

# Immanuel-St. James Lutheran School Handbook 2010-2011



Therefore go and make disciples of all nations,  
baptizing them in the name of the Father  
and of the Son and of the Holy Spirit.

## **Philosophy**

Immanuel-St. James Lutheran School is dedicated to keeping the day school ministry sponsored by our two congregations with the guidance of the Holy Scriptures and the doctrinal confessions of the Lutheran Church Missouri Synod. Founded on the principle that all knowledge begins in reverence to the Lord, and in keeping with the realization that we are saved to serve in His kingdom, ISJ seeks to develop the talents and abilities of its students with a quality education while nurturing their faith and willingness to lead others into the family of Christ.

## **History**

Immanuel-St. James Lutheran School has been a cooperative venture between two churches since 1972. Immanuel has had a school since 1859. St. James has had a school since 1955.

## **Accreditation:**

Immanuel-St. James Lutheran School is fully accredited by the National Lutheran School Accreditation Team and by the Michigan Association of Non-public schools. The school has successfully met the NLSA and MANS standards and participated in a site visit by an accrediting team of professional educators. These agencies endorse our program because they:

1. Foster excellence in elementary education.
2. Encourage school improvement through a process of continuous self-study and evaluation.
3. Assure a school and its public that the school has clearly defined and appropriate educational goals and objectives and established conditions under which their achievement can be reasonably accomplished.

## **Anti-Discrimination Statement:**

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

## **Parent Commitment:**

To be effective in providing a school of harmony, security and Christian growth, we ask that you prayerfully commit to the following terms:

- Commit to giving 30 hours of time and talents per family (15 hours for single parent families) for the year to help the school grow and improve. In the event the year passes and only partial hours are fulfilled a billing statement of the remaining hours x minimum wage will be sent home. This is a bill and needs to be acknowledged as such.

- Commit to dressing your child according to the dress code of Immanuel-St. James Lutheran School.
- Commit to supporting the administration and staff of Immanuel-St. James as they use the discipline policy as a tool to teach students to radiate the love of Jesus in thought, word, and deed.
- Commit to resolving problems by following the principles as found in our Lord's direction in Matthew 18 : 15-17.

Speak to the person with whom you have a conflict.  
 If there is no resolution, take the matter to the principal.  
 If there is still no resolution, take the matter up with the  
 Joint Board of Education.

The goal of these steps is always to restore relationships, and in so doing, promote the sharing of the gospel of Jesus Christ.

- Commit to uplifting and praying for the staff and children of Immanuel-St. James Lutheran School.

### **Enrollment Policy:**

1. A child must be 5 years old by December 1 in order to be eligible to enroll in kindergarten. A copy of the child's birth certificate will be kept on file in the school office.
2. The early childhood staff of Immanuel-St. James Lutheran School reserves the right to administer a "kindergarten readiness test" to those children who did not attend Immanuel-St. James Lutheran Preschool.

Enrollments are accepted during early registration according to the following priority:

1. Presently enrolled students (January – February)
2. Immanuel and St. James Lutheran Congregation members (February)
3. Open Enrollment (February-March)

If a class is full when a parent calls, the child's name will be placed on a waiting list to fill vacancies as they occur.

Children enrolling in grades 1-8 must present a transfer and grade card from their previous school; they must also complete all the required enrollment forms. According to Michigan Law, the Education Amendment of 1974, "Protection of the Rights and Privacy of Parents and Students," Section 438, Subsection (b) (1), parts A and B, states that school official, including teachers within the educational institution and officials of other schools in school systems in which students may intend to enroll may receive a student's records without a written consent for such release. Until all records and forms are received, enrollment and grade placement are conditional.

Parents interested in Immanuel-St. James Lutheran School should contact the office and arrange for a tour of the facilities, observation of classrooms, and a personal interview with the principal. Discussion will focus on our philosophy of Christian education, Immanuel-St. James curriculum, programs and procedures, and the needs and wants of the prospective student and family.

**Parents who have toured the school and met with the principal are encouraged to apply for the enrollment of their child.** After the application form, the authorization form to contact former schools, and a copy of the child's birth certificate have been received, the child will be considered for enrollment. The needs of the child, as well as the needs of the rest of the students in the classroom, are high on the list of priorities for consideration. The student's present level of achievement, behavior and discipline concerns, the parents' past tuition payment history, present class size and special needs, and the demands on faculty and staff will all be considered as applications are reviewed.

