



Student Handbook

Japhet School's mission is to nurture and prepare each child for life by integrating character education with a strong academic program.



Updated September 2024

Students of Japhet School:

- ⇒ Respect themselves,
- ⇒ Respect others, and
- ⇒ Respect the learning environment.

Personal Safety

Students enter a classroom only when a teacher is present.

Students do not sit on tables or tip or rock chairs or stools.

Students obey rules and strive to express good judgment.

Students communicate with their teachers before leaving the room, during lunch recess, at special events, and at dismissal.

Students walk along the tree (east) edge of the parking lot when walking to and from the playground, staying between the green line and the curb.

Students do not walk on the landscaping rocks or on top of the half-wall.

Students play within the specified boundaries.

Students play games that include everyone wanting to play. Students do not play games that express anger, violence, or harm toward others. New games and rules should be approved by a teacher.

Personal Conduct

The basis for the Japhet behavior code is the Golden Rule: “Do unto others as you would have them do unto you.”

Students treat others with courtesy, respect, and kindness.

Students use appropriate language.

Students say “please,” “thank you,” and “excuse me,” to students, teachers, and others.

Students walk quietly throughout the school.

Students do not touch the displays, items, lockers, or cubbies belonging to/used by others.

Students acknowledge the presence of others with a polite greeting and eye contact.

Students are respectful to each other and to visitors.

Students are members of the school community and are helpful and supportive to teachers and to each other.

Dress Code

A neat and well-groomed appearance adds to a positive educational environment. Students' clothing should be clean, neat, in good repair, and appropriate for school.

- School colors or “Japhet Blues” are required for JK/Kindergarten through 8th-grade students beginning the first Monday of October. A Japhet shirt and khaki bottoms are worn on Mondays and as requested for field trips or special events.

Japhet Blues may not be covered by a non-Japhet apparel item when indoors.

- Boots, mittens, hats, and warm clothing are expected during cold weather. Boots worn outside must be replaced with clean shoes when entering.
- Appropriate shoes for physical education classes are required to participate. Middle School students will change into appropriate physical education attire from their regular school clothes for class.
- Dress clothes are needed for special occasions, such as the Gratitude Service and Graduation.
- Messages/graphics on shirts should be appropriate for school.
- In warm weather students may wear shorts that are below fingertips when arms are at the student's side.
- Hats and caps may not be worn inside except on spirit days.

Students may be **asked to change clothes or sent home** if they come to school dressed inappropriately.

Flip flops, short shorts, mini-skirts, torn jeans, clothes with holes, bare midriffs, halters, low-cut shirts, spaghetti strapped shirts, and visible undergarments (such as boxer shorts, underwear, and bra straps) are not acceptable for school.

Early Childhood Shoe Policy

It is important that children come to school wearing shoes that are comfortable and safe for outdoor play and gym use.

Please note the following guidelines for Preschool and Kindergarten school shoes:

- Shoes must have backs -
No flip-flops or clogs; sandals with backs are fine.
- Shoes should have soft soles - No dressy shoes that have hard soles, high heels, or cowboy boots.

Assemblies and InSPO

Students express respect to speakers by sitting upright, facing forward, placing feet down, and looking at the speaker.

Students support InSPO and other assemblies by answering questions and listening carefully.

Students sit attentively. They do not touch or kick the chairs in front of them or put their shoes on the chair in front of them. Younger students may sit “criss-cross applesauce” (cross-legged) for comfort in adult-size chairs.

Students do not slouch, tip, or rock in their chairs.

Personal Property

Money: Children do not need money during the school day unless special plans have been made for field trips, book orders, or used book sales. Parents will be notified of these occasions by the classroom teacher or in Japhet's Friday eFolder.

Internet: Students may not access the Internet at any time using a personal device. In accord with the Technology Acceptable Use Policy, all Internet usage must be directly supervised by a staff member and must be visible.

Cell phones: Students who use a cell phone are to turn it off and park it with the front office. Students who carry their phone on their person will be asked to remove it. Parents who wish to contact their children during the school day are asked to call the front office. Students who need to make a phone call during the school day may ask to go to the front office.

The following items need teacher permission to be at school:

Toys: In general, toys create a distraction from the learning environment and should stay home. On occasion, teachers will invite students to bring in a toy from home. This invitation would be written in a classroom letter or written in the students' planners. **Toys that are replicas of weapons are not allowed into school at any time.**

Personal electronic games: Electronic games stay at home, unless the teacher specifically invites them. Such invitations could occur for a special game day or for field trips that require a long ride.

e-Readers: e-Readers (Nook, Kindle, etc.) are welcome at Japhet School with teacher permission.

