

SOAR Extended Day

Scholastic Opportunities ~ Art ~ Recreation

Parent Handbook

Purpose:

St. Paul Lutheran School SOAR Extended Day was implemented to serve students and their families. The SOAR program supports and follows the mission statement of SPLS.

Mission Statement:

St. Paul Lutheran School provides a Biblically-integrated, academically excellent education for students. St. Paul partners with families to equip students to boldly reflect the character of Jesus Christ.

License & Regulation: 746.501 (19 & 21)

St. Paul Lutheran School SOAR Extended Day program is licensed by the state of Texas as a Child Care Center with the capacity of 40 children, ages 4-13 years.

Parents are entitled to see the following information. You may ask the director to show you the most recent copy of:

- Minimum Standards for Child Care Centers (these are also available on the web at www.dfps.state.tx.us or at your local Licensing Office)
- Most recent DFPS Inspection/Investigation Report (compliance information is also available on the web at www.dfps.state.tx.us or at your local Licensing Office)
- SPLS SOAR operational policies and procedures handbook

Hours of Operation: 746.501 (1)

All SOAR programs will be meeting in the D.O.C.K. building (adjacent to the New Life Center). The DOCK address is 1701 11th Ave, 76110.

Morning Extended Day - 7:00-8:00 am.

After School Extended Day - 3:30-6:00 pm

SOAR is not open during school holidays or summer vacation. Students should not arrive at the school before 7:00 am, nor should they be left after 6:00 pm.

Drop-off and Pick-up 746.501 (2)

The pick-up and drop-off process will be completed outside of the DOCK door. You may come to the DOCK door and ring the doorbell or call the SOAR director at 817-689-7739, if students are away from the DOCK.

Students will be signed in and out of all SOAR programs by a staff member. For safety purposes, only those designated on the school's online portal (FACTS), as an authorized person for pick up, will be permitted to leave the campus with your student(s).

If a circumstance should arise for someone other than a person designated for pick-up of your student(s), you will need to update your Emergency Contact/Pick Up list in FACTS, in advance or notify the SOAR director by phone (817-353-2929) or email (susan.cowley@sharingnewlife.com). A valid form of identification will be required.

Screenings

Parents will screen their child(ren) for symptoms of illness, daily. Children who have a fever of 100.4 or above or other signs of illness should not attend school until the symptoms have subsided. Student may return to SOAR when they are fever-free for 24 hours, without the influence of fever reducing medication.

Fees

SOAR fees are based on facility and number of staff members required to provide a safe environment for students. If your child is enrolled in a monthly fee plan, but does not attend SOAR for any reason, that month's fee is **NOT** reduced. No reduction is given for unexpected closings, holidays, severe weather closings or absences.

Invoices for monthly and hourly SOAR charges will be processed no later than the 4th day of the following month. Charges will appear in FACTS Financial as Incidental Billing- Extended Day. SOAR charges can be paid in FACTS, or by sending a check or cash to the school office.

Monthly Plans:

- After School (PK-8th) 3:30 pm – 6 pm \$205.00 monthly

Drop-In/Hourly Rates:

- \$8.00 per hour, billed in half-hour increments, with prior notice given to the director via e-mail (susan.cowley@sharingnewlife.com) or phone call (817-353-2929 x 113).

In addition to extended day fees, SOAR has the following required fees:

- A non-refundable registration fee of \$25 per child and will be added to your FACTS account at the of registration.
- After 6:00pm, a late fee of \$15 will be assessed for the first 15 minutes, and \$1 for every minute past 6:15pm.

Billing Procedures: **746.501 (13)**

All SOAR charges will be invoiced at the beginning of the month, for the month prior, in FACTS Financial. Payments may be made electronically via ACH/credit card, or check/cash will be accepted in the school office.

Payments past due after the 15th day of each month. A late payment fee of \$25.00 will be added to your FACTS account. A returned check fee of \$25.00 is assessed for every check returned by your bank. Dispute of an invoice must be made within 30 days of invoice. Accounts must remain current for continued attendance in SOAR.