The principal with the assistance of other professionals, when warranted, will make decisions regarding enrollment and re-enrollment and will contact parents to notify them of the decision.

**Tuition:**

Tuition is paid directly to the school. There are 3 payment options for tuition:

1. Tuition may be paid on a 10 payment schedule starting July 20 and due monthly on the 20<sup>th</sup> of each month through April 20.
2. Tuition may be paid on a two payment schedule due on July 20 and December 20.
3. Tuition may be paid in full by July 20. This option will include a 3% reduction in the cost of tuition.

A \$57.00 enrollment fee will be due upon registration. This fee is non-refundable and is not applicable toward tuition. A \$200.00 discount will be applied for multiple children in the same family.

A book and technology fee will be assessed for each student. This fee is non-refundable and is not applicable toward tuition:

Book and Technology fee paid on or before:

|                  |          |
|------------------|----------|
| March 20         | \$150.00 |
| April 20         | \$175.00 |
| May 20           | \$200.00 |
| June 20 or later | \$225.00 |

**Refunds:**

If tuition is paid in full and student withdraws by:

If a student withdraws before August 15, a 90% refund shall be made.

If a student withdraws before September 15, a 70% refund shall be made.

If a student withdraws before October 15, a 50% refund shall be made.

If a student withdraws on or after October 15, no refund shall be made.

Month by month tuition is non-refundable. Tuition will be billed 30 days from the date of written notification to ISJ.

### **SCRIP Program:**

ISJ's SCRIP program offers a wonderful way to buy your groceries, gas, clothing, home improvement products and other items needed for your daily living. Simply use ISJ's SCRIP gift cards when making your purchases. You receive full value for your gift card while the school receives a percentage bonus for each SCRIP purchase. Grandparents and friends are welcome to participate too! You may also apply your SCRIP credit toward the cost of your tuition. SCRIP information is available in the school office.

### **School Hours:**

Kindergarten Full Day – 8<sup>th</sup> Grade  
8:10 a.m. – 3:10 p.m.

Kindergarten ½ Day  
8:10 a.m. – 11:30 a.m.

Preschool:

Morning: 8:30 a.m. – 11:00 a.m.  
Afternoon: 12:15 p.m. – 2:45 p.m.

### **Before Care Program:**

We wish to provide a convenient place of Christian care where safety and help may be found for those who need assistance in the supervision of their children outside our regular school hours. One teacher will be assigned to supervise the students in one classroom. Students who need to arrive earlier than 7:50 a.m. may make use of our Before Care Program. It is available Monday through Friday from 7:00 a.m. until the beginning of the school day. The parents of a student placed in the Before Care Program will be charged \$5.00 per day. Each student will be charged the full amount for any portion of an attendance period. Students may use the Before Care Program on an as needed basis. There is no need to sign up in advance. Students arriving at school before 7:50 a.m. will be signed into the Before Care Program, and parents will be billed.

\*A minimum number of students must be signed up in order for this program to operate.

### **After School Hours:**

Students are to be picked up promptly at dismissal time. The Joint Board has approved the following policy: **“There will be a charge of \$1.00 for every minute a parent is late picking up a child from school. The charges will begin 10 minutes after each session is dismissed. Exceptions will be determined by the principal”.**

### **Absentee Procedures:**

We request that parents call the school before 8:00 a.m. for each day the child is absent. You may leave a voice mail if no one is available to take your call.

### **Tardiness:**

Since tardy students disrupt the classroom activities and hinder learning, parents should make certain that their children are in the classroom by 8:10 a.m. and have time to get to their desks and be ready for classroom opening by 8:15 a.m. each morning. A student is given four periods of grace each quarter. Thereafter, a fee of \$5.00 per tardy is assessed.

When a student is late, he/she must report to the school office for an admitting slip. This is necessary so the student can be properly admitted to class and the secretary can change the attendance report without disturbing the class already in progress.

Excused tardies (medical and dental appointments, etc...) need to have a note brought to the office. Parents who respect the school rules by being prompt are establishing good work habits for their children. If the occasional tardy does occur, please inform the school office explaining the tardy.

