a chance to calm down and think more clearly.

**2. If step one does not bring satisfactory results, then discuss the problem with the principal.**

The teacher, parent, and principal will then attempt to work out a solution.

It will be the parent's responsibility to schedule the meeting with all involved and to clearly define the issues they wish to discuss with both the teacher and the principal prior to the meeting.

**3. If still unsatisfied with the outcome, the parent may then write out a description of the problem, along with the steps already taken, and submit it to the School Board Chairman.**

An opportunity to appear before the School Board may also be requested. The board will respond in writing within one month from the time the chairman receives the letter. It is most important as a Christian example that all disputes are not allowed to become part of the Community discussion. **Chapter 18 of Matthew will be our guiding principle in all disputes.**

The fact that Matthew 18 constitutes a definitive statement of how the Lord wants problems resolved is a totally sufficient reason for adopting it as a universal strategy for solving interpersonal relationship problems. In other words, Jesus said it and that settles the matter! He certainly knew that the spiritual, psychological, social, and yes, physical well-being of His children would be enhanced if they would do things His way.

In addition to the fact that God finds pleasure in doing things in ways that honor Him, some additional noteworthy benefits of applying Matthew 18 are as follows:

You will be encouraged and deeply satisfied knowing that your child's school is operating according to biblical principles.

When adults handle problems in a biblical manner, is it not logical to expect that our example will soon rub off on our children? Tattling will decrease, honesty will increase, and giant steps will be taken by our children as they continue on the path toward Christian maturity.

Parents, staff members, and students will all appreciate an organization in which loyalty, honesty, and justice characterize the philosophy of working with others.

### COUNSELING

Counseling is available through our pastor or through Lutheran Counseling and Family Services located in our church basement. The phone number for Lutheran Counseling and Family Services is 715-524-4840. Another excellent center for pediatric mental health issues is Catalpa Health, 442 N. Westhill Blvd., Appleton, WI 54914. Phone: 920-759-7000.

### EARLY ARRIVALS AND AFTER SCHOOL HOURS

There will be no early busses due to the same start time for all grades, Gr. K-8. Students are asked not to arrive at school before 7:30 after which time there will be **outside supervision** provided on the playground. To help with traffic flow and congestion, please drop all students off on either Lincoln or Randall Street. We ask that you please drop them off on the school side of the street since there are no crossing guards provided.

If you are walking your student in, we ask that you enter through the Andrews Street Library doors which will be open from 7:50-8:05. By doing so, we hope to cut down on congestion and keep those students who are arriving safe.

In the event of inclement weather, students will be supervised in the lunchroom after 7:30. All students are expected to leave the premises by 3:15 unless they are involved in a school sanctioned activity.

### EMERGENCY DRILLS

Tornado, fire and A.L.I.C.E. drills will be held regularly to acquaint students with the proper procedure if such an emergency should occur.

### EMERGENCY CANCELLATIONS OR DISMISSALS

In the event of inclement weather or other emergencies which would require an early dismissal or a delayed start, St. James School will follow the Shawano School District decision. If the temperature at WTCH/WOWN Radio Station is -20° F, school will be a 1 hour delay start. If the temperature is -25° F, school will be cancelled. Fox 11 television station is the official station for cancellations along with WTCH/WOWN and WIXX radio stations.

## *FASTDIRECT*

FastDirect enables parents to access their children's grades online. It is also a tool for accessing classroom and school communication. At the beginning of the year, new families will be given a password to access this website. The website address is [www.fastdir.com/stjames](http://www.fastdir.com/stjames)

## *FINANCING AND FEES*

The congregation maintains St. James Lutheran School. St. James does not benefit from taxes paid to the government.

Member tuition for the 2019-2020 school year is \$1,500 per child. Community tuition is \$2,550 per child. All fees may be paid monthly, in four quarterly payments or two semester payments. All payments are expected to be paid by the dates agreed upon in the payment schedule selected. All registration fees and other special fees are due and payable **prior** to the beginning of the school year.

**7 days overdue:** A reminder will be sent for overdue payments of tuition via Fast Direct.

**14 days overdue:** When an account is delinquent fourteen or more days, a Fast Direct message and an email will be sent as well as a letter stating the family account has become delinquent will be sent. Finally, a \$15.00 late charge will be assessed.