Tax Statements:

A year-end statement will be mailed to the home address by January 31. A payment summary may be obtained on the home page in FACTS > Payment Plan & Billing > View Details > Transactions > Select Date Range and Extended Care Account. For further questions please email Kristin Nelson at kristin.nelson@sharingnewlife.com.

Procedure for Release of Children: **746.501 (2)**

Students will be released to a parent or persons authorized by the parents in the FACTS SIS. Persons authorized by parents to pick up their children will be required to present a valid driver's license for identification. It is the parent's responsibility to update the family portal in FACTS SIS.

If a circumstance should arise for someone other than persons designated in FACTS SIS to pick up your child(ren), you will need to update your pick-up list in advance, or by contacting the SOAR director at susan.cowley@sharingnewlife.com or 817-689-7739.

If a child is not to be released to a parent it must be pursuant to a custody order and a copy of the court order must be placed in the child's school file. The SOAR director or school principal should be made aware of this at enrollment. If this document is not in the child's file and the director or school principal has no knowledge of the court order, we will be obligated to release the student to either parent.

Enrollment Procedures: **746.501 (13)**

A file will be maintained for each child enrolled in our program by the school office and on FACTS SIS. The file will contain:

- student's completed application form
- student's emergency contact information
- student's immunization record (kept by the school office)
- student's emergency care plan for allergies (kept in school office, director's office, lunchroom & on caregiver's clipboard)
- student's release information
- student's health form (PK only) signed and completed by a doctor along with a copy of the child's current immunization records
- record of contacts with student's parents (e-mails or notes)
- signed record of receiving Parent Handbook and Guidance & Discipline Policy

Parents will be notified of all changes to the Parent Handbook in writing, requiring a signature confirming they have received the new notification

Daily Schedules:

The activity plan is designed for a variety of activities which include indoor/outdoor play, a balance of active/quiet play, and child-initiated activities/ staff-initiated activities. Jesus is woven into our day through everything we do. We teach Biblical truths in accordance with our school's beliefs. Screen time is not provided in our program.

Morning SOAR 7-8 am

- 7:00am Creative play, reading, or student may do class work
- 7:45 am Clean up / Gather personal belongings
- 7:55 am Pray with the children before they start their school day
- 8:00 am SOAR Staff will escort students to classroom or appropriate hallway

After School SOAR

- 3:30 - 4:00 **Lunch Room** – Students will be given a snack and their choice of juice, milk, or water
- 4:00- 5:00 **Monday - Thursday-** Students gather at the DOCK for homework and/or indoor games and activities. When homework is complete, students will be taken to the playground (weather permitting).
Fridays - SOAR will go from the lunchroom to the playground.
- 5:00 - 6:00 Students and staff will remain on the playground until dusk, returning to the DOCK until picked up.

Immunization Requirements: 746.501 (11)

Immunizations are required of all children attending child care in the state of Texas. You must show proof of the appropriate immunizations BEFORE your child can attend our center. We must have a written plan of action signed by your child's physicians if the immunizations are not meeting the Texas Minimum State Vaccine Requirements for Child Care Facilities.

Exceptions:

Exceptions for immunization requirements must meet criteria specified by the Texas Department of State Health Services. You must contact the local health department to find out what you must provide to us in lieu of the immunization record.

All students in PreK must have a Health Statement signed by their physician and submitted at enrollment. TB testing is not required by the county for children to attend SOAR.

Employee Immunizations: 746.501 (27)

While the health and safety of our employees and the children in our care is very important, we have elected to make immunizations for vaccine-preventable diseases optional to the employee. The only exception to this policy is the TB test that is currently required for the employee by the City of Fort Worth Consumer Health Department.

Hearing & Vision Screening Requirements: 746.501 (12)

Hearing and vision testing are required for children starting at age 4.

