

St. John’s Lutheran School Policy Manual

Overview

Introduction This Policy Manual guides the Board of Christian Day School, Teaching Staff, parents and students in the planning and operations of St. John’s Lutheran School, Midland, Michigan.

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Section 100 - Introduction

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110 **Concept of the Lutheran School**

We live in a time of great upheaval in the world and of people filled with fear, frustration, and uncertainty. Culture, quality of life, educational goals and methods are also brought under scrutiny. We, at St. John's Lutheran, are convinced that our school rests on solid theological and educational ground and is a valid educational enterprise and an asset to church and state, as well as to the individual and the home.

Why a Lutheran school? The inspired Word of God gives the answer to this question. The Lutheran school gives the Bible a prominent place because God reveals Himself to His people in the Bible. The knowledge of Scripture and of God's Word and Will is emphasized. The Lutheran teacher asks the Holy Spirit to guide and bless his/her instruction and depends on Him to motivate his students to live out their lives in God's service.

The Lutheran school, as a community within the body of Christ, provides a suitable environment for cultivating Christian attitudes, Christian motives, and Christian convictions. Here students, under the guidance of their teachers, live the Christian life, forgive and are forgiven, grow in faith and knowledge, and become increasingly mature.

We strive to provide the best in general education in a favorable Christian environment for students to develop their strengths and judgments which the challenges of the Christian life demand.

120 **Philosophy of St. John's Lutheran School**

St. John's Lutheran School, as a mission arm of the congregation, is called to proclaim the Gospel of Jesus Christ and make disciples of all people (Matthew 28:20). Our school promotes this goal by assisting individuals, families, and Christian congregations in these areas of ministry:

EDUCATION - partnering with parents in the development of the child's God-given potential in spiritual and daily living. *And fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord. Ephesians 6:4*

WORSHIP - encouraging participation in congregational and individual prayer and praise. *Ascribe to the Lord the glory due His name; worship the Lord in the splendor of His holiness. Psalms 29:2*

EVANGELISM - expressing Christian faith as living witnesses to win people for Jesus Christ. *But I do not account my life of any value nor as precious to myself, if only I may accomplish my course and the ministry which I received from the Lord Jesus, to testify to the gospel of the grace of God. Acts 20:24*

FELLOWSHIP - emphasizing unity of the Body of Christ while recognizing each other's uniqueness as children of God. *So if there is any encouragement in Christ, any incentive of love, any participation in the Spirit, any affection and sympathy, complete my joy by being of the same mind, having the same love, being in full accord and of one mind. Philippians 1:1-2*

SERVICE - showing compassion and love daily to others in the school, church, and community. *I know your works, your love and faith and service and patient endurance, and that your latter works exceed your first. Revelation 2:19.*

130 **Mission and Vision Statements**

St. John's Lutheran School exists to provide Biblical Christian Education in the context of an active Christian community that will prepare students for life-long discipleship.

The distinctive nature of this education is seen in a commitment to provide classroom study of the Bible as well as a commitment to teach and exemplify Christian living. We believe this commitment to put Christ first in our school provides the best environment to pursue academic learning. We are strongly committed to excellence in core academic subjects, as well as providing students with the broadest possible exposure to the arts, athletics, competition and servanthood.

Section 200 - Organization

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210 Status of the Board of Christian Day School

211 In the State: The members of the Board of Christian Day School should be knowledgeable concerning the state statutes which impact non-public schools and should be responsible for meeting these obligations. A summary of said laws related to non-public school curriculum is to be found online at <https://m-a-n-s.org/>

212 In the Congregation: The Board of Christian Day School is an elected representative body through which the congregation puts its aims and purposes into practice. It is a deliberative, policy-making Board. Within the limits of the congregation's constitution and under state laws the Board has full contractual authority. Contracts entered into by the Board are legally binding on the congregation.

The Board of Christian Day School also has many discretionary powers involving the use of judgment in promoting the objectives of the congregation. Board members are expected to make decisions based in prayer in the best interest of the congregation. They are to see that the rights, privileges, and responsibilities of parents, staff and pupils are guaranteed.

The Board of Christian Day School, while giving leadership is, in reality a servant of the congregation.