**21 days overdue:** A mandatory meeting will be held between the family, the principal, and a member of the Board of Education to arrange a payment plan to bring your account current by the end of the first semester and discuss the future of St. James. **If a meeting is not held by this time or at least scheduled to take place, your child will not be able to attend classes until a new payment agreement has been agreed upon by both parties.**

If extenuating circumstances prevent payment when due, the parent should submit to the principal a letter indicating the circumstances and the relief being sought. The principal will refer the letter to the Board of Education. An extended payment schedule may be agreed upon or other actions as the Board deems appropriate.

If extenuating circumstances prevent payment when due, the parent should submit to the principal a letter indicating the circumstances and the relief being sought. The principal will refer the matter to the Board of Education. An extended payment schedule may be agreed upon, or other actions as the Board deems appropriate.

## *HEALTH SERVICES/ILLNESS*

A permanent health record is established upon your child's entrance to school. These records are transferable from school to school.

It is important that parents report any inoculations or diseases to the school secretary and this information will be entered on the child's health record.

If a child is ill at school, the teacher will send him/her to the office where the secretary will make the determination as to the proper action to be taken. **If a child does not feel well before school, please keep him/her home.** If your child is sent home from school with a fever or due to throwing up, a note will be sent home with them as a reminder that they need to be out 24 hours.

If a child has a communicable illness, he/she will be sent home. The child may return to school when he/she is no longer contagious per doctor's note.

### HOT LUNCH

The school menus are planned under the direction of Mrs. Judy Herrmann. These menus will be posted each week in our newsletter and may be viewed on FastDirect as well. They are subject to change, such as on the days when funeral meals are served. Mrs. Amy Stefl, assistant cook, is in charge of volunteers.

Parents may at any time deposit money into their child's lunch account. This may be done in the school office. The balance of this account may be checked on FastDirect. When your account balance is **\$20.00 in the negative, students will not be able to eat until parents come in and replenish their lunch account.** The daily cost per meal is \$2.75 K-4, \$2.90 5-8, and \$3.75 for adults. A reminder will be sent out to you via FastDirect to send in additional funds when your child's account is in the negative. Milk tickets are \$8.50 for 25 days and additional milk may be purchased for \$.35 each.

Students are asked to abide by the following cafeteria rules:

- A. Line up and walk quietly.
- B. Use good manners, i.e. "please" and "thank you."
- C. Talk softly.

According to the "offer vs. serve" provision of the state law, the lunch program permits students to decline two of the five items served at lunch time.

**Milk is furnished with each lunch included in the cost of the lunch.** Milk tickets for grades K-4 snack break or for cold lunch may be purchased in the office, before school (7:50-8:00 a.m. only). A note from the parents must be provided if a child is unable to drink milk due to health reasons.

### WELLNESS POLICY

- Classroom parties will be limited to one per year with no restrictions; any other class party will consist of healthy snacks and beverages.
- Birthday treats will be allowed but not given out until after 1:00.
- No "fast food" or soda will be allowed for lunch or in the lunch room.
- The School Store will also contain healthy snacks and beverages.
- The 8<sup>th</sup> graders will be allowed one candy sale per year to earn money for their class trip.

## LEGAL RIGHTS

Every student has a "Right of Due Process". Student's rights are protected and each student and their parents are entitled to the right to present their case to the School Board if they feel they have been treated unfairly. Parents must submit their grievance in writing to the school board chairman prior to their meeting. The school board meets the 3rd Wednesday of each month.

## MEDICATION

**The school is not permitted to dispense any medication to a child unless a consent form, signed by a parent/guardian, is on file in the school office.**

St. James Lutheran School has adopted the medication policy set by Shawano School District. Its purpose is to help ensure the well-being of children through administering medications safely and within the limits of the law. In most cases, office staff administers the medications and strict adherence to the policy is required. The policy requirements outlined below apply to **ALL** medications, including those, which are needed only for a short time, such as antibiotics.

Policy Highlights for Administering Medications at School:

1. All medication (including non-prescriptions) must be provided to the school office in a **pharmacy-labeled container and the container must be labeled with:**
  - a. The name of the medication
  - b. The dosage
  - c. The time it should be taken
  - d. The student's name
  - e. The doctor's name (for prescriptions)
  - f. The effective date
2. A medication consent form, available from the school office or under the fast direct links must be signed by the parent/guardian before any medication (prescription or non-prescriptions) may be taken at school. A note for cough drops or essential oils from the parents must be sent before either will be distributed.
3. Any changes in medications (for example, the dosage, or the time it is taken) must be requested in writing. If the medication is a prescription, a new order for medication must be completed and signed by a doctor. In addition, the school must be provided with the medication in a container that has been properly labeled by the pharmacist so that the information on the label is consistent with the new order for medication.

