



# Parent-Student Handbook

## MISSION STATEMENT

United in faith, we serve the Kingdom of God by building lives that are rooted in the Word, centered on Christ, and motivated by Grace; to reflect Christ's love and share His Gospel with all.

## St. John Lutheran School

509 South Mattis Avenue  
Champaign, Illinois 61821  
Phone: 217-359-1714  
Fax: 217-359-7972  
[www.stjohnls.com](http://www.stjohnls.com)

**“Laying Foundations for the Future”**

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St. John Lutheran School Board may make changes to the handbook at anytime.

This handbook is intended to acquaint parents and students with the policies, practices, and procedures of St. John Lutheran School. Families should familiarize themselves with the handbook and refer to it as the need arises.

## **MISSION STATEMENT**

*United in faith, we serve the Kingdom of God by building lives that are rooted in the Word, centered on Christ, and motivated by Grace; to reflect Christ's love and share His Gospel with all.*

## **PHILOSOPHY AND PURPOSE OF ST. JOHN LUTHERAN SCHOOL**

### **PHILOSOPHY OF ST. JOHN LUTHERAN SCHOOL**

We believe a Christian education provides a solid foundation for the future.

We believe that all children deserve an education that fulfills their intellectual as well as spiritual needs and requirements. We believe that our priority is spiritual, but we also seek to provide a quality academic education, which will help children develop their God-given gifts and abilities.

We believe that the Lutheran school is the most effective educational agency available to the church for equipping God's people for ministry.

We believe that God reveals Himself in the Holy Scriptures. We believe that the Bible is the final and only authoritative standard for belief and conduct.

We believe that St. John Lutheran School, in all its teachings and practices, subscribes to and supports the doctrines and confessions of the Lutheran Church-Missouri Synod as based on the Holy Scriptures.

We believe that the spiritual growth and development of children as it applies to their personal relationship with God the Father, Son, and Holy Spirit is the reason for, and the primary function of, our school. This spiritual growth would be demonstrated in:

- Behavior that reflects a oneness with Christ both in their private lives as well as in their social lives;
- An eagerness to participate in worship and study opportunities within the church;
- A willingness to serve their church in capacities appropriate to their age levels;
- An awareness of their obligation to witness to those outside of their Christian community.

We believe that the role of the Lutheran teacher is to model the loving example of the Master Teacher in:

- Guiding, directing, and instructing the children;
- Working with parents to foster the spiritual, academic, and social growth of their children.

### **PARENTS ROLE IN EDUCATION**

We believe that parents are the primary teachers of our students. As we strive to provide a spiritually uplifting environment, providing students with a rigorous education through the lens of a Biblical worldview, the role of the parent is invaluable. We embrace the opportunity to work with parents as they ensure student attendance, work with students on their homework, and develop systems of increasing responsibility and leadership in their children's lives.

## **PURPOSE OF ST. JOHN LUTHERAN SCHOOL**

The purpose of St. John Lutheran School is to offer a Christian education for the children of St. John Lutheran Church and the community so that they may:

- Develop as children in God's kingdom through God's Word and Spirit;
- Know God and the forgiving love He offers them through Jesus Christ;
- Respond to His grace by witnessing with lives of Christian faith, worship, service, love, and hope;
- Relate to His creation by acquiring knowledge and understanding;
- Develop skills for continued education, and responsible living and serving;
- Develop talents and social skills through interests in extracurricular activities.

## **OBJECTIVES OF ST. JOHN LUTHERAN SCHOOL**

To enable St. John Lutheran School to fulfill these purposes, objectives have been established to guide the development of the educational program. St. John Lutheran School will:

- Provide daily group worship experiences through our chapel program;
- Offer daily devotional worship in the classroom;
- Provide instruction in God's Word through regular religion classes;
- Integrate the Christian faith throughout the curriculum;
- Develop interpersonal relationships within an atmosphere of Christian love and forgiveness;
- Provide opportunities for children to witness their Christian faith through community service;
- Provide for instruction in all the basic academic areas: language arts, mathematics, science, social sciences, physical education, and the arts;
- Encourage the development of time-management skills, citizenship, and appropriate social skills.

## **ADMINISTRATION**

Our school, which is a ministry of St. John Lutheran Church, is associated with over 2,400 other schools in the Lutheran Church-Missouri Synod. The school is under the supervision of the Lutheran School Board, which in turn is responsible to the congregation. The board meets the first Tuesday of every month at 6:30pm and visitors are welcome. Our teachers are fully qualified and certified according to state requirements. Above all, our teachers are dedicated to their Lord and Savior, and they view each student as a child of God. As such, the child is to be shown the love of Jesus by word and example both in and out of the classroom.

## **CHURCH AND SUNDAY SCHOOL ATTENDANCE INFORMATION**

### **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

All students are encouraged to attend worship services on a regular basis. Parents also are encouraged to support the teachings of the school. Church and Sunday School attendance are important; records of student participation are kept by classroom teachers.

### **WORSHIP AT ST. JOHN LUTHERAN CHURCH**

All are invited to attend church services at St. John Lutheran Church. Worship is Sunday 8:00 a.m. and 10:45 a.m., plus Wednesday evenings at 7:15. We have year round Sunday School and adult Bible classes that meet at 9:30 a.m. on Sunday mornings. During the school year, Midweek Classes for kindergarten through eighth grade are offered on Wednesday evenings at 5:45. After-school services during Advent and Lent are held on Wednesday afternoons at 3:30.

## **ST. JOHN LUTHERAN CHURCH MEMBERS' CHURCH ATTENDANCE POLICY**

Faithful worship attendance at St. John Lutheran Church is not intended to be a burden, but a great spiritual blessing to those families who belong to the church and school community. Attending worship services regularly is integral to building a strong foundation of faith, which serves the mission of our church and school.

We thank God for the willingness of school families who participate in the work of the congregation and the school and who demonstrate good stewardship and faithfully attend worship services. However, in the event that families who are St. John members do not worship regularly, the Lutheran School Board will utilize the following guidelines and procedures for addressing non-regular church attendance:

1. Church attendance records for students in grades K-8 will be recorded in the church office from the attendance cards submitted during all regularly scheduled church services. Since the church attendance records will be the sole source for monitoring church attendance, families need to be sure to complete the attendance cards each time they worship. Records will be maintained all twelve months of the year.

Attending regularly at another church in the Champaign-Urbana area will not be classified as regular attendance at St. John Lutheran Church.

