

# St. John's Lutheran School

Parent-Student Handbook  
2015-2016

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## **Foreword**

The purpose of this handbook is to convey information to you about our school and to extend to you a friendly welcome to our program of Christian education and training. Additional information is available from the principal, faculty, school secretary, pastors, and/or members of the Board of Christian Day School.

We trust that this handbook will help all interested people to get a better understanding of the policies and practices of our school.

We suggest that you keep this handbook in a convenient place as a handy source of information about St. John's Lutheran School.

## **Our Mission Statement**

Preparing and educating God's children for life-long service to Christ.

## **Purpose**

The purpose of St. John's Lutheran School is to provide Christian education and outreach in partnership with parents so that:

- ❖ Children will be nurtured in the Word of God.
- ❖ Children will learn to recognize themselves as persons created by God, live a full Christian life on earth and being redeemed by Jesus Christ, have the assurance of eternal life.
- ❖ Children will be provided with a comprehensive program of Christian education, applying God's Law and Gospel to all aspects of their lives so that they may develop their talents for responsible Christian living and service.
- ❖ Children will experience success in the language arts, math, science, social studies, music, art, and physical education curricula and use the knowledge to serve God and His people.
- ❖ Children will learn to understand, appreciate, and use the talents as gifts from God.
- ❖ Children, who attend our school and who may not know Christ, would by God's grace, come to know Him as their Savior.
- ❖ Children learn to witness naturally and effectively to each other, their families, and the community as they observe their teachers.
- ❖ Teachers encourage Christ-like compassion and love for all people.

## **Home, School, and Church in Partnership**

The faculty and staff at St. John's Lutheran School have committed themselves to helping families train and educate their children. This is done so they may reach their full academic potential, grow spiritually and become active, faithful Christian adults. Achievement of this goal requires a strong partnership between the home, the school, and the church. Research suggests that children have a better chance of success in school if parents are active in the education of the child, both at home and in school. The Christian aspects of the education we offer work better if the school is supporting what is already happening in the home.

Any effective partnership requires clearly communicated expectations from each participant. Listed below are expectations involved in this partnership.

### **Expectations Parents Can Have of Our School**

1. Christian ministry is the main objective of our school. We will shape all policies and procedures with that objective in mind.
2. St. John's Lutheran School will be distinctly Christian. We will teach religion from the perspective of the Lutheran Church – Missouri Synod, as noted in our philosophy statement.
3. St. John's Lutheran School is a part of the total ministry of St. John's Lutheran Church. The ministry is dependent upon cooperation among the pastors, teachers, and parents.
4. Our teachers maintain a strong commitment to ministry and high academic standards.
5. Our school stands for quality Christian education and a goal of developing the child's academic skill and spiritual strength.
6. We seek to be informed of current educational trends and put them to use wherever they serve the purpose and goals of our school.
7. We will provide co-curricular activities that will enhance the education begun in the classroom. Our building will reflect a pride of ownership in an atmosphere that is conducive to learning.

### **Expectations the School Has of Parents**

1. Parents are expected to be active in St. John's Lutheran Church or their own congregation. This includes regular church and communion attendance and Bible study. This is necessary for the spiritual growth of the parents, and it sets the proper example for the children.
2. Parents are expected to participate in school activities and programs. Included in these are attendance at parent/teacher conferences, the school Christmas program, PTL meetings, and school service hours. (see Parent Service Hours in this handbook)
3. Parents are expected to provide a Christian example and a home setting that is conducive to academic, moral, and spiritual growth.
4. Parents are expected to remit tuition payments in a timely fashion. If financial difficulties arise at home, please notify the school office so that adjustments can be made.
5. Parents are expected to attend the special parent meetings, for your child's grade, scheduled at the beginning of the year for each classroom. These important meetings are led by the classroom teachers and explain the procedures for the year in each grade. These meetings are helpful for the parents and teachers, and therefore also the

students. They are scheduled so that at least one parent is able to attend. We anticipate perfect parent attendance, but if that is just not possible, please call the teacher and set up a time to obtain the information. These dates are advertised in advance. Please mark them on your calendar.

### **Expectations the School Has of Students**

1. Students are expected to attend school regularly and punctually.
2. Students are expected to live as Christ's witnesses by the way they act, dress, and show respect for God, parents, teachers, other students, people in authority, property, and country.
3. Students are expected to attend church regularly.
4. Students are expected to have an assignment book in grades three to eight.
5. Students are expected to study diligently in order to make their work pleasing to God. Assignments are to be completed on time, with the work being neat and accurate.

### **What is a Lutheran Day School?**

A Lutheran day school provides the best and fullest opportunity for the education of the whole child (body, mind, soul, head, heart, and hands) for his whole life. Spiritual needs cannot be separated from physical, social, or intellectual needs, or vice versa. As the child studies religion, he still lives in an earthly world in which the child of God must show her faith and live her life for God. While he studies the secular subjects, he is still God's child who must learn that all knowledge and life are from God and must be used to glorify God. A Lutheran day school provides the most desirable school situation by having the children under the influence of God's Word every day throughout the week, in a school in which the Christian spirit is a part of all the relationships and instruction of the children.

God made all things, guides and controls them and He demands that we, His creatures, honor Him as Lord and Savior in everything we do. Without exception, we must include God in every part of our lives. It means that Christian parents cannot be satisfied with submitting their child(ren) to Christian training at home and church only. Some of the most significant training of any child takes place in the school atmosphere. How, then, can Christian parents allow the only true God to be left out of the educational picture?

God commands: "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." Eph. 6:4 (NIV) "These commandments that I give you today are to be upon your hearts. Impress them on your children." Deut. 6:7a (NIV)

God promises: "Train a child in the way he should go, and when he is old he will not turn from it." Prov. 22:6 (NIV) "All your sons will be taught by the Lord, and great will be your children's peace." Is. 54:13 (NIV)

### **Purpose of Lutheran Schools**

The Lutheran school system is an integral part of the American educational program. St. John's Lutheran adheres to the same curricular standards as the public schools of Wisconsin. St. John's meets the educational standards of the state, and is accepted by the state as a non-public school.

