

# Lebanon Lutheran School

## Parent/Student Handbook 2021-2022



**2021-2022 Theme:**  
**“Built on the Rock” ~ Matt. 7:24-25**

**A joint ministry of Immanuel Lutheran Church of Lebanon  
And St. Peter’s Evangelical Lutheran Church of Lebanon**

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# **LEBANON LUTHERAN SCHOOL JOINT SCHOOL BOARD HANDBOOK 2021-2022**

## ***MISSION STATEMENT***

*Through a Christ-centered education, Lebanon Lutheran School equips each child to reflect God's love in life-long service to Him and others.*

## ***PHILOSOPHY***

Lebanon Lutheran School, a unique cooperating ministry of Immanuel and St. Peter's, applies the Gospel of Jesus Christ (or Saving Grace) to all areas of the student's spiritual, intellectual, social and physical life.

The school is an extension of the home, working in partnership with parents to develop their child's potential to accept himself, to become more sensitive to human needs, and develop an understanding of those with different values.

To that end the school has the responsibility to equip the children to share (spread) the Christian message of hope and healing to the Lebanon area and beyond, now and in the future.

# Lebanon Lutheran School

## Parent-Student Handbook

### 2021-2022

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## **The Objectives of Lebanon Lutheran School**

In keeping with our Christian philosophy of education, and with guidance of the Holy Spirit, the following objectives form the foundation for all instructional activity of Lebanon Lutheran School.

### **The Child in Relation to God**

It is the objective of our school that each child:

1. Develops a growing knowledge of the triune God, a growing trust in Jesus Christ as his Savior from sin, and an increasingly worshipful, sanctified lifestyle.
2. Develops a growing knowledge of the Holy Scriptures as the Word of Life, a proper understanding of the Law and the Gospel, an increased ability to apply God's Word to the situations, and a desire to gain the blessings of Holy Baptism and the Lord's Supper.
3. Develops an understanding of the nature, function, and responsibility of the church as the body of Christ, plus a willingness and ability to serve as an active member of this body.

### **The Child in Relation to Himself and His Abilities**

It is the objective of our school that each child:

1. Develops the knowledge, attitudes, and conduct needed to function effectively as God's child (spiritual powers).
2. Understands his body and accepts responsibility for its health, safety, and recreation (physical powers).
3. Develops logical, scientific, and creative thinking habits, gains knowledge and the skills of communication, and acquires significant elements of his cultural heritage (mental powers).
4. Develops social skills needed to live competently and creatively (social powers).
5. Appreciates the beauty of nature and the fine arts and expresses him/her in different fine arts and media (aesthetic powers).

### **The Child in Relation to His Fellow Human Beings**

It is the objective of our school that each child:

1. Recognizes all people to be God's creation and shows respect, courtesy, and consideration for the rights and welfare of others.
2. Respects parents as God's representatives and appreciates his/her privileges and responsibilities as a member of an earthly family, of which Christ is the head.
3. Develops Christian social responsibility and cooperative skills.
4. Develops concern for the spiritual and material welfare of all people and demonstrates this concern through witness and charitable activities.
5. Respects government as God-ordained and appreciates his/her privileges and responsibilities as a member of a local, state, national and world community.

### **The Child in Relation to Nature**

It is the objective of our school that each child:

1. Understands God is the creator, ruler, and preserver of nature.
2. Thanks and praises God for all gifts of nature.
3. Develops knowledge, attitudes, and conduct needed to understand, use, and care for the earth and its environment.
4. Willingly uses nature to glorify and serve man.

## **Legal Rights of Parents, Caregivers, Teachers, and Students**

Lebanon Lutheran School has policy in place that protects the legal rights of parents, caregivers, teachers and students. The following are protected within these policies and adopted practices among the staff:

- Student records are not shared outside of school staff without written parental permission (unless required by law).
- It is not permissible to remove student records from the school property.
- All student and staff records are kept in locked cabinets accessible only to a limited number of employees.
- Signed photo releases are required for publication of student pictures.
- Student, parent, and staff information is not distributed outside of Lebanon Lutheran School.
- Conversation in regards to staff issues and salaries outside of board meetings is prohibited.

- Confidentiality is stressed with parents, teachers, staff, and board members.
- Teachers are informed of student information on academic, emotional and physical issues as needed.
- Background checks are required on all school and church staff members, school volunteers, and anyone having contact with the students regularly.
- Discussion about students outside the professional realm is discouraged.

## **Home/School Partnership**

While Lebanon Lutheran School and the association congregations have made provisions to aid parents in the Christian training of their children by providing a Lutheran elementary school, it remains the primary God-given responsibility of parents to provide for the Christian education of their children. One important means in accomplishing this is to maintain a Christian home environment. The school cannot accomplish in the classroom what is not already happening in the home and family. Christian education received in school will be most effective when it is seen in context of reinforcing a home environment that lives and breathes an ever-present Christ.

Lebanon Lutheran School considers parents as partners in the Christian education of their families. A triangle has to be present for the job to be done well. The three sides of our triangle are home, church, and school. If any of the three sides of the triangle is missing, there is no triangle left. All three are vitally important. For this reason open lines of communication and a sincere effort of cooperation, mutual respect and understanding between teachers and parents are important to the success of the child. Teachers and the school principal will always be willing to meet with parents to discuss any relevant issue concerning the welfare of the student. **Please refer to the Ladder of Communication Addendum a found at the end of this handbook.**

## **The Administration of Lebanon Lutheran School**

Lebanon Lutheran School is an integral part of Immanuel Lutheran Church of Lebanon (NALC) and St. Peter's Evangelical Lutheran Church (LCMS), Lebanon, Wisconsin. The operation of the school is under the control of the Joint School Board (JSB). Members of the JSB are elected from and by each congregation. The JSB consists of six voting members, three from each supporting congregation. The pastors, principal and accountant are advisory, nonvoting members of the JSB. The principal reports to the JSB concerning school matters, makes recommendations regarding policy, and is responsible for carrying out the policies of the board. A copy of policies governing the school, as adopted by the JSB, is available to parents to review in the school office. The JSB willingly accepts suggestions related to the improvement of the school program. Thoughts and ideas of parents and friends of the school are important. Regular meetings of the JSB are open meetings and school parents and all congregation members are welcome to attend. The dates of JSB meetings are publicized on the monthly calendar or the weekly bulletin of each participating congregation, which are available to all school families. Parents wishing to address the JSB must contact the board chair prior to the date of the meeting to be placed on the board's agenda. Minutes of regular JSB meetings are on file in the school office. Persons wishing to view JSB minutes may make that request through the school principal.

Lebanon Lutheran School is a member of the South Wisconsin District of the Lutheran Church-Missouri Synod and of the South Central Synod of WI of the North American Lutheran Church. Lebanon Lutheran School is recognized by the State of Wisconsin Department of Public Instruction as a certified elementary school and is listed in the Wisconsin Private School Directory. Lebanon Lutheran School will attempt to conduct its affairs in conformity with federal, state and local requirements whenever those requirements do not conflict with the philosophy under which the school operates. LLS is accredited by the National Lutheran School Accreditation of the Lutheran Church Missouri Synod.

## **Priorities in Enrollment**

Enrollment in LLS is open to anyone wishing a Christian education regardless of present church membership. Members of Immanuel and St. Peter's and returning school families are given enrollment priority. Member families are given first opportunity to register their children one month prior to the date



enrollments are accepted from new families. If classes should reach their enrollment limit, waiting lists will be developed using the following priorities:

- members of supporting congregations (St. Peter's and Immanuel of Lebanon)
- returning students
- incoming students of families with children already enrolled in the school
- students from other families wishing to enroll at LLS based on registration date

## **Registration and Enrollment Procedures**

A registration form and **early registration fee** of \$125.00 per child in grades Kindergarten through eight, is required annually during the month of April. Registration is not valid until the registration fee has been paid. **If a family registers after April 30<sup>th</sup>, the registration fee will be \$150.00.**

**Please note, this registration fee is not deducted from the remaining tuition costs and is non-refundable unless your child is denied enrollment due to space limitations.**

Registration during the month of April is necessary to determine class size for the next school year and the registration fee are needed when ordering textbooks, workbooks and supplies at the end of June each year.

## **Tuition**

### **K-8<sup>th</sup> Member Tuition**

Children whose parents or legal guardians are members in good standing of either St. Peter's or Immanuel Church pay a member tuition fee. Their contributions to church should also continue to provide for the upkeep of the school and church. K-8<sup>th</sup> member tuition is \$1,500 for the first child, \$1,400 for the second, and \$1,300 for the third and any additional children.

### **K-8<sup>th</sup> Non-Member/ Community Tuition**

Children whose parents are affiliated with a church other than St. Peter's or Immanuel, or do not have a church are required to pay the community tuition fee of \$2,000 for the first child and \$1,900 for the second or any additional children.

### **4K Tuition Rates**

	<b>4K Member Rate</b>	<b>4K Non-Member Rate</b>
<b>5 days per week</b>	\$1,125 per year	\$1,625 per year
<b>4 days per week</b>	\$900 per year	\$1,300 per year
<b>3 days per week</b>	\$675 per year	\$975 per year
4K is offered from 8:00 am – 11:30 am, Monday through Friday on school days.		

### **Payment of Tuition**

Families are offered two tuition payment options.

- Payment in Full:** The first option is to pay in full via cash or check at the August enrollment day.
- Automatic Withdrawal:** The second option is to pay in 10 equal installments with the first payment, either by check or cash, due at the August enrollment day. Families selecting this option must enroll in Automatic Bank Withdrawal, starting in September and ending in May, to deduct the other 9 payments from your checking or savings account. All necessary paperwork and a minimum down payment equaling 1/10<sup>th</sup> of the total tuition bill must be completed on the day of registration. The remaining tuition amount will be deducted equally over the next 9 months on the 15<sup>th</sup> of each month. (September to May).

### **Late Registration Costs**

All late tuition down payment fees and regular tuition fees shall be paid in full on the established school registration day. If a family is unable to pay the tuition down payment fee and the regular tuition fee in

full on the designated registration day, the family must sign-up for an automatic withdrawal payment plan on registration day. A \$30 Tech Fee will be added to tuition at Registration Day.

If a family is unable to attend registration day, they are to notify the school office prior to the set registration date and must make arrangements with the school office and Joint School Board to complete necessary paperwork and make a tuition payment prior to the first day of school. Families that fail to make a down payment by the first day of school will be contacted by the Joint School Board. See Delinquency Fees Policy section for guidelines on handling delinquent accounts.

### **Free Tuition**

Lebanon Lutheran School offers free tuition to families new to LLS with children in grades kindergarten through eighth. This applies to all children, regardless of church affiliation. Parents are responsible for **tuition down payment fees**.

### **Tuition Assistance**

Tuition assistance is available by contacting the respective pastor of St. Peter's or Immanuel, or in the case of community members, by contacting the chairperson of the Joint School Board. Families are encouraged to use tuition assistance if a financial hardship occurs. The Financial Review Committee and the principal will review community member's applications.

### **Tuition Adjustments**

- A. Students who leave LLS during the school year will have their tuition prorated based on the remaining full school quarters and reimbursed accordingly.
- B. Students joining LLS during the school year will have their tuition calculated based on the remaining time left in the school year.

## **Delinquent Fees Policy**

A family who has selected the automatic withdrawal payment plan or who has written a check in an amount that cannot be cleared by the bank will be contacted by the Joint School Board. Unless some form of good faith financial payment has occurred and arrangements have been made to settle these delinquent accounts and all other money owed the school before the end of the second semester and the start of the fall term, the school reserves the right to hold records and report cards and deny admittance for the following fall term.