220 The Board of Christian Day School

221 Member Qualifications and Orientation - The qualifications for the Chairperson of the Board, as stated in the By-laws of the congregation, are active participation as a voting member of the parish for one year and regular church and communion attendance. Similarly, the remaining Board members need to be voting members of the congregation and active in regular church and communion attendance. All Board members ought to be in full agreement with the basic principles which undergird all facets of Christian education, be of good standing in the community, have a good reputation for judgment, and be able to work with others. Immediate family members of school staff are not eligible to be elected to the Board.

The Board provides for the orientation of new members upon their installation. Each member is given access to the online area which house information pertinent to Board service.

- 222 Number - The membership of the Board of Christian Day School consists of a Chairperson and as many other board members as the Leadership Team decides is necessary for fulfilling the board's task. The Pastor(s) and Principal serve as ex-officio members.
- 223 Length of Term - The length of term is two years. The Chairperson is limited to two consecutive two-year terms.
- 224 Nomination - The selection of candidates for Board vacancies is done by the Nominating Committee of the congregation. Members of the Board of Christian Day School are encouraged to suggest nominees when vacancies occur.
- 225 Officers - The Chairperson is elected to that position by the voters of the congregation.
Members - The remaining board members are elected ~~to serve~~ by the voters of the congregation.

The general responsibilities of the Board and the Chairperson are listed below:

BOARD OF CHRISTIAN DAY SCHOOL

The objectives of this Board, working with administration, are to plan and evaluate the educational programs of the preschool and day school of the congregation, to determine policies, and to assist in the selection of personnel for each of these educational agencies.

GENERAL RESPONSIBILITIES OF THE BOARD ARE:

1. Provide an advisory role with the principal regarding the Preschool and Day School educational programs. Evaluate the school's educational programs to ensure they align with the will of the congregation.
2. Provide for the recognition and commendation for faithful service of all persons involved in the Preschool and Day School.
3. Consider special courses, conferences, and retreats for special educational and spiritual growth purposes for the staff of the Preschool and Day School.
4. Study programs from the Education Department of Synod and District, as well as the Public School system, and implement those deemed appropriate.
5. Ensure activities of the Preschool and Day School within the congregation and the community at large are marketed.
6. Be concerned with the spiritual and temporal welfare of fellow board members, staff and their families and encourage them in their duties.
7. Be responsible for filling staff vacancies.
 - a. Functions as a Call Committee (with the Pastor (s) and teaching staff representative(s)) when calling a Principal or a called member of the teaching staff.
 - b. Functions as an Interview Committee (with teaching staff representative(s)) when hiring non-called members of the teaching staff or when filling other Preschool and Day School related supporting staff positions.
8. Submit Board goals to the Leadership Team when requested.

GENERAL RESPONSIBILITIES OF THE CHAIRPERSON ARE:

1. Assign members to specific responsibilities.
2. Prepare and distribute agendas of monthly meetings.
3. Conduct regular Board meetings according to Robert's Rules of Order.
4. Appoint a Secretary and Vice-Chairperson.
5. Attend regular meetings of the Leadership Team and submit minutes of regular meetings and written reports of Board activities.
6. Submit regular reports and recommendations to the Voter's Assembly.
7. Work with the principal to prepare an annual budget and submit it to the Leadership Team.
8. Monitor the approved budget.
9. Conduct an annual Job Performance Review of the Principal with the Senior Pastor and Congregational President. **This has not been done by me. I did not feel comfortable being at the review but provided Pastor with evaluations from his staff and parents.**

GENERAL RESPONSIBILITIES OF THE SECRETARY ARE:

1. Record and keep minutes of all Board meetings.
2. Distribute minutes in a timely fashion to all Board members and the Congregational Secretary.
3. Handle other correspondence requests from the Board.
4. Maintain files of minutes and correspondence.

226 Board Meetings - Meetings are held monthly throughout the year. The date and time of the monthly meetings are determined by the membership of the Board.