The Lutheran schools are not in competition with the public schools. Rather, we seek to work with the public schools in fulfilling the responsibilities of education in the community.

“The most effective educational agencies available to the church for equipping God’s people for ministry are the full-time Lutheran elementary schools.” LCMS Handbook

### **Summary**

To these ends, St. John’s Lutheran Church operates this elementary school without profit, to provide children instruction in all subjects in accordance with the principles of Biblical faith and in the interests of good citizenship.

### **Absences**

Parents are to notify the school office (633-2758) by 8:50 a.m. when a child will be absent from school. When parents forget to do this, the office will call to check on the absence.

### **Book Store**

The school book store sells Bibles, hymnals, and catechisms. The bookstore is open on school days, except for Wednesday, before classes begin in the morning.

### **Cancellation of School**

If weather conditions become such as to make it inadvisable to run school buses or conduct school, Racine radio stations (WRJN – 1400 AM; WOKY – 920 AM; and WEZY – 92.1 FM) will carry the announcement by 6:30 a.m. WTMJ – channel 4, WISN – channel 12, and FOX – channel 6 will also carry the announcement. When Racine Unified is closed, St. John’s is closed. Please note that when Racine Unified plans to operate on a one or two hour delay due to weather conditions, St. John’s will do the same and there will be no before school care or preschool. When Racine Unified conducts an early release due to weather conditions, St. John’s will do the same and all after school activities and child care will be cancelled.

### **Christian Child Care**

Christian Child Care at St. John’s is divided into two parts. Children in our pre-school program (three year olds to kindergarten) are welcome to take part in a child care program beginning at 6:30 a.m. and ending at 5:30 p.m. The second part of the program is extended care beginning at 6:30 a.m. and ending at 5:30 p.m. The Board of Christian Day School has set a \$35 registration fee per family using Child Care or Extended Care. They have also set a late fee of \$1 per minute for children being picked up after 5:30 p.m. More information on these programs, including fees, is available from the school office. Separate facilities have been equipped for both. Trained adults in both programs nurture the children in Christian love and provide activities that involve play and early childhood development.

## **Child and Extended Care Fees Collection**

In order for St. John's to have sufficient cash flow for smooth operation of the Child Care program and Extended Care, parents must pay their bills promptly. All payments are due to the school office on Fridays following the date bills are issued. If the bill is not paid on Friday, the family will not be allowed to continue using St. John's services the following Monday. Once the bill is paid, the family may use childcare and extended care again. Bills will be issued in paper form to families and via email.

If a family has a payment over a month due, the Board of Christian Day School reserves the right to turn the bill over to a collection agency. If a family is habitually late in paying for childcare, the Board also reserves the right to refuse usage of the childcare program.

It is also important to note that if your child is participating in an athletic activity through St. John's, childcare and extended care payments are expected to be kept up to date or the child/children will not be allowed to compete in the athletic events if payments are delinquent. The Board of Christian Day School has set a registration fee per family using Child Care or Extended Care. They have also set a late fee of \$1.00 per minute for children being picked up after 5:30 p.m.

## **Church Attendance Requirement**

The Goal of the Policy: By enacting a church attendance policy for the school families of St. John's, we desire to bring families closer to God through the hearing of the Word and regular participation in the sacraments.

School families of St. John's Lutheran School must attend regular congregational worship services (Sunday morning, mid-week, special) equivalent to at least 50% of the Sundays per school year to receive the discounted tuition rate. (School chapel services are not considered congregational worship services, and therefore, do not count towards the 50%.) This is calculated on 39 services during the school year (September through May).

Failure to meet this goal will result in the discounted tuition rate changing to sister congregation tuition rate for the following school year. Placement on sister tuition will not affect membership in the congregation. If, during the next school year, church attendance has increased to 50% or more, the tuition status will revert back to the discounted tuition rate for the next school year.

Attendance figures will be based solely on attendance cards as they are collected at each worship service. Cards should be turned in the same day of worship. The count will be based on attendance of the family (by either the child or the member parent).

## **Crisis Plan**

### **Tornado and Fire Drills**

Emergency drills are required by law to be conducted once a month. In months when the weather is too harsh for fire drills, tornado drills and code red drills will be conducted.

### **Bomb Threat**

In the event of a bomb threat, the following action shall be taken:



1. The fire alarm will be pulled in order to vacate the building immediately.
2. The principal, or person in charge, will call the police.
3. If the threat occurs while school is in session, Janes School will be called so that St. John's students have a safe place to wait until the police deem our facility safe for occupancy. At that time, students will return to class.
4. Parents may check-out their child immediately with the classroom teacher.
5. Parents will be notified in writing immediately that a bomb threat was received and what procedures were followed.

### **Other Dangers**

St. John's Lutheran School has developed a plan that would go into effect if a crisis occurs that would involve a possible life-threatening emergency.

## **Curriculum**

### **Religious Instruction**

All students attending St. John's Lutheran School are required to take part in the religious instruction program. Seventh and eighth grade students take part in confirmation class whether or not they are members of St. John's. Pupils should have access to a Bible (English Standard Version) and Luther's Small Catechism.

All children attend chapel once a week. An offering is taken at each service to benefit selected mission projects throughout the world. Children are asked to wear clothing that shows respect for the house of worship.

### **Academics and Educational Opportunities**

The faculty and Board of Christian Day School provide a complete and challenging curriculum for all pupils. Instruction is given in religion, reading, mathematics, science, phonics, language arts, spelling, social studies, handwriting, art, physical education, music, Spanish, and computer use. A curriculum review cycle is in place to ensure that St. John's Lutheran is staying current with educational trends and using updated materials.