Aspirin or medications containing aspirin should be used with great caution in school age children because of its association with Reyes Syndrome.

For this reason, parents are asked to obtain an "Order for Medication" form signed by a physician, before school staff administers medications containing aspirin.

**If your child has asthma and needs an inhaler,** please discuss with your physician whether or not the child should carry and self-administer the medication. If he/she should, the physician must indicate this on the "Order for Medication" and the form should still be returned to school even though the student will be self-administering the medication.

**Please avoid scheduling medications to be taken at school whenever possible.** When this is not possible, we are happy to help by administering it at school as long as the policy requirements have been met.

### **MUSIC PROGRAM**

The purpose of the music program at St. James is to give the children an opportunity to praise God with their voices or other musical instruments. All children will have regularly scheduled music classes, and each grade will sing in church. Choir schedules will be provided by our music director.

A band program is offered through our school starting at 5<sup>th</sup> grade. Individual lessons and group instruction will be offered.

Students who participate in band are responsible to make up classroom work missed due to lessons.

### **PARENT/TEACHER LEAGUE**

All parents of children enrolled in St. James School and St. James E.C.C. are automatically a part of the P.T.L. A volunteer committee meets monthly to plan future upcoming events. This committee ensures that events go off as planned.

The St. James P.T.L. program consists of Parent Education programs and Christian family fellowship events. A schedule of events is at open house and on the church/school website.

Monies acquired through fundraisers, donations and events are funneled back to the school for library, classroom needs, parent education events, scholarships, school promotion, media, and instructional materials where there is a need.

The purpose of St. James P.T.L. is "to be your partner in Family Christian Education." Through various activities, St. James P.T.L. is to equip and help parents with their Christian parental responsibilities. Through wholesome Christian family activities, St. James wants to encourage and foster better family relationships. Finally, St. James P.T.L. wants to encourage excellent Parent/Teacher relationships.

### **PERSONAL APPEARANCE**

Since styles of dress change rapidly and our list of inappropriate clothing changes accordingly, and frequently, we have implemented the following to simplify our dress code.

## PANTS

- Acceptable jeans and other pants should not have any holes in them. In Grades 5—8, no skin tight pants. Yoga pants, leggings and jeggings may be worn if their top is a minimum of 4 inches above the knee.
- Skirts must be within two inches of the knee when standing.
- While shorts may be worn, they **MUST** fall at or **below** the knee. Capris are encouraged but short shorts will not be allowed. ***Modesty and appropriateness for the age level is first and foremost.***

## TOPS

- Students may wear any color tee shirt, polo shirt, or button down shirt with appropriate graphics.
- St. James spirit wear with words and pictures are acceptable on any day.

## FOOTWEAR

- Sandals and clogs are worn at the student's risk. Flip flops will not be permitted at any grade level as a matter of safety on stairways and outside on the playground.

## HAIR/MAKEUP/PIERCINGS

- Girls are to refrain from wearing excessive make-up.
- Any artificial coloring of hair must be a **God-given natural hair color.**
- Mohawks may be worn but must **not be longer than 1 ½"**.
- Boy's hair any longer than chin length must be pulled back neatly in a ponytail.
- Bangs must not cover eyes to allow adequate eye contact with fellow students and teachers.
- The only piercings allowed are earrings for girls.

## WEDNESDAY DRESS CODE

Standard dress for Wednesday Chapel Days includes the following:

- St. James Polo Shirt
- Either blue or black Jeans or pants khaki in color may be worn
- **Cover ups or long sleeve shirts that are black, white or grey** may be worn for added warmth during the winter months. They are to either be zip up or button up and

not include any designs. **Pullovers and hoodies are not allowed.** Standard chapel dress is to be worn all day and not to be changed after chapel.

**FINAL DECISIONS ON APPROPRIATE DRESS ARE AT THE DISCRETION OF THE PRINCIPAL.**

The school will provide appropriate apparel for students if necessary.