At the end of the second semester, the respective congregation shall pay any unpaid comprehensive fees in full. The amount to be collected from each congregation will be calculated based on the delinquent fees from those members of each congregation. The debt owed to LLS will be transferred to the respective congregations. Any future payments made shall be paid to the congregation now holding the debt.

## **Admission Policy**

Wisconsin state law states any child entering first grade must be six years of age before September 1 of the year of enrollment. Proof of age is required either as a birth certificate or a baptismal certificate. A physical is also required for kindergarten and strongly suggested for 5th grade and again in 7th grade. Students entering 4K must be 4 years old by September 1<sup>st</sup> of that school year.

### **Notice of Nondiscrimination**

Lebanon Lutheran School admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in the administration of its policies, scholarship, and loan programs, and athletic and other school administered programs.

### **Interview**

A parent-principal-student interview is required for all students wishing to enter Lebanon Lutheran School for the first time in grades 4K-8. A screening and interview with the 4K or kindergarten teacher is also required for those entering 4K or kindergarten.

All students are enrolled on a tentative basis until all records are received and reviewed by the principal. Enrollment of any pupil is subject to approval by the Joint School Board.

### **School Contacts**

Immanuel School Office Phone: **920-925-3791**

School Office Fax: **920-925-3799**

School Office E-Mail: **lebanon.lsooffice@gmail.com**

Principal Office E-Mail: **llsprincipaloffice@gmail.com**

St. Peter's Campus Phone: **920-925-3525**

### **Immunization requirements**

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of the first day of school. Following are the minimum required immunizations at the expected grade levels. Even though your child meets these minimum requirements, he or she may be in need of booster doses. These requirements may be waived only if a properly signed health, religious or personal conviction waiver is filed with the school. The school is required, by law, to deny children admission to school and report parents to the state district attorney's office if the minimum requirement is not met.

<p style="text-align: center;"><b>STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2021-2022 SCHOOL YEAR</b></p>
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The following are **minimum required immunizations** for each age/grade level. This is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

<b>Age/Grade</b>	<b>Number of Doses</b>					
PreK (age 2-4)	4 DTaP/DTP/DT		3 Polio	3 Hepatitis B	1 MMR	1 Varicella
K through Grade 5	4 DTaP/DTP/DT/Td		4 Polio	3 Hepatitis B	2 MMR	2 Varicella
Grade 6 through 12	4 DTaP/DTP/DT/Td	1 Tdap	4 Polio	3 Hepatitis B	2 MMR	2 Varicella

## **School Hours and After School Care**

Normal school hours for grades K-8 are 8:00 a.m.–3:00 p.m. daily unless otherwise identified on the school calendar. Parents may drop off children beginning at 7:40 a.m. and children are to be picked up between 3:00 p.m. - 3:15 p.m. each day. 4K school hours are 8:00 – 11:30 a.m. with doors opening at 7:40 a.m. Pickup for 4K is promptly at 11:30 a.m. If additional childcare is needed, please contact the ECC for wraparound care.

Before school child care is available at St. Peter's campus through the ECC. After school care is provided for children at both campuses. Costs for after school care vary based on the site. Please contact the ECC Director or Principal for exact costs. If children are not picked up by 3:15 p.m., teachers will have children cared for by the after school care programs and families will be charged the associated costs.

# **Student Attendance**

## **Illnesses: “Should I Send My Child To School Today?”**

Please do not send your child to school if he/she:

- |   |  |
|---|--|
| <input type="checkbox"/> Has a temperature greater than 100.4 degrees   | <input type="checkbox"/> Has a severe cold   |
| <input type="checkbox"/> Has a sore throat  | <input type="checkbox"/> Has inflammation of the eyes and/or pink eye                          |
| <input type="checkbox"/> Has a rash or condition that may be contagious (i.e., head lice, ringworm, impetigo, etc.) | <input type="checkbox"/> Had diarrhea, nausea or vomited the night before or morning of school |

**To return to school your child should be symptom free or on doctor prescribed antibiotic, if necessary, for 24 hours before returning to school.**

### **Child Illness at School**

Parents will be contacted if a child becomes ill during the school day with any of the above symptoms or any other illnesses that impact the child’s ability to learn. Parents are requested to pick up their child within an hour. If a parent cannot be reached, the emergency contact will be called and asked to pick up the child.

### **Reporting Student Absences**

Parents are asked to please call the Immanuel campus by 9 a.m. (920) 925-3791 when your child is absent from school. If your child is too ill to go outside for recess, please keep him/her at home. Arrangements are to be made for obtaining the student’s books, homework, and related assignments. Each absence requires a written note when the child returns to school or a phone call to the office clarifying the reason for the absence. **Your child’s absence will be considered unexcused until parental written or verbal reasons have been received by the office.** All full or partial day absences are counted against perfect attendance.

### **Partial-Day Absences**

Students not in school prior to 10:00 a.m. will have a 1/2 day absence marked. The same 1/2 day absence will occur with any child who leaves school after 10:00 a.m. and does not return or returns to school anytime after 1:00 p.m. All other partial day absences will be prorated to the nearest 1/4<sup>th</sup> school day. Students must be in attendance at school for at least a half day in the afternoon to participate in after school or evening extracurricular events.

### **Extended Absences (Non-Medical)**

Families are encouraged to plan vacations around the school schedule to avoid extended absences. In the case of an extended absence, the principal must receive a written note of explanation at least 1 week prior to the start of the absence. Please note that prior assigned and long-term assignments with a preset/prearranged due date are due on the assigned date regardless of absence (ex. journals, projects, speeches, etc.) Also, teachers may require and can expect students to take tests and/or complete projects/assignments prior to the planned absence.

Students are responsible for keeping up with homework due to absences during the school year. The school does not guarantee the ability to provide work for students prior to an absence. Student work will be accumulated during the absence, and students will have, at most, the number of days to make up this work equal to the number of days absent.

### **Tardiness**

A student is tardy if he/she is not in his/her classroom at the start of the school day at 8:00 a.m. Every tardy, excused or unexcused, is recorded on the child’s report card. All school tardies are counted against perfect attendance.

An excused tardy includes:

1. Request of a parent for child’s doctor or dental appointment.

2. Delay of transportation due to weather conditions. Students shall not be marked tardy when the vehicle is delayed. (However, an unreasonable delay of a student to report to class after arrival is not excused.)
3. Child illness.

After three unexcused tardy days, parents will be notified to rectify the situation. On the fourth unexcused tardy, the student will serve an after-school detention, and athletic or other extra-curricular participation may be suspended for a period of time as determined by the principal. If a fifth tardy occurs there may be further disciplinary action.

## **Student Records**

School files are maintained on each child at Lebanon Lutheran School. These files contain report cards, standardized test scores, attendance, health and family information relative to the students' education. Files are updated and transferred to the school the child attends after leaving Lebanon Lutheran upon written request by the new school. Parents have a right to view these files and may do so by making a request and appointment through the principal.

## **Worship**

Worship is a natural and important part of the life of every Christian. Lebanon Lutheran School and its supporting congregations provide numerous worship opportunities where students learn of and respond to God's love for them.

### **School Chapel Services**

These are held each week with one of the supporting congregations hosting on a rotational basis. Family and friends are invited and encouraged to attend these chapel services whenever possible. Chapel is usually held on Wednesday mornings from 8:15 a.m. - 8:45 a.m. This is subject to last minute changes. Please check the Tuesday on-line newsletter to confirm Chapel location, date and time.

Offerings are collected each week at Chapel service. Chapel offerings are designated for various special local, national or international mission projects. Chapel offerings provide an excellent opportunity for students to learn the importance of mission work in the world and develop God-pleasing stewardship habits.

### **Family worship**

Lebanon Lutheran School encourages families who enroll their children in the school to heed God's word stated in the third commandment and worship regularly. Parents assist the school by nurturing their children's faith by worshipping with them. Much can be gained by this family worship experience.

Church attendance records are kept by teachers for the students. This information is based on what the child reports when church attendance is taken in the classroom each week. This information is recorded for parent information on the quarter report cards. Students with perfect church attendance are recognized at the end of each school year.

## **School-Wide Newsletters**

In an effort to communicate the special events, dates, times, needs, etc. of our school to parents, weekly (Tuesdays) and monthly (*The Rocket Review*) newsletters are e-mailed to all school families and interested parties. Parents are urged to look for and read this newsletter via Constant Contact, FastDirect and/or both/either of our two Facebook pages and Website carefully to stay well informed about what is happening at school.

## **Brief Description of School Programs**

### **4K**

The 4K program uses the Wisconsin Model Early Standards to guide teaching. These standards are specifically geared to early childhood learning. These standards include health and physical development, social and emotional development, and language development and communication. These standards are intertwined into all lessons. The classes filled with free play, morning meeting, religion, handwriting, reading, math, art, and gym. But at the center of it, it is focused on building strong Christian peer relationships. Hours are 8:00 a.m. to 11:30 a.m.

### **Kindergarten**

Kindergarten is run as a full-day program. Monday through Friday's sessions run from 8:00 a.m. to 3:00 p.m.

### **Kindergarten thru 8<sup>th</sup> Grade**

Lebanon Lutheran School offers the same subjects of study that would be found in a secular or public setting with the addition of a religion class. Additionally, our school's entire curriculum is approached from a Christian perspective. These classes meet Monday through Friday from 8:00 a.m. to 3:00 p.m.

### **Physical Education**

All students attending our school are required to participate in physical education. Anyone not participating should have a written excuse from his or her parents. Prolonged periods without participation should have a doctor's written excuse.

Children in grades 4K-8 will need tennis shoes (with non-marking soles) for PE. These must be separate from the ones they wear to school and will be kept at school.

### **Music**

Lebanon Lutheran School provides weekly music instruction to students in 4K-8<sup>th</sup> grade. Part of the music curriculum includes preparing students to sing in church on a regular basis. A child's music grade will be negatively impacted for dates they are unable to sing in church or at the special occasions listed below.

#### ☐ **Singing in church**

Students are scheduled to participate in the regular or special services at both congregations throughout the year. Our joint 4K-2 and 3-8 choirs will attempt to alternate services and churches regularly. Please look for a notice or schedule from our music teacher.

**Students are expected to be in attendance on these occasions, as well as for the Christmas program, school musical performances, and 8<sup>th</sup> grade graduation.** A written excuse is to be given to the music teacher for any absence.

### **Confirmation Instruction**

Our pastors conduct catechism/religion classes for the 7th and 8th grade students. Christian doctrine along with memory work from Luther's Small Catechism is emphasized. Sermon summaries and other research topics may be included in this study. Confirmation of the catechumens is conducted by the pastors in the spring of the year. All 7th and 8th grade students are required to take this confirmation/religion class, even though attendance in confirmation class may not lead to the rite of confirmation and church membership. Parents of community members must choose which church confirmation class students will participate in (that is, St. Peter's or Immanuel of Lebanon.)

### **Foreign Language**

Lebanon Lutheran School provides weekly instruction in the Spanish language and culture. This instruction is provided for all students in grades 4K-8. Students receive a report card grade for their work and are expected to complete all homework assignments.

## **Student Conduct and Behavior Guidelines**

Lebanon Lutheran School expects students enrolled in our school to conduct themselves in a manner consistent with a Christian lifestyle outlined in God's Word. Listed below are guidelines that will help to maintain a healthy teaching-learning atmosphere in the school.

### **Personal Conduct of Students**

- A Christian attitude will prevail at all times.
- Language and actions will reflect Christian character.
- Students are expected to display Christian conduct to and from school.
- Students are expected to be appropriately dressed at all times.