- .1 Agenda - The Board Chairperson is responsible for the agenda. The mechanical details may be delegated to the Principal.
- .2 Persons Wishing Time on the Board Agenda - In order to permit maximum opportunity for involvement by members of St. John's congregation, parents/students and staff, and yet conduct the regular business of the Board of Christian Day School in a timely and orderly manner, it shall be the policy that persons wishing time on the regular Board agenda should request such time at least five days in advance of a regularly scheduled Board meeting. Such request should be made to the Chairperson of the Board. The Chairperson shall be responsible for deciding if the subject is sufficiently well defined to justify scheduling on the next agenda or shall direct the obtaining of sufficient data for clarification so that the subject may be included on a subsequent Board agenda.
- .3 Calling of Special Board Meetings - It shall be the policy of the Board of Christian Day School that the calling of special Board meetings shall be the responsibility of the Chairperson of the Board. Sufficient advance notice must be given to permit the attendance of a minimum of four (4) Board members, including the Chairperson. Such special meetings shall be called only when such business cannot be conducted at a regularly scheduled Board meeting, at the discretion of the Chairperson of the Board of Christian Day School.

Section 300 - Administration

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310 **Board of Christian Day School**

311 Related Roles of the Board of Christian Day School, Principal and Pastor(s)

Administration in the Lutheran parish does not seek to develop a system which connotes a line of authority, rather a line of responsibility or stewardship.

Within the congregation, decisions are made relative to the kind of educational program that will be maintained and what level of financial support will be given. The congregation has ultimate control over the program of administration and supervision of the school.

Since the entire congregation cannot function directly in the supervision of the school, the congregation, through action of its Voter's Assembly, holds the Board of Christian Day School and the principal accountable for the school operation.

The Board shall function as the policy-making group in broad educational matters. It shall evaluate all proposals and practices and establish policies for the operation of the school.

The Principal is the school's executive officer and its educational leader. He/she is the official representative of the school and its teaching staff to the Board, congregation, parents, public schools, and general public. The Principal has both supervisory and administrative functions.

The Senior Pastor is the overall spiritual leader of the congregation and under the Carver Model of Governance, the principal's supervisor. The principal will report to the senior pastor on all matters spiritual and academic and conduct themselves in a manner consistent with the senior pastor's direction and in accordance with Board Policy.

312 Procedure for Calling a Principal

Members of the Board of Christian Day School plus the Senior Pastor with representation from the teaching staff shall constitute the Call Committee. The input of other individuals who will work closely with the Principal is helpful and desired. Such individuals may include members of the pastoral staff, teaching staff, and congregational leadership team. The Chairperson of the Board of Christian Day School shall serve as the Chairperson of the Call Committee.

The Call Committee shall:

1. Contact the Superintendent of Schools of the Michigan District LCMS to inform him of the vacancy.
2. Review the needs of the congregation and the school to determine the qualifications of the Principal to be called.
3. Request the District Superintendent to furnish a list of candidates with qualifications to meet the needs.
4. Request nomination of candidates from members of the congregation with appropriate publicity. A period of up to three weeks should be allowed to receive nominations.
5. Screen the candidates obtained from the congregation for proper qualifications before forwarding the list to the District Superintendent.
6. Review the candidates from the District Superintendent, select two or more individuals to be brought forth for congregational call meeting consideration.
7. Request the Leadership Team to hold a special Voter's Meeting for the purpose of issuing a Call.
 - a. Have available the names and short profiles of all lead candidates in the front office 2 week before the Call Meeting. Include pertinent information such as the candidate's employment history, years of service, education level, general family information, etc. that may be useful in helping voters to make an informed choice among the candidates. These printed profiles must remain in the front office of the church and should not be removed. This is for the privacy of the candidates.
 - b. At the Call Meeting, no nomination of candidates will be allowed from the floor.
 - c. After sufficient discussion, the entire list of lead candidates-is voted on by paper ballot.
 - d. The candidate with the least votes will be dropped until one candidate receives a majority.
 - e. Vote counts are not to be announced.
 - f. A follow-up vote shall be made, affirming the desire of the majority of the voters, to make the call a unanimous vote.
8. The Chairperson of the Call Committee will phone the individual to whom the call has been extended. This will be followed by a letter providing as much information as possible about the call and the situation within the congregation and community. Should the candidate return the call, the above procedure shall be repeated.

320 **Board of Christian Day School's Policy Making Function**

The primary function of the Board of Christian Day School is to establish policy and to ensure that all aspects of the congregation's preschool and day school operation are well managed.