In addition to the core subjects taught during the regular school day, the students have many educational opportunities to enhance learning. These include:

- Accelerated Reader program
- Educational field trips
- Jr. Achievement
- Cherub Choir (1<sup>st</sup>-3<sup>rd</sup> grade)
- Children's Choir (4<sup>th</sup>-8<sup>th</sup> grade)
- Chime Choir (5<sup>th</sup>-8<sup>th</sup> Grade)
- Band (4<sup>th</sup>-8<sup>th</sup> grade)
- Four day Outdoor Education experience (6<sup>th</sup>-7<sup>th</sup> grade)
- Washington D.C. trip (8<sup>th</sup> grade)
- Accelerated Math: An eighth grade student at St. John's Lutheran School enrolled in a math course for high school credit may choose to not take the regular math course offered in grade eight. In that case, the student will use the scheduled

math time during the day for study time for the high school course. The grade obtained for the high school course will apply to the grade point average for eighth grade. Students are to bring in documentation for the grade on a quarterly basis so that honor roll status may be determined.

### **Media Center**

St. John's Media Center contains books for students at all grade levels. Scheduled times allow the use of research materials and time to check out books. Students are responsible for returning books on time so that a fine is not charged. Volunteer librarians help to maintain the library and to assist the students. The Racine Public Library bookmobile is also available for one hour each week, with a Racine Public Library card being required.

Also located in the Media Center is our computer lab. The lab is used for research at various times during the week. Grades are also scheduled into the lab for work on computer skills.

### **Field Trips**

Teachers are encouraged to take the students on educational field trips.

Procedures for field trips are as follows:

- Clear the date and place with the principal.
- Parents should be notified by the teacher prior to the field trip.
- Students will be transported by bus for all field trips. The teacher will make the necessary arrangements to reserve a bus prior to the field trip.
- Secure sufficient adult supervision.
  - Any parents who chaperone field trips will be responsible for their own admission and/or other expenses.
  - Chaperones are expected to abide by the chaperone policy.
- Avoid conflicts with school calendar.

### **Use of the Internet**

As a Christian school, St. John's Lutheran School believes that the benefits of having access to the multimedia center and the Internet are invaluable for both educators and students. Each and every user of the Internet at St. John's Lutheran School is expected to comply with the following guidelines and to fully recognize his/her responsibility when using its services, systems, and personnel. Each user is responsible for his/her actions in using the Internet.

Students will comply with the following rules.

- Students will respect all copyright and license agreements.
- Students will apply the same privacy, ethical, educational, and Biblical considerations utilized in other forms of communication.
- Students will only use the Internet and computers under faculty supervision.
- Students will use the resources and time on the computers wisely.
- Students will only access their work and folders.
- Students will only send email under the supervising teacher's address, being sure not to send harassing, junk, bulk, chain letters, advertisements, etc.

- Students will refrain from changing the settings on the computers, computer systems, or computer networks.
- Students will understand that any things saved on a flash drive or the school server will be treated as school property and may be reviewed by faculty.

### **Accelerated Reader**

The Accelerated Reader program encourages students to read books at their ability level and to take short tests of comprehension on the computer. Our library has many books which match the quizzes available for this program.

### **Homework**

The challenging course of study at St. John's requires that some study be done at home. This is not only necessary for preparing assignments for the following day, but it also helps to develop independent study habits for high school and college where even more work is required. When children learn to work independently at home, they will also find that later school experiences will be easier and more rewarding.

Homework also gives parents an opportunity to work with their children and to observe their progress and work habits. This can be helpful in establishing more meaningful parent/teacher consultations.

Parents can be of great help to their children by providing encouragement and a quiet place to study. If your child is unable to complete an assignment for good reason, please send an explanatory note to the teacher. If your child has consistent difficulty with assignments, an appointment with the teacher should be made, so that you can work together to find a solution.

## **Discipline**

Good behavior and self-discipline are necessary for the smooth operation of any school. Our objectives in school discipline are:

1. to emphasize the necessity of obeying God's commandments and applying not only the Law, but also the Gospel in administering discipline;
2. to lead the student to realize that self-discipline leads to a better relationship with peers, teachers, and anyone else in authority;
3. to bring each student to the realization that God is a forgiving God whose love is unconditional, thereby motivating us to do the best we can, out of love for Him.

From the beginning it is understood that we do not base our behavior on the rewards we will receive from those in authority. Rather, we conduct ourselves according to God's commands out of love for Him.

### **The Policy**

As a Christian school, we are to respond to others in the love of Christ and are guided by the commandments that God has given us to guide our lives here on earth. However, due to our sinful nature, we do sin and need discipline to grow in our understanding of properly treating others. Therefore, we have established a discipline policy to aid in student growth.

Recognizing that proper order in the classroom is essential to an environment conducive to good learning, that to maintain that order, a teacher must at times use appropriate means to enforce the rules of the classroom and school, and that deliberate offenses must have consequences, the following guidelines are suggested for use by teachers and administration.

There will be three levels of offenses: low, middle, and high.

Low – to be dealt with by any teacher. Repeated offenses will result in a phone call home, a detention and/or meeting with the principal.

- ❑ Gum chewing
- ❑ Disruptions in the classroom
- ❑ Dress code violation
- ❑ Excessive talking
- ❑ Lunchroom disruptions
- ❑ Using personal electronic equipment
- ❑ Inappropriate displays of affection
- ❑ Inappropriate speech

Middle – may be dealt with by the teacher and/or the principal. A first offense will result in a phone call home and a detention (depending on extenuating circumstances and age appropriateness.)

- ❑ Lying
- ❑ Cheating
- ❑ Truancy
- ❑ Habitual incomplete homework
- ❑ Failure to cooperate with authority
- ❑ Profanity/vulgarity
- ❑ Inappropriate bathroom behavior
- ❑ Missing a detention
- ❑ Tampering with technology equipment
- ❑ Improper use of computer and/or internet
- ❑ Poor sportsmanship at athletic events

High – any offense will be dealt with by the principal and will result in a phone call home and a full day in-school suspension. Some of these offenses will also entail notification of the police, in which case the student will remain at home until there is a meeting with the school board to determine continued enrollment in the school.