In regards to all above personal property, Japhet School is not responsible for its security or liable for loss or theft. Students who bring non-scholastic personal property into the school do so at their own risk. If, however, these items are brought to school out of necessity for a future event (i.e., on Friday for a weekend sleepover), students may request that they be held securely in the front office until needed.

Unclaimed articles: Misplaced articles are put in the front office or lobby. If you are aware of a missing item, please come to locate it as soon as possible. Unclaimed items will be donated to a charitable organization.

The following items do not belong at school at any time: weapons, gum, make-up or perfume, or items to sell or trade.

Field and Class Trips

School rules apply on all field trips.

Students represent Japhet School in their words and actions.

Students stay with their chaperone or assigned group.

Students ask permission from the driver and chaperone to open windows, turn on a radio, or leave the car.

Students buckle their seat belts.

Students do not access the Internet using their phones or other devices.

Games and videos, when invited for long field trips, must be age-appropriate (E or E-10, G or PG only).

Lunchtime Rules

Students politely follow instructions of the lunchtime teacher.

Students use polite manners and have appropriate lunch conversations.

Students sit properly in their chairs.

Students may not share their lunches with other students.

Students take home any uneaten food from their lunches.

Students clean up their eating area by putting trash in the garbage can. Teachers wash, sanitize, and dry tables. Students are responsible for caring for their area around the desk.

Outdoor and Indoor Recess

Students express reliability by assisting with assigned recess jobs.

We respect our neighbor's property.

Students do not trespass or toss things onto private property or interact with neighbors' dogs or passing-by dogs. They do not touch or damage the fences, plants, pull on trees or pick bark.

When supervised in the parking lot, students stay within the designated boundaries.

Students wear acceptable and weather-appropriate clothing for recess and Physical Education class.

Students quietly wait in the lobby for recess to begin and, upon entering the building, before returning to their classrooms.

Students use the equipment for the purpose it was designed.

Students do not interrupt or interfere with a game in process.

Students do not go in the P.E. storage room. Recess Equipment Assistants should leave the equipment basket outside the closet door.

Students respect the school building and all of its equipment.

If indoor recess includes board games or drawing, we follow the game rules and share.

Students do not throw rocks, sticks, sand, grass, or snow at each other. Sticks and branches found on the ground may be gathered as directed.

Students will immediately line up when directed by the supervisor.

Sportsmanship for Recess Games

Students abide by the Golden Rule: treat others the way they would want to be treated.

Students strive to:

- Have fun! Be considerate! Do our best!
- Think ahead and make good decisions.
- Remember that the goal of a team game at recess is to develop new players and make them welcome.
- Pick teams that are balanced in age and ability.
- Encourage each other.
- Include all students who wish to play a game.
- Teach younger and new students the rules and be generous with opportunities to try again.

Students do not:

- Engage in name-calling, bad-mouthing, or trash-talking.
- Argue calls. Calm discussion is allowed. The call of the referee/teacher is final
- “Target,” which is repeated and aggressive attempts to get the same person out.

Dismissal

When dismissed by an administrator and released to a parent or guardian, students walk on the circle drive and in parking lot with their parent or guardian.

Students attending after-school care will be dismissed at 3:30 PM to join after-school care.

Students' emergency contacts will be called if their parents have not arrived by 3:40 PM.

Peaceful Conflict Resolution

Peaceful conflict resolution skills are taught and practiced at Japhet. Teachers lead students through the following process: (1) calm down, (2) take turns talking about the problem without interrupting, (3) brainstorm solutions, (4) choose a solution and try it.

Behavior

Education at Japhet is a partnership. It requires a commitment from teachers, parents, and individual students. Students attend Japhet to learn and to function in an academic environment with high standards. All behavior in school, on field trips, and at school events is expected to contribute positively to the learning experience.

The basis for Japhet's behavior code is the Golden Rule and the eighteen character qualities. The goal of self-discipline is foremost in our character-building program. Initiative and responsibility are expected of each student. All students should strive to be punctual in their duties and assignments. Students, faculty, and staff alike express respect and courtesy. Students are expected to be cooperative and to answer their teachers' requests promptly and politely. Each child admitted to Japhet is entitled to the respect and courtesy of every other child in the school. New members and visitors

to our school should be treated with the highest sense of hospitality and courtesy.

