

ST. JOHN SCHOOL

A PERSONALIZED LEARNING ACADEMY

Family Handbook

MISSION STATEMENT

A Personalized Learning Academy
Cultivating Confident Learners & Leaders
Personalized Christian education & real-life success skills
Innovative Approach, Tailored Design, Whole-Person Growth

OUR PHILOSOPHY OF EDUCATION

St. John 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 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 School is a partner with the home in nurturing a child’s life with God. We believe the uniqueness of St. John 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 CORE BELIEFS, MORALITY, AND UNITY POSITION

Core Beliefs

St. John School is an integral part of Pathfinder Church's ministry. We exist to equip children through excellent Christian education to courageously serve Christ in a changing world. Like St. John Church (Pathfinder Church), St. John School was founded and functions on the fundamental principles of the Word of God as understood through the Protestant Reformation and the Lutheran Confessions. These beliefs are interwoven throughout all the teachings of our congregation and school:

- Our teachings 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 with God is further nurtured 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 eternity.

Christ-Centered Morality

In addition to being the only way to salvation, we believe that Jesus, Christ, is also the way to a truly good, full, and abundant life (John 10:10, John 14:6). Because we believe that Jesus reveals the true character and nature of God, we look to Jesus and his teachings (instead of relying on human wisdom) for guidance on what an ideal life looks like from God's perspective. And we strive to submit to his wisdom in every aspect of life; in how we manage our money, our bodies, our health, our relationships, and all we have.

We also recognize that we all, each in our own way, have fallen and will continue to fall short of living out these ideals (Romans 3:23). Yet, as a church and school, we will continue to teach them as our best chance of finding blessing in our own lives and bringing blessing to our world.

Grounded in the reality of our shared sinfulness, we will love and value every student and family regardless of their acceptance of, or ability to live up to God's ideals. We will not target, shame, make negative examples of, or otherwise publicly highlight anyone's failures but will strive to model Jesus' disposition of grace for all. We will also continue to teach Jesus as the only way to salvation and our guide to the best way to live, regardless of any particular sensitivities and beliefs of our students and their families to such teachings.

Unity

Although our personal beliefs, faith-convictions, and understanding of the scriptures will diverge, we expect all members of our community, never to publicly advocate a belief system or a lifestyle that is in opposition to the accepted teachings of our school. Further, in order to preserve our unity, we expect all members of our community to stay humble in matters of disagreement, grounded in the reality of their own sinfulness, and to interact with one another in a spirit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22-23).

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 6th, 7th and 8th 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 2nd Computer Lab with laptop stations. In 2018, St. John Church became Pathfinder Church.

Pathfinder Church's mission of imperfect people in pursuit of a whole life, connects with the school's mission of cultivating confident learners and leaders through our personalized and whole-child learning experience. Pathfinder Church offers lots of activities, worship opportunities and programs for families including dynamic children's and student ministries. It is a great place to be on your WHOLE LIFE journey!

Our Core Values

St. John 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 School is accredited in good standing by both NLSA and Cognia and is a Nationally Recognized Blue Ribbon School.

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 faith families.

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 School is accredited by three accrediting bodies: the National Lutheran School Association and Cognia. 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:

- Foster excellence in elementary education.
- Encourage school improvement through a process of continuous self-study and evaluation.
- 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.

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

ADMISSIONS POLICY

St. John 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 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 STJ.

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. A family meeting with the Director of Admissions will be necessary along with providing recent report cards, standardized testing, behavior reports, and attendance records.

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

- School visit (Private or at Open House)
- Complete Application Packet including release of records
- Arrange for a family interview with the Director of Admissions.
- Complete enrollment packet and pay enrollment fee

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

RE-ENROLLMENT

All current K-7th grade families will be re-enrolled by March 1st. A non-refundable fee will be due at the time of reenrollment. Parents who wish to un-enroll their child must do so by contacting the school office before said date. Early Childhood families will re-enroll directly with the EC office.

