



# **School Handbook**

## **2016-2017 School Year**

**“Hold on to Jesus”**  
**Colossians 1**

*Hold on to Jesus, the One who is holding on to you.*

## **MISSION STATEMENT**

***St. John Lutheran School equips children  
through excellent Christian education  
to courageously serve Christ in a changing world.***

## **OUR PHILOSOPHY OF EDUCATION**

St. John Lutheran School in partnership with the church and home provides students with a foundation of faith on which each child develops their God-given abilities to lead productive lives. This team of parents, students and teachers can make a strand of three that is not easily broken. We believe as Proverbs 22:6 states:

**“Train up a child in the way he should go,  
and when he is older he will not leave it”**

The purpose of St. John Lutheran School is to assist parents in providing a Christian education for children of the congregation and community, so they may, through God's Word and Spirit, know God and His forgiving love in Jesus Christ. Together we encourage children to respond to that love with lives of Christian faith, worship, love, and service while identifying themselves as children of God, members of Christ's body. As they grow in self-understanding and self-acceptance, they will relate responsibly to God's creation and develop their talents and skills to their greatest potential. We will foster participation in the activities of the church and school for self-growth and to strengthen the community of believers. Jesus stated the importance of spiritual nurture with these words:

**“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, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age.” (Matthew 28:19-20)**

The Word of God stresses the importance of teaching and modeling Godly principles in Deuteronomy 6:

**“Love the Lord your God with all your heart, and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” (Deuteronomy 6:5-7)**

St. John Lutheran School is a partner with the home in nurturing a child's life with God. We believe the uniqueness of St. John Lutheran School lies in the following: instruction from a Christian perspective; the impact of professionally trained Christian teachers; the potential to meet the child's spiritual, intellectual, physical, social, emotional, and aesthetic needs in a Christian environment; and the opportunity and motivation to

witness for Christ in Christian worship, living, and service. Parents are, therefore, encouraged to contact the teacher(s) on matters pertaining to their child's welfare.

"A strand of three is not easily broken." The pattern of worship, prayer and devotional life practiced in the home as well as the school reaps great blessings. May God grant us the strength and courage to guide the next generation of Christian students into lives of witness and service wherever God may lead them.

## **OUR CHRISTIAN SCHOOL AT ST. JOHN, ELLISVILLE**

St. John Lutheran School is an integral part of the church's ministry to the next generation. Its purpose is to serve the Lord, in harmony with the family and within the framework of the total ministry, to "bring them (our children) up in the training and instruction of the Lord." *Ephesians 6:4* We want our children to understand that Jesus Christ is the way, the truth and the life.

The ministry of St. John is part of the Lutheran Church Missouri Synod. Our key beliefs are expressed throughout the teachings of our congregation and school:

- Our teaching about God and the Christian faith are taken from SCRIPTURE ALONE, not from denominational councils, ecclesiastical leaders or by a congregational vote.
- Our relationships with God and each other rest on GRACE ALONE, God's undeserved love for the world and the forgiveness He has provided by the death and resurrection of Jesus Christ.
- Our personal connection to God's Word and His grace is established by FAITH ALONE which trusts His Word as a faithful guide in this life and clings to the assurance of our future life with God in heaven.

## **THE HISTORY OF ST. JOHN LUTHERAN CHURCH & SCHOOL**

ST. JOHN LUTHERAN CHURCH AND SCHOOL dates back to 1851 when a group of 20 families founded the Evangelical Lutheran Concordia Congregation near Ballwin, Missouri. A small log church was erected which also served as a school. In 1871 a second church building was constructed on one acre of land that had been donated on Manchester Road in Ellisville, MO. In 1874 the church purchased 24.19 acres of land from the man who had donated that one acre of land. In 1878 a school was constructed on the new property, and that same year the name of the congregation was changed to St. John. By 1946, school enrollment had increased to the point where the congregation constructed a three-room brick building with a basement. Throughout the 1950's and 1960's more classrooms were added as well as a gymnasium. In 1992 additional classrooms were constructed.

Construction began on the Cornerstone Youth Center in 2000. Cornerstone was completed in the fall of 2001 and provided classroom space for our 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. In June of 2001 the 1945 brick schoolhouse was torn down and construction began on a new Ministry Center completed in November 2003 that is home to many

ministries, including our Early Childhood Program. In 2005, the St. John congregation began a “Generation to Generation” capital campaign to provide a new school addition and allow the school to expand enrollment in June of 2007. In the fall of 2007, the completion of the Next Generation Center opened with classroom spaces for grades 2-8, a new library, a Science lab, Spanish rooms, and a 2<sup>nd</sup> Computer Lab with laptop stations.

St. John Church offers lots of activities, worship opportunities and programs for families including dynamic children’s and student ministries. It’s a great place to be on your LIFEjourney!

## **Our Core Values**

St. John Lutheran School has a long and rich history of providing for the intellectual, spiritual, physical and emotional development of young people. Our Early Childhood, Elementary and Middle School programs operate with four core values as the guiding principles for our strategic planning and decision making on the way to realizing our mission. They are:

**Academic Excellence**—Maintaining a learning culture of high expectations and relevant rigor with low anxiety allows students to maximize their potential in all subject areas. St. John students routinely score in the 80<sup>th</sup> percentile or above when normed with other private schools administering the Stanford Achievement Test across the nation.

**Leadership Development**—Fostering personal confidence, character and a heart for service are goals at every level of the school. Middle School students are given multiple opportunities to demonstrate leadership with younger students, as part of their peer group, and in whole-school activities such as Chapel and fund raisers.

**Spiritual Growth**—Encouraging young people to draw nearer to their Savior and strengthen their Christian convictions is part of what sets St. John apart from other schools in the area. Through weekly Chapel, daily Bible study, prayer and mission projects, children come to know the love of Jesus and walk in the way that leads to eternal life.

**Quality Learning Environment**—Providing a safe and fun place to actively participate in their learning gives students the surroundings and resources to be truly successful. From our degreed and dedicated teaching staff to innovative technology integration, we are intentional about nurturing an environment of inquiry, respect and collaboration.

## **ACCREDITATION**

St. John Lutheran School is triply accredited by the National Lutheran School Association, AdvancEd and the Missouri Chapter of the National Federation of Nonpublic School State Accrediting Associations. Accreditation is done for the purposes of validating the educational mission, program, goals and objectives of our school. 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 reasonably be accomplished.

SJLS is also a member of Association of Christian Schools International (ACSI) and Lutheran Elementary Schools Association (LESA).

## **ADMISSIONS POLICY**

St. John Lutheran School in Ellisville, Missouri, admits students of any race, color, creed, nationality, ethnic origin or personal belief to all the rights, privileges, programs, and activities generally accorded to its students.