### **Release of Student During School Day:**

Parents who need to pick up their child early are required to send a note to school. Parents must check in to the school office before their child will be released to them.

### **Address Change/ Point of Contact:**

For the safety and well being of your child, it is necessary to notify the school office of a change of address, phone number, or any other essential information necessary for a point of contact during the school day.

### **Inclement Weather:**

If it becomes necessary to close school due to inclement weather, the principal will notify the appropriate news media. Watch for closing information on channels 3, 8, 13 5 and over the radio. If you hear that Grand Rapids Public Schools are closed due to inclement weather, ISJ is automatically closed.

### **Medication:**

Should students need prescription medication during the school day, parents must send a signed Medication Form to school along with the medication before school personnel will administer the medication.

All students must have and take all prescribed medication according to the doctor's orders. All medication will be kept in the school office.

Students with food allergies must have a parent signed note on file in the office indicating the specific food allergies.

### **Communicable Illness:**

Contagious illnesses such as measles, pink eye, strep throat, impetigo, chicken pox, head lice, etc. must be reported by the parent to the school office as soon as it is known. We encourage you to follow closely the instructions given by your family's physician and return your child to school when fully recovered.

A student will not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with, or liable to transmit any contagious disease, unless the Christian Day School Board of Immanuel-St. James Lutheran School or its designee, has determined, based on medical evidence, that: (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

### **Guidelines for student attendance:**

1. Pink-eye: Student must be treated for 24 hours before returning to school.
2. Lice: Student must be completely nit free and check in to the office before returning to class.
3. Other communicable diseases: Student must be treated for 24 hours or symptom free for 24 hours.
4. Fever: If temperature is over 99.6 in the a.m. or 100 in the p.m., student must remain at home. Students should be fever free for 24 hours without medication.
5. Children who are to remain inside for 3 concurrent days during recess must have a note from a physician.
6. Children who are to miss 3 concurrent sessions of P.E. must have a note from a physician.

### **Crisis Plan:**

Fire drills are conducted regularly. Severe storm, tornado drills, and lockdown drills are conducted each semester. Plans for dealing with natural disasters have been prepared and routines practiced. Detailed evacuation plans have been posted in each room near the door. Teachers are trained in First Aid and CPR. Students are required to have emergency information forms on file in the school office.

### **Parties and Invitations:**

Please refrain from sending invitations or gifts for birthday parties to school for distribution. Invitations should be mailed directly to the child's home.

### **General School Rules:**

Obey all teachers, according to God's commandments to obey authority.  
Follow directions the first time they are given.  
Always walk in the building.  
Keep your hands and feet to yourself.  
Avoid loud and disruptive noises.  
Do not loiter in the hallways and bathrooms.

Give respect to those in authority and to fellow students.

**Dress Code:**

Clothes must be purchased from a school uniform distributor. Suggested stores that carry approved school uniforms are: Kohl’s, Target, Meijer, and Land’s End. (You can also purchase uniforms from these stores online.)

Any type of dress that is determined by the administration and staff to be inappropriate in the school environment is prohibited. Body piercing (other than ears) is not acceptable. Uniforms must be neat, clean, and in good condition.

The last Friday of each month will be Casual Friday. On this day, jeans, sweatshirts, or t-shirts may be worn. Shirts must have sleeves; any words/graphics must be appropriate. Socks must be worn with shoes or sandals. In addition, the second Friday of each month will be designated Casual for a Cause. Students will be able to dress casually if they donate to a special cause. Students may also dress casually on their birthday. (Students with a summer birthday may choose a school day to dress casually.)

**Boy’s Dress Code**

**Pants** Dress Pants— pleated or plain front, no cargo pants, no corduroy.  
Khaki/Black/ Navy Blue

**Walking Shorts** Pleated or plain front—no cargo shorts, etc...  
Khaki/ Black/ Navy Blue

**Shirts** Long or Short Sleeved polo shirt (Solid Colors)  
White/ Navy or Light Blue/ Burgundy/ Yellow  
Oxford shirt-classic button-down collar  
White/Light Blue (Shirt tails must be tucked in.)