Dispensing Medicine: 746.501 (4)

SPLS SOAR staff do not dispense medication. All medicine is stored and dispensed through the school office, unless the student requires an emergency medical device, such as an Epinephrine Pen.

Long term medication will be dispensed with authorization from a licensed physician.

Prescription medication should be in the original container labeled with the child's name, a recent date (within six (6) months), written directions (including times) and the physician name.

Short term non-prescription medication (such as pain relievers or cough syrup) should be labeled with the child's name and recent date. This medication is administered to the child only with written authorization of a licensed physician or the students' parents. A form must be filled out completely, dated and signed with directions (including times) for any medication to be given.

The school secretary should be informed in writing, when medication is to begin, be discontinued, changed, or used on a trial basis. All medications are kept in the school office and will be administered by the director or school secretary. Medication that is expired or no longer required will be disposed of or returned to the parent.

Sunscreen & Insect Repellent: 746.501 (18)

SPLS does not furnish or apply sunscreen or insect repellent, unless there is a medical necessity, in which case a doctor's note is required.

Inclement Weather:

The principal of St. Paul Lutheran School may need to close, delay, or dismiss early due to an emergency situation, including but not limited to severe weather conditions. We are committed to the safety of our children, parents and staff. Closures may be announced via school wide email, official school social media accounts, and through local television news outlets. SOAR will follow St. Paul Lutheran School closings, delays, or early dismissals.

Illness & Exclusion Criteria: 746.501 (3 & 26)

Every effort is made by the SOAR staff to prevent the spread of disease. Even with these precautions, illnesses may occur.

If your child exhibits a change in mood or behavior, a health check may be conducted to determine if your child is ill. The health check may include a visual or physical assessment of the child and/or the use of a thermometer.

When a child is ill they are in need of more care than the caregiver can provide without compromising the health, safety, and supervision of the other children in care. We are not licensed to provide get-well care; therefore, ill children must be excluded from Extended Day.

In the event that a child becomes ill, we will attempt to contact the child's parents. If we cannot contact the parents, we will contact the person(s) designated as the emergency contact on the child's admission forms, and ask them to pick up the child. Once parents are notified, an ill child needs to be picked up within 30 minutes.

The administrative staff makes the final decision of whether the child can remain in SOAR.

The following conditions are cause for exclusion from SOAR:

- Fever over 100 degrees - Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the aid of fever-reducing medications.
- Fever over 99 degrees with a stiff neck or back - Children may return only with a doctor's written permission.
- Diarrhea - Children may return to SOAR when normal function returns.
- Vomiting (two or more episodes within 24 hours). Children may return to SOAR when they can retain a light meal.
- Persistent hacking or congested cough with sore throat
- Green nasal discharge - (indicates a respiratory infection which requires treatment). Children may return with doctor's written permission.
- Convulsions
- Persistent pain in abdomen
- Undiagnosed rash or blisters on parts of the body
- Head lice - Child may return to SOAR after treatment and removal of all nits.
- Infectious skin or eye conditions (such as ringworm, impetigo or pink eye) - Children may return 24 hours after treatment with an antibiotic.

Procedure for Handling a Disaster: 746.501 (23)

SOAR staff are knowledgeable in emergency procedures for a fire, tornado, or lockdown situation and can relay this information to the students in their care. Diagrams of exit routes are posted in each room. Fire drills are conducted once a month.

In preparation for a tornado drill, SOAR staff will direct students to the safest area- (generally a hall or closet away from the windows) and how they will need to sit. These drills are conducted 4 times each year.

A lock-down situation requires all doors to the classroom be locked. SOAR staff will move children to an area where they cannot be seen from the hallway or outside. It is important for the children to remain silent. School lock downs would be in a response to an intruder in the building or police action in the area. This drill will be conducted 4 times a year.

In preparation for evacuation of the building, students will remain at the D.O.C.K. It is located at 1701 11th Ave. Fort Worth, Texas. If necessary, parents will be notified via phone or text to pick their child up from the D.O.C.K.