GOVERNANCE

The policies and activities of St. John School are governed and guided by the Board of Directors and members of Pathfinder Church through its elected leadership. The Head of School reports directly to the Senior Pastor of the church.

FINANCIAL SUPPORT

St. John School is maintained by members of Pathfinder Church and St. John 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 Pathfinder Church 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 August 1 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:

- The Annual Fund Campaign
- 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:

- Support the school financially through significant fundraising each year,
- Support the school by providing volunteers' time and talents, and
- 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.

Intervention and Discipline Policy

Cougar Code of Conduct

As a St. John cougar, I will show God's love by acting kind to my friends and teachers with my words and actions.

Each child will be given the opportunity to learn about limits and structure without being squelched in their creativity. Praise for good behavior is the most positive manner to redirect a child's actions. Children are encouraged to be responsible for their own behavior.

Here at St. John we use *Love and Logic* to reinforce responsibility for a child's own actions. If a disciplinary problem persists, the following steps will be taken:

1. Redirection of child's behavior
2. One-on-one verbalization about the behavior
3. Parent involvement
4. Intervention with action plan
5. Consequences and possible removal*

Physical punishment will NOT be used in any way. God's laws and Jesus' love and forgiveness are used to help the child understand that we all make mistakes and are forgiven.

*Some behaviors are inappropriate and of a more serious nature. In this case, the team of faculty, student(s) and parents will meet to form an action plan for improvement. Repeated infractions, after parental meetings with the teacher and the director, may lead to suspension and/or expulsion.

Our universal expectations for students are defined through our GUIDES model and explained for all spaces of our school environment. In order to be confident learners, a foundation of expectations is important for students to know the boundaries in which they should learn and grow. The chart below defines these expectations for families.

ST. JOHN SCHOOL

A PERSONALIZED LEARNING ACADEMY



ST. JOHN SCHOOL EXPECTATIONS

Jesus GUIDES Us Wherever We Go

Your word is a lamp for my feet and a light on my path. **Psalm 119:105**

GUIDES	CLASSROOMS & SPECIALS	HALLWAY	CAFE	RECESS	EXTRA-CURRICULAR ACTIVITIES
Grit	Use your best effort to complete your work, even when it's hard Strive toward achieving your goals	Walk with purpose Get to your destination on time	Make healthy choices	Be physically active for some of the time	Do your best in all that you do Finish strong
I can do all things through Him who gives me strength. Philippians 4:13					
Uniqueness	Love to learn about things that interest you	Be proud of your work on display	Enjoy eating foods you like	Do something you like to do to play or relax	Explore your interests and talents
I praise you because we are fearfully and wonderfully made. Psalm 139:14					
Integrity	Complete your own work Use technology for learning purposes only	Walk only to and from where you are supposed to go Respect others' space and belongings	Throw trash away in the trash cans Help clean tables and floors	Be truthful Follow the rules of the game	Display good sportsmanship and manners during events hosted at our school and other schools
May integrity and uprightness protect me, because my hope, Lord, is in you. Psalm 25:21					
Diversity	Accept the ideas of others in group work Be respectful to others	Appreciate the art and student work displayed in hallways	Try a variety of foods Invite classmates to sit at your table	Play different games with different friends Take turns	Greet guests and hosts
...for you are all one in Christ Jesus. Galatians 3:28					
Empathy	Consider how others may feel Use kind words	Help those who may need it	Have loving conversations	Treat others the way you want to be treated	Cheer and be encouraging
Put on a heart of compassion, kindness, humility, gentleness, and patience. Colossians 3:12					
Self-Control	Follow expectations and directions Use time wisely Take care of school property and personal supplies	Walk on the correct side of the hallway Use an inside voice Keep your hands to yourself	Eat your own food Eat with manners Clean up after yourself	Play games and use equipment with care, caution and common sense	Follow expectations during events hosted at our school and other schools
My dear brothers and sisters, take note of this: everyone should be quick to listen, slow to speak and slow to become angry. James 1:19					

BULLYING

St. John 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 feel heard and known by other students and staff.

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.