- ❑ Blatant disrespect towards authority
- ❑ Stealing
- ❑ Possession and/or distribution of alcohol, drugs, or tobacco
- ❑ Possession of a weapon at school
- ❑ Fighting
- ❑ Arson
- ❑ Leaving school grounds
- ❑ Vandalism
- ❑ Harassment and/or intimidation of students or staff
- ❑ Inappropriate touch or other sexual misconduct

- Any three detentions at the low and/or middle level will result in a conference between the parents, the teacher, and the principal.

- The next detention (a total of four) will result in a conference between the parents, the teacher, and the principal, and will also include a half -day in-school suspension.
- The next detention (a total of five) will result in a conference between the parents, the teacher, and the principal, and will also include a full day in-school suspension.
- A sixth detention will result in a conference between the parents, the teacher, and the principal, and will also result in a one-day out-of-school suspension.

Offenses at the high level may be dealt with individually, depending on the severity of the offense.

When there is a suspension (in- or out-of-school), students must return completed work from the time of the suspension when they return to the classroom. Work completed at an acceptable level will receive half-credit. Incomplete work will receive a zero.

A student may not participate in or attend any extra-curricular school, PTL, or other school sponsored activities on days when serving a suspension.

The principal will regularly present a summary of multiple (3 or more) detentions to the Board of Christian Day School, which reserves the right to call parents of repeat offenders in for a meeting to discuss possible further action

Severe offenses at the high level will result in a meeting with parents, teacher, principal, and board, at which time, expulsion from school may be considered.

It is to be noted that these lists are not complete, merely representative of offenses at each level. Repeated offenses will increase the level of the disciplinary action, up to and including expulsion from the school. Final interpretation of this policy is at the discretion of the teachers and/or the principal.

Detentions are served on the assigned days from 3:45 to 4:30 p.m.

### **Drugs or Alcohol**

No drugs or alcohol will be tolerated. If this policy is broken, suspension with probation or possibly expulsion will follow. *Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body. 1 Corinthians 6:19, 20.*

### **Weapons**

Any student found in possession of a weapon will be immediately suspended until the Board of Christian Day School can determine the nature of the offense. If the principal determines immediately that the intent was to harm, the police will be called. The Board will take appropriate action regarding the incident.

### **Desk, School Bags, and Locker Searches**

Desk, school bag, and locker searches may be conducted if deemed necessary by teacher. The student will be asked to be present. If reason for search involves something that would put others at risk or illegal substance is suspected, the principal will be in attendance.

### **Nuisance Items**

Your help is required in seeing that your child does not bring items to school that will interfere with regular school procedures. St. John's takes no responsibility for loss or breakage

of toys or other such items if they are brought to school. Teachers reserve the right to remove any object from a student's possession if it is causing a disruption. Candy and gum are included as nuisance items.

### **Cell Phones & Electronics**

Cell phones, electronic games, recording devices, cameras, radios, I-pods, etc. must be turned off and not visible at any time during the normal school hours. These hours are between 6:30 a.m. and 5:30 p.m. which includes before and after school daycare. Such devices will be confiscated with a \$10.00 non-refundable fee. This fee needs to be paid to the school office by a parent/guardian to get the confiscated item back. St. John's is not responsible for any damage or loss that may occur to the electronic devices while they are in our possession.

If a parent wants a child to carry a cell phone, it is to remain out of sight and turned off. If there is an emergency while at school, the student will have permission to use a school phone.

With teacher approval, students may use their own devices to collaborate with peers or by themselves to help further their academic success. Both the student and parent must have signed the acceptable use policy before the student may bring their own device to school. St. John's Lutheran is not responsible for any damage or loss to the personal device while on school property.

### **Harassment**

St. John's Lutheran School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student or employee by another student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have made false or frivolous charges will also be subject to disciplinary action.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school related activities. It includes, but is not limited to, any or all of the following:

1. Verbal Harassment: Derogatory comments and jokes with intent to harass; threatening or obscene words spoken to or written about another person.

2. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

3. Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words or drawings.

4. Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

It is the responsibility of St. John's Lutheran School to:

1. Implement this policy through regular meetings with faculty and board, ensuring that they understand the policy and its importance.

2. Make all students and parents aware of this policy and the commitment of the school toward its strict enforcement.

3. Remain watchful for conditions that create or may lead to hostile or offensive school environment.

4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the employee's/student's responsibility to:

1. Conduct himself/herself in a manner which contributes to a positive school environment.

2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.

3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.

4. Report all incidents of discrimination or harassment to a school official.

5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

It is the parents' responsibility to speak to their child(ren) about the importance of the meaning of the 5<sup>th</sup> commandment which tells us that we must not hurt nor harm our neighbor in any way. Parents should talk about the various forms of harassment and stress the importance of high moral conduct expected of a Christian.

Anyone who claims to be in the light but hates his brother is still in the darkness. Whoever loves his brother lives in the light, and there is nothing in him to make him stumble. But whoever hates his brother is in the darkness and walks around in the darkness; he does not know where he is going, because the darkness has blinded him.

***1 John 2:9-11***

### **Due Process for Students**

In the case of normal disciplinary procedures involving minor infractions, the principal and/or teacher will discuss the situation with the student. An explanation will be given explaining why the discussion is taking place and what the consequences, if any, will be.

If further steps are necessary, according to the Discipline Policy (4.23), an opportunity to respond to the charge at a later date shall be provided to the student and the parent. At the parent's request, a hearing will be scheduled with the Board of Christian Day School.

### **Enrollment**

Enrollment in St. John's Lutheran School is open to anyone wanting a Christian Education, whether or not they are members of St. John's Lutheran Church. Children entering kindergarten must be five years old before September 1 of the year they begin school.

Enrollment priorities for St. John's Lutheran School are as follows:

1. Members of St. John's Lutheran Church.

2. Nonmember families who have a child currently enrolled at St. John's.

3. Nonmember families who have the earliest date of request for enrollment.

Once we have enrolled a child, he or she will not be dropped from enrollment unless by the request of the parent or by decision of the Board of Christian Day School.