### **Classroom Conduct**

- Rules of courtesy and respect to teachers and fellow students shall be followed at all times.
- Party invitations need to be mailed rather than given out at school.
- Students shall enter and leave the classroom in an orderly manner.
- Students shall bring necessary materials as previously advised by the teacher and shall meet each teacher's standards concerning classroom procedures.
- Students are expected to complete all assignments in the time allowed by the classroom teacher.
- Students are responsible for requesting and making up work missed due to absence.
- Each student shall be responsible for keeping the school and classroom neat and clean.

### **Conduct Outside the Classroom**

Students are always to keep in mind that as representatives of their Lord, their church, and their school, they give witness of their faith to all with whom they come in contact with, and their actions should present a positive Christian witness.

There shall be orderly and respectful behavior at all times on school premises. This means that:

1. Students are expected to walk in all areas, including hallways and on stairs.
2. Voices will be held at a normal level.
3. Students will display respectful and courteous behavior to all other students and school staff.

All employees of the school, both professional and volunteer, shall be treated and addressed in a respectful manner.

Students entering the church, church office, principal's office, kitchen, supply rooms, (gymnasium) or equipment rooms, or any other areas of the school building shall have a legitimate and authorized purpose for being there and shall conduct themselves accordingly.

### **Conduct on the Playground**

Students are to play on the field area and playground south of the school and the basketball court area (also west at St. Peter's.) They are not to be in the drive between the school and the teacherage or in parking lot areas not designated for playground use. At times students will be allowed outside on the dry, paved areas only. The decision of the principal is final.

Student activity on the play areas should be fair, safe, and in good Christian taste. Activities that include tackling, pushing, grabbing, pretending to fight, bullying, or disrespectful treatment of others and the like are not allowed. Students are expected to treat others with kindness, respect, and dignity at all times.

Reference - Bullying and Harassment Policy.

Students are expected to obey the person authorized to supervise the play areas at all times and without question or argumentation.

Students are not to come back into the building once they are out for recess. Bathroom visits should take place before or after the recess period.

Students will not be allowed to play in the snow unless boots and snow pants are worn. Even when wearing the appropriate clothing, common sense prevails as far as becoming completely wet or snow-covered. Throwing snowballs is not allowed.

Failure to obey any of these rules will result in the loss of playground privileges.

### **Proper Care of School Property**

Proper care will be taken of all school property. This means that:

1. Books, furniture, and facilities should be used for their intended purpose.
2. Materials should be returned to their proper location in a neat, orderly fashion.
3. Materials or equipment damage caused by neglect or inappropriate behavior of a student will be paid for by the child.

Please refer to the JSB's Discipline Policy, beginning on page 22, for additional information related to student behavior and consequences used to correct inappropriate behavior.

### **Nuisance Items**

Items such as, but not limited to: toys, soda, electronics, etc. are considered nuisance items and are not to be brought to school or teacher-monitored school functions, and may be confiscated. The school is not responsible for the loss or damage of these items brought to school. No gum chewing is allowed on school premises or gymnasium.

## **Academic Guidelines**

### **FastDirect**

FastDirect is the online program used by Lebanon Lutheran to show grades, progress reports, and report cards. In addition, parents are able to communicate with their child(ren)'s teacher(s) and other people through this system. FastDirect is also used to record attendance and lunch.

### **Student Progress**

Report cards are posted four times each year on FastDirect. Parents may review their child(ren)'s progress throughout the year.

### **Honor Roll**

To promote and encourage academic excellence, students in grades 5-8 have the opportunity to be named to the school honor roll. The honor roll is recognized after each quarter grading period. Two levels of achievement have been established.

**High Honors:** Students in grades 5-8 attaining a 4.0-3.5 average and have not received a grade of a "D" or "F" in any subject will be awarded high honors.

**Honor Roll:** Students in grades 5-8 attaining a 3.49-3.0 grade point average and have not received a "D" or "F" in any subject will be named to the regular honor roll.

### **Grading Scale**

100 - 95 = A	= 4.00 pts.	82 - 76 = C	= 2.00 pts.
94 - 93 = A-	= 3.67 pts.	75 - 73 = C-	= 1.67 pts.
92 - 91 = B+	= 3.33 pts.	72 - 71 = D+	= 1.33 pts.
90 - 87 = B	= 3.00 pts.	70 - 65 = D	= 1.00 pts.
86 - 85 = B-	= 2.67 pts.	64 - 63 = D-	= 0.67 pts.
84 - 83 = C+	= 2.33 pts.	62 or below = F	= 0.00 pts.

<b><u>Percentage</u></b>	<b><u>Points</u></b>	<b><u>Letter Grade</u></b>	<b><u>Proficiency Grades</u></b>	<b><u>Description</u></b>
95-100	4.00	A	4	4 – Exceeding Performance Level: Student demonstrates advanced ability toward this skill.
93-94	3.67	A-	4	
91-92	3.33	B+	3	3 – Meeting Performance Level: Student consistently demonstrates an acquired ability toward this skill.
87-90	3.00	B	3	
85-86	2.67	B-	3	
83-84	2.33	C+	2	2 – Approaching Developmental Level: Student is not yet consistently demonstrating an acquired ability to perform this skill. They are working toward consistency.
76-82	2.00	C	2	
73-75	1.67	C-	2	
71-72	1.33	D+	1	1 – Below Developmental Level: Student does not demonstrate an acquired ability toward this skill. Further support or intervention is needed in this area.
65-70	1.00	D	1	
63-64	0.67	D-	1	
0-62	0.00	F	1	



## **Retention**

If the teacher is observing a delay in progress which may result in retention, the parent will be notified in writing by the principal. Retention of a student will be determined by mutual agreement between the principal, teacher, and parents. When mutual agreement cannot be reached, the decision of the principal will prevail.

## **Homework**

Homework given is a natural extension of daily lessons/learning. Work to be done at home is to be returned to school the next day or as designated by the teacher.

Homework which is incomplete or not returned to school at the designated time results in a consequence as deemed appropriate by the teacher.

## **Meetings with Teachers**

All meetings with your child's teacher will need to be scheduled through their teacher. There will be no "drop-in" meetings. All meetings will be scheduled before or after school. The teacher will let the principal and the administrative assistant know of the meeting so the office is aware of it.

## **Field Trips**

Our teachers realize there are tremendous opportunities for learning beyond the walls of the classroom and field trips are an important part of the curriculum for students at Lebanon Lutheran. Parents sign a "Field Trip Permission" form for the school year authorizing the school to take children away from the school premises for each field trip experience. Parents are urged to watch the monthly newsletter, check FastDirect, and watch for notes from the teachers for details regarding these trips. Where there is cost involved, parents are to send that amount to school with their child prior to the date of the field trip. If the field trip is not paid prior to the date of the field trip, the child will still go on the field trip with the class, and the parents will be notified to make payment. **Whenever money is sent to school, the money should be placed in a sealed envelope and clearly marked with the child's name, amount enclosed, and purpose of the money.**

### ☐ **Overnight Class Trips**

On all overnight field trips, a chaperone will not be allowed to room with a student as these trips are to be a learning experience in independence. The only exception to this will be when there is only one girl or one boy in the class that is going on the trip. In that case, it is suggested that a parent of that child be a chaperone and allowed to room with their child.

### ☐ **7<sup>th</sup>/8<sup>th</sup> Grade Class Trip**

Each year the 7<sup>th</sup>/8<sup>th</sup> grade takes an end-of-the-year trip. Each child will attempt to raise funds to help subsidize the cost of the trip. Fund-raisers and service activities may be used. Profits from fund-raiser events go into each child's trip account. Parents also have the option of using the 5% of the profits from their individual PTL sales, which begins when the child enters kindergarten. Those families who purchase Scrip and have the last child in the family in the eighth grade class have the option to use a specified percentage of their purchases made during the current school year towards the trip. Fees for the cost of the trip such as transportation and hotels, will be divided equally by all participants, students as well as chaperones.

### ☐ **5<sup>th</sup>/6<sup>th</sup> Grade Outdoor Education Trip**

The fifth and sixth grade Outdoor Education trip is an educational experience at either Camp Lutherdale in Elkhorn, Wisconsin or Camp Timberlee in East Troy, Wisconsin. This will be held every year with both fifth and sixth grades in attendance. Fees for the cost of the trip will be divided equally by all students.

## **Health-Related Issues**

### **Hearing and Vision Policy**

Every year your child will have their hearing and vision screened by a trained individual. Screening will be done before the end of 1st semester. The hearing and vision screening is a free service provided by the

school. Parents may opt out if they wish. Results of the screening will be sent home. Recommendations may be made if you need to follow up with your physician based on the screening results.

### **Medication**

It is important parents and teachers exercise care in giving any type of medication to students at school. According to Wisconsin State Law (Assembly Bill 281, 1983 Wisconsin Act 334): "school personnel need on file:

1. Written permission from parents to administer non-prescription medications and prescription medication at school.
2. Written permission from a practitioner (physician, dentist, podiatrist) licensed in Wisconsin to administer prescription medication at school."

Medication consent forms are available at school or on FastDirect or at the doctor's offices in Dodge and Jefferson counties.

**Tylenol or ibuprofen is not supplied and will not be given to students at school without written consent of the parent/guardian.**

### **Illnesses: "Should I Send My Child To School Today?"**

Please do not send your child to school if he/she:

- |   |  |
|---|--|
| <input type="checkbox"/> Has a temperature greater than 100.4 degrees   | <input type="checkbox"/> Has a severe cold   |
| <input type="checkbox"/> Has a sore throat  | <input type="checkbox"/> Has inflammation of the eyes and/or pink eye                          |
| <input type="checkbox"/> Has a rash or condition that may be contagious (i.e., head lice, ringworm, impetigo, etc.) | <input type="checkbox"/> Had diarrhea, nausea or vomited the night before or morning of school |

**To return to school your child should be symptom free or on doctor prescribed antibiotic, if necessary, for 24 hours before returning to school.**

### **Emergency Medical Treatment**

When immediate treatment is needed, an emergency ambulance will be called by a member of the school staff. Parents or other designated persons will be notified following the call for the ambulance. Parents will be responsible for paying the cost of the ambulance service.

### **Nit Free Head Lice Policy**

Please notify the school office if your child has head lice. Students may be excluded up to 48 hours for treatment and removal of all head lice and nits. Before returning to the classroom students must be brought to the school office and checked by the school secretary or other staff member to be found nit free. Upon three repeated cases of head lice, the fourth case will be reported to county authorities because of risk to other students and loss of class time.

### **AIDS Policy**

In order to provide for the welfare of the general population of the student body and the particular good of the student infected with the disease or the virus associated with Acquired Immune Deficiency Syndrome (AIDS), the school authorities shall follow the adopted procedures which are available in the principal's office and may be viewed upon request through the principal.

### **Blood Borne Pathogens**

Information and plan of compliance to the OSHA federal law enforcing the controlling of occupational exposure to blood borne pathogens are on file in the principal's office and may be viewed upon request through the principal.

## Volunteer Policy

Thank you for taking time to share your skills and God-given talents with the school, the students, the faculty and staff. LLS strives to make the school a safe and joyful place. Part of this is making sure that everyone who comes into the school to volunteer knows LLS's guidelines and procedures.