**PERSONAL POSSESSIONS**

The use of electronic devices will not be allowed during school hours. These devices would include cell phones, iPods, CD players, handheld video games and other electronic devices. Devices will be confiscated and may be picked up by the parent after school in the office. Toys not required for classroom use are forbidden during school hours. Electronic readers such as Kindles will be allowed at the students risk. The school is not responsible for such items that are lost or stolen.

**PHONE USE**

Students need special permission from their teacher to use the phone. School work and after school arrangements must be taken care of before coming to school in the morning and should not require a phone call. Long distance calls need to be made in the school office.

Students who do not follow the cell policy will have their phone taken away on the first offense and given back at the end of the day. The second time it happens, the parent will need to come into the office to pick up the phone. The third time a student uses their phone when not instructed to, the student will lose their privilege to bring their phone to school for the rest of the quarter.

**CELL PHONE POLICY AND PROCEDURE**

Students may use cell phones with some restrictions. Cell phone use is not allowed before school or during school hours once students have come under school supervision, unless given permission by a supervising adult. Cell phones may be used **outside** the building after school is dismissed. St. James School will not be responsible for the loss of any cell phones.

All cell phones must be turned off and turned into their home room teacher for the school day. Phones will be returned at the end of the school day and may be turned on **once the student has left the building.** Confiscated phones will have to be picked up in the office after school.

Disregard of this policy will result in the loss of cell phone use for the remainder of the school year.

A parent may appeal to the school board if they take issue with this policy.

## PLAYGROUND RULES

When student ratio requires it, two adults will be on recess duty at all times. A two-way radio or cell phone will be carried by the teacher for direct communication with the school office. Students will go outside when the temperature is 0 degrees or above with wind chill.

- Line up the first time the whistle blows or the bell rings
- Dress for the weather
- Be kind to others, no rough play
- Use the equipment as it is intended
- No balls or bikes on woodchip playground
- One child per swing, no twisting or jumping from swing
- Do not sit on top of monkey bars
- Sit on teeter totter
- Do not go on snow hill
- Do not throw snow in any form

Disobeying the rules could result in warning, loss of playtime, or other disciplinary action.

## PRAISE PROGRAM

Students receive a **Praise Certificate** for all sports, fine arts activities, service organizations, Accelerated Reader, Most Improved Student, Honor Roll and Principal's discretion. When a student has received 20 certificates, a school letter is awarded. For each additional 10 certificates, a star is awarded. For a full list ask for a Praise Program Booklet.

## PROPERTY

As members of St. James Lutheran Church and School we take pride in our property. This includes the desks, doors, windows, books, lockers, etc. We are all responsible for care and upkeep. Anyone causing damage to any of the property will be responsible for its repair or replacement. **Textbooks must be covered at all times.**

## SCHOOL NEWSLETTER

A school newsletter is sent home once a week on FastDirect. This newsletter is a source of information and a reminder of upcoming events. It may also be viewed online by accessing the church and school website. [www.stjames-shawano.org](http://www.stjames-shawano.org) – click on school, then click on School Newsletter. Hard copies of the Newsletter will also be sent home **at parent's request.**

## SCHOOL WORK, GRADING, AND TESTING

Parent/Teacher conferences will be held at the end of the first quarter. Report cards will be viewed online at the end of each succeeding quarter. Each quarter parents will be notified if their child is having problems. However, it is also the parents' responsibility to monitor their child's progress through FastDirect by checking their child's gradebook. As parents and teachers we encourage our children to do their best with the ability God has given them. A hard copy of the child's report card will be sent home at the parent's request. All students will receive a signed report card at the end of the year.

## HONOR ROLL

In order to be eligible for Honor Roll, a 6<sup>th</sup> - 8<sup>th</sup> grade student must maintain a B average, with no grade lower than a C+ in core classes and nothing below a C- overall. In order to be eligible for High Honor Roll, a 6<sup>th</sup>-8<sup>th</sup> grade student must maintain an A- average with no grade lower than a B in core classes and nothing below a C- overall. Core classes include: Religion, Reading, Spelling, English, Math, Science, and Social Studies.

Graduation Requirements: A diploma will be awarded to 8<sup>th</sup> grade students who have completed all schoolwork as required and paid all fees. Any student not completing the requirements will be dealt with on an individual basis. In an effort to help all students become successful, students in 5<sup>th</sup>-8<sup>th</sup> grade currently receiving a 71% or lower in any class will be put on academic probation until the student has completed all work and their grade has risen above a 71%.