## **Statement of Non-Discrimination**

In compliance with the Internal Revenue Service Procedure 76-60 regarding racial nondiscrimination, St. John's Lutheran School affirms its position regarding its admission policy and its future intent with the following statement:

St. John's Lutheran School admits students of any race, color, national and ethnic origin to all 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 educational or admission policies, scholarship programs, athletic or other school administered programs.

In compliance with the Title IX of the Educational Amendments of 1972 St. John's Lutheran School affirms its position regarding discrimination on the basis of sex.

It is the policy of St. John's Lutheran School not to discriminate on the basis of sex in its educational programs, administration policies and practices, or employment policies.

## **Extra-curricular Activities**

### **Academic Eligibility**

Students are expected to use the knowledge and skills given to them by God to the best of their ability. Extra-curricular activities provide opportunities for students to use their God-given abilities for learning and development of skills. While extra-curricular activities are important, participation in these activities is a privilege that carries responsibilities for the students.

If a student receives one F or two D's at the end of a grading period, he/she will be ineligible for extra-curricular activities. Eligibility will be determined at the end of each review period which is at the time of each midterm and quarter report. This will result in seven review periods.

If grades or effort are not satisfactory at the end of the review period, the student will be placed on a two-week probation. During that time, there will be no participation in the extra-curricular activities. At the end of the two-week probationary period, if the student has performed up to expectations in the classroom, he or she will be allowed to participate. Monitoring will continue to assure that academic performance improves. Two probationary periods are allowed throughout the school year. If a student fails to meet expectations after that, he or she will not be allowed to participate in the activity.

Incomplete work at the end of a quarter is cause for ineligibility. The child may be able to rejoin his or her activity when all work is finished to the satisfaction of the teacher.

### **Athletics**

St. John's offers an interscholastic sports program for boys and girls who are in grades 5 to 8. Sports include volleyball, basketball, track, and cheerleading. A seasonal sports fee will be charged to all participants (no fee for track). All sports are under the direction of the Athletic Director. Further information is available in the Athletic Handbook found in the back of this handbook.



### **Cougar Classic Invitational Basketball Tournament**

The Cougar Classic Invitational Basketball Tournament is a yearly event held in the fall and hosted by the athletic department. Invitations are sent to area schools for boys' and girls' team participation. The event is held at Racine Lutheran High School.

Volunteers are needed for this fund raising activity. The funds are used to support the athletic program. Time spent helping with this event count towards the required service hours.

### **Quiz Bowl**

Students in grades 5 to 8 have the opportunity to participate in a quiz bowl, which is held at Racine Lutheran High School. The events include a spelling bee, quiz bowl, paper airplane toss, and an essay competition.

### **Chess Club**

Chess Club is open to students in grades 3-8. It is held one day a week after school.

### **Paw Print**

Paw Print gives 5<sup>th</sup>-8<sup>th</sup> graders an opportunity to create several school newspapers. It is held one day a week after school.

### **Dinner Theater**

Dinner Theater is open to students in grades 7 and 8. The students practice after school and present the play during an evening performance with a dinner served beforehand.

### **Battle of the Books**

This program is run through the Racine Public Library and is open to students in grades 4 and 5. A school coordinator divides the students up into teams of four, and each team member is responsible to read 10 books. A competition where students answer questions about events in the books is held in the spring.

## **Family Vacations**

A vacation request form is available in the school office or on the school website and must be completed by the parents whenever a child is to absent three or more days. This form should be completed with enough lead time that the teacher can prepare the necessary work for the student. Parents should also meet with the teacher to discuss the material which will be missed, so that the parent can help the student during the vacation period. Teachers cannot be expected to re-teach the missed material when the student returns. Students should have assignments completed when returning to school after a vacation. Tests will be made up at the discretion of the teacher.

## **Financial Matters**

Any money that is sent to school with a student, such as hot lunch, tuition, child care, etc., should be placed in an envelope with the child's name, the amount and the purpose of the

payment. **Please do not put payments for more than one purpose in the same envelope, since these items are handled by different people.**

### **Registration and Tuition**

St. John's Lutheran will use the following registration procedure:

1. A tiered registration fee process will begin in February.
2. Registration is considered complete when the fee is paid in full and paper work is complete.
3. Registration does not guarantee a spot in the class if all fees from the previous year are not completely paid.
4. The registration fee is non-refundable except if the pupil is denied enrollment or the family moves out of the area.

Tuition payments for the school year begin in July and are spread over eleven months. A 5% discount is given when full tuition is paid by July 15th. (This discount does not include Pre-Kindergarten payments.)

### **Tuition Collection**

In order for St. John's Lutheran School to have sufficient cash flow for a smooth operation of the school, families must pay their tuition promptly each month. The following procedure will be enacted for delinquent accounts:

1. If a tuition payment is not received in 7 days from the due date, the school secretary will call the family to remind them that payment is due.
2. If payment is not received within 14 days of the due date, the principal will call to arrange a meeting to work out alternative arrangements for the payment of tuition. If alternative arrangements are made, a written contract will be written by the principal and a signature will be required by the delinquent party agreeing to the terms of the contract. The terms of the contract should state that payment will begin or be made within the current month.
3. Within 15 days, if the terms of the contract are not met or begun as stated, the chairperson of the Board of Christian Day School will then call the delinquent party to inquire about the status of the payment due and to invite them to the next board meeting. If, within one week after the phone call or subsequent presence at the board meeting, there has been no payment, a letter will be sent stating that the student(s) will not be allowed to participate in extra-curricular activities until the terms of the contract are met. It is important that an open communication with the parent, principal, and board continues so that the matter can be resolved in a way that benefits both the family and the school.
4. If an outstanding tuition balance or any associated school fees remain at the end of the second quarter and the above procedure has been followed, the student(s) will not be allowed to be further enrolled at St. John's for the current year. A

letter will be sent stating this ruling and the account will be sent to a collection agency.