### Roles and Opportunities for Volunteers at Lebanon Lutheran School:

#### (Including but not limited to):

- Tutor: Tutor individual student; listen to children read
- Classroom Helper: Assemble materials for students (math facts or books); Copy or assemble materials for teacher
- Chaperone: Chaperone a field trip or event; Transport students
- Librarian: Help in the library
- Lunch Server: Prepare and serve lunch to students
- Volunteer Coordinator: Help with Olympic Day or other event; Help with PTL projects or fundraisers
- Coach/Assistant Coach: Coach a sport; Assist with practices

### Volunteering Guidelines:

- Volunteers are expected to check in with the office or supervisor.
- Volunteers are to immediately report any observed inappropriate or abusive behavior to supervising teacher or administrator. All school staff are mandated reporters. If a situation arises, the volunteer is not allowed to discuss it with anyone other than the supervising teacher or the administrator. Volunteers are expected to keep any information about students, staff, or faculty private. **Strict confidentiality is important to create a safe and trusting environment.**
- Volunteers are expected to contact the school office or supervising teacher when that are unable to come in at their scheduled time.
- Volunteers will submit to a background check before they can start working with any student or within the building.
- Volunteers will always maintain professional conduct in dealing with students.
- Volunteers who are ill will stay home. The health of all volunteers and students is a priority.
- Volunteers should not discipline any student but go immediately to the supervising teacher or administrator.
- Volunteers may not administer any medications to students, including cough drops or other over-the-counter medications.
- Fill out all required paperwork (see attachment).
- The volunteer's vehicle transporting students is insured by a policy providing property damage coverage with a limit of not less than \$100,000 and bodily injury liability coverage with limits of not less than \$100,000 for each person, and subject to the limit for each person a total limit of not less than \$300,000 for each accident.

### Volunteer Training:

All volunteers will have a brief orientation with the administrator. The volunteer will review the "Volunteer Policy". The volunteer will be trained for their specific job by either the administrative assistant or supervising teacher/athletic director.

*"Work willingly at whatever you do, as though you were working for the Lord rather than for people. Remember that the Lord will give you an inheritance as your reward, and that the Master you are serving is Christ." Colossians 3:23-24*

\_\_\_\_\_ I understand all the above information and will comply with all guidelines and rules of Lebanon Lutheran School.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Hot Lunch**

Daily and nutritious meals are served to all students desiring to participate in the hot lunch program, with menus provided on a monthly basis. These meals are prepared at the Watertown Public School facility and brought to our school for serving. Volunteers assist in serving and cleanup of each day's catered lunch. Parents have the opportunity to volunteer their help by signing a form at the time of final registration. Free and reduced meal applications are available from the office. The cost for student meals for 2020-2021 is \$3.10 is per meal. Additional milk other than hot lunch milk is .40 ea.

## **General Guidelines**

### **Bus Transportation**

Public bus service is available to all students living within the Watertown District. If you have any concerns regarding bus routes and pick-up times, contact GoRiteway Transportation Services at 920-390-4446. Parents with students outside the Watertown District, including the Hustisford School District, provide their own transportation or seek to make other arrangements.

Riding the school bus is a privilege and not a right. The expectations for student behavior on the school bus will be no different than the behavior expected in the classroom. Respect for others, care for equipment, and the well-being of others will be normal expectations. Students are expected to give complete respect and obedience to the bus driver at all times. Misbehavior of students will be reported to the parents and school principal and will result in disciplinary actions and possibly suspension of bus service. **Safety is foremost when riding the school bus!**

### **Inclement Weather**

If school is closed due to inclement weather conditions, radio stations WTMJ (620 AM) and WTTN (1580 AM) as well as television stations WTMJ (channel 4) and WISN (channel 12) will make the announcement. Additionally, parents will be notified through a FastDirect message. Parents are asked to monitor their FastDirect account and listen to the radio (after 6:30 a.m.) and not call school, the teacher, or the principal to receive that information. Under normal conditions, Lebanon Lutheran will close if the Watertown Unified School District closes, and busing will be canceled if the public school buses do not operate. When school is closed due to inclement weather, all other school-related activities scheduled for that day would also be canceled.

### **Phone Tree**

In the event of an emergency, a phone tree will be used by the Joint School Board members to notify families of the situation.

### **Personal and School Property**

Students at Lebanon Lutheran are expected to treat school property, classmates' property, and equipment with care and respect, recognizing these things as God's gifts to use as he grows and learns as a student in the school. Parents and/or the pupil are responsible for damage done to school and church property, including the gym and equipment, caused by the reckless and/or careless actions of the child.

### **Lockers**

All lockers made available for student use on school premises are the property of Lebanon Lutheran School and the appropriate supporting congregations. These lockers are made available for student use in storing school supplies and personal items necessary for use at school; but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules.

LLS retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials. All inspections of student lockers shall be conducted by the Principal or by a staff member so designated by the Principal.

### **Library**

Students normally visit the school library once a week. The purpose of the library is to supplement classroom learning and provide motivation for reading enjoyment. Books are checked out for a period of two weeks. In addition to children's books, the library contains a good selection of books and magazines for Christian families. Please consult the librarians or posted materials for additional policies. The number of books checked out at one time is limited to two books per child.

### **Lost and Found**

Each year a large collection of these items is gathered. Much of this could be prevented if parents would label gym garments, boots, gloves, etc. Unclaimed usable articles are donated to a local charity at the end of the year. Other items are disposed of.

### **Security**

All school building doors will be locked after 8 a.m.

### **Telephone**

Children need permission from the teacher to make calls in cases of emergency. Final decisions regarding the use of the phone lie with the principal and/or administrative assistant.

## **Government Regulations**

Our school complies with all state and federal regulations regarding the exposure to fibrous materials, radon, lead in water, etc. The facilities are regularly inspected and meet all building codes or standards.

## **Asbestos Information**

Lebanon Lutheran School has complied with the requirements of the Federal Asbestos Hazard Emergency Response Act (AHERA). A comprehensive on-going operations and maintenance program is in effect and will note and eliminate any potential health hazards. A management plan is available for review upon request.

## **LLS Joint School Board Policies**

### **Bullying and Harassment Policy**

*(Revised May, 2019 by JSB)*

At Lebanon Lutheran School we acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

*Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself." Matthew 22:37-39*

At the heart of following Jesus command is a commitment by the faculty and staff of Lebanon Lutheran to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s) and to take action in stopping that behavior.

We acknowledge that sin is part of our human condition. One manifestation of sin is that of bullying behaviors(s). Because of the grace shown to us in Christ Jesus, we embrace an emphasis on accepting responsibility for our actions and forgiving one another.

*If we confess our sins, he who is faithful and just will forgive us our sins and purify us from all unrighteousness. 1 John 1:9*

*Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. Colossians 3:13*

So what is bullying? Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending him or herself. Bullying can take many forms such as: Physical (such as hitting or punching), Verbal (such as teasing or name calling), Nonverbal or emotional (such as intimidation using gestures or social exclusion), Cyber bullying or bullying through note writing (such as sending insulting messages by e-mail, texting, or other social networks and sending insulting notes to others in the classroom).

With a definition in place, as well as our commitment to address the issues as they arise, please be aware we want to work together with parents to resolve bullying issues.

Misconceptions regarding bullying behavior create problems in providing a safe environment and in restoring peace to the classroom. Excusing bullying behavior only prolongs or heightens the behavior.

Examples of excuses for bullying:

- ☐ Bullying is a normal part of growing up, a life stage that everyone needs to live through.
- ☐ Bullying has no serious consequences.
- ☐ Those who are bullied “ask for it”.
- ☐ Bullying only involves physical attacks.
- ☐ Adult intervention causes the bullying to escalate.
- ☐ Students can resolve bullying problems on their own.
- ☐ Bullies have this type of personality (reality – they are often victims of bullying).
- ☐ Bullies have an overly strong self-concept (reality – they bully because of fear and insecurity).

Discipline procedures can vary depending on the situation. However, the following are actions that have or will be taken to address the situation:

- ☐ Address the situation with appropriate apologies given and parents of children involved notified by classroom teacher by phone.
- ☐ Loss of privileges: such as recess, free time, etc. and parents of children involved notified by classroom teacher by phone or face to face.
- ☐ Teacher discussion with the principal with appropriate consequences and parents of children involved notified by principal.
- ☐ Parent/teacher/student/pastor conference scheduled and parents of children involved notified by principal.
- ☐ Referral for counseling and parents of children involved notified by principal
- ☐ Suspension and parents of children involved notified by principal.
- ☐ Severe or repeated episodes may result in expulsion and parents of children involved notified by principal that recommendations for expulsion will be taken to the Joint School Board.
- ☐ Notification of authorities if the situation warrants and parents of children involved notified by principal.

Parent strategies are an important aspect of the situation.

- ☐ As parents, examine your behavior. What do you model?
- ☐ Consistently confront inappropriate comments, jokes, and gestures your children might make.
- ☐ Be open to information and training regarding anti-bullying and assertiveness skills.
- ☐ Model good behavior by using good communication, anger management, and conflict resolution skills.
- ☐ Help your children learn how to express themselves in a positive way.
- ☐ Make expectations clear.
- ☐ When children are present in your home, recognize the importance of supervision.
- ☐ Respond immediately to incidences of bullying by first visiting with the appropriate staff person.
- ☐ Help your child take ownership of his/her behavior.
- ☐ Empower your child to report bullying.
- ☐ Differentiate between “reporting” and “gossiping”. Reporting is necessary to conflict resolution. Gossiping prevents conflict resolution.

In every school, situations arise that need to be addressed. The benefit of a Christian school is that we do not only rely on our efforts, we rely on and use the models presented by Christ. The school also

incorporates an anti-bullying curriculum in the classroom throughout the year. Every bullying situation will be documented using the Bullying/Harassment Report Form that will be filled out by both staff and student. This form must be completed, signed, and kept on file in the student's file in the school office. A copy of this form is included in Appendix B.

## **Sexual Harassment Policy**

### **I. Introduction**

We believe it is necessary to provide an environment in which all employees, volunteers and students are respected. Sexual harassment of any employee, volunteer or student is not in harmony with the Christian environment we desire to maintain. "Sexual Harassment" means unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic material.

Students who believe they have been subjected to sexual harassment or other forms of harassment by another student or an employee, or any parent/guardian who believes their student has been subjected to sexual harassment by another student or employee should report the incident to their teacher or the principal.

Third party witnesses are strongly encouraged to report observed incidents of harassment to the principal. Every effort will be made when requested to maintain the confidentiality of witness identity.

The principal, teachers, and staff will inform the students of the school that it will not tolerate sexual harassment or other forms of harassment in any form and will take necessary and appropriate action to eliminate it. All efforts will be made to inform students about harassment and to encourage more positive, caring, and constructive interpersonal relationships. It is our intention to take all steps necessary to prevent sexual harassment from occurring. The following policy is established, therefore, to make it clear that sexually harassing conduct shall not be tolerated and is unprofessional conduct subject to disciplinary action.

### **II. Procedure**

#### **A. Prohibited Behavior**

Sexually harassing conduct prohibited by this policy is defined to include, but not limited to:

1. Making sexual advances, requests or physical advances in a work-related or learning setting if the conduct is unwanted, or flagrant or repeated enough to make the environment hostile, intimidating or offensive to a person of average sensibilities.
2. Making or threatening to make another person's submission to or related decision such as hiring, firing, promotion recommendation, work assignment, grades, etc.
3. Making sexual gestures or sexually explicit comments if they are demeaning and/or create a hostile or offensive work setting to a person of average sensibilities.
4. Displaying visual materials such as slogans, posters, etc. in a commonly considered demeaning, hostile or intimidating way if such display interferes with work performance or the work/learning environment.
5. Distributing sexually harassing written comments, memos, letters, pictures, books, etc. to employees, volunteers, or students.