**Turtleneck** Solid colors (same as shirts)

**Sweater** Solid colors (same colors as shirts) Vest, Cardigan, Pullover, round or v-neck.  
Shirt collar must show.

**Socks** Solid colors (socks must always be worn with shoes or sandals.)

**Shoes** Dress or athletic shoes: sandals,  
White, Black, Brown, Navy Blue

**Hair** Hair must be well groomed. No extreme styles or colors.

## **Girl's Dress Code**

|   |   |
|---|---|
| <b>Pants</b>                            | Dress pants— pleated or plain front, no stretch or cargo pants, no corduroy.<br>Khaki/ Black/ Navy Blue     |
| <b>Walking Shorts</b>                   | Pleated or plain front shorts (knee-length)<br>Khaki/ Black/ Navy Blue                                      |
| <b>Shirts</b>                           | Long or Short Sleeved polo shirt (solid colors)<br>White/ Navy or Light Blue/ Burgundy/ Yellow              |
| <b>Blouse</b>                           | White only with collar.<br>Blouse must be tucked in.  |
| <b>Skirt/Jumper/<br/>Skorts/ Capris</b> | Solid colors — Khaki/ Black/ Navy Blue<br>Knee length or below  |
| <b>Polo Dress</b>                       | Knee Length, Long or Short Sleeved<br>Navy Blue   |
| <b>Turtleneck</b>                       | Solid colors same as shirts   |
| <b>Socks/Tights</b>                     | Solid colors (socks must always be worn with shoes or sandals.)   |
| <b>Sweater</b>                          | Solid colors (same as shirts)Vest, Cardigan, Pullover round or v-neck.<br>Shirt or blouse collar must show. |
| <b>Shoes</b>                            | Dress or athletic shoes; sandals.<br>White/ Black/ Brown/ Navy Blue   |
| <b>Hair</b>                             | Hair must be well-groomed. No extreme styles or colors.   |
| <b>Make-up</b>                          | 7th and 8th grade girls may wear make-up.<br>(sparingly applied)  |

## **Educational Goals**

### **Religion:**

Our religion curriculum is at the center of all we do. Each teacher works at integrating the faith into all subject areas. For our religion classes, we use the Voyages series published by Concordia Publishing House. All materials are Bible-based, Christ-centered and age appropriate. The lessons help students learn how the Gospel impacts them, encouraging them to put their faith into practice. Biblical knowledge is built at each grade level. For example, our youngest preschoolers learn about Jesus and His love through the use of big books, puppets, and creative storytelling. Our oldest students, seventh and eighth graders, study Old and New Testament history. They also spend time each week studying Christian doctrine with the pastors of both churches.

### **Memory Work:**

Why memory work? At ISJ the benefits of memory work far outweigh the disadvantages. Every grade does weekly memory work for two reasons. Memory work helps discipline the mind to retain information and record facts. Far more importantly, the memorization of Scripture puts the precious word of God in the children's minds and hearts. Never will a child be at the mercy of evil forces when he/she can quote scripture.

What do ISJ students memorize? The core of the curriculum is from our religion series published by Concordia. This includes numerous Bible verses from the Old Testament, the New Testament, the Ten Commandments, and the creeds, as well as other sections of Luther's small catechism. Every teacher may supplement with additional hymns or prayers.

How much work does each child have to memorize? The amount and difficulty increase with each grade level.

### **Math:**

Math instruction at ISJ uses success-oriented programs that enable all children to develop a solid foundation in the language and basic concepts of all areas of mathematics. Instruction purposely progresses at a pace that allows children to develop competence and confidence. Learning is presented in increments with time provided between increments for practice. Mathematical strands are integrated throughout the year rather than taught in isolated units. The Saxon Math series is used in our lower elementary grades and Houghton Mifflin series in our upper elementary.

### **Language Arts:**

Reading is essential. Our goal at Immanuel-St. James is to have every child become a skilled reader. Our reading series is phonics-based. We are very aware that to become a skilled reader, reading must be enjoyable. Therefore, each teacher also incorporates additional literature into the curriculum.

Several motivational activities are planned throughout the year to encourage reading. Examples are the Pizza Hut Book-It Program, and special trips for students who achieve a reading goal.

We at ISJ are especially proud of our writing program. From our youngest students and their dictated stories to our older students and their prize-winning poetry, we stress the fundamental skills and creative expression that good writing provides.

Our spelling and English curricula support and increase our students reading skills.