2. The St. John Lutheran School Board will review church attendance records for each quarter of the year. If the School Board observes from its monitoring that a family's attendance is not consistent with faithful and regular worship attendance, the parents will be contacted by a member of the board and/or a pastor. The family will have a quarter in which to return to faithful and regular attendance or the option to pay tuition on "community member" status. The board will consider all extenuating circumstances.

The St. John Lutheran School Board believes that to be faithful and regular in worship means attending worship services weekly. However, for the purpose of determining "church member" status, attendance should never be less than 50% of the time.

3. If the family does not return to faithful and regular attendance during the next quarter, they will agree to pay "community member" tuition rates. The "community member" status will remain in effect for that entire quarter, and the School Board will review attendance records again at the end of that quarter to determine the family's tuition status.

Being placed on "community member" status does not indicate loss of membership at St. John Lutheran Church.

## **ADMISSION AND ENROLLMENT INFORMATION**

### **ADMISSION POLICY**

St. John Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, ethnic origin or handicap/disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The School shall comply with applicable federal and state laws prohibiting discrimination per 23 Illinois Administrative Code 425.30(a)(1)(C)). St. John Lutheran School may deny admission or continued enrollment to individuals because of behavior, academic progress, physical or academic needs, failure to meet financial obligations as well as those whose personal or family lifestyle is not in keeping with doctrine of St. John Lutheran Church.

### **SPRING REGISTRATION / RE-ENROLLMENT**

Registration for the new school year begins in March. Current students complete the re-enrollment forms on the online Parent Portal. Some other forms (Family Involvement Form, Athletic Packet, Health Forms, Band Commitment Form) must be turned in to the school office. The registration fee must be paid to the school office before re-enrollment is complete. All of the previous year's tuition must be paid in full to register for the next year.

For new students, a completed Application Form, the Family Involvement Form, required Health Forms, and Registration Fee should be submitted to the school office. All new student applications must include the child's certified birth certificate. A copy will be made and the original returned to the parent.

Applications will be accepted for all new students. Placement will be made according to the priorities listed below.

Enrollment Priorities (in effect during the re-enrollment period)

1. Children of staff members (pastors, teachers) have first priority for any vacancy at any grade level.
2. Preschool through seventh grade children currently enrolled and returning
3. Siblings of currently enrolled returning St. John School families
4. New St. John Lutheran Church member families
5. New children from other Lutheran Church-Missouri Synod churches
6. New children from other families in the community

### **FEES AND PAYMENTS**

Tuition payments are due in accordance to the Payment Option Plan, which is given with the enrollment application form at the time of registration. The registration fee due at the time of registration is non-refundable and non-transferable. Tuition payments are due the fifteenth of each month, May through February. If monthly payment is not received by the first day of the next month, a \$25 late fee will be assessed. All tuition must be paid in full by February 28<sup>th</sup>, unless special arrangements have been made with the principal. If a child enters school during the school year, tuition will be pro-rated.

The Parent-Teacher Fellowship offers opportunities to participate in programs for tuition credit. Ram Rebate (Scrip) is a program that provides a way for families to receive credit in their tuition accounts. Additional information about this program is available in the school office.

Tuition will be waived if St. John Lutheran Church member families are tithing (10% of their adjusted gross income) to St. John Lutheran Church. To apply for this waiver, parents need to bring their previous year's 1040 tax return in a sealed envelope to the church office and put it in the Financial Secretary's mailbox. The Financial Secretary will review it and let the school office know if tuition should be waived. Contact the school office for more specific information.

## **FAMILY INVOLVEMENT HOURS**

The active participation of our families is one of the things that sets St. John apart from other schools. In an effort to foster a Christ-centered atmosphere, families are asked to donate some of their time and talent to support the efforts of the school staff and the various school programs.

Families are expected to be involved and contribute whenever they are able. In support of this, a form is distributed along with registration materials for families to complete, so they can indicate how they can best contribute to the St. John community. Please complete and return this form to help us coordinate volunteers for our various school functions.

## **INCENTIVE FOR NEW STUDENT RECRUITMENT**

St. John School parents who recruit new families with students in kindergarten through eighth grade will receive a \$300 tuition credit per family recruited. If the new student is entering Pre-K, the recruiting family will receive a \$100 credit and be eligible to receive an additional \$200 credit if/when that recruited student enters kindergarten at St. John. Families that recruit a student in grades K-8 will receive a \$300 credit. The new family must identify the family who recruited them on the enrollment application. If the recruiting family is not identified on the enrollment application at the time of enrollment, the recruiting family may not receive this benefit. This tuition credit will be applied to the last tuition payment of the school year, or applied to a designated fund of the church or school, if the new family remains enrolled through that time.

## **MEDICAL EXAMINATIONS**

Physical examinations within one calendar year are required for all children entering Illinois schools for the first time, entering kindergarten and entering sixth grade. Illinois law stipulates that children are not allowed to start school unless they have submitted their completed physical examination forms to the school office. The physical exam must include immunization records listing dates on which the immunizations were administered. An eye exam by an optometrist or ophthalmologist is required for students entering kindergarten. A dental exam is required for students entering kindergarten, second, and sixth grades. The forms must be completed and signed by a physician. (Forms for these examinations are available in the school office or from your doctor.)

## **SCHOOL DAY AND ATTENDANCE**

### **SCHOOL HOURS**

**Office hours:** 7:40 a.m. – 3:30 p.m.

**Grades K - 8:** 7:40 a.m. – 3:15 p.m.

**Little Lamb:** 8:00 a.m. – 11:00 a.m.    12:00 p.m. – 3:00 p.m.    8:00 a.m. – 3:00 p.m.

Please make certain that your child is at school in time to be settled in the room for the start of the day by 8:00. Please note that the class day for the elementary grades begins promptly at 8:00 a.m. Since the school's liability for student safety depends on direct supervision, students should not arrive before 7:30 a.m. Students who arrive between 7:30 and 7:40 should only be dropped off at the front of the building. Students are allowed to enter the classrooms at 7:40.

## **ATTENDANCE AND ABSENCES: K - 8**

In accordance with state laws, all students are held to daily and punctual attendance. All absences must be excused in writing, email or by a phone call from the parent/guardian by 9:00 a.m. each day the child is absent.

Student absences from school for the following reasons will be considered excused absences:

- Illness of student
- Medical and dental appointments that cannot be arranged during out-of-school hours
- Death of relative or close friend
- Accident or emergency
- Religious holidays or other religious causes
- Vacation period with parents/legal guardians
- Absences for student competitions and performances shall be prearranged and permitted at the discretion of the principal.