330 **Ethics**

331 Basic Principles - Members of the Board of Christian Day School will always reflect the love of Jesus Christ in all official as well as personal relationships. Members of the Board have authority to speak and act only as a Board and not as individuals.

332 Code of Ethics

- .1 Relationships with the congregation. The Board of Christian Day School will:
 1. Maintain the highest quality of education possible by placing the educational and spiritual needs of the children first.
 2. Keep the congregation informed of financial and other needs.
- .2 Relationships with employees of the school. The Board of Christian Day School will:
 1. Select well-qualified persons as staff members, recognize the professional role of staff members according to their job levels, maintain wholesome relationships with them, and support them when unjustly criticized.
 2. Be aware of and abide by the distinction between the legislative and administrative function.
 3. Refer complaints about the program of instruction or about personnel to the appropriate person.
- .3 Board of Christian Day School Member's Attitudes and Conduct. The Board member will:
 1. Learn about the duties and functions of the office and try to perform these as meticulously as possible.
 2. Exercise discretion in taking part in discussion about the educational agencies of the congregation.
 3. Be loyal to the Board and its decisions and accept the Board's decisions as final. References: Partners in Ministry – Ethical Conduct for Congregations
Partners in Ministry – Ethical Conduct for Professional Church Workers. These can be found by copying the title and paste-ing it into a search bar.

340 **Accreditation**

It shall be the policy of the Board of Christian Day School to continue the accreditation given by National Lutheran School Accreditation (NLSA), The Principal shall annually review the current accreditation report with the Board, address the issue of how to resolve any deficiencies with the Board, resolve those deficiencies, and report this progress to the appropriate accrediting associations.

350 **Administrative Decisions in the Principal's Absence**

When administrative decisions must be made on days when the Principal is absent from the school, those decisions shall be made by a designee of the Principal, or by a designee of the Board of Christian Day School.

Section 400 – Finance

The Board of Christian Day School accepts the responsibilities of stewardship when determining and providing the means to meet the educational needs of St. John’s Lutheran-Midland. Christian stewardship includes not only the giving of resources, but also the proper use and care of resources. Sound business and financial management is needed so that maximum efficiency in the use of services and material gifts may be realized. A good financial accounting system provides the opportunity for establishing priorities, planning, and control of the planned activities.

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410 Budget

The proposed budget is prepared by the Board Chairperson and Principal. The proposed budget is then reviewed by the Board. After submission to the Leadership Team, and possible suggested revision, the budget is presented for adoption by the voters of the congregation.

411 Budget and Finance Report

At the end of each month, the Financial Chairperson of the congregation prepares a report indicating the monthly expenditures and year-to-date expenditures for each line item in the Board budget, together with the balance remaining in each account. This report is reviewed by the Board Chairperson.

The Principal may also note the status of each line item in the school budget as he/she approves all expenses charged to the school.

420 Income

421 Tuition

Each student enrolled in Grades K-8 pays a tuition determined annually by the Board of Christian Day School and approved by the congregation as part of the annual budget process. For Preschool, see Section 931. This tuition covers items such as the cost of book purchases, supplies, staff salaries, and other operational costs.

Withdrawal/Enrollment during the school year:

Tuition is to be paid on an at-least monthly basis based on a ten (10) month academic year. Thus, at least ten percent (10%) of a student tuition bill is due by the end of each month of attendance. Monies paid in advance of a student’s withdrawal will be refunded. Students enrolling during the academic year will have tuition calculated in a like manner. Special circumstances should be arranged in advance with the Financial Director of the school. Activity fees are to be paid in advance of the commencement of the school year as a requirement for admission and are not refundable.

Monies received from tuition are placed in the general church treasury.

.1 Tuition Policy for Members of St. John's Lutheran Church and Non Members:

The Board of Christian Day School shall be empowered to accept children or children under guardianship of members of St. John's Lutheran Church at tuition rates lower than those paid by non-members. Additionally, the tuition paid for children of sister LCMS congregations may also be discounted at the discretion of the Board.

.2 Tuition Policy for Children of Pastors of Sister Congregations:

The Board of Christian Day School shall be empowered to accept children of pastors of sister congregations at a discounted rate of tuition but not less than the tuition paid by members of St. John's Lutheran Church. They will also be responsible for the payment of an activity fee.