5. The same procedure will be followed for the 3rd and 4th quarters of the school year. However, if an outstanding balance has not been met by two weeks before the end of the school year, a letter will be sent via registered mail to the family from the Board of Christian Day School. This letter will inform the family that they have 10 school days to pay the tuition balance. If the balance is not paid in full at the end of the ten days, the account will be turned over to a collection agency and students may not register for the following school year until payment is received.
6. If the family that is behind in tuition has an eighth grade student, please note that the student will not receive the report card or diploma.
7. The principal will keep the Board of Christian Day School informed of any delinquent payments past 14 days.

### **Scholarships Available to Eighth Graders for Lutheran High**

Forensics Night: Through matching funds from Thrivent and the PTL, students can earn a scholarship by preparing a speech on topics of interest. These topics in the past have included abortion, drugs and alcohol, ethics in government, etc. The faculty coordinator will supply a more complete list and procedure for entering this contest.

Lutheran High Scholarship: A scholarship is awarded to the valedictorian and to the salutatorian if they choose to attend Lutheran High School.

PTL Scholarships: Four scholarships are provided by the PTL and applied for through an essay stating why the applicant would like to attend Lutheran High School. Any eighth grade student may apply for this scholarship. Membership at St. John's Lutheran Church is not a requirement. The essay should be placed in a folder and should be turned in to the school secretary.

The Leone Mueller Scholarship: The next three students who are attending Lutheran High School and who academically follow the valedictorian and salutatorian are eligible for this scholarship. Applications are not required.

### **Transfer of Records**

Being that St. John's Lutheran School participates in the Parental Private School Choice Program, we are now held accountable under certain state statutes.

According to Wisconsin statute 118.60 within 5 working days, a school district and a private school participating in the program under s. [118.60](#) or in the program under s. [119.23](#) shall transfer to another school, including a private or tribal school, or school district all pupil records relating to a specific pupil if the transferring school district or private school has received written notice from the pupil if he or she is an adult or his or her parent or guardian if the pupil is a minor that the pupil intends to enroll in the other school or school district or written notice from the other school or school district that the pupil has enrolled or from a court that the pupil has been placed in a juvenile correctional facility, as defined in s. [938.02 \(10p\)](#), or a secured residential care center for children and youth, as defined in s. [938.02 \(15g\)](#). In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care

center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of or in addition to that which is provided by public, private, and tribal schools.”

## **Health and Medication**

Each kindergarten child must have a physical examination by the family doctor along with the proper immunizations before school begins.

If a child contracts a communicable disease or head lice during the school year, please follow health department guidelines in determining when the child may return to school.

A special form for administering medications on a regular basis is to be filled out by the parents. This is available from the teacher or from the school office. State law requires that medications be sent to school in its original container, whether it is prescription or over the counter. No medications are administered to children less than five years of age.

Dental and medical appointments should be made during non-school hours. If that is not possible, the student should be in attendance for most of the day.

## **Hot Lunch and Milk**

St. John's operates a full hot lunch program with nourishing lunches served on a daily basis. Students who bring cold lunches may purchase milk. Names should be clearly written on cold lunch containers. Since all kindergarten children drink milk as part of the school program, the annual cost of milk should be paid at the beginning of the school year. According to school and federal policy, there is to be no fast food or soda brought into the cafeteria during lunch hours.

## **Lutheran Schools Week**

Each year St. John's participates in Lutheran Schools Week, along with Missouri Synods schools all over the country. Either beginning or ending the week will be a special Sunday service at 10:15 in the church. All students are asked to participate. Special activities are planned for that week in school to draw attention to the fact that we are a Lutheran school. An open house on that Wednesday morning is held, alternating by year, for parents and grandparents. Our guests are welcome to stay for lunch with the children.

## **National Lutheran School Accreditation (NLSA)**

NLSA has been established by the Lutheran Church-Missouri Synod as a way of recognizing top quality Lutheran schools. This is done by having the school go through a self-study, comparing itself with a set of national standards. When the self-study is complete, a visiting team comes to the school for a 2-3 day visit. The purpose of this visit is to validate the self-study. St. John's Lutheran School has received NLSA accreditation in 2001, 2008, and 2015.

## **Newsletter**

Each Friday, the school office publishes “Cougar News.” This newsletter is sent home with the youngest student in the family. The newsletter announces upcoming events, reminders, sports activities, and/or the lunch menu for the coming week. We have two suggestions for parents. First, ask your child for the newsletter each week. Second, do not wait until Sunday night to read it – you may already have missed an important event or activity.

## **Parent Concerns**

### **Concerns with a Staff Member**

Communication is an important key to good relationships. For the sake of the school children, we want the best possible relationship between the school and the home. In the best of situations, concerns and/or disagreements can arise. We, as Christians, are charged by God’s Word to treat each other with love, concern, and truthfulness.

To that end, the following procedures will be used with conflicts at school.

1. If a parent, legal guardian, or teacher has a school related conflict with another person, s/he is encouraged first to discuss the situation with that person. If necessary, the principal may accompany the parent to speak with the teacher.
2. If no satisfactory solution can be found, the principal may become involved to help find a solution.
3. If a solution still cannot be found, the Board of Christian Day School may be approached.

A group of people may be aware of sharing common concerns. Such a group should also follow the above outlined procedures. Care should be taken that the matter does not deteriorate into gossip, which is strictly forbidden by Scripture. This can be accomplished by discussion with the concerned parties.

### **Phone Calls to Teachers**

Phone calls to teachers will no longer automatically be forwarded to them during instructional time. Messages will be taken and given to the teachers so they may return calls at their convenience. We do this to minimize interruptions to the students' learning time.

### **Notes from Parents**

There are occasionally times when a parent has notes, information, invitations, etc. they wish passed out in their child’s class. In order to handle things in a timely manner, please clear these items with the principal before the actual day the sharing is to take place.

## **Parent Service Hours**

A school such as St. John’s has many jobs for which parents can be indispensable partners – jobs which help us to provide a better education for the students. Research has shown that children whose parents are active in their school are more successful socially and academically. When registering their child(ren), parents are asked to sign up for activities or events best suited to their abilities and time constraints. At least fifteen hours are required of

each family – ten hours for single parent families. A \$15.00 fee will be assessed for each hour not completed. Service hours are performed by immediate family members only and are non-transferable.