#### **B. Examples of Prohibited Behavior**

The preceding behaviors may be subject to individual interpretation; therefore, it is imperative that any employee, volunteer or student avoids any behavior, regardless of intent or presence of malice, which may be perceived or interpreted as being sexually or professionally inappropriate. Examples of such behavior that may be wrongly interpreted include, but are not limited to:

1. Unwelcome, inappropriate or unnecessary touching of employees or students.
2. Use of suggestive language and/or stories (jokes).
3. Potentially offensive comments regarding dress outside of the context of the school dress code.
4. Potentially offensive inquiries into personal affairs of employees/students when such inquiries are not required to address a performance problem.

### **C. Reporting Sexually Harassing Behavior**

Sexual harassment is often interpreted as being personally directed. Therefore, this policy shall be effective only if the principal is informed of any such alleged incidents of sexually harassing behavior. Any employee/student/volunteer has a duty and a right to immediately notify the principal of that person's knowledge of the occurrence of any behavior prohibited by this policy. Such complaint may be oral or written but must contain sufficient details as to allow proper investigation. A Bullying/Harassment Report Form will also be filled out by the person reporting. Anyone else involved in the said accusation will also fill out this form. This form is available in the office and in Appendix B of this handbook. Appropriate steps shall be taken to assure there will be no negative affect on the reporting person resulting from the fact that such a report was made. Investigations will be handled with as much confidentiality as practicable. The reporting person will give their report to the principal and will be notified as the investigation goes on and will be updated as needed.

### **D. Handling a Report of Sexually Harassing Behavior**

Upon receiving the report of sexually harassing behavior, the principal shall initiate a narrative report and a thorough and timely investigation. If a teacher receives a report from a student, the teacher will bring the student to the principal. In conducting such an investigation and in determining whether any improper behavior occurred, all relevant information in the context in which the alleged incident occurred shall be considered and appropriately recorded. Written statements from co-workers/or other students with knowledge shall be secured. The Bullying/Harassment Report Form will be filled out by all the parties who witnessed or experienced the harassment. The accused harasser should be informed of the complaint and given the opportunity to respond to the complaint. It is expected that all claims be accurate and true. If any claims are found to be untruthful, then that person will be disciplined for their deception. Their consequences will be determined by the principal. The consequences can range from detention to expulsion.

### **E. Report Investigation**

Below is the format that the principal will be following and the steps that will be taken as the principal investigates the accusation of sexual harassment.

1. The student being accused will have their parents notified. Then, the student accused of wrong-doing will talk with the principal, with parents present, privately.
2. Based on that discussion, the principal will meet with any student(s) believed to have knowledge of or participation in the situation as part of the information gathering process. All this will be done with the individual student.
3. The principal will communicate with the involved parents as needed based on the finding. Please note that due to educational privacy laws, discussion with parents will only pertain to their child's involvement with each individual situation.
4. All disciplinary decisions will be made after all involved parties have provided input (i.e. student discussions completed, parent conversations, teacher input, etc.) in conjunction with existing policies. Included in this process will be opportunities for both confession and the granting of forgiveness for all parties.
5. All behavior issues will be documented accordingly.

### **F. After Investigation**

If, after investigation by the principal, it is determined that sexually harassing behavior occurred, immediate and appropriate steps shall be taken by the principal or the Joint School Board to (1) discipline the person(s) engaged in such conduct, (2) prevent such behavior from recurring, and (3) notify the complainant of the action taken to eliminate the sexually harassing conduct.

Disciplinary action taken shall be in accord with the circumstances surrounding the situation, the severity of the sexually harassing behavior, and the levels of responsibility within. The disciplinary action for employees may include verbal warning, demotion, delaying wage increase, decreasing responsibility, suspension or discharge. Disciplinary action for students involved may include in school suspension, temporary/permanent removal from extra-curricular activities, out of school suspension, or expulsion. Each consequence is based on the extent of the sexual harassment. Along with consequences the school will work to correct the student's behavior. LLS's principal will meet with the parents and set up a behavior plan to help make positive, Christ-centered behavior corrections for the child.



### **G. Communication with Joint School Board**

Any report which is submitted per section C above shall be communicated to the Joint School Board who shall determine whether to seek legal counsel as appropriate, the efforts to be made to investigate and substantiate the complaint and in what form and to whom the results of the investigation are to be disclosed.

### **III. Appeal of Investigatory Decisions**

In the event that an employee/student/volunteer is not satisfied with the decision stemming from the investigation of sexual harassment complaint and wants to pursue the matter, the employee/student/volunteer must contact the Joint School Board within 7 days, either verbally or in writing. The Joint School Board shall meet with the person for purposes of determining the specific areas of dispute and/or dissatisfaction with the investigatory decision. The Joint School Board will decide if the investigatory decision should be upheld or modified after the Board's own investigation. The Board will convey this to the employee/student/volunteer. This decision shall be final.

### **Discipline Policy**

Christian discipline is a part of the learning process at Lebanon Lutheran School. When parents enroll their children in the school, they agree to Christian training according to Biblical precepts. Our behavioral standards are based upon God's Law and the Ten Commandments. The methods of discipline practiced at the school are centered on this law, tempered by Christian love. All actions on the part of students while at school or at school-related activities are expected to be a witness to the Christian faith.

In order to maintain an atmosphere in the school conducive to learning, sound discipline will be maintained at all times. Parents are to realize that corrective measures are administered in a spirit of love in their stead. Where there is law, there must also be Gospel. Corrective disciplinary measures are used to point out wrong and unacceptable behavior, but these measures are always followed by a Gospel message, assuring the child that he/she is a forgiven child of God and that, although we may not always like what he or she does, we still love him or her. All students are assured of our forgiveness and the forgiveness of his or her Savior, Jesus Christ. LLS will not use corporal punishment for discipline purposes.

When initial corrective measures are not effective in curbing a wrong behavior, parents will be notified and involved in the disciplinary process. Continued misbehavior may lead to suspension and/or expulsion of the student from school. At times in-school suspensions may be utilized. Students are put in an area where they can be supervised. Suspensions also may be asked to be served at home. After school detentions may also be utilized. Parents will be notified of the date and time prior to the service date of the detention. Three after-school detentions per semester will lead to an in-school suspension with the next offense.

Other disciplinary actions may be taken by the Principal, or by a teacher or other staff member in consultation with the Principal, who have students under their charge to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include but are not limited to the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Restricting extracurricular activities.
5. Requiring a student to remain in school after regular school hours to do additional schoolwork or for counseling (detention).

### **Student Code of Conduct and Student Discipline Grades 5-8**

#### **Harassment and Bullying**

Lebanon Lutheran School is committed to making our schools a safe, learning environment. It is our responsibility to provide a working and learning environment free from all forms of harassment including incidents of sexual harassment, intimidation, or bullying. All forms of harassment and bullying will not be tolerated at LLS. Please report any harassment or bullying to a teacher or a school administrator. The harasser will be disciplined and if severe, may be referred to the school board. Incidents of harassment may include:

- **Verbal Harassment**, such as threats, unnecessary comments, jokes, slurs, rumors or questionable remarks of a sexual nature.
- **Physical Harassment**, such as unnecessary or offensive touching.
- **Visual Harassment**, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.
- Any student who believes he/she has been a victim of harassment should report the alleged acts to a teacher, principal or school board member.

### **Student Behavior**

***Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively will not be tolerated.*** Any student who engages in such behavior may be subject to removal from class and placement in an alternative setting. In addition, the student may be subject to disciplinary action such as after school or recess detention, a call to parents explaining behavior, a student written letter explaining classroom behavior, and loss of reward events and class field trips.

**Disruptive, Dangerous, or Unruly Behavior:** The following behaviors, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly:

- Inciting other students to act inappropriately or to disobey the teacher or school or class rules.
- Loud, obnoxious or outrageous behavior
- Provoking other students to act inappropriately or to disobey the teacher or school or class rules.
- Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking, (e.g., lecture by teacher, response by another student, presentation by visitor) or during quiet study time.
- Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, poking, pinching, grabbing or pushing.
- Destroying the property of the school or the property of another student, (e.g. writing, marking and/or carving on desks or any school property including book shelves, lockers, school or church railings, etc.)

### **\*Conduct which Otherwise Interferes with the Ability of the Teacher to Teach Effectively**

Students are required to cooperate with the teacher by listening attentively, obeying all instruction PROMPTLY, and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation this behavior includes the following:

- Open defiance of the teacher in words, gestures (e.g. eye rolling) or other disrespectful behavior.
- Other behavior likely or intended to sabotage or undermine classroom instructions including but not limited to cheating on assigned class work, homework, quizzes or tests.

### **Field Trips**

Our teachers realize there are tremendous opportunities for learning beyond the walls of the classroom and field trips are an important part of the curriculum for students at Lebanon Lutheran. Teachers spend several hours coordinating and organizing well-run field trips and therefore, expect students to cooperate, listen, and obey instructions given by the teacher. With that being said, a student's behavior in the classroom, at recess and during electives are reliable indicators of their "everyday" attitudes and demeanors. Class and field trips are rewards for good classroom behavior. Thus, the privilege of field trips may be denied or withdrawn from students refusing to accept or conform to the necessary rules and regulations outlined in the LLS Student Code of Conduct. If there are serious infractions of rules of conduct during a field trip, a student may be sent home at the expense of the family. Prompt notice of such action will be given to the student, parent, principal and school board.

Furthermore, students must maintain at least a C average to be considered for field and classroom trips. Students unable to maintain this average will have a separate conference set-up between the teacher, parents and school administrator or pastor. A student who puts forth effort, but continues to struggle academically, will NOT be exempt from a field trip.

### **Student Discipline**

All disciplinary incidents not specifically covered in the LLS Student Handbook will be dealt with at the discretion of the school administration in accordance with the school board.

### **Discipline Progression:**

Lebanon Lutheran School will communicate behavioral expectations to students and parents. Repeated refusal to follow school rules will not be tolerated. The teacher, principal, pastor or school board member will be actively involved in meeting with parents and students in an effort to solve behavior issues. Students with repeated offenses will be required to meet with their parents and appropriate school officials.

### **Student Consequence**

If a student violates a rule set forth in the Student Code of Conduct, the following consequences will be assigned at the discretion of the classroom teacher and the principal. Consequences are determined by the severity and/or frequency of the offense and may not follow the order listed below. For example, if a student is caught cheating, the consequence is an immediate Friday detention. On the other hand, a student who is disruptive (excessive talking) will be given two verbal warnings, followed by a Blue Chair time out of the classroom. Continued disruptions will eventually lead to a lunch detention and so forth. Please see the behavior matrix on the following pages for more details.

#### **1. Blue Chair (Warning)**

Students will be given two verbal warnings of disruptive behavior, on the third warning a student will be sent out of the classroom to sit on a “blue chair”. The teacher will alert parents if their child received a “blue chair” consequence via FastDirect. It will be the responsibility of the student to complete any lecture notes or classroom assignments missed during that time. If continuous disruptions occur in the same week, a lunch/ recess detention will be given. Parents will be notified via FastDirect and a phone call if this consequence is reached.