.3 Tuition Policy for Children of Non-Member Employees of St. John's Lutheran Church and School:

The Board of Christian Day School shall be empowered to accept children of non-member employees of St. John's Lutheran Church and School at a discounted rate of tuition but not less than the tuition paid by members of St John's Lutheran Church. They will also be responsible for the payment of an activity fee.

.4 Tuition Policy for Delinquent Accounts:

If tuition for the previous academic year has not been paid by mid-July, a request for payment will be sent again and the parents informed that unless the payment is made by the date of registration, the student(s) will not be enrolled unless a payment plan is arranged with approval from the Principal and Board of Christian Day School.

.5 Setting Tuition:

Tuition is set in January for the upcoming school year by the Board of Christian Day School after seeking input from the Compensation Committee regarding the cost to educate a student.

422 Activity Fees

Each student enrolled in the Preschool and Day School pays an activity fee. This fee is reviewed and adjusted annually by the Board of Christian Day School. The activity fee covers items such as religion books, textbooks, athletics, room parties, MANS fees, assignment books, computers, library costs, Bay-Midland activity fee, and miscellaneous activities. Monies from the activity fees are placed in the church checking account. Activity fees are non-refundable.

Extended School Care

423 A State licensed Extended School Care Program is available to all families in Preschool through 8th grade each day both before school and after school. The hours of operation are determined each year by the Principal and Preschool Director. The hourly rate per child for use of the Extended School Care Program will be determined by the Principal and approved by the Board of Christian Day School before the start of each school year

.1 Extended School Care Fees for Staff / Employees:

All church and School staff / employees will be charged 50% of the approved hourly rate per child for use of the Extended School Care Program. Extended Care Aides will not be charged for Extended Care on those days when they are watching their own children.

.2 Delinquent Extended School Care Accounts:

Statements of account balances will be sent to the parents during the first week of each month any delinquent balance. These statements must be paid by the end of the month they are sent home. If not paid by the end of the month, a notice will be sent to the parents. The students will not use the program until the balance is paid in full or a solution is reached between family and Principal.

Lunch

424 St. John's Lutheran School may offer lunch program that meets the nutritional needs of the students and staff. The hot lunch provider and the cost per meal for both students and staff is to be determined by the Principal and approved by the Board of Christian Day School before the start of school each year.

.1 Delinquent Lunch Accounts:

Statements of account balances will be sent to the parents during the first week of each month including the prior month's lunch usage. These statements must be paid by the end of the month they are sent home. If not paid by the end of the month, a notice will be sent to the parents, and the students will not be allowed to use the program until the balance is paid in full, or a solution is reached between family and Principal.

430 Fiscal Policies

431 Fiscal Year

The fiscal year is from July 1 through June 30.

432 Purchases and Payments

The Principal has authorization to spend money in the budget with the verification of available funds from the Director of Operation. For non budgeted expenditures more than \$xxxx approval must be sought from the Board of Christian Day School. For non budgeted expenditures less than \$xxxx no approval is necessary.

In the case of the Preschool and Day School, the Principal is the only person authorized to disburse all budgeted accounts within the school structure, and his/her authorized signature must appear on all requests for funds.

All orders for school materials shall be made on the approved order forms by the Principal only. The Principal shall follow up on delayed deliveries and notify the carrier or vendor of shortages or damages. Personal purchases shall not be made in the name of the school for teachers, students, or other individuals.

433 Records and Reports

The Finance Chairman of the congregation prepares a monthly statement of all congregation accounts, including that of the Board of Christian Day School, for the Leadership Team. He/she also makes regular reports to the voters of the congregation.

434 Inventories

The Board, through the Principal, maintains a periodic inventory of all textbooks, supplies, and equipment

Year End Delinquent Accounts

435 If tuition, activity fees, lunch, or ~~any~~ other account balances for the previous academic year have not been paid by mid-July, request for payment will be sent again and the parents informed that unless the payment is made by the date of registration, the student(s) will not be enrolled, unless a payment plan is arranged with approval from the Principal and Board of Christian Day School.

440 Insurance

441 Liability

All teachers are covered by liability insurance to the limits set in the congregation's policy for that type of coverage.