### **Field Trip Chaperones**

Guidelines:

1. Chaperones may be parents or grandparents; or aunts, uncles or siblings who are at least 21 years of age.
2. Teachers should leave a list of chaperones with the school office before leaving on a field trip.
3. Because of the responsibilities which chaperones are accepting, other children who are not part of the class may not be taken on the field trips.
4. Teacher should assign a specific group of students to each chaperone, who is responsible for keeping track of that group of students.
5. If walking to the field trip location, chaperones will keep their small group together for the sake of safety.
6. Teachers and chaperones need to keep an accurate count of the students in their charge during the field trip. It is wise to periodically “count noses.”
7. Chaperones will remain with their group at all times while on the field trip.
8. Teachers and chaperones will avoid using their cell phones while on the field trip, unless for emergency purposes.
9. No alcohol or drug-influenced person will be permitted on the field trip, nor should alcohol or drugs be consumed during the field trip.
10. For health and safety reasons, as well as setting an example, there will be no smoking during field trips.
11. Chaperones’ attire should be consistent with expectations of students.

### **Parent Teacher League**

The Parent Teacher League is known as the PTL. Its voting membership consists of parents and teachers of St. John’s Lutheran School. The whole membership meets at regular times during the school year for short business meetings and family activities. The activities and events sponsored by the PTL may change from year to year. The fund-raisers are good opportunities for parents to fulfill their service hours to the school.

### **Fund Raisers**

Each year the PTL executive board plans funds raisers for the purpose of assisting the school with special programs. Examples of these fund-raisers include Market Day, Scrip, and other various sales.

### **Market Day**

Market Day is a monthly food cooperative. Order forms are sent home once a month with the school newsletter, and the food orders are picked up approximately two weeks later. This program contributes significantly to special projects that benefit the school children.

### **Scrip/TRIP**

Scrip is an on-going fund-raiser in which certificates and gift cards from grocery stores, gas stations, department and specialty stores, restaurants, etc. are purchased for face value. The school, in turn, gets to keep a percentage of the cost. Each Monday, order forms are turned in and the certificates and gift cards are sent home that same week. This is a very simple way to support the school. Parents may designate the profits from their purchases to individual tuition accounts. (TRIP = Tuition Reduction Incentive Program)

### **Other Activities**

Several times during the school year, the PTL sponsors roller skating parties at the roller rink. All ages, including parents, are invited to join in the fun. The sock hop and carnival are also sponsored by the PTL. A musical or play is presented in alternating years with a talent show. This is a night which in which the talents of the students are shared with families and friends.

## **Pupil Progress Reporting**

### **Honor Roll**

Students in grades 4 to 8 have the opportunity to be named to the honor roll. Students with a B average or higher for any given quarter are listed on the honor roll. Students with an A-average or higher are listed on the high honor roll.

### **Mid-Quarter Reports**

Mid-quarter reports are sent home in grades 1 to 8. These reports indicate the progress of the student to that point in the quarter. Parents should set up an appointment with the teacher to discuss problem areas. These reports are to be signed and sent back to the teacher within three days.

### **Packs**

Packs containing students' work are sent home on a regular basis. Please contact the teacher if you have questions about the contents of the packs.

### **Parent/Teacher Conferences**

Two days are set aside during the fall for parent/teacher conferences. All parents are invited to consult frequently with the teacher regarding their child's progress. If you wish to confer at other times with the teacher about your child, please make an appointment with that teacher.

### **Report Cards**

Report cards are issued at the end of each quarter.

### **Standardized Testing**

Standardized tests are given to students in grades 1-8. St. John's Lutheran utilizes the following standardized tests: Iowa Tests of Basic Skills, Cognitive Test for Mental Ability,

Wisconsin Knowledge and Concepts Examination, and Smarter Balanced Assessment. We urge all families to consider the importance of students being in attendance during standardized testing times.

## **School Hours**

School begins at 8:50 a.m. Children should not be on school property until 8:40 a.m. The school day ends at 3:45 p.m. Children who are not staying for academic practices or other school events must be on their way home by 4:00 p.m. All children who arrive before 8:40 a.m., or who have not been picked up by 4:00 p.m. will be sent to extended care. Children will not be allowed to wait for parents on the playground after 4:00 p.m.

Three year old pre-school classes meet mornings from 8:50 a.m. to 11:30 p.m. on Tuesday, Wednesday, and Thursday. The kindergarten 4 class meets every day from 8:50 a.m. to 11:30 a.m. The kindergarten meets every day from 12:30 p.m. to 3:45 p.m.

## **School Security**

All doors are kept locked during the school day. The Kewaunee Street door is opened when students are released. A doorbell to the left of the doors is available to allow access to the building. Any visitor wishing to enter the building during regular school hours is asked to sign in at the office.

## **Student Concerns**

### **Names on Personal Property**

Your child's name (not initials) should be placed on items such as clothing, boots, lunch boxes, gym and athletic equipment. Too many items remain in the lost and found box at the end of the year. If your child comes home with articles that do not belong to him or her, please return them to school as soon as possible. Also, please realize that periodically the items in the lost and found are taken to the Lutheran High thrift shops.

### **Party Invitations**

Party invitations may be distributed at school only when they are to be received by every girl and/or boy of the class. If every member of the class is not to be invited, parents must distribute the invitations in another manner apart from the school setting.

### **Telephone Use**

In case of emergency, a child may make arrangements with the principal or teacher to use the school phone. Permission will not be given for social calls.