### **ST. JAMES GRADING SYSTEM**

#### **GRADES K-2**

S+	Excellent (94-100%)
S	Satisfactory (80-93%)
S-	Below Average (68-79%)
N	Needs Improvement (67% and below)

Grading is based on daily classroom observation, participation, written work, and tests. Grading at this level is very subjective, since much of our work is done together. Individual progress and improvements are so varied.

#### **GRADES 3-8**

<i>Grade</i>	<i>Percent</i>	<i>Points</i>
A+	100	12
A	99-95	11
A-	94	10
B+	93-92	9
B	91-86	8
B-	85-84	7
C+	83-82	6
C	81-76	5
C-	75-74	4
D+	73-72	3
D	71-66	2
D-	65	1
F	64	0

## ACADEMIC PROBATION

Students in 5<sup>th</sup>-8<sup>th</sup> grade who are currently receiving a 71% or lower in any class will be put on academic probation.

### **Procedures:**

1. Every Wednesday upper staff teachers (5-8) will notify each other of students who are receiving a 71% or lower in their class.
2. Homeroom teachers will complete an Academic Probation Form to be sent home on Wednesday to notify parents/guardians of the student being placed on Academic Probation. This form needs to be signed and returned the next school day.
3. Students will remain on Academic Probation for the **entire week** and will not be eligible to participate in extra-curricular games and competitions during that week. Students are not allowed to participate in any extra school events as well.

4. If a student remains on probation after one week, they will receive another Academic Probation form the following week to inform parents/guardian.
5. Students are not allowed to practice for athletics or participate in other extra-curricular activities if they are on academic probation.
6. Those students who are on academic probation will be required to show up for Homework Club.
7. If a student is on academic probation for more than two weeks in a row, the student and a parent/guardian must attend the next school board meeting if the upper grade teachers feel that effort is not being given in a classroom.
8. All upper-grade teachers commit to grading and recording all student work (current, missing, and absent) over the weekend. This will ensure the weekly Academic Probation list generated on Wednesday is accurate as to each student's current grade in each class.
9. If a parent/guardian feels their child has been placed on Academic Probation unjustly they will first communicate their concern to the classroom teacher responsible for the class in which the student has a grade below 71%. If no resolution is made, the parent will then communicate their concern to the principal.

## **RETENTION/PROMOTION**

### **General Policy**

Students advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade. Students who do not satisfactorily complete the course of study required in their present grade level shall be retained in the grade.

### **Promotion**

Students who have demonstrated satisfactory progress based upon their coursework, standardized test scores, and teacher recommendation will be promoted to the next grade level at the end of the school year.

### **Retention**

If the teacher(s) and administrator have concerns about a student's academic performance (specifically, no to little progression of academic performance) based upon reviewing coursework, standardized test scores, teacher recommendation, and Title teacher recommendation, meetings will be held to discuss possible retention of the student for the following school year. If the teacher and administrator agree that it would be in the best interest of the student to repeat the current grade level, St. James will submit, in writing to the parents, the desire for the child to repeat that grade level. If a child is marked as retained at the end of the school year, St. James will require parents to obey the request for retention of the student.

If the parent feels that their child is adequately prepared for the next grade level, contrary to the recommendations of the teachers and administrator, St. James will respectfully ask for the parent to remove their child from St. James Lutheran School.

If the parents would like to re-enroll the student at St. James at a future point in time, the administrator at St. James will administer a battery of tests to see at what grade level the student will return to school at St. James.

### **SHAWANO DOLLARS FOR SCHOLARS**

Dollars for Scholars is a nationally recognized, community-based program. The purpose of this program is to honor and support local students and expand their access to higher education. This is accomplished by honoring the "Most Outstanding Student" in each class during each grading period. Students in grades K-8 are eligible for this award. A student showing a distinct improvement academically, behaviorally, or both qualifies. This student is chosen by his/her classroom teacher. The award is recognized by our Project Praise Program.

### **STUDENT RECORDS**

Cumulative Records are kept in the school office and filed by grade. These records include: health, report cards, test assessments, correspondence and other pertinent information. The Master Record is a record of grades and is kept for perpetuity at St. James. A copy is included in the Cumulative Record which transfers with a student when he/she moves on to the next academic level.

### **WEAPONS POLICY**

It is the policy of St. James Lutheran School that no person may possess, use, or store a "Dangerous Weapon" on any school property, school bus or school related activity. No person may knowingly, or with reckless disregard for the safety of another, discharge or attempt to discharge a firearm on school property, school bus or at any school related activities.