Bullying may include actions such as making threats, spreading malicious rumors, repeatedly attacking someone physically or verbally with name-calling or other taunts, and repeatedly excluding someone from a group on purpose. Such actions should be brought to the attention of an adult as soon as possible. Staff will work to support all students involved to find meaningful understanding and restoration.

Team Responsibilities in Response to Misconduct or Conflict

Student Responsibilities:

When conflicts arise between students, they will be encouraged to work towards peace using steps outlined in *Non Violent Communication*. 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. Visual reminders of GUIDES are posted in all classrooms to reinforce these concepts.

Teacher Responsibilities

Teachers will encourage students to follow school-wide expectations through reminders of GUIDES 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 Responsibilities

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.

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 an administrator 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. Curricular 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: 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 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, and Current Events.

Foreign Language: Spanish

Fine Arts: Visual Arts, Vocal and Instrumental Music

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

Physical Education: Sporting games, team cooperation and nutrition.

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. STJ siblings should not be pulled out of school to attend field trips of other grades.
- All drivers are required to show proof of insurance before driving students to a field trip destination
- 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.

FOOD AND DRINK IN THE CLASSROOM

Food and drinks, other than water, **are not allowed** in classrooms unless specified by the classroom teacher (e.g. specified snack times, classroom activities that involve food). This also includes gum which also is not allowed in the classroom.

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 Pathfinder 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.

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.

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.

- 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.

- A unanimous decision must be reached by the Principal, Athletic Director, and homeroom teacher in order for conduct ineligibility to be declared.
- Conduct ineligibility for practices and games will be determined on a case by case basis by the school leadership team.

ACHIEVEMENT TESTING

Standardized achievement tests are administered three times throughout the school 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 NWEA Map Growth Assessment and NWEA Reading Fluency Assessment. This test measures mastery of the basic skills in vocabulary, reading, language, spelling, work-study skills, reference skills, and math. Scores are made available to parents.

ON-LINE DATABASES

FACTS is the school's online grade and database system. In addition to this Student Information System (SIS), we utilize Canvas, a Learning Management System (LMS) in grades 5-8. Parents can easily view their child's grades, stay aware of what is happening in class and update their contact information with web access. These are great communication tools to monitor a child's academic progress. The online grade book will be available for students/parents in grades 5-8 only. This is a secure web-based program and parents/students will receive their own access code.

STUDENT PROGRESS CONFERENCES

Opportunities for formal conversations about student progress are provided following the first 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. 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 schoolwork 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 voicemail 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

Half Day 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 through 8th grade students should enter the main entrance of the Next Generation Center.
- 3rd- 8th grade students should enter the stairwell door next to the main entrance and go directly to their classroom.

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!***

- EC Morning Drop-Off: The Early Childhood families should use the *west entrance* for the Early Childhood Center. Please do not park in the spaces facing the gym. Parents are asked to proceed to the Early Childhood Center OR the main door of the K-8 School via doors communicated per teacher and sign their child in at the classroom entrance. *Exit by way of the east drive-way.*
- EC Afternoon Pick-Up (11:30am or 12:30pm or 3:00pm): The Early Childhood families should use the *west entrance* for the Early Childhood Center. Students will be brought to your car via a carline in front of the school gym. Parents are responsible for meeting the child outside the car to help safely buckle them in before leaving. *Exit by way of the east drive-way.*
- K-8 Morning Drop-Off: The K-8 families should use the *west entrance* and drop students off at the main school doors. *Exit by way of the east drive-way.*

- **K-8 Afternoon Pick-Up (3:15pm):** The K-8 families should use the *west entrance*. Students will be brought to your car via a carline in front of the school gym. *Exit by way of the east drive-way.*
- 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 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 card for their car window/dash, if you carpool 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. In addition, 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.

TARDINESS

Tardiness causes disruption to all students in the class and to the classroom routine. 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 remove name from absence list, etc.** Parents or guardians will be notified after their child has **six** total tardies to school 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.

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.