Emergency Preparedness: 746.501 (23)

In the event of an emergency, operating procedures are in place to ensure the safety of the students.

Evacuation Plans:

- In some circumstances, parents will be called upon to pick up their children.
- In the event of an emergency, the staff is responsible for moving students to the designated safe area or alternate shelter.
- Emergency evacuation & relocation diagrams are located in classrooms & on the SOAR bulletin board located in the hallway, adjacent to the school office.
- Alternate Shelter: The D.O.C.K. located at 1701 11th Ave. Fort Worth, TX 76102 817-332-2281
 - Upon departure and arrival, the staff will have a list of all students that must be accounted for. Together, the director and staff will verify that all children are present.
 - The principal of St. Paul Lutheran School is responsible for calling the local authorities needed.
 - The director will notify parents and DFPS child care licensing.
 - The director is responsible for securing children's emergency numbers & medical authorization.
 - The school secretary will be responsible for all medication.

Injuries: 746.501 (6)

SOAR staff will make every effort to ensure the safety of your child while in our care. Unfortunately, accidents can occur. Staff members are trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while in SOAR:

SOAR staff will assess the injury. For minor injuries (i.e. scuffs, bruises, bumps, etc.) first aid will be administered and the parent will be notified when the child is picked up. If the injury is in question, the director will be called to determine the severity of the injury.

In case of a serious accident or injury, EMS 911 will be contacted first. Within the limits of their ability, the staff will administer first aid. SOAR staff will make every attempt to contact you immediately. If you cannot be reached SOAR staff will call the person you have indicated on the forms to make medical decisions for your child. If we cannot reach you, we will release your child into the custody of the emergency paramedics to transport to a designated medical facility, for immediate medical care. Staff is prohibited from transporting an injured child. A staff member will remain with your child until you arrive. Any medical bills that may arise from an accident are the responsibility of the parent.

Procedure for Handling Medical Emergencies: 746.501 (5)

SPLS/SOAR staff will notify parents immediately if their child:

- is injured and the injury requires medical attention by a health-care professional;
- Displays a sign or symptom requiring exclusion from the program.

SOAR staff will follow the following procedures, in case of emergencies:

1. Call 911
2. Give the student first-aid treatment or CPR when needed:
3. Contact the student's parents.

Discipline and Guidance: 746.501 (7)

(See also St. Paul Lutheran School's - Addendum - A Christ-Centered, Principled Approach to the Treatment of Others)

SPLS SOAR staff always strives to have a positive atmosphere. No corporal punishment or verbal abuse of any nature is allowed. For the safety of all students, repeated misbehavior will be addressed in the following manner:

- First offense- SOAR Staff will discuss the behavior with the student, explaining why it is inappropriate and attempt to redirect the child.
- Second offense - Principal or director will meet with the student for a more serious conversation. Parents will be notified of the misbehavior.
- Third offense- Parents will meet with principal, director and student to discuss a behavior modification plan. If the behavior continues, the student will be excluded from the program for a determined amount of time.

Discipline will be:

- Individualized and consistent for each student;
- Appropriate to the student's level of understanding; and
- Directed toward teaching the student acceptable behavior and self- control.

A SOAR staff member may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior, instead of focusing only upon unacceptable behavior;
- Reminding a student of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and

- Using brief supervised separation or time out from the group, when appropriate for the student's age and development, which is limited to no more than one minute per year of the student's age.

There must be no harsh, cruel, or unusual treatment of any student.

The following are examples:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything on or on a student's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a student;
- Subjecting a student to harsh, abusive, or profane language;
- Placing a student in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a student to remain silent or inactive for inappropriately long periods of time for the student's age.

Suspension and Expulsion of Student: 746.501 (8)

In the event of a possible suspension or expulsion from the SOAR program, parents may appeal the decision with the school principal.