Students are not permitted in classrooms without a teacher present. Students are not to leave the classroom without the teacher's permission.

This Student Handbook is given to each family for review, discussion, and acknowledgment with signatures. School rules and behavior expectations are reviewed with students during the first week of assemblies.

Teachers and the Head of School handle discipline issues. (See the following Discipline Policy for more information.)

Discipline Policy

“Do unto others as you would have them do unto you.”

-- The Golden Rule

Students are expected to use the Golden Rule in their conversation and interaction with others. They also are expected to express the 18 character qualities and to pursue peaceful conflict resolution techniques with others.

Japhet teachers and staff exercise a proactive approach to discipline, which is:

- Consistent coaching of character qualities in all classes and at recess.
- Teaching students the steps of peaceful conflict resolution, which begins with calming down. Japhet provides safe places to mediate with peaceful conflict resolution steps at-the-ready.
- Teaching students to be assertive for themselves. If someone wrongs them, they are coached to directly address that person with “I messages.”
- Giving students purposeful opportunities to work with, teach, and learn from one another, regardless of age difference.

Students should learn from their mistakes and are expected to be responsive to guidance and correction from faculty, staff and the Head of School. These are teaching moments that promote growth.

Faculty and staff are expected to encourage and to model respectful listening.

If a child is not following a rule, faculty and staff should:

1. Re-direct the child.
2. Help the child make a more appropriate behavior choice.
3. Give the child a warning, with a logical consequence if a change is not seen.
4. If a consequence is implemented, it will include a discussion that will help the child understand a better way to handle the situation in the future.
5. If a child has lost control, the faculty or staff member may remove the child from the group. This time away from the group gives the child the opportunity to regain composure with the support of a caring adult. The child should be returned to the group when his or her behavior is appropriate.

A discipline plan may be implemented according to individual needs and situations with approval of the Head of School.

Early Childhood Discipline Policy

Our Early Childhood Program provides opportunities for young children to develop the social and emotional skills that are necessary for interacting harmoniously in a group setting. A primary goal is to help the child develop self-discipline. Faculty and staff are expected to help the children understand the importance of doing the right thing.

Elementary and Middle School Discipline Policy

Faculty and staff should intervene on a conflict or discipline issue as necessary; each situation should be viewed thoughtfully on a case-by-case basis, taking into consideration the severity of the problem and whether it is a repeated offense.

Such intervention, normally handled by the classroom teacher, should include one or more of the following tactics:

- Immediate removal from class to a quiet area in the hallway or the front office. After this time away, the student and faculty member will have a private conversation and reach an agreement about future behavior before the student is invited back to class.
- A written assignment that asks the student to reflect on his or her behavior and lay out steps for more positive behavior.
- Immediate escort to the Head of School office. The student has a private meeting with the Head of School - and sometimes with the faculty member as well - before returning to class.
- A call home from the faculty member or the Head of School to the student's parents.
- Chronic misbehavior, disrespect to faculty or staff, flagrant disobedience to school rules, emotional outbursts, out-of-control physical acts, and vandalism should immediately be reported to the Head of School.
- If the misbehavior persists, the faculty members who work with the student shall meet with the Head of School to discuss strategies for solving the problem.

A Discipline Contract may be administered to a student by a faculty member and/or Head of School. This contract is a written document stating the problem and a plan of action to remedy the problem. It is completed by the faculty member, the student, and the parents, and returned promptly to the Head of School. This contract is used at the discretion of the faculty member and the Head of School in situations where a Discipline Contract may encourage a positive change in behavior. For serious offenses, it may be required that this contract be completed, signed by parents and returned to the Head of School for readmission.

The major offenses explained below can at the discretion of the Head of School result in severe disciplinary measures including, but not limited to, suspension, probation, payment for material and labor costs incurred in repairing damage to school property, and possibly expulsion. While it is rarely necessary to suspend or expel a student from Japhet, the school has an obligation to care for the welfare of all constituencies. Assignment(s) missed during a suspension are recorded as a zero.