Please call the school by 9:00 each day your child is going to be absent or tardy. The phone call provides the school and you with a security check for your child. This will allow you to arrange to pick up the assignments your child will miss that day. Assignments for absent students will be available in the office beginning at 3:20 p.m. on the day your child is absent.

In the case of contagious diseases (strep throat, pink eye, chicken pox, etc.) parents should call the school office and inform us of the nature of the illness. (Refer to Illness Policy, page 7.)

Please make every attempt to schedule medical appointments outside the school day. If your child will be absent due to a medical appointment, please send a note to the teacher in advance and submit an excuse from the doctor upon your return. Please arrange family vacations to coincide with regular school holidays.

Students are not permitted to leave the school premises during school hours unless their parent, legal guardian, or any parent-authorized adult signs the student out in the school office.

Excessive absences will be reviewed and may result in a conference with the student, parents, teacher, and principal.

## **TARDY POLICY: K- 8**

Students are expected to be in their classrooms and ready to begin class by 7:50 a.m. Any student arriving in their classroom after 8:00 is considered tardy and must obtain an admit slip from the office. Students arriving late because of a medical appointment should submit an excuse from the doctor upon arrival at school. Parents will be contacted after five tardies in one quarter. Excessive tardies may result in further consequences.

## **PERFECT SCHOOL ATTENDANCE**

Perfect school attendance is achieved by having no excused or unexcused absences and tardies.

## **ILLNESS POLICY**

Children should not attend school if:

1. They have had a temperature over 100 degrees within the previous 24 hours.
2. They are vomiting or showing other symptoms of infectious illness within the previous 24 hours.

Children who become ill at school will stay in the sick room no longer than three class periods. If they are unable to return to the classroom during that period of time, the parents must make arrangements to take them home.

When a child is recovering from an illness and is well enough to return to school but has restricted activities, parents should send a note making that request known to the teacher(s).

Please notify the school by phone of all contagious diseases immediately. Re-admission will be in accordance with the guidelines of the Illinois Department of Public Health.

### **K – 8 ARRIVAL PROCEDURES**

Since the school's liability for student safety depends on direct supervision, students should not arrive before 7:30 a.m.

- All students arriving between 7:30 and 7:40 should be dropped off at the front school entrance.
- All students arriving between 7:40 and 8:00 are to be dropped off at either school entrance.
- Any student arriving after 8:00, leaving during the school day, or leaving the building and returning during the school day must be signed in and/or out by a parent, guardian, or parent-authorized adult.
- Arriving or returning students must obtain an admit slip from office personnel in order to return to class.

### **K – 8 DEPARTURE PROCEDURES**

Please notify the teacher in advance if your child will be arriving late or leaving school early, or leaving and returning at some point during the day.

If your child is to be picked up by someone other than the person who usually does this, please notify the teacher in writing or if last-minute changes are necessary, you may call the school office. We will not knowingly release a student to an unauthorized person without parental contact.

If there is to be any change of after school procedure by your child (e.g. walking instead of riding, going to someone else's house), we request that you inform the teacher in writing or call the office with a last-minute change. Students are not allowed to use any church/school phone during the day or after school to make social plans. Please work these out at home ahead of time.

Please arrange to pick-up your child when school is dismissed at 3:15. Students who have not been picked up by 3:30 will wait in the school office.

All students in **grades K-3** should exit the building after school through the main entrance near the school office unless arrangements are made with the teacher. Drivers for these grades should form a line along the east side of the church and school when waiting to pick up children. Please stay in your car, if you are in the pickup line. As the children are dismissed by the teachers into the cars, the line can then move forward. If your child is not immediately available for pick up, pull around and park, rather than holding up the line. You can then go into the building, find your child, and walk him/her to your parked car. Children should never cross the driveway without an adult. Young children would be safest holding an older person's hand. Follow the directions of the teachers on duty.

All students in grades 4-8 will be dismissed into the back parking lot. Any children in grades 4-8 who ride in a carpool with students in grades K-3 may exit with these younger children through the main entrance near the school office. Follow the directions of the teachers on duty.

Please tell your children to use the crosswalk to get to your parked car. Do not double park. If you need to locate a child, please park your car in the lot rather than holding up the line.

The traffic pattern in the west parking lot is as follows:

1. The driving lane nearest the playground is ONE WAY heading south.
2. The driving lane nearest the school building is ONE WAY heading north.

For everyone's safety, **please enter and exit slowly and cautiously.**

Finally, please use the Mattis Avenue entrance drive as an entrance only. Do not try to exit from this driveway; it is nearly impossible to do so safely, and it causes a potential hazard for incoming traffic.

## **ACADEMICS AND GRADING POLICY**

### **SCHOOLWORK / HOMEWORK POLICY**

Unless otherwise directed, all daily assignments are due at the start of each subject's class period the day after they are assigned. Those assignments not turned in at the appropriate time may drop a letter grade a day or may not receive credit. Late work will not be accepted after the last day of each of the first three quarters or after the last full day of the fourth quarter. Parents are strongly encouraged to make regular contacts with their child's teacher(s) regarding assignment completion.

For the completion of schoolwork missed because of an excused absence, the student will be allowed one school day per each day absent. If a child was absent for 3 days, he will have 3 days to make up the missed assignments. Assignments given prior to an absence are due upon the student's return. Any work turned in after this period of grace will be considered late.

Vacation trips resulting in lost classroom time are strongly discouraged because of the adverse effect on the quality of a student's education. If a trip must be taken, all teachers must be notified in writing well in advance. Parents may request that work be provided ahead of time. These assignments may be available to the student the last day of the student's attendance before the absence and would be due the first day he/she returns to class following the absence. Both parents and students must realize that these assignments will be the teacher's "best guess" regarding what will be covered during the student's absence. Immediately upon the student's return it is his/her responsibility to check on what was actually assigned and to complete any additional assignments. Additional time will be given for these assignments. Any long-term projects or homework assigned before the vacation and due after the student's return will be due at the normal time.