Staff Supervision of Children: 746.1203 & 746.1205

- Two staff will be present at all times (should one need to be away, the director will step in)
- Staff/student ratios are set in Minimum Standard guidelines by the State of Texas and are strictly followed
- Playground area is checked monthly to reduce the likelihood of accidents and injuries
- Staff are trained to respond quickly & appropriately to emergencies
- Staff will actively scan the play environment
- Staff will be circulating on the playground to observe the maximum area possible
- Staff should never be on their cell phones

Once the parent arrives to pick up their child(ren) and the student has been released by SOAR staff, the parent will assume responsibility for their child. SOAR staff and SPLS are no longer responsible for supervision of that child.

Personal Belongings:

Toys and personal items should be left at home. SPLS will not be responsible for toys or personal items brought to SOAR.

Weather permitting; we will go to the playground each day. Please be sure your child has the proper clothing for our changing weather. **It is important to label your child's jackets/sweaters/sweatshirts, so that it is easily identified.** Most uniform articles include a label at the collar or on the left side-seam. Monogrammed items have a white fabric backing and it is a perfect place for your student's name or initials. **A Sharpie works great!**

Procedures for Parental Notification: 746.501 (6)

SPLS will notify parents in writing of any changes to the operational policies and enrollment agreement. Parents must sign and date the updated information.

Meals and Food Services Practices: 746.501 (10)

- SOAR staff are educated on food allergies and precautions are taken to insure students are protected
- All food served is prepared in a kitchen that is inspected by local health officials
- Healthy snacks are served to children in SOAR after school at 3:30 pm
- Food is never used as a reward or bribe
- We do not refrigerate or microwave food brought from home

Food Allergies:

A student that is allergic or sensitive to a particular food must be reported to the director upon enrollment.

- **Allergy to a particular food requiring an Epi-Pen**
 - Parents are responsible for reporting all food allergies to the director in writing
 - An Emergency Care Plan must be on file. It must be filled out by the student's doctor with the doctor's signature and the parent's signature
 - It must state the food or item to which the child is allergic
 - It must state the symptoms to watch for & when to administer the Epi-Pen or when an antihistamine may be used
 - For severe allergies, a rescue inhaler and/or Epi-Pen will need to be given to the SOAR director. SOAR staff will carry the inhaler or Epi-Pen at all times.
 - Medications must be in original container with student's name and expiration date

Food Sensitivities

- Parents are responsible for reporting all food sensitivities in FACTS and/or to the director
- Every effort will be made to make sure your child isn't given the food in question
- If you prefer to send an alternate snack, please notify the SOAR director

Food brought from home must not pose any allergic risk to students, in our care.

Preventing and Responding to Abuse & Neglect of Children: 746.501 (25)

The SOAR director & staff receive annual training in prevention techniques for and the recognition of symptoms of abuse and neglect, as well as the responsibility and procedure for reporting suspected abuse and neglect.

Reporting Abuse or Neglect: Texas Law requires a caregiver to report suspected child abuse or neglect to the Texas DPRS or law enforcement. Call 1-800-252-5400 to make confidential reports or go to www.txabusehotline.org. Failure to report suspected abuse or neglect is a crime.

SOAR staff will notify the Department of Protective Services, and/or local law enforcement officials, if they suspect that a student is being seriously neglected or abused.

Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.

Parent Concerns: 746.501 (19)

Parents are invited to discuss any concerns or suggestions regarding their own child or the policies and procedures of the SOAR program with the program director or the school principal.

Susan Cowley, Director of SOAR Extended Day
susan.cowley@sharingnewlife.com

817-353-2929

Scott Browning, Principal
scott.browning@sharingnewlife.com

817-353-2929

Contacting Your Local Licensing Office or Child Abuse Hotline: 746.501 (22)

According to Texas law, any person who has reason to believe a child is being neglected and/or abused must report his suspicions to the local Department of Family and Protective Service. This can be done by using one of the following:

Child Abuse Hot Line

1-800-252-5400

www.txabusehotline.org

Licensing Office Telephone

214-583-4253

http://www.hc.ps.org/prs_mission_statement.htm

Gang Free Zone: 746.501 (27)

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Non-Hiring of Center Staff

In order to maintain the Center's confidentiality and professionalism, persons employed as staff at or by SPLS are prohibited from contracting, soliciting or engaging in temporary employment as a caregiver or babysitter for any parent/guardian who has a child enrolled at our school.