### **Accelerated Reader:**

The Accelerated Reader program is a computer based reading program. It is widely used in many schools across the country. At ISJ we are using this program as another tool to help our students improve their reading. One of the goals of the Accelerated Reader program is to improve a student's reading comprehension. This program can also be a motivation for some students to read because they like to take the tests on the computer. The Accelerated Reader program also fosters an enjoyment of reading. It is a wonderful way to encourage and monitor children's independent reading. The tests over the books can give parents and teachers information on how their child is doing in their independent reading. This can show a child's growth or struggles in their reading. This is one of the reasons that we will encourage students to read Accelerated Reader books.

### **Science:**

At Immanuel-St. James, science is taught as the search for truth, and God's word as the source of truth. The science textbook we use is published by Scott Foresman. In each science lesson the teacher looks for opportunities to integrate the faith. Care is taken to make the connections that:

- Show God as a Maker of all things; He created the natural laws and set them into motion.
- Uphold God's Word as truth, and science as the search for truth.
- Are natural and relevant.
- Stimulate a discussion of Christian values and applications for the new life we have through Christ Jesus.
- Tell when popular belief systems contradict the Word of God.

### **Social Studies:**

At Immanuel-St. James, the Social Studies program helps our students acquire the knowledge and skills needed to be involved, informed and responsible citizens. While focusing on history and geography, our students learn about real people in diverse cultures—past and present.

Grades 1—3 learn about ways people live in a variety of communities—in our country and in other nations. Map and globe skills increase at each grade level.

Fourth graders study about Michigan and its past, present and potential. The students are excited when they find Grand Rapids and familiar pictures in their textbooks.

Students in grades 5—8 study in depth the geography, history, culture and government of regions in the United States and elsewhere in the world.

Field trips provide our students with wonderful learning experiences. Some of the trips that relate directly to Social Studies include a trip to the state capitol, museum visits, and a day spent in a one-room school house.

### **Shared Time Classes:**

Immanuel-St. James Lutheran School is privileged to have the services of additional teachers. All of them come to us through the shared-time program of Grand Rapids Public School. This program, which is funded by the state, allows public school instructors to teach specialized courses to parochial school students. Shared time teachers play an important role in helping our staff shape well-educated, well-rounded students.

Our students have an art teacher, a computer teacher, a music teacher, a Spanish teacher, and a P.E. teacher.

ISJ is also fortunate to work with a team of special education teachers from GRPS. These instructors are able to test our special-needs children and offer suggestions. Services include speech, language development, occupational therapy, resource room and teacher consultants.

### **Homework:**

Homework is an activity which is assigned and is to be done at home to reinforce or extend learning. It is also work that has not been completed during the allotted time in school. Homework is an expected activity and should receive top priority. Homework that is late or not completed will have a negative effect not only on the student understanding the material, but usually a negative effect on the grade. Parents should provide encouragement and a quiet place for study.

If your child is absent due to illness and you wish to pick up daily homework assignments, please notify the school office before noon. Assignments may be picked up in the school office at the end of the school day.

### **Testing Program:**

In addition to regular subject matter testing, standardized achievement tests are given to every student in grades 1-8 each spring. Test results are used for the guidance of the individual student and for curriculum planning.

The Stanford Test will be administered at the appropriate grade levels.

### **Grading Scale:**

|    |           |    |              |
|----|-----------|----|--------------|
| A  | 100 – 95% | C+ | 82-81%       |
| A- | 94-93%    | C  | 80-73%       |
| B+ | 92-89%    | C- | 72-70%       |
| B  | 88-85%    | D+ | 69-68%       |
| B- | 84-83%    | D  | 67-63%       |
|    |           | D- | 62-60%       |
|    |           | F  | 59% OR LOWER |

### **On-Line Fast Direct:**

With the advent of Fast Direct on-line grade book in 2008, parents can easily view their child's grades on a regular basis. We feel that this is a great communication tool to monitor a child's academic progress. This is a secure web-based program and parents/students will be given their own access code.

### **Report Cards:**

Report cards are issued four times a year. Midterm reports are also issued four times a year with the December and May midterms being for deficiency only.

### **Parent-Teacher Conferences:**

Parent-Teacher conferences are held twice a year. Specific times are set aside for parents and teachers to talk together so that both parties can gain insight on student accomplishments and challenges.

Teachers and parents are encouraged to meet whenever a need arises. Children thrive when teachers and parents work as partners.