TREATMENT OF SCHOOL PROPERTY

St. John School expects that textbooks, desks, and other school equipment used by students will be taken care of and treated with respect. Any student who willfully or carelessly destroys or damages school property shall be required to pay for the damage and will receive consequences according to the behavior matrix.

Students in grades K-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. Please direct those requests to your homeroom teacher.

CAMPUS SAFETY

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 would 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 into the school.

STUDENT DRESS CODE (K-8)

St. John School adheres to a standardized dress code to enhance discipline, concentration, student safety, and school spirit while reducing competition and peer pressure. The standardized dress code encourages students to maintain pride and give a positive impression while emphasizing that school is a place for spiritual, personal, and academic growth .

Just Me Apparel and Lands' End carry all of our dress code requirements. You can obtain a logo uniform sweatshirt by ordering from the PTL Spirit Wear collection. 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, Lands' End, Target, Kohl's or Old Navy.

St. John 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 in Red, Grey, or Navy
- Quarter Zip Sweatshirts, fleece, or performance pullover with the St. John logo in Red, Graphite Grey, or Navy
- Solid-Colored Sweatshirts in Cardinal Red, White, or Navy Blue or, logoed sweatshirts sold in the school store
- Polo shirts or turtlenecks must be worn underneath sweatshirts or quarter zips.
- 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 color white, black, red, or navy and sleeves must not be longer than the outer polo shirt.
- Sweatshirts/cardigans may not be tied around the waist while indoors.
- Solid white **button-down** blouses (short or long sleeve) may be worn under jumpers only.

Pants and Shorts

- Pants with no labels in Navy Blue or Khaki Twill. **Cargo pants are not allowed.**
- Shorts must be mid thigh length or Bermuda length (knee length) in Navy Blue or Khaki Twill.

Skirts, Skorts, and Jumpers

- Must be twill material in Navy Blue, Khaki, or St. John Plaid
- Must be at least mid-thigh and not more than 4" above the knee.
- 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
- Tights may be worn in solid Cardinal Red, White, Navy Blue or Black.
- Plain solid leggings with no logos may be worn under jumpers and skirts in Cardinal Red, Navy Blue or Black, White, or Grey. (Note: socks must still be worn).
- Crocs will not be worn on uniform days.

Additional Standards

- 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 meet 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 dresswear must be neat, clean, and maintained in good repair. They must be the required size, fit, and length. No Pajamas.
- Hair should be clean and appropriately styled.
- Dress down days are different from Cougar Spirit Wear days.

Consequences

As a parent of St. John 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 the event school needs to close due to inclement weather a text and email will be sent to families no later than 6 A.M. of the cancellation day. Likewise, cancellations will be announced through local television media (Fox2, KMOV, KMOX). Organizations will be repeated with additional listings each time they are broadcast. **You must watch for "St. John 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.**

Cell Phone and Smart Device Use

Cell phone and smart devices (e.g. smartwatches) used for communication have become a way of life for most families. However, cell phones and smart devices are a source of distraction during the regular

school day and are not needed by the students. Students are not allowed to use cell phones, or other smart devices for phone calls or text messages during the school day. These devices need to remain put away during school hours.

If you need to communicate something to your child please contact 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 or other smart devices 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:

- **Productivity**-Students learn how using technology tools can aid them in their productivity and sharing.
- **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.
- **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 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 to 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 Digital Citizenship Agreement*. 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. **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 partners with FSC to provide 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 is provided with the meal.

Lunch orders are placed through the FSC App. Orders must be placed by 9:00am the morning of lunch service.

Lunch fees will be paid from your FSC account.

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 who 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 individualized services. **An additional fee is assessed for students receiving individualized services.**

BEFORE AND AFTER SCHOOL CARE

St. John provides "Centered Care", our before and after school childcare 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 3:30 - 5:30 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

HEALTH & HYGIENE

ILLNESS AT SCHOOL

St. John 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 for them to arrange transportation home. If there is any question about a child being contagious, a physician's approval may be required before returning to school. Common signs of illness include vomiting, diarrhea, fever (temperature 100 degrees or greater), rashes of unknown / undetermined cause. Students should be kept home until 24 hours have passed without these symptoms.