St. John Lutheran School does not discriminate on the basis of race, color, creed, nationality, ethnic origin or personal belief in the administration of its policies and programs.

New students are accepted provisionally for the first month of attendance at SJLS.

## **ENROLLMENT & ENTRANCE REQUIREMENTS**

### **FIRST-TIME ENROLLMENT**

Parents desiring to have children enrolled in the school for the first time must apply through the school office. An interview with the principal will be necessary along with providing recent report cards, standardized testing and teacher recommendation forms.

#### **AGE OF ADMISSION:**

EC2	2 years on or before July 31 (may still be in diapers)
EC3	3 years on or before July 31 (must be potty-trained)
EC4	4 years on or before July 31
Jr. Kindergarten	5 years by August 1 and before September 30
Kindergarten	5 years on or before July 31
Grade 1	6 years on or before July 31

## **STEPS FOR ENROLLMENT**

1. Arrange for family interview with school principal. (Please bring a copy of current grades.)
2. Complete enrollment form.
3. Pay enrollment fee (to be submitted at the same time as enrollment form).
4. Transfer copies of official transcript as appropriate (health, attendance, grades and standardized testing).

Note: We also encourage new students who are entering our elementary or middle school programs to “shadow” for the day.

## **RE-ENROLLMENT**

All parents who wish to re-enroll their child must make application in the school office. The early enrollment process takes place in January and February of the calendar year. A non-refundable enrollment fee is due at the time of application.

## **GOVERNANCE**

The policies and activities of St. John Lutheran School are governed and guided by the Board of Directors and members of St. John Church through its elected leadership. The lead administrator, our School Principal, reports directly to the church leadership.

## **FINANCIAL SUPPORT**

St. John Lutheran School is maintained by members of St. John Lutheran Church and School. The combined costs of staff salaries, janitorial services, supplies, books, and equipment represent a large outlay of money within a single ministry area on a per capita basis. All members of St. John congregation, whether they have children enrolled or not, lend financial support to the School ministry. Parents are reminded to be faithful in bringing their tithes to the house of the Lord on a regular basis. *Malachi 3:10*.

Tuition collection takes place either by payment in full by July 1<sup>st</sup> or a commitment to regular checking/savings account automatic monthly deduction. If a family's financial situation changes in the course of the year, they must contact the Director of Operations and Finance to work out a plan to meet their financial obligation or provide financial assistance. St. John provides tuition assistance based solely on financial need which is objectively and confidentially determined by an outside agency, Tuition Analysis Data Services (TADS). Enrollment fees are non-refundable unless a family is relocated by their employer prior to the start of the school year.

NOTE: In order to keep tuition low, we do not charge the full amount needed to provide a quality educational environment and experience. The difference is funded in two primary ways:

1. The Annual Fund Campaign
2. Parent Teacher League (PTL) event-based fundraisers

## **PARENT INVOLVEMENT OPPORTUNITIES**

The Parent / Teacher League (PTL) offers the opportunity to become more involved in the total life of the school. PTL's three-fold purpose is to:

- A. Support the school financially through significant fundraising each year,
- B. Support the school by providing volunteers' time and talents, and
- C. Build Christian community by planning, promoting and hosting fellowship opportunities throughout the school year.

All parents are encouraged to become involved in ways that allow them to be blessed and to be a blessing to others. Research indicates that positive parent involvement in the school life of their child directly affects student success in school. It is our expectation that all parents of children will be involved in some area in the life of the school. The PTL leadership committee provides a large list of classroom and school-wide activities that need volunteer participation to successfully support the classroom teachers as well as the entire organization.

## **CODE of CONDUCT**

Since St. John Lutheran School is dedicated to His honor and glory, all of us must represent our school with behavior and attitudes that are pleasing to Christ and further the cause of His kingdom. Our conduct and speech should always seek to follow God's directive to "love Him above all and our neighbor as ourselves." In order to direct our behavior down the path our Lord sets before us in the Bible, the Cougar Code has been established and is displayed in each classroom:

- C**ome ready for academic success
- O**nly act in a very respectful manner
- U**se the JOY model (Jesus-Others-You)
- G**ive my gifts and talents back to God
- A**ccept responsibility for my words and actions
- R**espect the differences in others
- S**how God's love to everyone I meet

Our goal at St. John is to work together with families to encourage positive growth in the area of discipline:

- We believe that a student is responsible for his/her own actions.
- We believe that students have choices in how they behave.
- We believe that when we work together we can reinforce positive behavior and

redirect negative behavior so that students are affirmed as they make choices and learn from mistakes.

- We believe students will learn to recognize that there are natural consequences as a result of his/her choices.

## Bullying

**St. John Lutheran School is committed to each student's success within a caring, responsive, and safe environment that is free of discrimination, violence, bullying and other forms of harassment. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. While there will always be conflicts of one sort or another, we want to foster a school culture in which students who choose to bully will hear from their peers and their teachers: "We don't hurt other people here."**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both those who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

***An Imbalance of Power.*** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

***Repetition:*** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying may include actions such as making threats, spreading rumors, attacking someone physically or verbally with name calling or other taunts, and excluding someone from a group on purpose. Such actions should be brought to the attention of an adult. Such actions are unacceptable and will be dealt with quite seriously.

## Team Responsibilities in Response to Misconduct or Conflict

**Student Responsibility**—As members of a Christian community who are concerned for one another, students are expected to follow the guidelines of our Lord Jesus Christ (Matthew 18:15-17) when aware of violations of the school standards. This will usually mean the following:

**First:** Personally confronting the person and encouraging him to stop the violation and to make known the problem to those in authority. The problem should not be communicated to other students who are not immediately involved.

**Second:** Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.

**Third:** It is the responsibility of the student, in obedience to the Lord's command, to report a violation to school authorities so that the one who has committed the violation can be helped. Inability or failure to follow the first two steps should not keep a student from following the last.

When conflicts arise between students, they will be encouraged to work towards peace using steps outlined in *The Young Peacemaker* by Corlette Sande. This approach to conflict resolution is based on Matthew 18:15-16. Students will be asked to handle the conflict in one of the following ways: talk it out, or get help. Our staff has been trained to help students through a mediation process. Visual reminders are posted in all classrooms to reinforce these concepts.

#### Teacher Responsibilities

Teachers will encourage students to follow school-wide expectations through reminders to be responsible, safe, and respectful. Individual teachers will handle inappropriate behavior in his/her own classroom. It is expected that most disciplinary problems will be resolved between the student and teacher. It is also the role of the teacher to communicate between student, parent, and administration regarding inappropriate behavior. The teacher will maintain a record of these behaviors.

#### Parent Responsibilities

According to Scripture, the parents of the student bear primary responsibility and authority of teaching their children and for rearing them in the nurture and admonition of the Lord. Parents are expected to support the discipline policy as established by the school staff/administration. Open communication with school staff/administration is essential and expected.