### **GRADING AND REPORTING**

Kindergarten - eighth grade report cards are issued at the end of each quarter. Mid-term reports will be issued to students in grades 4-8. The following grading standards are used:

### **Grade K -1**

- E Excellent
- S Satisfactory
- N Not Yet Mastered / Needs Improvement

### **Grades 2 - 8**

- E Excellent
- S Satisfactory
- N Not Yet Mastered / Needs Improvement
- U Unsatisfactory
- I Incomplete

### **Grades 3 - 8**

A+ 100-98	B+ 89-87	C+ 79-77	D+ 69-67	F 59 and below
A 97-93	B 86-83	C 76-73	D 66-63	
A- 92-90	B - 82-80	C- 72-70	D- 62-60	

### **HONOR ROLL**

Students in grades 5-8 are eligible to be named to the academic Honor Roll at the completion of each grading period. There are three levels of recognition. “Highest Honors” requires all A’s. “High Honors” requires A’s and no more than 2 B’s. “Honors” requires a B average. To receive honors recognition, a student can receive no D’s, F’s or U’s in any subject—academic, non-academic, or elective.

Students who maintain “High” and / or “Highest Honors” status for all four quarters of the school year are awarded an academic school letter.

### **ACADEMIC ACHIEVEMENT AWARDS**

Academic Achievement Awards are given to students in grades 5 – 8 in each subject area at the end of the school year. The students who are recognized are chosen because of their hard work and outstanding effort, their strong interest in the subject, their positive attitude, and their excitement for learning.

### **EXTRACIRRICULAR ACTIVITY GRADE REQUIREMENT**

Students are expected to maintain a cumulative average grade of C or higher in every class while participating in any extracurricular activity. Grade checks will occur on Fridays. If a student's cumulative grade in any subject is below a "C" average at the time the grades are checked, that student will be ineligible to participate in extracurricular activities from the following Monday through Sunday. At the next Friday's grade check, if the student's grade has risen to a "C" average or better, he/she will be able to resume participation in games the following Monday through Sunday. If the grade is still too low, he/she will remain unable to participate in extracurricular activities.

Parents are expected to take responsibility for overseeing their child’s grades and making contact with teachers, coaches, and the principal when necessary to achieve improvement in below average areas.

## **MISCELLANEOUS SCHOOL POLICIES**

### **BICYCLES**

All children who wish to ride a bicycle to school are welcomed to do so provided the following rules are followed:

- All bicycles will be parked in the bicycle rack.
- No bicycle riding will be allowed during school hours.
- A suitable lock is recommended. The bicycle's frame, not just the front wheel, should be chained to the bike rack.
- Children are expected to follow the rules of the road and are required to wear bike helmets.
- Bicycle riders will be expected to leave school property immediately after dismissal.

St. John School will not be responsible for lost, stolen, or damaged bicycles or equipment.

### **CARE OF SCHOOL PROPERTY**

Students will be expected to help maintain the cleanliness and care of the school grounds, school building, equipment, and books. Parents will be charged a fee for books that are damaged beyond normal wear and tear.

### **CHAPEL/DEVOTIONS**

Chapel services for students in kindergarten through eighth grade will usually be held Wednesday mornings at 8:08. Offerings taken during these services are directed toward various mission projects. Families and friends are encouraged to join us for these worship services. Morning Devotions will be held in the sanctuary Mondays, Tuesdays, Thursdays, and Fridays. The Morning Devotion will last approximately 15 minutes and offering is not taken.

### **CHOIR**

Students in kindergarten through fifth grade are automatically in choir. Practice is scheduled during the school day. All students are expected to participate in Sunday morning worship when the choir is scheduled to sing. Parents should notify the music teacher prior to that Sunday if the child is unable to sing. Sixth, seventh, and eighth graders who are not in band compose the Jr. High Choir.

Choir students in 3<sup>rd</sup> through 8<sup>th</sup> grades will receive a grade each quarter based on:

- behavior and effort, during practice
- attendance, behavior, and participation when the choir sings

### **CLASSROOM OBSERVATIONS**

To observe in a classroom, parents and other observers are requested to make an appointment with the teacher at least a day in advance.

### **DELIVERY OF ITEMS TO SCHOOL**

Parents delivering items or notes to children at school are asked to leave those items in the school office. The office staff will see that the items are delivered at a time that will not disrupt the class.

### **DRESS CODE: K - 8**

Students are to dress in a God-pleasing and respectful manner as determined by the teachers and principal. The honoring of God and the discipline or approach to learning is often reflected in the way a child dresses. Students are expected to dress in conformity with their gender as God

made them. Student dress should not be a distraction to the learning environment. Students who are in violation of the dress code will be removed from the classroom and will be expected to change their clothing.

It is requested that parents use the following guidelines in the selection of clothing worn to school:

- All clothing worn to school must be properly sized (no short shorts or short skirts, no oversized or skin-tight clothing), clean, free of holes, and covering all undergarments.
- Pants and shorts are to be worn with the garment waistband at the student's waist. Leggings must be worn with long tops. Undergarments are not to extend above the top of the garment waistband.
- Shirts or tops exposing any part of the torso are not to be worn.
- A separate pair of athletic shoes (gym use only) is required for the gym floor.
- Boots, snow pants, coats, hats, and gloves are required for students intending to play in the snow.
- Clothing with inappropriate messages or symbols contrary to the Christian faith is not to be worn.
- Hats are not to be worn in the building during school hours.
- Unnatural color for hair is not appropriate (i.e. blue, green, purple, etc.)
- Piercing other than for ears is not appropriate.
- Shoes having heel straps or heel enclosures shall be worn during the school day.

## **FIELD TRIPS**

All students are required to ride school approved transportation to and from the field trip location and are assessed a non-refundable fee for the cost of transportation and any admission ticket for the trips. From time to time, we may use parent drivers. All drivers must provide the office with copies of their valid driver's license and current insurance. Notes detailing all pertinent information are sent home prior to a field trip. Students must return the signed parent permission slip and fees. Unless otherwise stated, siblings are not allowed to attend field trips with parents who are acting as chaperones.

## **FOOD ALLERGIES**

Food allergies can be life threatening. Any students with food allergies need to inform the school of such allergies and complete a Food Allergy Action Plan. See the Appendix for more information regarding Food Allergies and the responsibilities and the school and families.

## **INSURANCE**

The present policy provides coverage for the students both on school/church grounds and off the premises on school-sponsored field trips, other activities and organized athletics. The students are not covered while being transported to and from their homes. The students are covered for liability and for medical payments. The medical payments are provided on an excess basis, which means the injured child's parent's insurance provides primary coverage and the insurance company provides excess coverage in the amount of \$5,000 per person, \$25,000 each accident. If the injured student has no medical coverage, the insurance company then becomes the primary insurer and will cover the injury up to the policy limit.