#### **Definition of Dangerous Weapons**

For purposes of the policy, "Dangerous Weapons" means any firearm including but not limited to, all types of handguns, rifles, shotguns, air guns and any other type of gun whatsoever: knives, or any other object used to cause harm.

Any student making casual or intentional reference to doing bodily harm will be thoroughly investigated and disciplined accordingly.

#### **Reporting and Disciplinary Consequences**

Individuals violating this policy shall be subject to the penalties outlined under School Board Policies and Wisconsin law, including suspension and/or expulsion from school at the discretion of the school principal and the Board of Education. Any and all violations of this policy shall be reported to the police officials by the school principal. A violation of this policy by a student will also be reported to the parents or guardian of the student.

This policy is not violated through possession of a dangerous weapon under the following circumstances:

Weapons under the control of law enforcement and military personnel, acting in the course and scope of official duty, are permitted on the premises of St. James Lutheran School, on school buses and at school related activities.

A school principal may authorize persons to display dangerous weapons on school property or related activities if the weapons are registered, handled in a lawful manner and equipped with a locking device to prevent discharge and are displayed for the purposes of education.

*Pledge to the Christian Flag*

I pledge allegiance to the Christian Flag  
and to the Savior  
for whose kingdom it stands,  
one brotherhood, uniting all mankind  
in service and love

*School Song*

We're cheering for the white and maroon  
We'll stand beside her loyal and true  
We're confident we'll win this game  
And so we'll do our best to beat that team,  
Crusaders fight! St. James go!  
Fight all the way!  
The victory bell will ring  
And we'll raise our voices for our school,  
And to His glory we sing.

*Personnel of St. James Lutheran Church & School*

**Pastoral Staff**

Rev. Mark Drenkler	Senior Pastor
Rev. Steve Schauder	Associate Pastor
Rev. Roy Rinehard	Visitation Pastor

**Church Office Telephone Number:** 524-4815

**Fax Number:** 524-4876

**St. James Web Page:** [www.stjames-shawano.org](http://www.stjames-shawano.org)

**Business Administrator**

Mr. Tim Wegner

**Church Office Support Staff**

Miss Micki Begolke	Church Secretary
Mrs. Jennifer Halstead	Multimedia Director
Mrs. Nancy Folkman	Bookkeeper

**Church Music**

Mrs. Sue Moede	Traditional Services
Mrs. April Black	Celebration Service

**School Office**

Mr. David Kaiser, Principal	<a href="mailto:dkaiser@stjamesshawano.org">dkaiser@stjamesshawano.org</a>
Mrs. Linda VandeVoort, School Secretary	<a href="mailto:lvandevoort@stjamesshawano.org">lvandevoort@stjamesshawano.org</a>

**School Office Telephone Number** 524-4213

**Fax Number** 524-4876

**Faculty**

Mrs. Erika Kaiser	Kindergarten	Room 11	<a href="mailto:ekaiser@stjamesshawano.org">ekaiser@stjamesshawano.org</a>
Mrs. Haley Denkert	Kindergarten	Room 12	<a href="mailto:hdenkert@stjamesshawano.org">hdenkert@stjamesshawano.org</a>
Mrs. Emily Hendricks	Grade 1	Room 2	<a href="mailto:ehendricks@stjamesshawano.org">ehendricks@stjamesshawano.org</a>
Mrs. Val Moran	Grade 2	Room 4	<a href="mailto:vmoran@stjamesshawano.org">vmoran@stjamesshawano.org</a>
Miss Brianna Schingeck	Grade 2	Room 10	<a href="mailto:bschingeck@stjamesshawano.org">bschingeck@stjamesshawano.org</a>
Mrs. Janette Thompson	Grade 3	Room 7	<a href="mailto:jthompson@stjamesshawano.org">jthompson@stjamesshawano.org</a>
Miss Olivia Kester	Grade 3	Room 3	<a href="mailto:okester@stjamesshawano.org">okester@stjamesshawano.org</a>
Mrs. Tami Hinz	Grade 4	Room 20	<a href="mailto:tfrappy@stjamesshawano.org">tfrappy@stjamesshawano.org</a>