#### Administration Responsibility

It is the responsibility of the administration to support the teachers/staff. Administration will also intervene in the event of inappropriate behavior, as needed. The administration will also maintain communication between parents, students, and teachers.

**Our primary action as educators will be to encourage healthy, appropriate and positive behaviors. We also recognize that each mistake is an opportunity to learn. While it is impossible to address every situation or incident that may arise, the following information has been developed for the purpose of providing guidance to the students, parents, faculty, and administration. The nature and seriousness of a particular situation or incident may result in disciplinary action by the staff and administration as set forth in these guidelines.**

## **Consequences for Misconduct**

Possible consequences for inappropriate behavior include, but are not limited to, the following:

- Counsel and consultation
- Verbal redirection and reprimands
- Loss of privileges
- Parent/teacher/student conference
- Behavior contract
- In-school suspension
- Out-of-school suspension
- Expulsion

## **DEALING WITH GRIEVANCES**

**“If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.” Matthew 18:15 (NIV)**

If any student or parent has a grievance against a teacher, the proper procedure according to God’s Word is as follows:

- The individual should discuss the matter privately with the teacher. This allows for direct communication and understanding to be achieved along with apology, forgiveness and reconciliation to occur as appropriate.
- If the matter is unresolved, it should be brought to the Assistant Principal or Principal of the school.

## **CURRICULUM**

The curriculum and courses of study at St. John Lutheran School comply with best practice methodology and achievement objectives that align with state and national educational standards. Each classroom teacher has on file a description of the curriculum for his/her grade. A Curriculum Guide outlining the scope and sequence for the entire school can be found on the school website. It should be noted that textbooks are not considered curriculum, but rather serve as resources for teachers and students to attain curricular goals. Although textbooks are purchased from a variety of publishers, all material is taught from a Christian perspective. The Bible helps shed the light of God’s design and intent in viewing His created world. Curriculum is subject to on-going review and revision.

## AREAS OF LEARNING:

Religion: All students are required to take religious instruction. Religion studies include: Chapel Worship\*, Biblical knowledge, Catechism and Memory Work\*\*, along with Church History

\*Weekly Chapel occurs on Wednesdays beginning at 8:30am, for all students in grades Kindergarten through grade 8. This is an opportunity for our children to join together in public worship, to learn proper behavior as a worship participant, and to develop a sense of Christian stewardship. The offering, which is a part of worship, develops a sense of the stewardship in giving. Funds collected during Chapel offerings are given to selected mission projects.

- Middle School students will have a monthly opportunity to have worship that is specifically geared to speak to where they are on their faith journey as tweens and teens.
- Early Childhood classes attend a separate Chapel worship at 9:30am but will join the whole school for special worship opportunities approximately once a month.
- Parents and community are invited to attend Chapel worship each and every Wednesday.

\*\*Religious memory assignments are a part of the unified course in the teachings and application of the Bible. Portions of Luther's Small Catechism and specific Bible verses that pertain to class curriculum are chosen. Besides providing a solid foundation of Christian doctrine, religious memory selections serve Christians as a comfort in sorrow and reassurance in times of danger. Students should expect weekly assignments. Parents should show interest in hearing the selections assigned, and encourage and help students to understand the value of memory work.

Language Arts: Reading, Literature, Phonics, Grammar, Spelling, Handwriting, and Composition

Science: General Science, Physical Science, Life Science, Earth Science, Health, and Outdoor Education

Mathematics: General Math, Pre-Algebra, and Algebra

Social Science: Geography, History, U.S. Constitution, Social Studies, Missouri History, Current Events and Junior Achievement

Foreign Language: Spanish

Fine Arts: Visual Arts, Vocal and Instrumental Music

Computer Education/Technology: Technology is integrated into the classroom curriculum.

Physical Education: Students need gym shoes to keep at school for gym use only. PE uniforms for students in grades 5-8 are available for purchase through the Athletic Director's office.

## Center for Creative Learning (CCL):

Rockwood School District residents who qualify for this program can take advantage by contacting the Rockwood School District office. Students enrolled in this program will be responsible for missed work while at CCL, since they will be missing one day of class each week.

### FIELD TRIPS

Classes will take field trips on various occasions throughout the school year. Due to the high cost of renting a bus, parents are asked to help by driving students to the site. We appreciate the help! However, as protection for the driver and the students, each passenger must wear a seat belt while traveling and each driver must have **proof of liability insurance coverage** in a minimum amount of \$100,000/\$300,000. A current insurance card as well as your driver's license must be on file in the school office before students will be allowed to travel with a parent. We ask that you proactively update this information in the school office at the beginning of the school year.

Field trips are an extension of classroom curriculum and school programming, therefore:

- Please refrain from bringing siblings along that may distract you from helping to supervise the students that have been placed in your care.
- It is essential that drivers transport students directly to and from the field trip with NO pit stops of any kind.
- The teacher leading the field trip outing will designate the travel route to be followed and the gathering point at the destination to ensure everyone is safe and accounted for.
- If a parent desires to take a child home directly from a field trip site, he or she should prearrange this option with the lead teacher so there are adequate arrangements for rides back to school for all students. We also ask that the parent sign out with the lead teacher prior to leaving the field trip site.

### MISSIONS

As a school called to a mission of creating courageous servant leaders, we participate in several service mission projects throughout each school year. Our desire is to foster stewardship as a holistic relationship with the world so that we honor and exist in harmony with God's creation. Our actions must aim at edification, building community by pouring ourselves into service just as Christ poured himself out for the wellbeing of others. We teach that we are blessed and therefore inspired to be a blessing to others through the grace and mercy of our Lord and Savior.

We work closely with the St. John Missions team to align our approach to missions with those notions of stewardship, edification and servanthood. While we seek to provide hands-on opportunities for young children to serve, many of our mission projects are necessarily limited to collections. We want those to be meaningful to the givers and recipients. Some of our traditional quarterly mission efforts include:

- *Boxes for the Brave*—supplying personal supplies and treats to active duty military men and women

- *Circle of Concern*—supplying food and personal products to a local pantry which serves those in need
- *Shoeman Water Projects*—turning donated used shoes into water for parts of the world where water scarcity and waterborne illness are major issues

Our whole-school and grade level projects are typically set at the start of each school year. Please know that while we recognize there are many worthy causes to support and welcome suggestions for future projects, we cannot be the clearinghouse for additional small group, club or outside organizational efforts without some advance consideration by and coordination with ministry leadership. Please make any service or mission project proposals by the start of summer for possible inclusion in the following school year.

Should a significant disaster relief effort become necessary, we would make every effort to amend our scheduled service projects to include that immediate and pressing need.