## **LOCKERS**

Lockers are provided for preschool through 1<sup>st</sup> graders and for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. These lockers are the property of St. John Lutheran School and are subject to inspection at the

discretion of the school administration. The privilege of having a locker may be removed at the discretion of the school administration at any time. The following rules apply to the use of an assigned locker:

- Where applicable, memorize lock combination. Do not share this combination with anyone else.
- Lockers should remain free of scribbles, drawings, scratches, graffiti, stickers, or any other defaceable marks.
- Locker doors should be closed gently and without slamming.
- Lockers should never be hit or kicked.
- Lockers should not contain any materials that otherwise would not be allowed in the building.

## **LUNCH**

Our lunch program is catered by local restaurants. Lunches are ordered a month ahead of time, on the Parent Portal. Lunches must be paid for before the new month begins.

Each morning, the teacher asks the students if they have lunch from home or if they have ordered lunch. If their answer does not match what the teacher has, the student comes to the school office to sort it out. This is done at the beginning of the school day so there is time to call home to have a parent bring a lunch, to cancel a lunch or to order a lunch, if necessary.

On occasion, a student may forget a lunch and not notify their teacher. Usually this is not discovered until lunchtime, so there is not time to contact a parent or to order a lunch. In this event, a child is given some supplements from the school (fruit, granola bar, crackers, etc...).

In the event that an order needs to be cancelled, please contact the office by 9:00 a.m. of the morning of the lunch to be cancelled, and your account can be credited. We cannot credit your account if we don't hear from you by that time.

Sack lunches are permitted provided they do not include any of the "Restricted Items" (see page 14). When packing a lunch for your child, be aware that students will not have access to refrigerators or microwaves.

## **MEDICINES**

If a student is required to take prescription medicine, every effort should be made to schedule the medication times outside the school day. Antibiotics that need to be taken three times a day should be taken in the morning, after school, and at bedtime. However, if this is impossible and the parent is unable to come to school to supervise the taking of the medicine, the following procedure will be followed:

- Students may not keep any medication, prescription or over-the-counter, with them. All medication must be brought to the school office.
- A Medication Disbursement Form, signed by the parent, is needed for all medication given at school. This form is available in the school office and on the Parent Portal.
- Upon doctor's prescription a student may carry epinephrine and/or an inhaler. A parent must also sign the Medication Disbursement Form.
- All medication must be brought to school in its original pharmaceutical container, properly labeled with name of child, name of physician, name of medication, and time and dosage information. Medication in plastic bags or envelopes will not be accepted by the office.
- The school cannot store more than a 30 day supply of medication at school.

- The parent will be expected to pick up any remaining medication or authorize the principal to dispose of it.
- It is the duty of the parent to notify the school when a child's medication has been changed or discontinued.
- All medications are considered self-administered by the students under adult supervision in the school office.

## **PARENT CONFERENCES**

Regular parent conferences are scheduled in the fall and the winter for preschool through eighth grade. Information is given in the “St. John Lutheran School Weekly Newsletter” that is sent electronically, and appointments are scheduled on the table outside the school office at least a week prior to conference times. Conferences may be scheduled at any other time during the year at the request of either parents or teachers.

## **PARENT - TEACHER FELLOWSHIP**

P.T.F. is an organization consisting of St. John Lutheran School parents and teachers and any member of St. John Lutheran Church. The purpose of P.T.F. is to provide social opportunities and events that facilitate fellowship among the church and school, provide educational opportunities for parents, and provide additional support for the goals and programs of St. John Lutheran School.

## **PARTIES**

Classroom parties are held at school for some holiday observances. Room parents may contact parents for additional help or to bring refreshments. If there is a student with food allergies in the classroom, a safe snack list will be provided by the classroom teacher. Students may also provide birthday treats, but please notify teachers in advance. When students plan to have parties away from school, invitations are to be mailed rather than distributed at school unless the entire class is invited.

## **RESTRICTED ITEMS**

Chewing gum, soda pop, and energy drinks are not allowed during regular school hours. Parents need to keep this in mind when dropping off a lunch from a fast food vendor. (no soda pop)

Additional food items may be restricted in both classrooms and the lunch room on a year by year basis due to identified allergies.

Cell phones, iPods, other electronic devices, or toys may be confiscated if they are brought to class.

## **SCHOOL NEWSLETTER**

A monthly newsletter will be emailed to families each 1<sup>st</sup> day of each month and is posted on the Parent Portal. This letter will contain information of interest and importance to the family. The school newsletter is the main source of communication. A weekly reminder email is sent every Monday.

## **TELEPHONE USE**

The school phone is a business phone. Personal calls by students will be limited to emergency calls such as: change of dismissal time, cancellation of an after-school event, forgotten lunches, or medical problem.

Permission to use the phone will be granted by the teacher and office personnel only. Cell phones should be turned off and stored in your locker. They may be confiscated if they are seen or heard during the school day.

## **WEATHER RELATED EMERGENCY SCHOOL CLOSINGS AND DELAYS**

If poor weather conditions exist, information can be obtained by listening to radio and television stations.

### RADIO STATIONS

WDWS 1400 AM

WLRW 94.5 FM

WHMS 97.5

### TV STATIONS

WCIA Channel 3

WAND Channel 17

WICD Channel 15

### WEB

News-Gazette.com

Illinoishomepage.net

facebook.com/stjohns

Poor weather conditions may result in school closing or a late start at 10:00 a.m.

If at any time you feel your child is in harm's way due to unforeseen circumstances, you may come to the office and sign your child out and take him/her with you.

## **CONFLICT RESOLUTION POLICIES FOR STUDENTS, PARENT, AND SCHOOL**

### **DISCIPLINE PROCEDURE: K - 8**

The faculty and staff of St. John strive to maintain a well-disciplined student body in order to teach self-control, Christian attitudes, promote a positive atmosphere where students seek to serve others before themselves, and help ensure academic success. To achieve this goal, we utilize Love & Logic© Principles regarding discipline at St. John. Rather than a prescribed list of punishments, this set of core beliefs will be adhered to when dealing with issues and concerns.

1. We believe that students are responsible for solving their own problem with adult guidance and without causing a problem for anyone else.
2. We believe that students should face consequences instead of punishment whenever possible.
3. We believe that preserving and/or enhancing the relationship with Staff, Parents and Students is crucial to successful implementation of disciplinary action.
4. We believe that adults should not handle a problem in such a way that they become the focus of the problem.
5. We believe that the adult's emphasis should be placed on learning new behaviors instead of "paying" for past deeds.
6. We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school, student or staff.