442 Worker's Compensation

Every teacher is covered by the Michigan Worker's Compensation Act. All teacher accidents incurred while on school duty are to be reported to the Principal. The Principal will report accidents to the Michigan Worker's Compensation Department as required by law.

443 Retirement Plan

The congregation will contribute to the Concordia Retirement Plan for all teachers and other employees as determined by the regulations governing the Concordia Retirement Plan.

444 Health Plan

Each eligible teacher and all other covered employees, as defined in the church's health plan, shall have the cost of their enrollment in the Plan paid for proportionally by the congregation.

450 Financial Support for Students Attending Valley Lutheran High School

Congregation members children who attend Valley Lutheran High School will upon application receive financial support equal to one-half the difference between the tuition for a member of an Associated Lutheran Church and that of a member of a Non-Associated Lutheran Church.

460 Day School Endowment Fund Guidelines

.1 Name and Relationship to the St. John's Foundation

The Board of Christian Day School of St. John's Lutheran Church shall establish and operate for the benefit of the St. John's Lutheran Day School and Preschool an Endowment fund. This Fund shall not be a separate entity; rather it shall operate as a sub-account to receive proportionate allocations of income and principal accumulations as part of the St. John's Foundation being pooled with other Foundation funds for investment purposes. The Board or its delegate shall be responsible for establishing and communicating investment and distribution guidelines and directives to the Foundation pertaining to the Fund, provided, at all times the regulations and operating requirements pertaining to the Foundation shall be fully respected, in particular to maintain the tax favored status of the Foundation and funds contained therein.

.2 Statement of Purpose

The St. John's Lutheran Day School Endowment Fund shall receive donations, gifts, subscriptions, grants and bequests for the purpose of serving the mission of the school as that mission is now stated and may be restated from time to time in the future.

.3 Operation of the Fund

Income from the fund may be distributed not more than quarterly in each calendar year. No principal may be used until the fund has reached a minimum of \$70,000 and then only to a maximum of 20% per calendar year. Upon recommendation of the Board of Christian Day School, Principal and a member of the Foundation Board, income and/or income and principal may be expended in support and maintenance in perpetuity of the operations and activities of the St. John's Lutheran Day School and Preschool, together with the upkeep of all properties belonging to the School. The approval will be through a majority vote of the Board of Christian Day School, Principal and a member of the Foundation Board.

The operating procedures for the determination of appropriate projects or objectives of expenditures shall be established by the Board.

If the St. John's Lutheran Day School and Preschool dissolves, the Foundation shall at the time of dissolution, have the right, duty and full discretion to dispose of the fund, keeping in mind the educational purpose of the Fund.

470 Need Based Tuition Scholarship Assistance

St. John's Lutheran School provides scholarship programs to assist in the paying of tuition for students based on a family's financial need. These scholarships are to be utilized for tuition only and may not pay for activity fees, ~~hot~~ lunch, or extended school care costs. A company chosen by the Board of Christian Day School will assist in determining financial need and making recommendations.

A scholarship committee comprised of the school administrator responsible for finances, one school board member and the Director of Operations shall be responsible for reviewing all scholarship requests and the recommendations made by the financial need analysis company. This committee shall make final decisions regarding the awarding of scholarships. The school board members on the scholarship committee will serve for two years in conjunction with their elected term.

Financial aid applications may be submitted after March 1st each year and must be received from all current school families by May 31st of each year to be considered for scholarships for the following year. Scholarships are available for Preschool through 8th grade students. Any new families considering St. John's Lutheran School must submit their application requests as soon as possible but no later than June 15th to be considered for the following school year. If a family's situation should change after the deadline, creating a hardship for the family, a late application may be submitted along with a letter explaining the circumstances. Financial aid applications must be resubmitted each year.

All families applying for financial aid must pay an application processing fee, if applicable. Only one fee is required per family.

The school administrator responsible for finances will act as the scholarship administrator and will be the coordinator between St. John's Lutheran School, the financial need analysis company, and the applicant families.

The scholarship committee will meet in mid-July each year to review all scholarship requests and the recommendations of the financial need analysis company. The committee will determine how much scholarship money is available for the coming year. The committee will award scholarships in mid-July and notify the families. All families will be informed of their scholarship approval or denial by August 1st. All family financial aid information gathered during this process will remain completely confidential and will be destroyed after the scholarship award decisions have been made and the families have been notified. A report will be made to the Board of Christian Day School at its August meeting by the scholarship committee regarding the scholarships approved each year.