## **EXTRACURRICULAR**

### **ATHLETICS**

St. John provides opportunities for student involvement in athletic activities. These include boys' and girls' soccer, boys' basketball, girls' basketball, girls' volleyball, boys' volleyball, boys' and girls' track, boys' and girls' golf, and girls' and boys' cross-country. Students are encouraged to participate in order to exercise their God-given abilities and to develop skills of Christ-like cooperation and sportsmanship.

### **ACADEMICS**

St. John also provides opportunities for students to enrich and celebrate their academic performance by becoming involved in competitions and exhibitions of mastery. These include but may not be limited to Geography Bee, Science Fair, Learning Fair, Academic Team and Spelling Bee. Please note that not all these options are available at every grade level.

### **CLUBS**

St. John's Robotics Club is officially registered as a First Lego League Robotics Team.

While we recognize that there are many outstanding organizations offering programming for children and youth, as a school we are not a chartering or sponsoring agency for organizations such as scouting.

## **EXTRACURRICULAR ELIGIBILITY**

In order to remain eligible to participate in athletics at St. John, each student athlete must maintain a C average in all subjects, and have no failing grades. Grades are checked on Wednesdays after teachers have updated grades.

- If the average falls below C (72%) or the student is failing any subject, the student athlete is then considered ineligible until their grades are brought back up.

At times a given student athlete may face challenges in the classroom, which are simply beyond his or her academic ability. The faculty as well as the coaching staff understands this. At St. John every effort is made to assist all students who are in this situation. Student athletes who find themselves in this position will be considered for exemption from the stated policy on an individual basis. The line of appeal is through the Athletic Director.

## **CONDUCT ELIGIBILITY**

Each student athlete has the responsibility of being a leader in the school. If the conduct of any student athlete is unacceptable according to the behavior guidelines stated in the handbook, or such that it impairs the efficient working of the school, then ineligibility may follow as a consequence. Conduct should reflect Christ in all that is done.

- a. Consideration for conduct ineligibility may be brought to the Athletic Director by any member of the staff (this includes but is not limited to teachers, coaches, cooks, janitors, pastors, or secretaries). If the Athletic Director determines that action may be needed, the issue will be brought forward for a decision.
- b. A unanimous decision must be reached by the Principal, Athletic Director, and homeroom teacher in order for conduct ineligibility to be declared.
- c. Conduct ineligibility for practices and games will remain in effect for a period of two weeks or as determined by the Principal, Athletic Director, and homeroom teacher.

## **ACHIEVEMENT TESTING**

Standardized achievement tests are administered every year as one method of guiding the teacher in instructional strategies to meet the individual needs of students. To obtain this information, we use the Stanford Achievement Tests. This test battery measures mastery of the basic skills in vocabulary, reading, language, spelling, work-study skills, reference skills, science, social studies, and math. Scores are made available to parents. An educational abilities test is also administered to eighth graders. Kindergarten students are administered the Gates-McGinty Reading Inventory during the spring testing period.

## **ON-LINE DATABASES**

School Insight/Teacher Ease is the school's online grade book and database system. In addition to this Student Information System, we utilize Canvas, a Learning Management System. Parents can easily view their child's grades, stay aware of what's happening in class and update their contact information with web access. These are great communication tools to monitor a child's academic progress. Teachers will update grades on or by Tuesday of each week. The online grade book will be available for students/parents in grades 3-8 only. This is a secure web-based program and

parents/students will be given their own access code when school begins. Check to see if the school has your correct contact information including address, phone, email address, and emergency contact information.

## **STUDENT PROGRESS CONFERENCES**

Opportunities for formal conversations about student progress are provided following the first, second and third quarters. Specific objectives are:

- To promote understanding in the home-school relationship;
- To strengthen the mutual interest of the parent and the teacher in the child's welfare;
- To give the parents an accurate and comprehensive picture of the child's progress;
- To assist the parent and teacher in finding ways to work together for the good of the child.

It is our aim to stimulate and direct the growth of each pupil spiritually, mentally, socially, academically, aesthetically, and physically, and to help families in building and securing proper attitudes and habits in their children. Occasionally a child is confronted with an issue warranting a special conference between the parent and teacher. If the problem is more serious in nature, requiring an immediate adjustment, the child will not be permitted to return to school until after the conference. Only by working together can we insure the right conditions essential to proper growth and development of the child. Parents are reminded to feel free to discuss their child's school work with the teacher throughout the year.

## **PARENT-TEACHER COMMUNICATION**

St. John teachers believe that quality, timely communication with families is vitally important.

**Please know that teachers will have limited opportunity to view email or listen to voice mail during the school day. We want them to be fully focused on the children in their care. It is reasonable to expect that a teacher would get back to you during the work week within 24 hours of sending an email or leaving a voice message.**

Teachers will initiate communication as they identify any concerns. We also want to share celebrations. Parents should not hesitate to contact a child's teacher directly, as that person has the relationship with your child and knows the classroom dynamic and curricular standards better than anyone.

## DAY-TO-DAY PRACTICES

### STARTING TIME

Morning Early Childhood classes are in session from 8:30am to 11:30am. Kindergarten classes and grades 1-8 are in session from 8:15am to 3:15pm.

The school building opens at 8:00am and we ask that children **not** arrive before 8:00am (unless they are in the Centered Care program); this still gives them plenty of time to prepare materials for the day.

### MORNING DROP-OFF PROCEDURE

Students in grades K-8 should be dropped off at school between 8:00am and 8:15am each school morning.

All cars should enter the campus grounds through the West entry point. ***To maintain safety, the East entry will be “exit only” during drop-off and dismissal times. It is absolutely vital that we have everyone’s cooperation and compliance with this every single day. Please consider that the one time you are running late may be the time when something unforeseen could occur; do not risk it!***

- Early Childhood parents should park on the East parking lot by the school gymnasium. They will need to walk in with their child to sign them in to their classroom. ECC classes begin at 8:30am.
- Kindergarten and first grade students may enter the building off the East parking lot through the SE Primary Wing entrance.
- 2<sup>nd</sup> through 4<sup>th</sup> grade students should enter the main entrance of the Next Generation Center.
- 5<sup>th</sup> - 8<sup>th</sup> students should be dropped off at the West parking lot, by The Commons West. These students will enter through the Commons, using the main stairwell by the office to go upstairs.
- 5<sup>th</sup> – 8<sup>th</sup> grade parents will need to exit the campus via the West entry.
- If you have children that are in multiple grade levels, we suggest that you choose the West side parking lot to drop off all of your children.

### DISMISSAL / PICK-UP PROCEDURE

Students in grades K-8 are dismissed at 3:15pm each day.