We pledge to hold our students and ourselves equally accountable to this set of core beliefs. We also expect that families will support these core principles and maintain a positive attitude in support of teachers and staff.

## **The 9 Essential Skills in Love & Logic©**

The following skills will be used in conjunction with the principles above to handle situations among students, parents, and staff.

- Neutralize Arguing
- Delay Consequences
- Empathy
- The Recovery Process
- Develop Positive Relationships
- Set Limits with Enforceable Statements
- Use Choices to Prevent Power Struggles
- Use Quick and Easy Interventions
- Guide People to Own and Solve Their Problems

All parents are encouraged to educate themselves on the Love & Logic principles. Parenting with Love & Logic© resources, including articles and audio are available at [loveandlogic.com](http://loveandlogic.com). Additional information is available in the office as well.

## **Behavioral Expectations**

- Show kindness, consideration, and respect at all times
- Use appropriate language for a Christian
- Follow directions given by adults in authority
- Keep hands, feet, and objects to oneself
- Use materials and equipment appropriately

## **Consequences**

Teachers will employ consequences to student's actions that will be productive and help teach appropriate behaviors as much as possible. Some example consequences include:

- Losing the privilege of participating in class activity/recess
- Cleaning/fixing problem caused by student
- Separation from class, "taking a break"
- Detentions may be given, but are generally avoided
- Suspensions, when appropriate

In all cases, teachers will strive to show students how the choices he or she made led to the consequence. Teachers also deliver consequences with empathy and an earnest encouragement to make better choices.

## **Off-Campus activity**

When a student attends an off-campus, school-sponsored activity, such as an athletic event, that student is recognized as a student of St. John Lutheran School and is therefore subject to school expectations for behavior and subsequent disciplinary action. Additionally, if actions away from school grounds have a significant, negative impact on the school environment at St. John, the school has the authority to determine appropriate consequences for the student(s) involved.

## **Suspensions or Expulsions**

Serious disciplinary infractions may result in an out-of-school suspension or an expulsion. When a student serves a suspension, the principal will work with the parent/guardian of the student to attempt to make the time away from school as much of a learning experience as possible. During the time away, the student will write a personal behavior improvement plan or a suitable pre-arranged alternative. Following the suspension a conference will be held involving the student, teacher(s), parent(s) or guardian(s), and the principal. At this conference the concerns will be discussed, and the student will present his/her improvement plan. The student and the parent/guardian will sign the behavior improvement plan, and the Lutheran School Board will be informed.

The following rules apply during a suspension:

- The student is not allowed to be on any school property.

- Participation in extracurricular activities is revoked.
- The student is expected to complete all class assignments that are missed.

### **Behaviors which may result in Suspension or Expulsion:**

These include but are not limited to:

- Chronic and persistent behavior infractions
- Bullying
- Using obscene, profane, or inappropriate language, gestures, or symbols
- Exhibiting obscene or indecent behavior
- Vandalism/Damage to School or Church property
- Leaving the school building/grounds without permission
- Physical confrontation with students
- Threats to/Intimidation of teachers or staff
- Physical confrontation with teachers or staff
- Possession or use of fireworks/incendiary objects
- Possession, use, or sale of a controlled substance (including look-alikes)
- Possession or use of a weapon (including any object such as a knife, gun, explosives, or look-alike object that could be used to cause bodily harm)

### **Appeal Process**

The student's parent(s) or guardian(s) may appeal to the Lutheran School Board for a review of disciplinary action taken. The appeal should be submitted in writing within five school days.

### **PROCEDURE FOR DEALING WITH INAPPROPRIATE PARENTAL COMMUNICATIONS/ACTIONS**

If a parent contacts a teacher or staff member in an antagonistic, abusive, or confrontational manner, the following steps are suggested:

- The teacher or staff member should document the parent contact in writing in as much detail as possible, including time and date.
- The teacher or staff member should inform the principal, sharing the written documentation of the confrontation.
- The principal will schedule a meeting as soon as possible. Participants will include the principal, the parent, and the teacher. Statements and results of this meeting will be documented. One purpose of this meeting will be to make clear to the parent that communicating with the teacher to obtain clarifications of classroom situations and the like is welcomed and proper. However, the parent must be made aware of the inappropriateness of his/her methods and the actions he/she employed. His/her inappropriate actions do not foster the team approach that is so necessary between the parent and the teacher to benefit the student's progress and development. Expectations and proper procedure/attitudes will be shared with the parent.
- If another occurrence takes place involving the same parent (not necessarily the same teacher), another meeting will be convened with the principal, parent, teacher, and a member or two of the Lutheran School Board. The purpose of this meeting will be the same as that described in the step above.
- If a third occurrence takes place involving the same parent, a meeting will be convened with the full Lutheran School Board. The purpose of this meeting will be to discuss the matter of lack of proper parental cooperation and support and to determine continuance of this family at St. John Lutheran School. At this point the School Board has the right to terminate enrollment at St. John.

### **HARASSMENT**

St. John Lutheran Church and School will not tolerate any harassment of any employee or student relating to that individual's race, color, sex, religion, national origin, age, or handicap. The term harassment includes, but is not necessarily limited to slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, age, or handicap. Harassment also includes

unwelcome sexual advances and similar behavior as a condition of employment or for the purpose or effect of interfering with one's academic or work performance or the creation of an intimidating, hostile, or offensive work or learning environment.

Those guilty of harassment or retaliation against an individual making such charges will meet with appropriate sanctions which may include termination of employment or suspension/expulsion of a student. Those employees or students who believe that they have been the victim of any type of harassment should talk with the school principal, a teacher, a school board member, or a pastor.

## **CRISIS MANAGEMENT PLAN**

St. John Lutheran School recognizes the need to take quick and appropriate action in the event that a crisis (natural/manmade disaster, school intrusion, etc.) would occur at our school or in our community.

As a result, we have a School Crisis Management Plan in place and ready to implement if such a situation arises.

During such times, we will be most concerned about your child's safety and ask that you first check your email for specific information from St. John. This will be our first line of communication with our families. Please refrain from making phone calls to the school at such a time as our phone lines will need to be open so that we can communicate with police and other emergency responders. If it becomes necessary for you to come to school and pick up your child, please follow the directions of school personnel as you come into our facility. They will direct you to a designated pick up location, which will typically be our Fellowship Hall.