#### **2. Lunch and Recess Detention**

Students who continue with inappropriate behavior will be assigned a lunch and recess detention. Students will eat in the classroom and spend their recess writing a letter to their parents describing the inappropriate behavior in class. The student will bring this letter home and return it to school the next day with a parent signature. Failure to do so will result in a call home and another lunch detention. Additionally, students with incomplete work will also be assigned a lunch detention. During the detention students will finish the assignment due that day. Upon completion, the student may participate in the remaining time of recess. Continuous missed assignments will require further action by the classroom teacher

#### **3. Friday Teacher Detention**

Friday teacher detentions are a 90-minute period of time the student is assigned to stay after school on a Friday (even if the detention is given earlier in the week). It's the student's responsibility to serve the detention on the date assigned. If it is impossible to stay on the assigned night, advance arrangements must be made with the teacher. Usually the detention will then take place on Monday. Friday teacher detentions are assigned when students continually disrupt the educational process and/or attempt to encourage others to do so. Friday detentions are also assigned when a major infraction of the rules (e.g. lying, cheating) occurs. However, a student cannot be given a Friday detention on the same Friday. The detention will then be served on the following Monday.

#### **4. Teacher, Parent, Administrative Conference**

Students will meet with the teacher, parent and principal to discuss the offense and set expectations for future behavior at LLS. Depending on the severity of the offense, a meeting with a school board member or pastor may be required and other actions taken.

#### **5. Removal of Reward Day**

Throughout the year, a minimum of four reward days will be given to students who exhibit exemplary classroom and school behavior. (Please see reward section at the end of the document). A student with consistent inappropriate behavior throughout the quarter will be unable to participate in that quarter's reward day. That student will sit in the school office or classroom doing homework while the others participate in reward day.

#### **6. Athletics Suspension**

Sports are a privilege. Therefore, continued misconduct in the school environment may result in a game time suspension at any point during the week, even on a “game day” Friday.

## 7. Removal of Field Trip/Class Trip

As stated earlier, a classroom field trip is a reward for good classroom behavior. Students with four lunch detentions and/or one Friday detention in any quarter may be subject to loss of field trip and class trip privileges. A teacher, parent, school administrator, and/or pastor will meet to discuss offenses and set expectations for future behavior. If expectations are NOT met, the student will be excluded from the trip.

## 8. Communication

It will be the responsibility of the classroom teacher to inform parents and the school administrator of student behavior through FastDirect and a phone call. Parents will be notified in advance if their child's behavior causes them to be excluded from a class trip.

## Level I - Behavioral Responses

Level 1 offenses are minor acts of misconduct that interfere with the orderly operation of the classroom and/or learning environment. All disciplinary actions are subject to teacher and school administrator discretion.

<b>Infraction (but not limited to)</b>	<b>Teacher Managed</b>
Academic Integrity/ Cheating/Lying	Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.  Intentionally providing false or misleading information to, or withholding valid information from a teacher.
Classroom Disruption (Brief/Minor)	Conduct or behavior that interferes with or disrupts the teaching/learning process.
Horseplay	Conduct or behavior that does not cause injury but interferes with or disrupts the orderly process of the school environment and the playground.
Minor Disrespect	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student.
Insubordination (1st or 2nd offense)	Refusal or failure to comply with a direction in a classroom setting that minimally disrupts. This includes not following classroom directions, eye rolling, and being off task.
Profane or Obscene Language/Materials (1st offense)	The use of oral or written language, electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment. Severity of the offense could move this to a Level II rights away.

**Possible consequences:** Parental contact, verbal reprimand, lunch detention, Friday after-school detention, removal of reward day activities, sports suspension.

## Level II - Behavioral Responses

Level II responses are intermediate acts of misconduct that are more serious or disruptive than the offenses in Level I. Level II also includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others. All disciplinary actions are subject to teacher and school administrator discretion.

<b>Infraction</b>	<b>Teacher Managed</b>
Bullying (1st Offense)	Aggressive, intimidating or threatening behavior that is directed toward another person on school property or off school grounds if it adversely impacts the educational environment at school for students or staff. This may include, but is not limited to name calling, purposeful exclusion, slander, cyber-bullying, and verbal cruelty.
Destruction of Property/Vandalism (under \$100)	The willful or malicious destruction of school system property or the property of others.
Gross Disrespect	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Level I)
Inciting/Instigating Disruptions	Inciting, instigating or causing disruptions to the learning environment by repeating antagonistic comments, perpetuating conflict
Open Defiance	Either verbal or non-verbal refusal to comply with school rules or directions from school staff that disrupts the educational environment.
Physical Altercations	Minor physical contact between two or more students that is harmful or disruptive, but is quickly de-escalated.
Abusive Language/Materials (2nd offense)	Any abusive language/materials directed at a staff member or student of either oral or written language, electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment.
Repeated Misconduct of a Less Serious Nature	Repeated misconduct which tends to disrupt an orderly school environment.
Theft/Stealing (under \$50)	Taking the property of another without permission of the person.
Other Serious Misconduct	Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Level I.

**Possible Consequences:** Mandatory parental contact, lunch detention, Friday after-school detention, removal of reward day, suspension of sports activities, discussion with parents and pastor involving field and classroom trips.

#### **Reward Days**

Positive behavior deserves to be recognized and rewarded. Therefore special reward days will be scheduled throughout the school year.

#### **End of First Quarter: Mat ball and ice cream in the gym**

Criteria: Two or fewer lunch detentions; no Friday detentions; all classwork is turned in  
**October, 2020**

#### **End of Second Quarter/First Semester: Movie at Towne Cinema**

Criteria: Two or fewer lunch detentions; no Friday detentions; all classwork is turned in.  
Behavior expectations and goals met and exceeded  
**January, 2021**

#### **End of Third quarter: Mat ball and ice cream in the gym**

Criteria: Two or fewer lunch detentions; no Friday detentions; all classwork is turned in.  
**March 2021**

### **End of Fourth quarter/Second Semester: Fishing trip and lunch**

Criteria: Two or fewer lunch detentions; no Friday detentions; all classwork is turned-in. Behavior expectations and goals met and exceeded.

**May 2021**

### **Ladder of Communication – See Addendum A for visual chart**

Please follow these steps when a problem arises:

1. **Communicate with the teacher first.** It is always important to obtain the teachers perspective. (Too often emotions get the better of our judgment, and we “go over somebody’s head.”)
2. If the problem has not been resolved after an honest attempt has been made in cooperation with the teacher, then contact the principal.
3. If the problem has not been resolved, then the pastor will be contacted to try to reach a solution.
4. If after an honest attempt with the principal, teacher and pastor, a solution has not been found, then, and only then, contact the Joint School Board Chairperson. Parents need to inform the principal or chair of the board of the parent’s intention to come to the next board meeting.

Your cooperation in this matter is greatly appreciated.

### **Off-Campus Student Behavior Policy**

*(Adopted: June 2001)*

All disciplinary action normally available, with regard to a student for violation of school rules or other clear misconduct on-campus, shall be available for any activity away from campus. This policy is not limited to school sponsored and school-related events.

When it is brought to the attention of the school that a student has engaged in such conduct off-campus, the principal shall conduct such investigation as felt necessary and proper under the circumstances and may initiate disciplinary action, up to and including suspension or expulsion, in same fashion as if the action had occurred on campus. In conducting such investigation, the principal or his/her representative may cooperate with law enforcement authorities.

### **Alcohol/Drug/Weapon Policy**

Because of the Christian nature of our school and functions, it is the policy of the JSB that no alcohol or illegal drugs will be consumed on church or school grounds before, during, or after school functions.

The following are grounds for discipline, including possible suspension or expulsion:

1. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. Any object includes any item that is considered a weapon but is not a firearm as defined in the Firearm Policy below.
2. Possessing, using, transmitting, or being under the influence of any narcotic drug, tobacco substance, matches or lighters, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, glue sniffing or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this rule. All medication including prescription drugs must be kept in the possession of the teacher.
3. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.

### **Firearm Policy**

No student shall possess, handle or transmit any firearm on school property.

The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any weapon described above.

3. Any firearm muffler or firearm silencer.
4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The penalty for possession of a firearm shall be expulsion from school for one calendar year. The length of the expulsion may be reduced by the JSB if the circumstances warrant such reduction.

The Principal shall notify the county prosecuting attorney's office when a student is expelled under this rule.

### **Expulsion Policy**

God has given all our students certain talents and abilities. He rightfully then expects the students to use their talents, and he blesses their efforts. Any expulsion procedures should be done under the Christian care and guidance of our Pastoral staff. In evaluating a student's progress, it is certainly fair to ask:

1. Is the student using his or her talents, as he or she should?
2. Is the student interfering with the education of the other students?

It may be necessary, in light of the above, that a child could be expelled from our school. Possible conditions for expulsion could be, but are not limited to:

1. Severe or repeated instances of disciplinary problems.
2. Repeated instances of refusal to complete assigned activities.
3. Repeated instances of refusal to follow school policies as set down by the school board.
4. Repeated receipt of detentions.
5. Intentional destruction of school property.
6. Lack of parent cooperation in complying with policies and procedures.
7. Alcohol/drugs weapon violations – see page 26.

Termination or expulsion can only be done by the Joint School Board. The following steps are followed for school expulsion:

1. Teacher and/or Principal consultation with parent(s).
2. Parent/Pastor consultation.
3. School board chairman notified by Principal of possible expulsion.
4. Written notification from the Principal to the parent(s) that possible may occur.  
This notification will include an invitation to the parent(s) to come to a meeting with the Joint School Board at which expulsion will be discussed and possibly acted upon.
5. Notification from Principal to parents when the school board will act on possible expulsion (date of meeting, etc.)
6. Action taken by board on expulsion with a Pastor present.
7. Appeal of action by parents at a later meeting of the school board or at meeting where expulsion occurs.

After the appeal process has been initiated, the student will not be allowed in school.

### **Standards of Dress and Appearance Policy**

We are God's children, set apart for His special purposes. The impression we give to the rest of the world is important. The Dress Code at Lebanon Lutheran School is designed to help our students make a statement to others about the Christian character of our school and reduce the distractions that get in the way of learning. Just as some types of dress are proper for church and other are reserved for play, some certain clothes are appropriate for school and others are not. The six principles and the specific examples listed are intended to help students make appropriate decisions regarding dress. What students wear to school must meet the principles of the dress code, regardless of whether it fits the examples. Students at Lebanon Lutheran School will be expected to conform to the following principles while at school or at any school sponsored function.

**Principle #1 - Students should wear apparel and accessories that are inoffensive to our Christian standards.**

- a. Shirts or other articles of clothing may not have phrases, sayings, quotations or advertising slogans depicting anything offensive. This would include any clothing that pictures or suggests any connection to violence, race, sex, drugs, alcohol, tobacco, swearing, vulgarity, certain cartoons or musical groups.
- b. Simple ear piercing will be allowed. Any other piercings are not permitted.

**Principle #2 - Students should dress appropriately for school.**

- a. All clothing must be neat, clean, and must not detract from the Christian atmosphere of the school.
- b. Jeans are allowed, but may not be frayed, overly faded, or have holes in them.
- c. Shorts may be worn April 1 through October 31. Capris must be mid-calf to be worn other than between April 1 to October 31. Shorts that are worn to school need to be neat, clean and hemmed. Nylon, spandex, or tight-fitting shorts may not be worn.
- d. Sweat suits and sweatpants are allowed as long as they fit properly and are neat and clean.
- e. Wind pants are not allowed because they are noisy and disruptive in a classroom setting.
- f. Students may not wear over-sized clothing. This includes both shirts and pants that are designed to look large and baggy.
- g. Students may not wear hats in the school building.
- h. Students may not wear pants that have writing across the backside.
- i. Clothing or footwear that causes damage or rapid wear of floors or furniture is not permitted. Shoes must be worn at all times, in and outside of the building.
- j. On chapel days, to show reverence to our Heavenly Father, we encourage children to dress a little more formal than on normal school days.