All cars should enter the campus grounds through the West entry point. ***To maintain safety, the East entry will be “exit only” during drop-off and dismissal times. It is absolutely vital that we have everyone’s cooperation and compliance with this every single day. Please consider that the one time you are running late may be the time when something unforeseen could occur; do not risk it!***

- Early Childhood parents should park on the East parking lot by the school gymnasium. They will need to walk in and sign out their child from the reception desk at **11:00am or 3:00pm.**

- Grades K-8 are dismissed by 3:15pm to one of two assigned locations. Parents will be informed of their dismissal point prior to the start of the school year. We would prefer that students in grades K-3 be picked up from the gym location. Students in grades 4-8 will be picked up from the West side parking lot dismissal area.
- The School Lobby is not a designated dismissal area. Please help us maintain smooth dismissal procedures and ensure everyone's safety by checking in personally with dismissal staff at one of the two dismissal locations (gym or West side) if you are not going to pick up using the car lane.
- If you have children that are in multiple grade levels, we suggest that you choose the West side parking lot to pick up all of your children.
- Parents will be provided a name-plate for their car window/dash, if you car pool and need more than one name on the card, please stop by the office the first week of school and a new one will be printed and given to you. Also, if you have more than one vehicle and need more than one family name-plate, please let the office know and it will be provided for you as well. **Carpools should display their name cards on their dashboard to add efficiency to the process.**
- **PLEASE DO NOT ARRANGE TO PICK UP YOUR CHILD FROM ANY AREA OTHER THAN THE SCHOOL CAMPUS.**

## **TARDINESS**

Tardiness causes undue commotion, embarrassment and loss of class time. Any student not in his/her classroom when the bell rings to begin class will be considered tardy. **If a student is tardy, it is the parent's responsibility to report to the office with the student to order lunch, remove name from absence list, etc.** Parents or guardians will be notified in writing by the administrative staff after their child has **six** total tardies during the course of the school year.

## **EARLY DISMISSAL**

St. John may have calendared events throughout the school year when school is dismissed prior to 3:15pm. These days are listed on the school calendar and usually fall into two categories:

- Half Days – Dismissal at 11:30am
- Staff meeting Days – The first Wednesday of each month at 2:00pm

Students needing to have childcare following dismissal should be registered with our Centered Care program.

## **LEAVING DURING SCHOOL SESSIONS**

Parents desiring their child to be dismissed from school before the regular time are requested to send a note with the child or notify the teacher by telephone or call for the child in person in the school office. No child will be released to an unidentified person. For the safety of the child, parents are requested to notify the office staff in the event an

emergency arises which should necessitate the child's afternoon absence after attending in the morning.

**Parents must come to the office to sign the child out.** The office will call to the classroom and have the child sent to the office. Teachers will not release students without notification from the school office.

For liability reasons, students who have permission to stay after school for athletics or other school related activities **MAY NOT LEAVE** the grounds to get refreshments from the area's restaurants.

## **HOMEWORK**

Research proves that students can profit by developing the habit of doing independent practice. It is difficult to establish a fixed, rigid policy for the amount of homework that children should have each night, especially given that rates of completion vary from student to student.

Parents can positively impact their child's independent practice by establishing a consistent study time and place.

Students in grades 2-8 will be provided a student planner. Teachers will coach students on and encourage the use of this organizational tool to keep track of assignments. Parents can reinforce this habit and remain aware of what their child is learning by checking the planner frequently.

## **ABSENCE (illness) / MAKE-UP WORK**

St. John encourages regular school attendance for all students to develop a positive relationship between attendance, grades and success in school.

**A phone call to the school office the day a student is absent, stating the cause, is required.**

Prolonged absences may require a written notification by a parent or doctor to explain the circumstances of the absence. A conference may be set up to establish cause and effect of prolonged student absence. Students that encounter a large number of absences during the school year may be retained if deemed a detriment to their skill and content mastery.

Parents should arrange to have your child's make-up work and books picked up **AFTER 3:45pm.** Due to teachers' focus on learning throughout the day and participation in dismissal procedures, their first opportunity to compile make-up work will be following dismissal.

**Parents are asked to avoid unnecessary student absences. It is good practice to schedule doctor, dentist or orthodontics appointments after school or later in the afternoon, avoiding core subjects whenever possible.**

## **ABSENCE (planned) / MAKE-UP WORK**

When a student knows in advance that he/she is going to be absent from school, he/she is to pick up a planned absence form in the office. This sheet should be completed by the parent and teacher(s) and then turned in to the school secretary for her to have a record of the absence. **Assignments can either be given out in advance of a vacation or when a child returns—depending on the grade level and/or teacher.** Teachers will establish a reasonable date when all missed assignments or tests should be turned in upon their return to school, using a good rule of: “one day grace for each day of absence”.

## **TREATMENT OF SCHOOL PROPERTY**

St. John School expects that textbooks, desks, and other school equipment used by pupils will be taken care of and treated with respect. Any pupil who willfully or carelessly destroys or damages school property shall be required to pay for the damage. All textbooks must be covered. No self-adhesive materials should be used as covers.

Students in grades 1-8 will be assigned a school locker. Lockers are to be used for storing books and personal possessions. Students may “decorate” the inside of the locker using magnets, not tape. Students may not decorate the exterior of the locker. Students may use a lock for their locker on nights and weekends. If you use a personal lock, please give the combination to your homeroom teacher. We also have school locks which are available upon request. Please direct those requests to your homeroom teacher.

## **SECURITY OF CAMPUS**

The safety of every child is of primary interest to the staff of SJLS. Therefore, all doors to the campus will be locked down at 8:15 am daily. Parents are asked to use the main entrance of the Next Generation Center during school hours to be buzzed in.

All non-staff are required to stop by the school office to sign in and receive a Visitor’s Badge. If you’d like to join your child for lunch on a given day, we ask that you sign in first. It is just as important that we know exactly who is in the building in case an emergency would arise while we have visitors as it is for us to know who might be interacting with children. Anyone not well known by staff as belonging in our building is asked for identification prior to being buzzed in to the school.

## STUDENT DRESS CODE (K-8)

God reminds us that all things are to be done decently and in order. The Scriptures lay before us the thought that whatever we do should be done to the glory of God. St. John Lutheran School adheres to a standardized dress code for students to maintain pride, give a positive impression, and reduce competition and peer pressure.

Just Me Apparel and Lands' End carry all of our dress code requirements with the exception of the St. John logo sweatshirts and school P.E. uniforms. You can obtain a logo uniform sweatshirt by ordering from the PTL Spirit Wear collection. P.E. uniforms are just for 5-8<sup>th</sup> grade and are handled by the P.E. staff who send out order forms to middle school families. To maintain consistency of style, color, and quality and to simplify selection, we recommend that families purchase all dress code items from:

Just Me Apparel  
232 Old Sulfur Springs Road  
Manchester, Mo 63021  
Phone: 636-391-3551  
[www.justmeapparel.com/](http://www.justmeapparel.com/)

Lands' End  
[www.landsend.com/school](http://www.landsend.com/school)  
School Code: 900123209  
800-469-2222  
Available at Sears stores

St. John Lutheran School also offers a resale program for dress code apparel where you may purchase gently used clothing for your child. Resale shop items are available any time during the school day. Please contact the school office for more information.