## **Student Dress Code**

1. The appearance of students should reflect a Christian lifestyle (being in the world, but not of the world). Pupils should not wear anything that is indecent, immodest, or distracting. This includes, but is not limited to:



- a. no bare midriffs during normal movement
  - b. clothing that is too tight or too low, such as spandex or leggings without the proper mid-thigh coverage.
  - c. skirts and shorts that are too short, shorter than the longest finger with hands at side.
  - d. and any shirts with questionable wording. Any shirt, blouse, or sweatshirt with pictures or lettering advertising tobacco, alcohol, drugs, or displaying vulgarity, negative or suggestive sayings or pictures will not be permitted at school.
  - e. Necklines must provide proper coverage.
  - f. Pants must fit at a level that prevents them from falling below the hips and no visible underwear exposure.
2. Pupils must shower, bathe, and shampoo regularly. All clothing should also be neat, clean, and without holes, rips, or tears.
  3. Hair styles, both boys and girls, should reflect careful and neat grooming Unacceptable fads include, but not limited to, mohawks and tails. Hair should be under control and give evidence of combing. Boys' hair must not be excessively long, obstructing vision or reaching below the collar of a dress shirt. No unnatural hair color will be permitted.
  4. Shorts may be worn to class from May 10 to October 10 at the discretion of the parents. Shorts may not be worn before or after those dates unless a shorts day is declared by the principal. Extremely short shorts (the bottom of the shorts' leg must be at or below the longest finger, when hands are at the side), spandex shorts, and tank tops without shirts may not be worn at school. Tank tops must have 2 inch width for straps without an additional covering.
  5. In accordance with State Law, shoes must be worn in the classroom at all times.
  6. Pajama pants need to be reserved for pre-determined special event days. At those times, they must be worn in the proper position.
  7. Make-up may be worn by 7<sup>th</sup> and 8<sup>th</sup> grade girls. Make-up should be limited to natural colored lip gloss and natural looking mascara.

Dress code may be more strictly enforced in the upper grades as many of the clothing concerns are more applicable to middle school students. The professional staff and administration of St. John's Lutheran School reserve the right to make determination on what is acceptable and/or appropriate dress in the implementation of this policy.

## **Transportation**

### **Bus**

All students living two miles or more from school, and living in the legal attendance area for St. John's Lutheran School, are entitled to receive free transportation. Students living outside the area may apply for an exception to the Racine Unified Transportation Office (There is a fee for exceptions.) Racine Unified School's administration determines bus routes and stops. Parents having further questions about bus transportation may call the Unified School District office (631-7138). A map denoting school attendance areas is available in the school office.

St. John's students are expected to follow all bus rules. As Christians, we model a Christian life style wherever we may be. Therefore, no fighting, teasing, or inappropriate language will be tolerated. For safety reasons, each person riding the bus will stay seated and

talk quietly. The bus driver is the authority during the trip to and from school, and riders are expected to be cooperative with the driver at all times. Anyone who is uncooperative may be notified by the bus company and possibly will be suspended for a period of time.

No student will be allowed to ride another bus for any reason. Durham School Services is the bus company. The phone number for Durham is 886-1312.

### **Car**

If a child does not ride a bus and must be picked up from school by someone other than a parent or guardian, a signed note or verbal notice, including the name of the person providing the transportation, should be given to the teacher. When dropping off or picking up children at school in the morning or afternoon, please make use of the parking lot on Kewaunee St. or the playground. It is against the law to park in front of the school from 7:30 a.m. to 4:30 p.m. This also applies to “No Parking Zones” around the church and school.

### **Background Checks**

Background checks will be required every three years for individuals that work directly with the students at St. John’s Lutheran. The principal will oversee the completion of the background checks.

### **Anti-Bullying Policy**

## **St. John’s Lutheran Anti-Bullying Policy**

**B**uilding  
**U**p  
**L**oving  
**L**ifestyles for  
**Y**outh

*Jesus replied, "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."*

*Matt. 22:37-39*

## **Purpose**

The purpose of this policy is to set out the procedures for dealing with incidents of bullying in a Christ-like manner in our St. John's Lutheran School community.

## **Scope**

This policy sets out policies and procedures for dealing with relational/social, verbal, intimidation and cyber-bullying whenever and wherever it might occur in relation to students and staff of St. John's Lutheran School.

## **Responsibility**

The principal is ultimately responsible for ensuring this policy is in place and followed.

## **Definition**

Bullying is when a perceived weaker person is repeatedly and unwillingly exposed to negative actions on the part of one or more people.

## **Statement of Philosophy**

St. John's Lutheran School strives to provide a Christ-centered education and is committed to creating a learning environment free of bullying and harassment. This promotes respect and equality among students as children of God.

## **Procedures**

1. The teachers developed the anti-bullying policy. Parents were given the opportunity through a notice in the school newsletter to give opinions or suggestions about the St. John's Lutheran Anti-Bullying Policy.
2. To make sure everyone knows about the St. John's Lutheran Anti-Bullying policy, the following will happen each school year:
  - a. The teachers will go over the policy with their classes.

- b. The policy will be published in the school handbook.
  - c. The policy will be placed on the school website.
  - d. The teachers will go over the policy at the before school parent-teacher meeting.
  - e. The policy will be published in the school newsletter.
  - f. A copy of the policy will be posted in each classroom.
3. If a student is bullied at school, they should report the incident in a timely manner to any teacher, the principal, a staff member, or coach. The student will receive a reporting form which he or she will fill out and return to the principal.
  4. The adult will praise the victim for coming to him or her right away, and listen to what the victim has to say without any judgments being made. The adult will reassure the victim and affirm what the victim said to him or her. The adult will tell them that they will look into the issue quickly. The adult will keep the issue private and offer the victim the opportunity to talk to the pastor.
  5. Reported witnesses to the bullying incident will be asked to fill out a witness statement form.
  6. Upon review of the reporting form, speaking with witnesses, and talking with all involved parties, the principal and teacher will determine what consequences the bully should have by the severity of the situation. The teacher or principal will have a follow-up conversation with the victim. The teacher and/or principal may also serve as a mediator between the bully and the victim if the need arises.
  7. The parents of both the victim and bully will be contacted by phone by the principal or teacher.
  8. If the family disagrees with the decision, they may appeal to the school board in writing.

August 14, 2015