**Principle #3 - Students should dress with modesty and restraint.**

- a. Any clothing designed as underwear may not be worn as outerwear. This would include plain white undershirts.
- b. Students may not wear halter tops, halter dresses, sundresses, tank/T-back tops, or spaghetti straps. Clothing that reveals any part of the midriff is prohibited. Low-rise jeans may require the student to have a top tucked in.
- c. Students may not wear any outer clothing that is skin tight.
- d. Girls' dresses, skirts, shorts, and tops worn over leggings must extend below the thumb as arms are at the side; middle finger length without leggings.
- e. Although make-up is discouraged, girls may wear modest amounts of make-up with parental permission, but they may not put make-up on at school.

**Principle #4 - Hairstyles should reflect moderation and careful grooming.**

- a. Boys hair should be no longer than collar length.
- b. No unnatural hair coloring.

**Principle #5 - Shoes must be worn at all times: State of Wisconsin law requires this.**

- a. Beach style and athletic flip-flop type footwear is not acceptable. Shoes that are designed to have shoelaces must be worn with laces, and the laces must be laced and tied.
- b. Shoes with wheels in the heels are not permitted.
- c. A student wearing any shoe that becomes a nuisance or a safety hazard will be asked to replace them for the remainder of the day with their gym shoes.

**Principle #6 - Students must dress appropriately for weather conditions.**

- a. Students should understand that regardless of their wearing shorts, all students will go outside for recess even if the temperature is cold that day.
- b. All students are expected to go outside for recess. Students not dressed appropriately (boots, snow pants, etc.) will not be allowed to play in the snow and will be restricted to the pavement areas. Boots worn for outside play may not be worn throughout the day in the classroom.

Students found in violation or not meeting these standards will be counseled individually and parents will be notified if their child needs special attention in regard to his/her attire and/or appearance. Repeated violations of the dress guidelines or refusal to change will result in disciplinary action. **Final judgment as to what is acceptable rests with the school principal.**



*“Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead it should be that of your inner self, the unfading beauty of a gentle and quite spirit, which is of great worth in God’s sight.” I Peter 3:3 & 4*

## **Student Cell Phone, Smartwatch, and Other Electronic Device Policy**

The use of cell phones, smartwatches, any wearable smart electronics, and other electronic devices has become a major part of life. Cell phones, smartwatches and other electronic devices are not allowed for use during the school day at all unless with the specific permission of a staff member. With permission, a student will be allowed to bring a cell phone/smartwatch/other wearable smart electronics to school under the following conditions:

- ☐ The cell phone/smartwatch/other wearable smart electronic is kept in the locker or backpack; turned off during school hours as well as during school functions in which the student participates.
- ☐ The cell phone/smartwatch/other wearable smart electronic is not to be used during school hours

All phone calls during school hours are to be approved through the school office. Parents who need to communicate with their children are asked to do this through the school office during school hours. Cell phones may be used after school (after 3:00pm) or after a school event.

Please understand that cell phones/smartwatch/other wearable smart electronics are brought to school at your own risk. These items, as well as other personal items or electronic devices brought to school by students are their responsibility. The school assumes no accountability for lost or stolen personal property.

Students who do not comply with this policy will have the devices confiscated and returned only to a parent or a guardian.

## **Use of Internet and Other Computer Networks Policy**

**Acceptable Use Policy:** The Lebanon Lutheran School recognizes the educational and communications opportunities that exposure to the Internet and other computer networks can provide students and staff. We further realize that as telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by members of the society, those changes may also alter instruction and student learning. Our students and staff have access to information and people from all over the world through electronic technology. The Internet will help them realize that they are a part of the world and helps them improve through communication and information. We do not believe technology will replace the classroom teacher but see it as a tool to help provide education to all students in the Lebanon Lutheran School.

It is the philosophy of the Lebanon Lutheran School that the technologies provided in our school buildings are district resources designed to enhance the curriculum and instruction provided for our learners. Recognizing that technologies are public resources, all information produced by learners on the Internet is public information and is technically accessible to all other learners on the Internet.

The Lebanon Lutheran School maintains the right to access and monitor stored e-mail messages and every user must sign a “User Agreement Form”. A copy of this form is an attachment at the back of the handbook.

If the use of personal information (addresses, telephone numbers, etc.) is necessary or needed for accessing certain information, only the school address and telephone number are to be given.

### **Goals:**

Through Internet access, learners will:

1. Access global resources
2. Enter into partnerships to enhance their learning options
3. Broaden their problem-solving and decision-making abilities

4. Broaden their research capabilities by using primary materials
5. Develop their higher level thinking skills
6. Gain employability skills
7. Utilize a personalized, motivational learning opportunity
8. Differentiate and assess available resources

The following code of conduct applies to all users of the Internet:

“I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be of service to others and the community.”

The user is held responsible for his/her actions using the Internet. Unacceptable uses of the system will result in the suspension or revocation of Internet use and/or appropriate disciplinary actions. The following is a code of ethics that all users are expected to follow:

#### **Eight Rules of Computer Ethics**

1. Learners will not use a computer to harm other people.
2. Learners will not interfere with other people’s computer work.
3. Learners will not invade or peruse other people’s files.
4. Learners will not use a computer to steal or for other illegal purposes.
5. Learners will not use a computer to violate copyright laws.
6. Learners will not use or copy software for which payment has not been made.
7. Learners will not use other people’s computer resources without authorization.
8. Learners will use computers in ways that show consideration and respect.

#### **Internet and E-mail Rules for Staff & Students**

Staff and students are responsible for proper behavior on school computer networks and should recognize that communications on the network are often public in nature. General school rules and board policies apply.

The network is provided to teach, conduct research, and to communicate with others. Access to network services is given to those who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Access entails responsibility.

Individual users of the computer networks are responsible for their behavior and communications over those networks. ***It is presumed that users will comply with LLS standards and will honor the agreements they have signed.*** Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on servers would always be private. Within reason, freedom of speech and access to information will be honored.

However, the following list, not meant to be all-inclusive, is not permitted:

- ☐ Using the Internet for any illegal purposes.
- ☐ Sending or displaying offensive messages or pictures.
- ☐ Using obscene language.
- ☐ Harassing, insulting, or attacking others.
- ☐ Damaging computers, computer systems, or computer networks.
- ☐ Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
- ☐ Violating copyright laws.
- ☐ Using another’s password.
- ☐ Trespassing in another’s folders, work, or files.
- ☐ Intentionally wasting limited resources.
- ☐ Employing the network for commercial purposes.
- ☐ Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
- ☐ Other behaviors in violation of district policy or regulations.

Violations will result in appropriate **disciplinary actions**, which may include the loss of access to networked information resources, **and/or legal action**.

### **Student/Parent/Guardian Consent & Parent/Guardian Denial**

The Lebanon Lutheran School will annually inform parents and students that the school does not have control of information on the Internet and information which students have access to through the Internet may include material that is illegal, defamatory, inaccurate, or potentially objectionable to some people. While it is the intent of the Lebanon Lutheran School to make Internet access available to further its educational goals, students may have the ability to access other materials as well. Therefore, all students who access the Internet via technology provided through Lebanon Lutheran School are annually asked to sign the Internet Acceptable Use Consent Form.

Lebanon Lutheran School also recognizes that the parent(s) and/or guardian(s) of minors are responsible for setting and conveying the standards that their children should follow. Since students may have access to material which is beyond the school district's control, a parent or guardian can sign an annual parental denial form requesting that his/her child not have individual access to the Internet. A copy of this form is an attachment at the back of the handbook.

We assume that most parents and/or guardians of minors will support access to the Internet. Therefore, the parent(s) and/or guardian(s) must complete the "User Agreement Form". A copy of this form is an attachment at the back of the handbook.

### **iPad/Chromebook Policy, Procedures, and Information**

The focus of the iPad/Chromebook program at Lebanon Lutheran School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the iPad/Chromebook computer. The individual use of iPads/Chromebooks is a way to empower students to maximize their full potential and to prepare them for high school and the workplace. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads/Chromebooks integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all iPads/Chromebooks used at LLS, including any other device considered by the administration to come under this policy.

Teachers may set additional requirements for use in their classroom.

#### **1. TAKING CARE OF YOUR IPAD/CHROMEBOOK**

Students are responsible for the general care of the iPad they have been issued by the school.

##### **1.1 General Precautions**

- ☐ The iPad/Chromebook is school property and all users will follow this policy and the LLS acceptable use policy for technology.
- ☐ Cords and cables must be inserted carefully into the iPad/Chromebook to prevent damage.
- ☐ iPads/Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of LLS.

##### **1.2 Carrying iPads/Chromebooks**

The protective cases provided with iPad/Chromebooks have sufficient padding to protect the ~~iPad~~ device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- ☐ iPads should always be in the protective case.

##### **1.3 Screen Care**

The iPad/Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- ☐ Do not lean on the top of the device when it is closed.
- ☐ Do not place anything near the device that could put pressure on the screen.
- ☐ Do not place anything in the carrying case that will press against the cover.
- ☐ Clean the screen with a clean, soft, dry cloth or anti-static cloth. No cleaners or facial tissues may be used.

- ❑ Do not “bump” the device against desks, walls, floors, etc. as it will eventually break the screen.

## **2. USING YOUR iPad/CHROMEBOOK AT SCHOOL**

iPads/Chromebooks are intended for use at school only,

### **2.1 Screensavers/Background photos**

- ❑ Neither is to be changed by any student.
- ❑ Passwords are not to be used.

### **2.2 Sound, Music, Games, or Programs**

- ❑ Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ❑ Music is allowed on the iPad/Chromebook and can be used at the discretion of the teacher
- ❑ Internet Games are not allowed on the iPads/Chromebooks. If game apps are installed, it will be with LLS staff.
- ❑ All software/apps must be LLS provided. Data storage may be through apps on the iPad/Chromebook and email to an alternative location such as Dropbox or Google Docs as specified by instructor.

### **2.3 Printing**

Printing will be available with the iPad/Chromebook. Teachers will indicate and give instructions when printing is necessary.

## **3. MANAGING YOUR FILES & SAVING YOUR WORK**

### **3.1 Saving to the iPad/Chromebook /Home Directory**

- ❑ Students may save work to the home directory on the iPad/Chromebook. It is recommended students e-mail documents to themselves for storage on a flash drive. Storage space will be available on the iPad/Chromebook —BUT it will NOT be backed up in case of re-imaging. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad/Chromebook malfunctions are NOT an acceptable excuse for not submitting work.

### **3.2 Network Connectivity**

- ❑ LLS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, LLS will not be responsible for lost or missing data.

## **4. SOFTWARE ON IPADS**

### **4.1 Originally Installed Software**

- ❑ The software/apps originally installed by LLS must remain on the iPad/Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of iPads/Chromebooks will be made to ensure that students have not removed required apps.

### **4.2 Additional Software**

- ❑ Students are not allowed to load extra software/Apps on their iPads/Chromebooks. LLS will synchronize the iPads/Chromebooks so that they contain the necessary apps for school work. Students will not synchronize iPad/Chromebook or add apps to their assigned iPad/Chromebook, to include home synching accounts.

### **4.3 Procedure for re-loading software**

- ❑ If technical difficulties occur or illegal software, non LLS installed apps are discovered, the iPad/Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

## **5. ACCEPTABLE USE**

The use of LLS’s technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the *User Terms and Conditions* named in this policy, privileges may be terminated, access to the LLS technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

### **5.1 Parent/Guardian Responsibilities**

- ❑ Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television,

telephones, movies, and radio. Parents accept responsibility for any and all damage to any iPad/Chromebook.