HEAD LICE

Head lice are an unpleasant, inconvenient health issue. Cases can occur anywhere, but there are strategies that may help your child from catching them. Students should avoid sharing combs, brushes, hats/headgear, and pillows. Check your child's head after sleepovers, as these are common situations for lice to spread. Keep long hair braided or in ponytails. Check your child's head monthly for signs of infestation or if you observe your child scratching his/her hair a lot. If live lice are found, please treat your child with an over-the-counter product and follow the instructions meticulously. Talk to your pharmacy or doctor's office regarding product recommendations. Continue to comb through your child's hair daily for 2 weeks to remove nits and break the life cycle. Please remember to vacuum carpets, upholstered furniture and carseat thoroughly. Wash all bedding, clothing and stuffed animals that may be affected in hot water and dry on high. If these items cannot be washed / dried, bag them up in plastic bags for 2 weeks. A student may return to school after the initial treatment. If the discovery and treatment occur over the weekend, please notify the school nurse on the first day back, so that the nurse and other staff can be aware and watchful.

COMMUNICABLE DISEASE CONTROL

All new students, Kindergarteners, 4th graders and 7th graders are required to have an updated health physical and immunization record on file in the school office. Immunizations are the best protection against serious diseases that have greatly impacted the health of societies in the past. St. John encourages its families to vaccinate, but recognizes that not all children can be vaccinated (due to medical conditions) and / or some families choose not to vaccinate. The state of Missouri allows for the following exceptions:

Early Childhood Students:

- A Medical Exemption card can be obtained from your doctor's office, or the Health Department. It must be filled out completely and signed by your child's physician. The original Medical Exemption card must be turned into the school and kept on file in your child's record.
- A Parent Exemption card can be obtained by the Health Department. An original new card is needed each year during the preschool years.

K-8 Students:

- A Medical Exemption card can be obtained from your doctor's office, or the Health Department. It must be filled out completely and signed by your child's physician. The original Medical Exemption card must be turned into the school and kept on file in your child's record.
- A Religious Exemption card can be obtained by the Health Department. It must be filled out completely and returned to the school. It will be kept on file in your child's record. This does not need to be renewed each year; however, the card must be updated when a booster or new vaccine is required. Please contact the School Nurse for details on how to update the card. For all students who are behind on their immunizations, but who are actively receiving them, the doctor may use an "In Progress" card to communicate the schedule of immunizations. Please give this card to the school each time an updated one is received.

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

PEANUT POLICY

St. John recognizes the severity of peanut allergies. Please partner with the school nurse, school leadership team and classroom teacher if your child has a severe allergy.

VISION AND HEARING SCREENING

The LASE school nurse, along with other nurse volunteers will conduct a yearly vision and hearing screening to access if there are any deficits which might affect a child's ability to learn. If any concerns are found, the parent / guardian will be notified so that the family may follow up with their doctor. Vision and hearing screenings will be offered to all children, but a parent may "opt out" if desired.

MEDICATION POLICY

By law, the school cannot dispense any form of medication (either over the counter or prescription) without having signed permission of a parent on file each year. Prescription medications must be brought to the school in their original pharmacy containers correctly labeled with the child's name, medication name, and have the correct dosage instructions on the label. Over the counter medications must be in the original packaging. Loose pills in a bag cannot be accepted.

All medication should be brought into the office by a parent. Please do not send medication in with your child. The school nurse and staff may not:

- Administer the initial dose of a medication. The first dose should be given at home, or the parent may administer and stay with their child for 30 minutes after the initial dose.
- Administer medication via nasal-gastric tube. • Administer medication that has expired.
- Change or administer insulin doses unless prescribed by a doctor. If it is necessary for your child to have medication prior to participation in extracurricular athletics after school, it is necessary for it to be dispensed by the school nurse or office staff before the end of the school day. 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. (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 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 the school leadership team or Human Resources.

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 linked to the school website 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 1, 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.