The following offenses apply to the previous passage:

- Degrading or discriminatory language.
- Dishonesty including, but not limited to, cheating, plagiarism, lying, or stealing.
- Vandalism including, but not limited to, the willful or careless destruction of property.
- Willful endangerment of others, recklessness, fighting, and biting.
- Sexual harassment.
- Repeated acts of bullying. Bullying refers to “a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror” (Coloroso: The Bully, the Bullied, and the Bystander). Bullying can be emotional, physical, or psychological. If bullying does occur, all students, parents, and staff should report the incident so that it can be handled promptly and effectively.
- Violation of Japhet’s Technology Acceptable Use Policy.
- Repeated violation of Japhet School rules.

Discipline issues are private matters. Faculty and staff are to communicate with parents regarding behavior improvement needs and expectations relating to the parent’s own child. Details of discipline issues involving students are not discussed with other parents.

Technology Acceptable Use Policy

JK/Kindergarten - Middle School

* On Campus and Distance Learning *

Japhet School students have access to the Internet and educational software through a networked system and Google Apps for Education. Some assignments require Internet research. Class time is available for working on these projects, and they often require additional work at home. Students may save work in their Google Drive account. Students work on the Internet with staff supervision.

Note that Japhet School Technology Guidelines govern both the Japhet School devices as well as the Japhet School student Google accounts. Students are expected to abide by the policies below whether Japhet School Google account usage is within the school building or at home:

- Students will demonstrate respect and care for computer equipment at all times.
- Students will respect the personal files and data of others. They shall not try to copy, change, or delete files or other data belonging to another student. They shall not change computer or screen settings unless directed to by an adult.
- Students will respect the equipment of others. They shall not touch any part of another's computer while another student is working.
- Students will ask permission before downloading a file.
- Students will ask permission and express thrift before printing.
- Students will only make pre-approved contacts leading to some justifiable educational growth on the Internet. Students may not use the Internet to access any inappropriate material or files. Japhet School faculty and staff reserve the right to define what is inappropriate.
- Students will not access personal email accounts or give out personal information about themselves (such as addresses, phone numbers, full names, or school name) when on the Internet without permission.
- If an inappropriate site is accessed, the student must turn off the monitor or close the lid and inform the adult supervisor immediately. To avoid this situation, students should read the summary of a website before clicking on it.
- Inappropriate language, harassment, discriminatory remarks, and other antisocial behaviors are prohibited. Japhet School faculty and staff reserve the right to define inappropriate or antisocial behavior and/or materials.
- Students may only use school devices for schoolwork. **School devices may not be employed for personal use.**

Failure to abide by these guidelines will result in verbal or written consequences and/or suspension from use of any Japhet electronic device for a period of time based on severity of the action.

We, the undersigned, have read, discussed, understand, and agree to abide by the Technology Acceptable Use Policy for Japhet School. Returning this form with a proper signature is required before Internet and device usage.

Student _____

Date _____

Parent/Guardian _____

Date _____

Also review with your child and sign the Google Apps for Education form. Students and parents must sign and return both pages before students may access devices and the Internet at Japhet School.

Google Apps for Education Parent Consent Form

Google Apps for Education is a suite of web-based programs providing email, word processing, spreadsheet, presentation, calendar, research, and collaboration tools that can be used by all Japhet School students, faculty, and staff. Google Classroom is included in this suite of apps. Japhet School accounts are intended for collaborative schoolwork, and to that end, Japhet School email accounts will only be able to send mail to and receive mail from other Japhet School users.

The Google Apps for Education accounts are property of Japhet School. Therefore, the content in these accounts may be accessed or searched by designated Japhet employees. As the provider of these services, Japhet School will also be able to provide parents and/or guardians with their child's login information, if requested.

At all times, students are responsible for their adherence to Japhet's Technology Acceptable Use Policy, both within the school and elsewhere. Students who misuse their accounts will be referred to the Head of School who will deal with any infraction on a case-by-case basis. The Head of School may choose to suspend student access to specific applications or may choose to suspend a student's account privileges entirely for a length of time appropriate to the offense. Parents will be notified should their student be in jeopardy of their account access being altered or suspended.

Japhet School is committed to ensuring that students get the appropriate level of technological experience and education based on the age and developmental level of the student. As students move from grade to grade they will gain greater knowledge, thus access, to online applications. We are dedicated to striking a healthy balance between time spent on and away from screens.

I give permission for my child to have access to the Japhet School Google Apps for Education account that has been assigned to him/her for school-related use.

Student Name: _____

Parent Name: _____

Parent Signature _____ Date _____

Also review with your child and sign the Technology Acceptable Use Policy.

Students and parents must sign and return both pages before students may access devices and the Internet at Japhet School.