Clothing purchased anywhere else must match the approved quality, colors, and styles. We realize that with the growing popularity of school uniforms, many manufacturers and retail stores are carrying more variety. They are not all consistent with the St. John approved standardized dress code. We recommend that you check with the office if you have questions regarding a purchase.

### Tops

- Long or Short Sleeve Polo (no logo, no pockets) shirts in Cardinal Red, White, or Navy Blue
- Crewneck Sweatshirts with the St. John Logo
- Solid-Colored Sweatshirts (no logo, no hoods) in Cardinal Red, White, or Navy Blue
- Polo shirts or turtlenecks must be worn underneath sweatshirts.
- Turtlenecks may also be worn in Solid Cardinal Red, White, or Navy Blue.
- Button-down Cardigans in Solid Cardinal Red, White, or Navy Blue (no hoods).
- Undershirts must be solid white and sleeves must not be longer than the outer polo shirt.
- Polo shirts (and undershirts) must be tucked in at all times, and sweatshirts/cardigans may not be tied around the waist at any time.
- Solid white **button-down** blouses (short or long sleeve) may be worn under jumpers only.

### Pants and Shorts

- Pants with no labels and no pockets sewn on the outside in Navy Blue or Khaki Twill.
- Shorts must be trouser or Bermuda length (knee length) in Navy Blue or Khaki Twill.
- Belts must be worn at all times. Colors must be solid navy blue, black, brown, or khaki. St. John belts are also acceptable (plaid and/or labeled).

### Skirts, Skorts, and Jumpers

- Must be twill material in Navy Blue, Khaki, or St. John Plaid
- Must be around knee length (modesty is the goal)

- Must be free of labels and logos with no pockets sewn on the outside
- Modesty shorts must be worn underneath all jumpers and skirts at all times

### **Shoes/Socks**

- A non-scuff, closed toe/heel shoe must be worn in the classroom
- Socks must be worn at all times by boys and girls. These should be predominantly a solid color such as White, Navy Blue, or Black.
- Tights may be worn in solid Cardinal Red, White, Navy Blue or Black.
- Plain solid ankle-length leggings may be worn under jumpers and skirts in Cardinal Red, Navy Blue or Black (Note: socks must still be worn).
- No boots may be worn in the classroom.

### **Additional Notes**

- St. John Cougar Wear is not allowed during the school day except as specified on field trips and on special Cougar Spirit Days.
- Outerwear does not have to be dress code when worn at recess or on field trips, but must be removed before entering the classroom.
- Clothing that advertises products, places, or lifestyle inappropriate to the St. John philosophy of Christian education will not be allowed at school.
- All dress code must be neat, clean, and maintained in good repair. They must be the required size, fit, and length.
- Hair should be clean, appropriately styled, and should not call undue attention to the individual student.

### **Consequences**

As a parent of St. John Lutheran School, we expect that you support the dress code policies in choosing to send your child to school. It is expected that you review your child's dress prior to leaving home each day. If your child comes improperly dressed to school, you can expect a note/email informing of the dress code violation. With repeated violations of any kind, parents can expect a phone call to bring proper dress code attire to school for your child. Noncompliance could mean that your child may face additional consequences. If there are any times the teacher feels your child's dress choices are a distraction, you will be notified.

## **SCHOOL CLOSINGS**

In case of snow, watch local television media for school closings. Organizations will be repeated with additional listings each time they are broadcast. **You must watch for "St. John Lutheran School - Ellisville."** **St. John also utilizes a school messaging system that contacts all school families by phone in the event of a school closing.** We will make every effort to call off school as early as we can. In some cases, with reliable information and conditions that warrant closing, that could mean you would be notified the night before. In many cases, due to the unpredictable and varied nature of winter storms, we will need to make a final determination in the morning.

Normally, we will not cancel school in the event of snow starting after school is in session. An adequate number of staff will be on campus until all students have been picked up. If an early closing is required, this will be announced along with the closing time over the same media stations. Dismissal will be handled similar to daily PM dismissal, but if parents need to make special arrangements, please contact or come to the school office to arrange pick-up of their child.

## **EMERGENCY PREPAREDNESS PLAN**

The St. John staff has received extensive training in emergency preparedness and response. Lead teachers are certified in CPR and First Aid. We have also been working closely with the first responders in our area so that they are familiar with our campus and our procedures. While we may not be able to prevent an emergency from occurring, we do want to be alert and responsive so we can keep students safe if an emergency occurs. Emergencies come in all shapes and sizes. We have trained for situations that may fall into any of the following categories:

### **Evacuation**

Teachers and students are well versed in how to exit the building in case of interior threat of harm due to fire or other emergencies.

### **Reverse Evacuation**

Reverse Evacuation is defined as the process for moving students and staff indoors quickly in case of perceived external threat of harm such as a toxic spill or police search for an individual in our immediate area.

### **Shelter-in-Place**

Shelter-in-Place is the process of keeping students and staff safe from dangers within the community that are outside the walls of the school. Events such as a hazardous material incident or violence in the community that is not directed at the school could trigger a Shelter-in-Place response. In addition to locking the exterior doors, every effort is made to maintain normalcy within the building including the continuance of academic classes.

### **Lockdown**

Lockdown is the process of protecting students and staff from external and internal dangers that are perceived to be aimed at the school in some way. A Lockdown procedure is used when the potential for violence within the campus exists. Teachers know that they are to follow the Lockdown procedure and remain alert for information that could cue them to evacuate safely.

### **Earthquake**

While infrequent, due to our relative proximity to the New Madrid fault earthquakes can certainly occur in our area. Earthquakes occur without warning, so it is important that the procedure for minimizing the likelihood of injury is known, practiced and followed.

### **Tornado**

We have seen several recent examples of how tornadoes can certainly occur in our area. While the national and local weather services are able to provide some warning, we will move all students and staff quickly to the lower level of the Next Generation Center and position ourselves in interior windowless rooms for the duration of the threatening weather conditions.

Notification to families of an emergency on our campus will occur as quickly as the situation warrants and allows. Please do not text or call your child's cell phone or teacher during an emergency or perceived emergency, as doing so may create a disruption in smooth communication and safety procedures or even further danger in some cases. **Parents should not attempt to pick up their children until a safe bulletin has been announced.**

## TELEPHONE USE

Students are allowed to use the telephone **only in an emergency**. Forgotten homework, lunches, gym uniforms, spending time after school with a friend, etc. are **not** considered emergencies.