## **ASBESTOS PLAN**

The school office has a copy of the Asbestos Management Plan that is required by the State of Illinois Department of Public Health. If you wish to look through the Management Plan, please contact the school office.

## **St. John Lutheran School Technology Agreement**

1. I agree to abide by the terms set forth in this document. I understand that if I do not abide by these terms, I will accept the consequences of my actions. In addition, I may be subject to legal action if my actions break the law.
2. I agree that my use of school technology and Internet usage is for educational purposes only. This includes any technology issued by the school or used in the school building such as computers, Chromebooks, email addresses, iPads/tablets, cell phones, etc. I understand that this agreement includes my own devices or accounts that are used at school or in relation to school.
3. I agree that use of school technology is a privilege, and that I am responsible for the proper care and use of all technology for which I am authorized. I agree to replace or repair any form of technology that is broken due to negligence or abuse on my part.
4. I agree to keep all accounts and passwords assigned to me private and secure. I will not share these with any other students, staff, or guests. This includes passwords for email and network access. I will not attempt to gain access to passwords that are not my own.
5. I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information, I agree to report it immediately to my teacher or another staff member.
6. I agree that I will not install, download, or otherwise utilize any software that is not authorized by school staff. Instead, I will report any suspicious activity to a staff member.
7. I understand that my work may be published electronically or in print, and I will comply with all copyright laws.
8. I will not use technology to belittle, bully, harass, or otherwise harm anyone else. Instead, I will protect the reputations and well-being of my neighbor. I will report any and all forms of harassment or bullying to a staff member as soon as I become aware of them. I understand that participating in any form of harassment or bullying by the use of technology may result in serious consequences for me.



## ST. JOHN LUTHERAN SCHOOL ANTI-BULLYING POLICY

St. John Lutheran School's desired standard of behavior is no bullying in the school. Teachers will actively and consistently teach positive behavior and anti-bullying messages, dissuading aggressive, harassing, or any type of bullying behavior, using Jesus as the model of behavior.

- Definition: "Bullying' is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal putdowns, extortion of money or possessions, retaliation, stalking, public humiliation, and exclusion from peer groups within school."
- A second, more concise, definition: "Bullying' happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons."
- There are three types of bullying:
  - Verbal Bullying (teasing, name calling, inappropriate sexual comments, taunting, threatening to cause harm, laughing at, mumbling under your breath, electronic communications indicating any of the above).
  - Social Bullying (leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors or gossip, embarrassing someone in public, glaring, eye rolling, electronic communications indicating any of the above).
  - Physical Bullying (hitting/kicking/punching/poking, spitting, tripping/pushing/bumping, taking of breaking someone's things, making mean or rude hand gestures, hair pulling, invasion of personal space).

Such conduct is contrary to the behavior, values, and principles taught by our Savior, and are disruptive of the educational process. Therefore, bullying is not acceptable behavior in St. John Lutheran School.

It is our goal that no student shall be subjected to bullying: (1) during any school-sponsored education program or activity; (2) while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. Bullying incidents, including "cyberbullying", that occur outside the school but whose effects carry into the school, will not be tolerated.

Bullies are subject to disciplinary action, including suspension or expulsion. If required by law, law enforcement officials shall be notified of bullying incidents.

**Procedure:**

Students who are caught in the act of bullying will be subject to a disciplinary process as outlined below; circumstances surrounding specific incidents may warrant skipping steps in the procedure:

- A. Warning – When a minor incident occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus’ example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self control (Galatians:5:22-23).
- B. Inform parents – Teachers will keep parents informed of their child’s actions.
- C. Inform Principal – The principal is involved after the warning has occurred.
- D. Confer with parents and principal – Gather invested staff persons and discuss the situation. Options for action at this stage include:
  1. Draw up a behavioral contract.
  2. Refer student to counseling or therapy.
  3. Assign some community service to the student.
  4. Consult with one of the Pastors
- E. Time-out in classroom – Move student’s desk away from other students’ desks/tables.
- F. Removing recess and other privileges – Loss of recess and/or special activities.
- G. Visit to principal’s office – Come to the office and confers with the principal. Principal may contact parents, and if necessary, call a meeting of teachers and parents.
- H. Time-out in school office – Student may need to spend time sitting in the school office. Student may be asked to write a report related to the topic of bullying behavior.
- I. Suspension from school – the time being from one day to three days – After consultation with the parents, teacher, and input from the Lutheran School Board, the student may receive up to a three-day suspension. The student may be asked to develop a plan for positive behavior.
- J. Suspension of longer duration – After a three-day suspension, and consultation between the principal, parents, teacher, and School Board, the School Board may suspend for an indefinite period of time.
- K. Expulsion – When reasonable efforts to correct the inappropriate behavior have been exhausted, and after consultation with the parents, teachers, and principal, the School Board may expel the student.
- L. Law enforcement will be notified when criminal intent is obvious.

See the Appendix for more information regarding bullying

## Appendix

### MANAGING STUDENTS WITH FOOD ALLERGIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

#### Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
  - safe and unsafe foods
  - strategies for avoiding exposure to unsafe foods
  - symptoms of allergic reactions
  - how and when to tell an adult they may be having an allergy-related problem
  - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

#### School's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team of school personnel including if available, teacher, principal and other school staff to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school staff to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. In states where regulations permit, medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the students physician/clinic, parent and school staff, and allowed by state or local regulations.

- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Discuss appropriate management of food allergy with family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

### **Student's Responsibility**

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

The following organizations participated in the development of this document:

American School Food Service Association  
 National Association of Elementary School Principals  
 National Association of School Nurses  
 National School Boards Association  
 The Food Allergy & Anaphylaxis Network

## Appendix

### ANTI-BULLYING RESOURCES

**Conflict is normal. Bullying is not normal conflict.**

#### Normal Conflict

Equal power between friends  
Occasional  
Accidental  
Demonstrates concern  
Takes responsibility  
Tries to solve problem  
Occurs anywhere

#### Bullying

Display of power, not in friendship  
Frequent  
Purposeful  
Demonstrates pleasure  
Blames others  
No effort to resolve issue  
Occurs where bully is safe

**Teasing compared to taunting by a bully:**

#### Teasing

Swaps roles with ease  
Not intended to hurt  
Maintains dignity  
Pokes fun in lighthearted clever ways  
Innocent in motive  
Only part of friendship interaction  
Discontinued when person teased