- ☐ Should you want your student to opt out of having an iPad/Chromebook, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

#### 5.2 School Responsibilities are to:

- ☐ Provide internet access to its students.
- ☐ Provide internet blocking of inappropriate materials as able.
- ☐ Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

#### 5.3 Students are Responsibilities for:

- ☐ Using computers/devices in a responsible and ethical manner.
- ☐ Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- ☐ Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via LLS’s designated Internet System is at your own risk. LLS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- ☐ Helping LLS protect our computer system/device by contacting a teacher about any security problems they may encounter.
- ☐ Monitoring all activity on their account(s).
- ☐ Students should always turn off and secure their iPad/Chromebook after they are done working to protect their work and information.
- ☐ If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- ☐ Replacing/repairing any and all damage to the iPads/Chromebook.

#### 5.4 Student Activities Strictly Prohibited:

- ☐ Illegal installation or transmission of copyrighted materials
- ☐ Any action that violates existing policy or public law
- ☐ Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- ☐ Use of chat rooms, sites selling term papers, book reports and other forms of student work
- ☐ Messaging services-EX: MSN Messenger, ICQ, etc.
- ☐ Internet/computer games, unless specified by teacher.
- ☐ Use of outside data disks or external attachments without prior approval from the administration
- ☐ Changing of iPad/Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- ☐ Downloading apps
- ☐ Spamming-Sending mass or inappropriate emails
- ☐ Gaining access to other student’s accounts, files, and/or data
- ☐ Use of the school’s Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- ☐ Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- ☐ Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- ☐ Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- ☐ Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

#### 5.5 iPad/Chromebook Care

- ☐ iPads/Chromebooks that malfunction or are damaged must be reported to the teacher. LLS will be responsible for repairing iPads/Chromebook that malfunction. iPads/Chromebooks that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost

being borne by the student/parent. Students/parents will be responsible for the entire cost of repairs to iPads/Chromebooks that are damaged intentionally.

- ☐ iPad/Chromebook damage: Students are responsible for any and all damage.

#### 5.6 Legal Propriety

- ☐ Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- ☐ Plagiarism is a violation of the LLS Code of Ethic. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- ☐ Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by LLS.

### 6. PROTECTING & STORING YOUR IPAD/CHROMEBOOK COMPUTER

#### 6.1 iPad/Chromebook Identification

Student iPads/Chromebooks will be labeled in the manner specified by the school. iPads/Chromebooks can be identified in the following ways:

- ☐ Record of serial number
- ☐ LLS label/assigned number

### 7. COST OF REPAIRS

Students/parents will be held responsible for ALL damage to their iPads/Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value (up to \$500). Lost items such as sleeves and cables will be charged the actual replacement cost.

### 8. TECHNOLOGY FEE

A \$30 technology fee will be required for all students in grades 4K through 8th at registration. This fee will cover general maintenance of Chromebooks and iPads, storage, and replacement of parts. Until this fee is paid, your child will not be able to take home the Chromebook/iPad.

### 9. TAKING CHROMEBOOK/IPADS HOME

If a student in grade 3<sup>rd</sup> through 8th takes home a Chromebook or an iPad, they are responsible for it. They will be responsible for all repairs or replacement of the device if broken or lost. See *Cost of Repairs*. The student will sign out a Chromebook through their teacher in the appropriate manner and be returned the same way.

## **Wellness Policy**

Lebanon Lutheran School believes that by the grace of God, we serve our Lord in promoting spiritual, emotional, academic, social and physical growth. Children and youth who begin each day as healthy individuals can learn more and best utilize their God-given talents and abilities. To that end, this policy encourages the wellness of all students and staff of Lebanon Lutheran School.

Goals for student nutrition education, physical activity, wellness, and school based activities:

- ☐ Students are constantly reminded they are special creations of a great and loving God. He cares for them, as do their teachers and staff. This provides a strong base for emotional and spiritual wellness of students.
- ☐ Students are educated in good nutrition practices as part of each classroom's science/health curriculum.
- ☐ Each student participates in physical education classes each weekly.
- ☐ All students take an outdoor break at least daily, grades K-2 two times a day, weather permitting.
- ☐ Students participate annually in Jump Rope for Heart Day, Olympic Day, and are encouraged to join organized athletic activities offered through the school.
- ☐ Students are taught how to make healthy, nutritious food choices making use of USDA materials and the current food pyramid.

Nutrition guidelines for all foods are available on school campus:

- ☐ Care is taken so that students entitled to free or reduced lunches are served and treated the same as all lunch program users. No child is refused lunch due to a lack of ability of the parent to pay for the meal.

- ☐ Food servers are trained as to the rules and regulations for serving food to the students.
- ☐ School kitchen facilities are inspected by the Watertown Department of Public Health.
- ☐ Vending machines are not allowed in the school. Ideas for healthy snacks are given to the parents and the final responsibility for those snacks rest with the parents.
- ☐ Classroom teachers encourage healthful snacks. Carbonated or caffeinated products are not allowed at snack or lunch time.
- ☐ Efforts are made to include healthy snack choices for classroom parties, and field trips.
- ☐ Daycare snacks are healthy and lunch is provided through the contracted school service.
- ☐ The concession stand for sporting events does serve healthy snack alternatives such as fruit and/or vegetables, popcorn, water, and sports drinks.

**Reimbursable School meals:**

- ☐ All food service meals meet the regulations issued by the Secretary of Agriculture in accordance with subsection (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f) (1) and 17 (a) of the Richard B. Russell National School Lunch Act [42 U.S.C. 1758 (f) (1) 1766 (a)], as those regulations and guidance apply to schools.
- ☐ Program requirements and nutrition standards set forth under the 7 CFR Part 210 and Part 220 are met.

**Implementation, maintenance, measurement, and evaluation of the Wellness Policy:**

- ☐ Each fall and periodically throughout the school year, teachers and all staff review the Wellness Policy and plan for its best implementation for the school year.
- ☐ Teachers and lunch program personnel continue to monitor each student as they select food items in lunch line or eat their lunch from home. These observations also may include discussion with students who have not made healthy choices.
- ☐ Parents and students are encouraged to make healthy choices in student snacks and lunches by the school, through the parent/student handbook; by teachers in their classroom orientations, conversations with students during the day, and parents at conference times or personal contact and by food servers as students are guided into taking the required types of foods and serving sizes.

**Community involvement:**

- ☐ Parents, grandparents, and congregation members assist in serving hot lunches. Their ideas and suggestions are helpful in improving student nutrition choices.
- ☐ Suggestions for improvement of the wellness of the school family may appear in the weekly school newsletter, congregational publications, and/or be addressed in print as necessary.

## **Eligibility for Athletics Policy**

Please see Athletic Handbook.

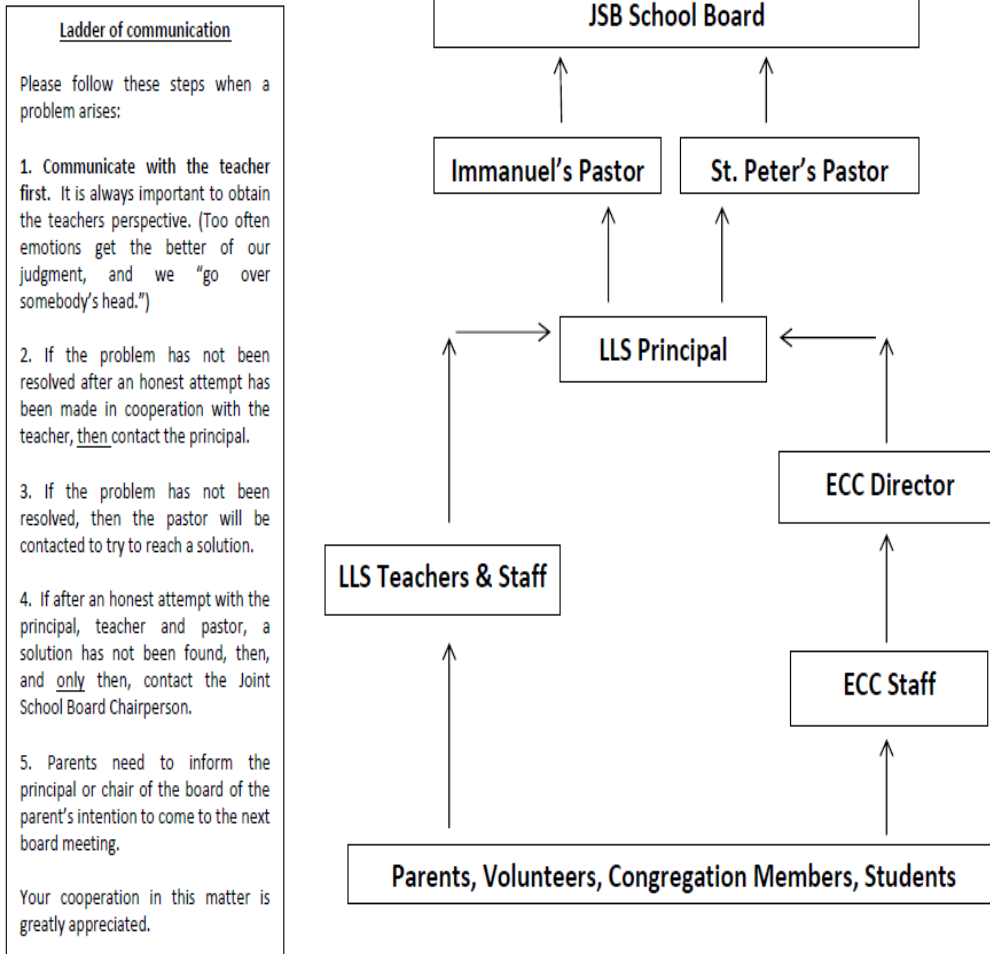
## **Administration in Absence of Policy**

*(Adopted: June 2001)*

When there is no board policy in existence to provide guidance in a matter before the administration, the principal is authorized to act appropriately under the circumstances surrounding the situation, keeping in mind good Christian common sense, and the Articles of Agreement of LLS. Whenever possible, the principal shall consult with the JSB before a decision is made in a situation that is not clearly addressed in any current policy or handbook. The principal together with the JSB shall draft and accept additional policy as deemed necessary and appropriate or jointly take proper action to rectify the situation.

## Lebanon Lutheran School/ECC Communication Flow Chart

*When parents, volunteers, students or congregation members have concerns regarding LLS and/or ECC, this communication flow chart should be used.*



11/2014 Final



## Appendix B

# Student Bullying/Harassment Report Form

(Filled out by student)

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

Location of incident: \_\_\_\_\_

Others involved: \_\_\_\_\_

\_\_\_\_\_

Witnesses: \_\_\_\_\_

\_\_\_\_\_

I saw: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I heard: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I did this: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of student reporting: \_\_\_\_\_

# Staff Bullying/Harassment Report Form

(Filled out by an adult staff member)

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

Location of incident: \_\_\_\_\_

All persons involved: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Severity level (Circle one):              Low                      Medium                      High

What was seen: \_\_\_\_\_

What was heard: \_\_\_\_\_

Staff person's assessment: \_\_\_\_\_

Plan of action: \_\_\_\_\_

Principal informed (list date and time): \_\_\_\_\_

Parent/Guardian informed?              Y              N

Other authorities informed?              Y              N

Print name of adult filling out this form: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Appendix C**

### **COVID-19 Plan**

Please see the separate COVID-19 Plan document for the most current version of the plan.

Dear Parents & Students,

We would ask that you read the Parent/Student Handbook with your child(ren). If you have any questions please feel free to direct them to our Principal, Mrs. Wackt.

By signing this you have agreed to all policies.

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Parent: \_\_\_\_\_

Parent: \_\_\_\_\_

Date: \_\_\_\_\_