### **Field Trips:**

These trips may take many forms (plays, tours, investigations) and are arranged by the school and teachers with the students' interest and learning in mind. Parents receive notice of the event in the newsletter or by a special letter from the teacher. The school seeks written consent of parents before a student is permitted to go on a field trip with a school group. For this purpose a slip requesting permission will be sent home in advance of a trip and it should be returned promptly so the student may

attend the outing. If a note is not returned, the student will not be permitted to attend the outing. In many instances, we must rely on parents for transportation.

**Drivers are required to:**

- Sign the field trip form for drivers.
- Not make stops going to or from the destination unless an emergency arises.
- Buckle all students into seat belts during each trip.
- See that each student rides in the same vehicle both going to and coming from the field trip (changes may only be made by the teacher)
- Be responsible for student behavior in the vehicle; any discipline problem (i.e. loud talking, improper language, etc... is to be reported to the classroom teacher).
- Clear any audio or video tapes played during travel time with the classroom teacher.
- Supervise all movement from vehicle to buildings.
- Allow no eating or drinking in the vehicle without the driver's permission.
- No smoking will be allowed in vehicles or during the field trip.
- Have a booster seat for anyone under 8 years of age, or under 4'9".

**Classroom Visitation:**

Visitors are welcome at ISJ. Please arrange a time with the teacher before visiting a classroom. When visiting, please check in at the office and receive a visitor badge.

**Discipline Policy:**

**KINDERGARTEN—8TH GRADE**

Discipline at Immanuel-St. James Lutheran School is guided by the Word of God. God's Word gives the responsibility of education to parents. Therefore, when parents/guardians delegate responsibility for education to the school, they also delegate responsibility for discipline to the school staff.

Discipline is a positive action which consists of positive rewards for appropriate behavior. Teachers actively seek out positive behavior and reinforce it so that students want to repeat it, thus making a habit of living according to acceptable standards. We believe all students can behave appropriately while at school. Any student's behavior that stops a teacher from teaching, staff and volunteers from doing their jobs, or prevents classmates from having an opportunity to learn, will not be tolerated. Teachers have a right to teach and every student has a right to learn.

When a student repeatedly chooses not to follow the rules, steps must be taken to help create an atmosphere conducive to teaching and learning. Teachers will make every effort to teach all children fairly, with age-appropriate discipline, and in accordance with God's Word. Parent-teacher communication is very important in dealing with matters related to school discipline.

**Discipline Plan:**

A safe and orderly environment is an essential component of an effective Lutheran school. Rules and corrective measures have been established for some common offenses. However, there could be other acts of inappropriate behavior. In these instances, disciplinary action will be at the discretion of the

principal. All students are under the jurisdiction of the School Discipline Plan during school hours and any time they attend school-sponsored activities, on or off school property.

### **Discipline Procedures:**

Classroom rules are clearly spelled out in each classroom. While the specific rules vary from classroom to classroom, they all deal with the following:

- Being in the right place at the right time.
- Following directions.
- Being respectful.
- Treating others in a caring manner.

### **Discipline Reports:**

Discipline reports will be given to students for rule violations. These reports will be mailed to the parents/guardians, and must be returned signed by the parents/guardians.

FIRST DISCIPLINE REPORT will serve as a warning, with appropriate discipline administered by the teacher.

SECOND DISCIPLINE REPORT —same as the first, and student will be sent to the principal for a conference.

THIRD DISCIPLINE REPORT will result in after-school detention. (Loss of recess in kindergarten through grade 3.)

FOURTH DISCIPLINE REPORT will result in suspension to be determined by the principal.

Any student who repeats the process, resulting in a second suspension, will be referred to the Joint Board for possible further action, including expulsion.

### **DEFINITIONS:**

DETENTION is a 30 minute, after-school period served by a student in a designated classroom on an arranged day following the incident. While in detention, the student will complete an “action plan” stating the problem and the student’s plan to resolve the problem. No leisure activity will be allowed in the detention room. It is the parents’ responsibility to provide prompt transportation after the detention period.

SUSPENSION is the exclusion of a student from school for a period of one to five calendar days. Any student suspended from school is restricted from participating in any school related activity for the period of the suspension. The student will be responsible for the completion of all classroom assignments, but will receive no grade.