Addendum: Guidance & Discipline

A Christ-Centered, Principled Approach to the Treatment of Others

God instructs us to "love our neighbors as ourselves." Mean behavior does not comply with this instruction—and it does not reflect God's love and grace. The bullying of any student, therefore, is unacceptable behavior at St. Paul Lutheran School ("SPLS").

If a student or parent believes there has been bullying behavior involving an SPLS student, he or she should report it to the SOAR director or the principal and allow the administration to determine the appropriate course of action.

A Christ-Centered Approach

SPLS is committed to providing a safe, loving, and forgiving environment. We strive to protect our students and at the same time encourage them to mature in their walk with Christ, even as they stumble as we all stumble.

It can be difficult for school leadership to pinpoint specific acts of bullying. These acts usually occur beyond direct supervision. Most bullying is done between classes, in hallways, on the playground, at lunch, and before or after school. Identifying acts of bullying will require vigilance by staff and the support of parents in a compassionate pursuit of truth and mentoring of our students. Therefore:

- All staff will lead by example as they seek to love others, as image-bearers of God, and will teach that a proper understanding of one's self is found in their identity in Christ. We encourage the promotion of positive—Christ-like—interpersonal relations between members of the school community.
- We will take an active role in resolving conflicts and encouraging students to resolve conflict in a God-pleasing way.
- SPLS SOAR staff will be vigilant in watching for signs of bullying. We expect students to conduct themselves in a manner in keeping with their level of development and maturity. Accordingly, teachers will instruct and intervene as appropriate to keep our students safe and to encourage growth as followers of Christ.
- SPLS leadership will partner with parents to discover and verify acts of bullying and to take appropriate corrective measures. Developing an atmosphere that encourages students to grow in Christian self-discipline and the demonstration of genuine respect for all people must be a cooperative effort between and among the school and parents.

Principles

The principles below guide the SPLS administration and staff regarding bullying and indicate the behavior that they will seek to model.

- We are made in the image of God therefore every person has intrinsic worth, value and dignity and each believer should ensure that others are treated accordingly.
- Jesus identified the most important commandment is to love God with all your heart, soul, and mind and the second is to love your neighbor as yourself. (Matthew 22:37–40; John 13:34–35; Romans 12:18). Bullying behavior is rebellion against God’s character and command. Therefore, SPLS takes bullying seriously. SPLS will support all involved when bullying is reported and verified. Bullying will be forgiven and corrected—but it will not be excused, permitted, or tolerated.
- God helps us to learn how to love others through the example and instruction of godly teachers. (1 Timothy 4:11–12). The primary responsibility to model and teach how to love others as God commands falls to the parents of children. (I John 3:23; Deuteronomy 6:6–7; Ephesians 6:4). Therefore, we expect parents to equip their children with the appropriate training and tools to live lives of love and encouragement and to hold their children accountable for the children’s failures to exhibit such behavior.
- Through the Scriptures, we are taught that relationships inevitably involve conflict. (Luke 6:27–28; James 4:1–3). Conflict may be caused by our sinful nature, including by selfishness, jealousy, greed, arrogance, and rivalry. Individuals may become resentful, sullen, or angry when they do not get what they want. Each student can expect such sinful behavior to be confronted and corrected.
- Humility and brokenness are essential to life in a Christ-centered community and will be encouraged and expected of staff, students, and parents.
- God calls individuals to overlook minor offenses as we love one another (Proverbs 19:11) and to seek justice (Micah 6:8).
- Individuals can sin in word, action, and thought. (Matthew 5–7, Ephesians 4–5). Bullying is sin.
- Humans should not seek revenge. (Leviticus 19:18; Romans 12:19).
- Words have power and reflect the condition of one’s heart. (James 3:1–12). When another person sins, the goal of leadership ought to be restoration and reconciliation. This involves a Spirit-directed discerning of the heart. Restoration involves ownership of the sinful behavior, acknowledgement of the hurt, asking forgiveness, and repentance. Love requires gentle confrontation or a firm rebuke and correction when sinful behavior is identified.
- Sometimes the context of restoration must be outside of the student population for the safety and health of others. (Matthew 18:15–20).
- Prayer accomplishes much. (James 5:16).
- The objective of this policy is not to merely maintain a safe community but to develop one that is transformational and life-giving through the Holy Spirit.