#### Taunting

Based on an imbalance of power  
Intent to harm  
Meant to humiliate, demean  
Comments or acts are bigoted or cruel  
Sinister in motive  
Continuous action against others  
Continues, increasing when target becomes upset or objects becomes distressed or objects

**Examples of erroneous adult reactions to bullying**

1. Believe they shouldn't intervene because of lack of skills
2. Fear they will only add fuel to the fire
3. Failing to intervene, adult, reinforces bully's behavior
4. Adults model bully behavior

**Warning signs of a child who has become a target**

1. Abrupt lack of interest in school activities
2. Suffers a drop in grades
3. Withdraws, wanting to be let alone
4. Injuries are inconsistent with the explanation
5. Often ill, unable to sleep, or sleeps too much
6. Sad, sullen, angry after receiving e-mail or using the phone
7. Acts out of character
8. Speaks of peers in derogatory or demeaning terms
9. Stops talking about daily activities
10. Positive action

**Bully Prevention**

Awareness >>>> BULLY <<<<< Intervention  
Council, discipline, teach the bully  
Support targets  
Activate and empower the witnesses

**School climate will work to:**

Teach and model Christian behavior  
Set positive tone in classroom  
Direct and intentional instruction  
Spend time with students  
Involve parents, membership, and community  
Distinguish between “Reporting” and “Tattling”

**Basic Intervention**

RECOGNIZE bullying  
REFUSE bullying  
REPORT bullying

**In Absence of Intervention:**

Bully’s acts become more violent.  
Targets act out in violence when they no longer can cope.

**Indicators****A. Bullies**

1. Have a desire to hurt
2. Thrive in a power imbalance
3. Operate in an unjust use of power
4. Will repeat the hurtful action
5. Enjoy seeing the target suffer
6. Possess a sense of the target’s susceptibility
7. Likes to be in charge
8. Believes he/she should get what he/she wants
9. Misperceives how others treat him/her
10. Has a small network of friends – “wannabes”

**B. Target**

1. Passive Target
  - Quiet, sensitive, cautious, in interaction with peers
  - Lacks skills of assertiveness
  - Has diminished self-confidence
  - May withdraw, run away, breakdown, or cry when confronted by bully
2. Provocative Target
  - Anxious and insecure
  - Pesky behavior
  - Repeatedly initiate / provokes others
  - Continually loses the provocation

**C. Bystander (witness) Indicators**

1. Empowers the bully by silence
2. Feels empathy for the target, but afraid to act
3. Fears becoming target if associated with target
4. Afraid of causing the situation to escalate
5. Seldom steps forward to defend or speak against bully
6. May feel guilt
7. Lacks skills and knowledge in how to deal with the situation

## **Classroom Strategies**

### **A. BYSTANDER**

1. Talk about bullying
2. Emphasize strength in numbers
3. Explain expectation for action
4. Teach and practice how to take a stand
5. Empower witness to act!
6. Acknowledge and reinforce caring behavior

### **B. TARGET**

1. Provide safety in reporting
2. Take all reports seriously
3. Assign buddies to new students or potential targets
4. Strive for “caring majority” using devotions, meetings, discussions to teach expected behavior.
5. Model each student as a child of God
6. Consider how groups are formed for competition (don’t allow for isolation of target – “Choosing sides”)
7. Teach friendship skills – What makes someone a friend?
8. Teach assertiveness skills – Saying, “Don’t!” or “No!” convincingly

### **C. BULLY**

1. Equalize power – work one-on-one
2. Challenge distorted thinking about acceptable behavior and aggression
3. Use consistent, predictable discipline
4. Focus on behavior and expectations
5. Use problem solving approach
6. State rule violated; feelings of target; plan of action
7. Provide pro-social consequences – “Don’t bully the bully in the process.”
8. Document and forward to principal

## **Student Strategies**

### **A. BYSTANDER**

1. Not join in aggressive behavior
2. Get adult help – Reinforce the difference between “reporting” and “tattling”
3. Mobilize peer group
4. Take individual stand
5. Befriend target
6. Model proper action
7. Fill out report (see accompanying document)

### **B. TARGET**

1. Avoid bully
2. Walk away
3. Make assertive statement “No!” or “Don’t!” and walk away
4. Use humor
5. Tell - report to adult
6. Stay in safe areas
7. Share feelings with an adult you trust
8. Use “self-talk”
9. Fill out report (see accompanying document)

### C. BULLY

1. Teach social skills-
  - Friendship-101 “How to gain friends and keep them.”
  - Empathy skills “Walk a mile in \_\_\_ shoes.”
2. Emotional self-awareness
3. Social awareness
4. Anger management
5. Assume personal responsibility

### **Teacher & Staff Member Strategies**

1. Examine own behavior
2. Calmly, but firmly, confront comments, jokes, gestures, blame-the-victim statements
3. Model good communication, anger management, and conflict resolution skills
4. Make behavior expectations clear; enforce the consequences
5. Supervise! Supervise! Supervise!
6. Believe the target
7. Intervene when bullying occurs. Use the “Work-it-out-by-yourselfes” strategy cautiously and sparingly. Remember, bullying is violence, and the target is, for the moment, defenseless
8. When bullying occurs, give more attention to the target and less to the bully
9. Encourage and recognize proper behavior
10. Declare, practice, and follow through on “Zero Tolerance” for bully behavior
11. Teachers and Staff Members receive on-going training in anti-bullying and assertiveness skills
12. Help students learn to express themselves in positive ways
13. Consistently enforce consequences for bullying behaviors
14. Help the student take ownership for his/her behavior(s) by helping him/her accept responsibility, by fostering growth in self-discipline, by encouraging a Christian model of repentance and forgiveness
15. Fill out a Report Form when bullying occurs (see accompanying document)

### **Strategies for Parents**

1. Each parent needs to examine his/her own behavior.
2. Consistently confront inappropriate comments, jokes, and gestures
3. Receive on-going training and information regarding anti-bullying and assertiveness skills.
4. Model good behavior by using good communication, anger management and conflict resolution skills
5. Help own children learn how to express themselves in positive ways.
6. Make expectations clear
7. When children are present, recognize the importance of supervision in reducing bullying behavior(s)
8. Respond immediately to incidences of bullying by first visiting with the appropriate staff person. Follow up with supervisor(s) if necessary
9. Help children take ownership for his/her behavior
10. Empower children to report bullying
11. Differentiate between “reporting” and “gossiping.”

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