EXPULSION is the permanent exclusion of a student from Immanuel-St. James Lutheran School by the Joint Board. Due process: A parent/guardian may request a hearing with the full Joint Board. The decision of the Joint Board is considered final.

## **DEFINITION OF VIOLATIONS WHICH MAY RESULT IN A DISCIPLINE REPORT**

### **1. DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY**

Refusal to comply with reasonable requests of school personnel.

### **2. DESTRUCTION OR DEFAACEMENT OF PROPERTY**

The destruction or mutilation of property not owned by the student. Restitution or repair will be made by the offending student or the student's parents/guardians.

### **3. PROFANITY OR OBSCENITY**

The use of oral or written language , electronic messages, gestures, objects or pictures which are disrespectful or socially unacceptable.

### **4. DISORDERLY CONDUCT**

Speech, conduct or behavior that interferes with or disrupts the teaching or learning process.

### **5. DRESS CODE VIOLATIONS**

Students whose attire is not in accordance with the Dress Code.

Hats, coats, and sunglasses are to be secured in lockers upon arrival in school and may not be worn in the building throughout the day, unless approved by the principal.

### **6. CHEATING**

Willful or deliberate unauthorized use of the work of another person for completion of an academic assignment or test.

### **7. MINOR PHYSICAL CONTACT**

Shoving, pushing or similar altercations between two or more students.

### **8. THREATS**

Words or actions that threaten to do violence.

### **9. FALSIFYING SIGNATURES OR FORGERY**

Writing or using the signature or initials of another person, or altering a document before or after signature.

### **10. INTIMIDATION**

Bullying or other unkind comments directed at other students and intended to hurt or control.

### **11. LEAVING SCHOOL GROUNDS**

Being off school property at any time during the school day or during official school activity without permission of school authority.

### **12. MALICIOUS REMARKS**

Remarks, slurs or agitation directed at individuals due to race, color, religion, national origin, ancestry, age gender, or handicap condition will not be tolerated.

### **13. RADIOS AND OTHER ELECTRONIC EQUIPMENT IN SCHOOL**

Radios, MP3 players, hand-held video games, pagers, cell phones, etc... are not permitted in school or on the bus except by special permission of authorized school personnel.

### **14. SEXUAL HARASSMENT**

Touching or verbally offending anyone in a sexual manner against their wishes.

### **15. THEFT**

The possession of stolen property, taking of property, conspiring to take property, or being an accomplice in the taking of property not belonging to the student.

16. UNAUTHORIZED ENTRY INTO SCHOOL PROPERTY.

**\*NOTE: The following violations may result in immediate suspension, a report to the appropriate authorities ( i.e. police, fire department, etc.), and/or a referral to the Joint Board for possible expulsion.**

17. AGGRESSIVE BEHAVIOR TOWARD ANY SCHOOL EMPLOYEE OR ADULT.

Physical contact or threat of physical contact towards school personnel, with the intention of doing bodily harm, by a student or group of students.

18. ARSON OR ATTEMPTED ARSON, BOMB THREAT, FIREWORKS OR EXPLOSIVES, POSSESSION OR USE OF ANY OF THESE MATERIALS.

19. FIGHTING

Students who willfully engage in physical contact with intent to do harm.

20. DRUGS

Use, possession, under the influence, trafficking of any drugs, look-alike drugs, alcohol, tobacco, or possession of drug paraphernalia.

21. FALSE FIRE ALARM

Falsely alerting the fire department to a school fire.

22. INDECENT EXPOSURE

Wearing or removing clothing which exposes private body part(s).

23. WEAPONS

The possession or use of any object which could be used to inflict bodily injury on another person or on self.

**Bullying and Harassment Policy:**

Scripture clearly states in Matthew 22: 37-38 *“Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. **And the Second is like it: love your neighbor as yourself”***. All students, in response for their love for God, are expected to follow this command.

The Michigan State Board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment.