Definitions

“Bullying” is engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a school vehicle and that:

- Exploits an imbalance of power between the offending student and the victim student through written or verbal expression or physical conduct
- Interferes with student’s education or substantially disrupts the operation of the school; and
- Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;
- Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

Proper Reporting and Response

All bullying incidents should be reported immediately to a teacher or the principal. Any student who believes he or she has been bullied should immediately report the situation to a teacher or the principal. These reports will be treated seriously. Teachers to whom incidents are reported will immediately notify the principal.

The principal will promptly investigate any report of bullying and take interim steps to prevent bullying during the investigation. The investigation may include, but is not necessarily limited to, interviewing the accuser, interviewing the accused, and interviewing potential witnesses and by-standers.

The principal will review the evidence obtained during the investigation and determine if bullying occurred. If the principal finds that bullying occurred, prompt and appropriate remedial action will be taken. The students involved will be informed that the behavior will stop immediately.

Consequences for students who bully will be tailored to the specific incident and will vary in method and severity according to the nature of the behavior, the age of the offending student, and the student's history of behavior at SPLS and elsewhere.

Consequences will be consistent with the Parent-Student Handbook. Responsive measures, taken through the lens of the Principles set forth above, are designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the student who was bullied.

If the situation warrants, parents of the students involved will be informed by email or a phone call and be summoned to the school to discuss the problem.

The one guilty of the bullying behavior may be asked to genuinely apologize to the student victim seeking reconciliation and forgiveness from the student victim.

There may be a range of punitive responses up to suspension or expulsion for the offending student.

After the incident has been thoroughly investigated and dealt with, faculty and administration will monitor both students (including regular "check-ins") to ensure that bullying does not continue.

All substantiated incidences that are reported and result in suspension or expulsion will be documented in the offending student's behavioral record. In severe instances, local police may be notified.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Retaliation

Retaliation or false accusations against any person who reports an incident of potential bullying is prohibited. Retaliation against any person suspected of having bullied is also prohibited. Students should report bullying behavior instead of retaliating. Suspected retaliation should be reported in the same manner as the alleged bullying behavior. Retaliation is subject to disciplinary action.

False Reports

Falsely accusing another of bullying behavior is in direct contravention of God's command to not bear false witness. Such false accusations are prohibited and will subject the accuser to disciplinary action.

Bystanders

Bystander support of bullying can cause the behavior to continue or increase. The school prohibits both active and passive support for acts of bullying. The staff and students should encourage bystanders to either walk away from these acts when they see them or constructively attempt to stop them, and report the behavior to a staff member.

Publication

This policy will be included in the Parent Handbook and copies will be available in the school office.

Awareness

Annually, as part of in-service training for all school staff, the principal will arrange for a formal discussion with teachers and staff of the policies herein.

Teachers will, as needed, conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the student victim, expressing disapproval of bullying behavior, responding assertively to the aggressor, walking away from the behavior, etc.

The principal will be responsible for ensuring the school maintains an age-appropriate learning module related to student conduct, particular related to bullying, and that teachers are aware of the content and school policies related thereto. This learning experience should be provided at least once annually.