## CELL PHONE USE

Cell phone communication has become a way of life for most families. However, cell phones can become a source of distraction during the regular school day and are not needed by the students. Students are not allowed to use cell phones for phone calls or text messages during the school day. If you need to communicate something to your child, it can be done through the office. Cell phones may be used at times for educational application under the supervision of a teacher. If a staff member sees a child with a cell phone during the regular school day outside of that educational supervision situation, it will be confiscated and a parent will need to pick up the phone in the school office at the end of the school day. SJLS will not be responsible for any damage or loss to cell phones that are brought to school by students.

## COMPUTERS

### Technology use at St John

It seems that children these days are almost "wired" for using technology! While digitally fluent and fluid, they certainly are not wired for innately knowing how to use it well. Even adults struggle to manage their own technology use, so it is important that both the school and home model and teach appropriate technology use.

At St. John, we engage all students in the practice of age appropriate technology use. Whether it is a Kindergarten class using an iPad to retell a story, or an 8th grader using Google to research her thesis paper, appropriate technology use plays an important role in our students' learning.

As a community, we intentionally focus on three areas as we help students leverage technology for their learning:

1. **Productivity**-Students learn how using technology tools can aid them in their productivity and sharing.
2. **Information Literacy**-As students get older, it's important for them to know the "who, what, where, when, and why" of the information they are presented with.
3. **Digital Citizenship**-While many of us are familiar with the rights and responsibilities that go with being a citizen of our country, there are also rights and responsibilities that go with utilizing technology tools, both for ourselves and with others.

Like our school mission statement says: “St. John Lutheran School equips children through excellent Christian education to courageously serve Christ in a changing world.” Technology has indeed changed our world, and it’s important for our students learn how to use it well, as they “courageously serve Christ!”

Students bringing digital devices such as laptops or tablets to school for class use will receive and must abide by the terms of the *St. John Technology Acceptable Use Policy* and *Usage Contract*. It is important that all aspects of that policy are upheld so the privilege of using technology as a learning tool can be maintained. As with any other personal property, it is the student’s responsibility to manage the security of that property.

At elementary grade levels, it may be acceptable for students to bring an e-reader for reading time. Please coordinate that with your classroom teacher.

## **BIRTHDAY CELEBRATIONS AND OTHER SPECIAL OCCASIONS**

Due to a variety of dietary and health reasons and to maintain parity, we ask that parents not bring in treats or gifts of any kind to celebrate their child’s birthday at school. Instead, each student’s birthday will be recognized by the teaching staff. **Invitations for parties may not be delivered at school even if the entire class is invited.** We also ask that parents do not make special announcements in the classroom as we aim to keep disruptions to the educational environment to a minimum.

## **STUDENT SERVICES**

### **FOOD SERVICE PROGRAM**

St. John School provides a hot lunch program for our students, and we encourage all families to participate. Menus are prepared in accordance with government standards with regard to basic food groups and quantities served. A half pint of milk or juice is provided with the meal.

As of the 2015-16 school year, we will be utilizing LunchTime Software for School Lunch Management. You will have the opportunity to track purchases, create reminders, deposit funds into your child’s lunch account from your checking/savings account and set up automatic payments through the website at [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com). There is a small convenience fee of \$1.00 associated with an online payment.

You still have the option of paying by check. Check payment should be made at the drop box outside the school office, and there is no fee associated with this payment method. Since the lunch program is a separate account, payment for participation in any part of the lunch program should not be included on the same check as any other fees. You may purchase meals by the month with our “Lots of Lunch” program, or LOL. Meals purchased on this program receive a discounted rate of 25%.

## LEARNING CENTER

Providing effective tools for strengthening students' skills across age levels and subject areas is part of our commitment to educational excellence. We are fortunate indeed to employ a Learning Specialist and equip that person with resources so she can maintain consultation with our teachers on appropriate differentiation to maximize students' potential. Students who may need additional testing time, reinforcement for reading fluency or other learning support can meet with the Learning Specialist for intensive individualized services. **An additional fee is assessed for students receiving such intensive individualized services.**

## BEFORE AND AFTER SCHOOL CARE

St. John provides "Centered Care", our before and after school child care program for students in Early Childhood through Grade 8 on our campus. Hours of operation are 7:00 a.m. to 8:15 a.m. and 3:15 - 6:00 p.m. For more information regarding fees and program structure, please pick up a brochure in the school office or consult our website. **Families must register with the program's director to utilize the program.** The program's director can be reached at [Centeredcare@stjstl.net](mailto:Centeredcare@stjstl.net)

## HEALTH & HYGIENE

### ILLNESS AT SCHOOL

St. John Lutheran School is fortunate to have a school nurse on site during school hours. Should signs of illness arise while the child is at school, office personnel will contact the parent, guardian or designated person, who will arrange for transportation home. If there is any question about a child being contagious, a physician's approval may be required before re-admission to school. While it is recognized that many students are able to attend school because of the effective use of medication in the treatment of illness and disabilities, every precaution must be taken to insure that our students are safely and prudently medicated as their physician directs to avoid potential misuse. Please remember that a temperature of 100 degrees or higher is considered a fever and our policy is for the student to remain out of school for 24 hours when there is a presence of fever. Minor injuries will be handled by the classroom teacher. Serious injuries will be handled according to the procedure outlined in the emergency medical form.

## COMMUNICABLE DISEASE CONTROL

All new students, kindergarteners, 4<sup>th</sup> graders and 7<sup>th</sup> graders are required to have a health physical and immunization record on file in the school office. Immunizations are the best protection against serious disease. Some children cannot be immunized for medical reasons. Claiming a medical exemption represents a physician's determination that the child is allergic to some immunization components, has an immune deficiency, or has an illness such as cancer. A medical exemption form can be obtained from the local health department or physician's office. This medical exemption must be signed by a physician and filed in the school office. Actively choosing not to immunize a child by claiming a religious exemption is a parent's right; however, it carries significant responsibility. To protect inadequately vaccinated individuals and our entire school community, unimmunized children could be excluded from school during disease outbreaks. No exceptions are made, regardless of circumstances. Claiming a religious exemption represents a parent or guardian's belief that the family's religious preference does not support immunizing against vaccine-preventable diseases. A

religious exemption should be filed in the school office for selected vaccines or all vaccines. The appropriate exemption form can be obtained from the local health department.

Note: All information received concerning a person's HIV status will be confidential and disclosed only in accordance with Section 191.656 RSMo.

## SCREENING

Screening is the use of a procedure to examine a large population to determine the presence of a condition or risk factor in order to identify those who need further evaluation. The School Nurse will lead a screening after receiving parent consent and will notify parent of a positive result. Recommendations for follow up will be provided.