“Harassment or bullying” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant(pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

“Harassment and/or Bullying” is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils; adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities because the conduct, as reasonably perceived by the pupil is so severe, pervasive, and objectively offensive as to have this effect and

- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Harassment and Bullying behaviors would include (but are not limited to):

#### Verbal

- Derogatory comments and/or jokes
- Threatening and/or obscene words spoken to another person
- Name calling and/or teasing
- Racial and/or personal comments
- Communication that is intimidating to a student in a Christian learning environment

#### Physical

- Unwanted physical touching, contact, and/or assault
- Deliberate impeding and/or blocking movement and/or any intimidating interference with normal routine
- Destroying, stealing, or extortion of property

#### Social

- Specifically excluding someone from activities
- Extraordinarily exerting pressure to conform
- Spreading rumors

#### Visual

- Publicly displaying and/or making obscene gestures
- Derogatory, demeaning and/or inflammatory posters, cartoons, written words, notes or drawings

### **Process and Procedures to Implement the Bullying Policy:**

1. Any student who believes she/he has been subjected to harassment may bring forward a verbal and/or written complaint to his/her teacher or principal, who will contact the student's parent.
2. A Bullying Report Form, signed by the complainant and the parent, will be submitted to the principal within five school days of the reported complaint.
3. The principal will be responsible for notifying the person against whom the allegation of bullying has been made. That person will have the opportunity to respond to the allegation within five school days. Copies of the original complaint and the response of the person charged will be given to all involved parties.
4. The principal will form an investigation team and within fifteen school days from the receipt of the complaint, will complete the investigation, make a determination and recommendation of remedial steps necessary to stop the bullying behavior if warranted.
5. Once the principal has concluded the investigation, the principal and the reporting teacher(s) will meet with all parties to propose and appropriate solution.
6. If any parties are not satisfied with results of the investigation, they can discuss the allegations, findings, and/or actions taken with the pastor.

### **Sexual Harassment Policy:**

It is the policy of Immanuel-St. James Lutheran School to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of Immanuel-St. James Lutheran School, faculty, staff, volunteer, or student to harass a faculty, staff, volunteer, or student member of Immanuel-St. James Lutheran School through conduct or communications of a sexual nature.

### **Cell Phones and Electronic Devices:**

The use of cell phones and electronic devices has become a major part of life in the new century. Other electronic devices are not allowed for use during the school day at all unless with the specific permission of a staff member. With a signed permission slip, a student will be allowed to bring a cell phone to school under the following conditions:

- The cell phone is registered in the school office.
- The cell phone is kept in the locker or backpack; turned off during the school hours as well as during school functions in which the student participates.
- The cell phone is not to be used during school hours.

All phone calls during school hours are to be approved through the school office. Parents who need to communicate with their children are asked to do this through the school office during school hours. Cell phones may be used after school or after a school event.

Please understand that cell phones are brought to school at your own risk. These items, as well as other personal items or electronic devices brought to school by students are their responsibility. The school assumes no accountability for lost or stolen personal property. If a staff member sees a child with a cell phone or electronic device during the regular school day, it will be confiscated and a parent will need to pick up the phone or device in the school office at the end of the school day.

### **Busing Information:**

Busing is provided to ISJ from Grand Rapids Public Schools.

Grand Rapids Public Schools have the following requirements:

- To be eligible for busing, you must live within the Grand Rapids Public School District. If you use daycare, that must also be within the district. Elementary students must reside at least one mile from ISJ and seventh and eighth grade students must reside at least 1.5 miles to be eligible for busing.
- Grand Rapids Public Schools will establish all bus stops.
- Students must be at the bus stop at least 5 minutes before the designated pick-up time.
- A student must take regularly scheduled transportation from school unless a note from his or her parent is received. If the change means taking another bus home, the student must present the note for the principal's signature, and then present this signed note to the bus driver.

Students and parents should not make these arrangements by phone unless an emergency comes up after the child has left for school.

**General Bus Rules:**

Follow the bus driver's directions and posted GRPS rules found in each bus.

- Stay in your seat.
- Keep all parts of your body in the bus.
- No pushing or shoving.
- No eating, drinking or chewing gum.
- No loud talking or noise that could disrupt the driver.

**Discipline Plan for Bus Violations:**

First Grand Rapids Public Schools Bus Discipline Report — warning issued, parents notified.

Second GRPS Bus Discipline Report — loss of bus-riding privileges, including shuttle bus for three school days.

Third GRPS Bus Discipline Report — loss of bus-riding privileges , including shuttle bus for 10 school days.

Fourth GRPS Bus Discipline Report — loss of bus-riding privileges for one month (20 school days). With possible permanent removal of bus-riding privileges.