Ms. Jean Umland	Grade 5	Room 21	<a href="mailto:jumland@stjamesshawano.org">jumland@stjamesshawano.org</a>
Miss Morgan Marnholtz	Grade 6	Room 23	<a href="mailto:mmarnholtz@stjamesshawano.org">mmarnholtz@stjamesshawano.org</a>
Mr. Danny Fosheim	Grade 7	Room 24	<a href="mailto:dfosheim@stjamesshawano.org">dfosheim@stjamesshawano.org</a>
Miss Kristin McCauley	Grade 8	Room 25	<a href="mailto:kmccauley@stjamesshawano.org">kmccauley@stjamesshawano.org</a>
Mrs. April Black	K-8 Music	Library	<a href="mailto:ablack@stjamesshawano.org">ablack@stjamesshawano.org</a>
Mr. Dan Smith	Band		
Mrs. Kristin Zittlow	Grade 6	Classroom Aide	
Mrs. Erin Klement	Grade 1	Classroom Aide	

**Kitchen Staff**

Mrs. Judy Herrmann	Head Cook
Mrs. Amy Stefl	Assistant Cook

**Custodial Staff**

Mr. Mark Richard	Custodian
Mr. Adam Ellis	Custodian
Mrs. Kathy Bubolz	Custodian

**School Board Members**

Ross Beversdorf—Director  
 Kendra Brusewitz  
 Peg Schroeder  
 Mrs. Sarah Harkey  
 Mr. Greg Parker  
 Laura Du Chesne  
 Mike Schroeder  
 Lindsey Urban  
 Dana Ritchie

**Pre-School Staff**

Mrs. Emily Schwartz	Director
Mrs. Kim Klement	Pre-School Teacher 3's
Mrs. Tammy Zuleger	Pre-School Teacher 3's
Mrs. Brittney Dillenburg	Pre-School Teacher 4K
Mrs. Kim Kosmalski	Pre-School Teacher 4K

## **EARLY CHILDCARE CENTER**

Mrs. Emily Schwartz

Director of Early Child Care Center

### **Child Care Staff**

Kelly Arvey

Patti Bray

Josie Bray

Wendy Degener

Brittney Dillenburg

Lydia Dobberstein

Laura Doell

Emily Hanke

Julie Hartleben

Toni Heath

Carmen Heling

Lynn Hills

Kylie Johnson

Emma Kaiser

Kim Klement

Chelsea Kroll

Karen Lee

Dulce Oviedo

Mikaela Rosenow

Jan Schroeder

Emily Schwartz

Sage Tomashek

Ashley Urban

Kailee Wegner

Gretchen Whitehouse

Tammy Zuleger

### **Cook**

Mrs. Sue Clark

Child Care Cook

*St. James Lutheran School Calendar*  
2019-2020

**August**

19-21 7:00-6:00-School Registration  
25 – 1:00-3:00 Welcome Back Afternoon  
27-29—Non-bussing days  
30 – No School – Vacation Day

**September**

2—No School—Holiday  
3—Pre-School starts  
12 – PTL Ice Cream Social  
26 – Grades 4 & 5 Trip to Madison  
27—No School—PD Day

**October**

3 – School Pictures  
7-11 – Maps Testing  
14-18 – Maps Testing  
24—Grandparents Day-11:30 Dismissal  
25 – No School PD Day

**November**

1 – End of First Quarter  
2—PTL Craft Fair  
9 – St. James Dinner Gala  
22 – No School PD Day  
27-29—No School—Thanksgiving Vacation

**December**

18 – Christmas Program 5:00 & 7:00  
19— Program Alternate Snow Date  
23—31 -No School - Christmas  
Vacation

**JANUARY**

1 – No School – Holiday  
17 – End of 2<sup>nd</sup> Quarter  
20 – No School – PDD Day  
26 – 31 – NLS Week

**FEBRUARY**

15 – PTL Family Dance  
17 – No School – PDD Day

**MARCH**

20 – End of 3<sup>rd</sup> Quarter  
23-27 – No School – Spring Break

**APRIL**

10 – No School - Good Friday  
13 – No School – Easter Vacation  
14-17 – Spring Maps Testing  
20-24 – Spring Maps Testing  
27-28 – Spring Maps Testing

**MAY**

1 – Race for Ed  
4 – Race for Ed Rain Date  
15 –Field Day/Field Trip Day  
20- Pre K & Kdgn. Closing Program  
21 – 8<sup>th</sup> Grade Graduation  
25 – No School – Holiday  
29 – Last Day of School – 11:30 Dismissal