## MEDICATION POLICY

By law, the school cannot dispense any form of medication (including cough drops and over-the-counter medicine like Tylenol, etc) without having signed documentation on file in the Nurse's Office. A physician's signature and written parental consent are necessary in order to administer prescription medication and parental consent is necessary for over-the-counter medications. Students with asthma, allergies (seasonal or food) and diabetic students need to have an Action Plan completed and on file in the Nurse's office.

When medication is being administered by the school, medications must be brought to school in their original containers appropriately labeled showing the child's name, the name of the medication, dosage schedule and name of the physician.

The name and the dosage on the label of the medication bottle must be stated on the physician's consent form. The school staff, including the nurse cannot:

- Administer the initial dose. Parent must stay with child for 30 minutes after the initial dose.
- Administer medication via nasal-gastric tube.
- Give expired medication.
- Change or administer insulin doses unless prescribed by a doctor.

If you take your ill child to a physician and believe your child will require medication, please take correct forms with you. Forms can be downloaded from the school's website.

***All medication must be brought in to the office by a parent only; please do not send medications of any kind with your child...think safety.***

If it is necessary for your child to have medication prior to participation in extra-curricular athletics after school, it is necessary for it to be dispensed by the school nurse or office staff at time of school dismissal. If it is necessary for the timing to be otherwise, please make arrangements with the Athletic Director to have a separate supply and consent record. For the safety of your child and all other St. John students, all previous policy statements apply.

## **CHILD ABUSE REPORTING**

In accordance with Missouri State Law, our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, sexual abuse or exploitation. In the very serious and legally mandated area, the school will not contact the parent in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crime listed above, is to mandate that a report be made when there is a reasonable suspicion of abuse.

## **SEXUAL HARASSMENT POLICY**

### **POLICY STATEMENT**

It is the policy of St. John Lutheran School to provide an educational environment in which all students are treated with respect and dignity. The school prohibits any form of sexual harassment whether verbal, physical, or environmental. It is a violation of this policy for any employee or agent of the school to harass a student or for a student to harass another student in a sexual manner as defined below. Sexual harassment of a student by a school employee is also prohibited by federal and state law. It is never a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

### **CONFIDENTIALITY**

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

### **RETALIATION**

The school forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

### **Definition of Sexual Harassment**

For purposes of this policy, "sexual harassment" is defined as including but not limited to unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, visual, or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- Submission to or toleration of such conduct is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the school;
- Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student;
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment.

## **Examples of Sexual Harassment**

Sexual harassment includes, but is not limited to:

- Verbal: Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, or epithets.
- Written: Suggestive or obscene letters, notes, invitations, drawings or pictures.
- Physical: Sexual assault, cursing, touching, or impeding or blocking movement.
- Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Making reprisals or threats of reprisal, following a negative response to sexual advances or following a sexual harassment complaint.

A single incident of sufficient severity may constitute sexual harassment. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered together with the above definition of sexual harassment. Such determination shall be made from the perspective of a "reasonable person" of the same sex as the victim.

### **Employee-to-Student Sexual Harassment**

Employee-to-student sexual harassment is prohibited at all times whether or not the incidents of harassment occur on school/church property or at school sponsored events. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the school is strictly prohibited. Any employee or agent of the school who participates in the sexual harassment of a student is subject to disciplinary action including but not limited to verbal warning, letters of reprimand, transfer, reassignment, suspension without pay, and dismissal.

### **Student-to-Student Sexual Harassment**

Student-to-student sexual harassment is prohibited at all times whether or not the incidents of harassment occur on school/church property or at school sponsored events. Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

### **Grievance Procedure**

The school has adopted administrative procedures for filing sexual harassment complaints. Complaints may be reported to a school counselor or the principal.

### **Legal Authority**

Title IX of the Educational Amendments of 1972, 20 U.S.C. Sections 1681-1688; *Franklin v. Gwinnett County Public Schools*, 112 S.Ct. 1028 (1992); *Zabkowski v. West Bend Co.*, 589 F.Supp. 780, 784 (1984)

# **ADMINISTRATIVE PROCEDURE**

## **Dissemination of Policy**

In order to ensure that all students and employees have knowledge of this policy and administrative procedures: A copy of the policy and procedures shall appear in St. John's policy manuals and in all school publications that set forth comprehensive rules, regulations, and standards of conduct.

## **Employee Training**

All employees shall be made aware of the seriousness of any violations of the sexual harassment policy. Personnel designated to receive complaints shall be educated about their specific responsibilities. All employees should be cautioned against using peer pressure to discourage harassment victims from using the internal grievance procedure.

## **Complaint Procedures**

### **Step One:**

Students who feel offended by conduct of others that may constitute sexual harassment should directly inform the person engaging in such conduct that this conduct is offensive and must stop. If students do not feel comfortable doing this or are unable to do so, they shall direct their complaint to someone on the staff that they are comfortable telling. Any staff person who is informed shall make a report to the school counselor or principal. These persons have been designated to assist in resolving sexual harassment complaints and are bound by the highest degree of confidentiality. They are required to complete a training program prior to serving as a designee. The person receiving the complaint will inform the alleged harasser that the offensive behavior must stop and the alleged harasser's parents, in the case of a student alleged harasser, will be notified in writing that a complaint has been received.

### **Step Two:**

If the complaint is not resolved by actions taken in Step One, students may appeal to the principal or other designee by filing a written complaint. The student must file the complaint in the office of the principal. A copy of the complaint shall be provided to the alleged harasser. Both parties shall be afforded a full and fair opportunity to present their side of the issue in a hearing before the principal or other designee. A written copy of these complaint procedures shall be provided to both parties. The principal or other designee shall hear the appeal within five (5) working days. Within two (2) working days after the hearing, the principal or other designee shall render a decision in writing that shall be sent to both parties. The decision shall include the findings and disposition of the complaint, the rationale for the decision, and a recommended course of action, if any.

### **Step Three:**

Both parties shall have the right to appeal the principal's or other designee's decision to the Ministry Leaders of St. John Church and School by filing a written notice. The appeal shall be directed to the Ministry Leaders and must be filed with the leaders within five (5) days of the date upon which the principal or other designee issued a written decision. The leaders shall, upon receipt of the appeal, review the prior proceedings and actions taken. The leaders may, within their discretion, conduct further investigation. The leaders may, upon completion of such review, make its determination and shall have the right to:

- Affirm the action reviewed; or
- Reverse the action reviewed; and/or
- Modify the action taken; and/or
- Modify the penalties imposed, if any.

The decision of the Leaders shall be made within ten (10) working days from receipt of the appeal, shall be in writing, and shall be sent to each of the parties. The decision shall include the findings and disposition of the complaint, the rationale for the disposition, and corrective action if any. Such action shall be the final action of St. John Lutheran School.