Section 500 - Personnel

Subsections:

510 Professional

511 Staffing Policy

- .1 Staff Reduction

512 Calls and Contracts

- .1 Procedure for Calling a Teacher with Tenure
- .2 Calls without Tenure and Contracts

513 Personnel Policies and Practices

- .1 Job Descriptions (see Appendix A)

- .11 Principal

- .12 Called Teacher

- .13 Contract Teacher

- .14 Athletic Director

- .15 Preschool Director/Teacher

- .16 School Admissions Counselor

- .2 Employment

- .21 Previous Experience

- .22 Nondiscrimination Policy

- .221 Complaint/Grievance Procedure

- .23 Outside Jobs

- .24 Teacher and Principal Activities

- .3 Salaries

- .31 Part-time Teachers

- .4 Benefits

- .41 Vacation

- .42 Holidays

- .43 Leaves

- .431 Sick Leave

- .432 Bereavement Pay

- .433 Other Leaves

- .44 District or Synodical Meetings

- .45 Group Employee Benefit Plans

- .46 Workers Compensation Insurance

- .47 Unemployment Compensation

- .48 Continuing Education Assistance and Professional Memberships

- .5 Bloodborne Pathogen Control

- .6 Criminal Records Check

514 Retirement

515 Termination of Employment

- .1 Called Principal or Teachers without Tenure and Contract Principal or Teachers

- .2 Called Principal or Teachers with Tenure

516 Principal or Teacher Transfers

517 Teacher/Principal Evaluations

518 Substitute Teachers

519 Reimbursement of Expenses

- 520 Support Staff
 - 521 Paraprofessional
 - .1 Job Description (see Appendix A)
 - 522 School Secretary
 - .1 Job Description (see Appendix A)
 - 523 Lunch
 - .1 Job Descriptions for Lunch Workers (see Appendix A)

510 Professional

Selecting and retaining the finest administrative leadership and teaching staff are among the most important tasks of the Board. The calling of the Principal is dealt with in Section 312.

511 Staffing Policy

The congregation will seek to engage teachers who have been trained in Synod Teachers Colleges or who have the equivalent qualifications as to both character and professional training.

If a synodically trained teacher, qualified for a specific position, is not available, planned completion of the prescribed colloquy program will be a preferred condition for employment.

All teachers shall meet the state certification requirements prescribed for their level and type of responsibilities, before being offered a position. They shall diligently pursue continuing education opportunities to maintain their state certification.

If a certifiable teacher who meets local and Synodical qualifications is not available, a request for a special permit will be registered with the Michigan District Superintendent.

The congregation will extend permanent calls to teachers eligible for calls, pay equitable salaries to teachers, and provide financial aid needed to make further study and professional growth possible.

The congregation will not discriminate on the basis of age, sex, race, color, creed, national origin, marital status, disability. Called teachers are defined as ministers under any local, state or federal law as applicable.

.1 Staff Reduction

A variety of factors may be used to determine the workers that will best help to carry out the vision and ministry plan of the organization. Factors to consider when determining which individual(s) will be reduced (not in priority order):

- The specific position(s), program(s), or area(s) of ministry subject to reduction
- Individual talents and abilities
- Contribution to the school and church program, extra duty responsibilities, etc.
- Effectiveness in the classroom
- Commitments previously made via Call or contract
- Experience
- Professional conduct
- Overall ministry and mission of the congregation
- Necessity to maintain a critical program

.1 Procedure for Calling a Teacher With Tenure

The Call Committee shall:

1. Contact the Superintendent of Schools of the Michigan District LC-MS to inform him of the vacancy.
2. Review the needs of the congregation and the school to determine the qualifications of the teacher to be called.
3. Request from the District Superintendent a list of candidates with qualifications to meet needs.
4. Issue a request for nomination of candidates from members of the congregation. A period of ~~two or~~ up to three weeks should be allowed with appropriate publicity.
5. Evaluate, interview and eliminate unsuitable candidates from the congregation and the District Superintendent.
6. Request the Leadership Team to hold special voters meeting for purposes of issuing a call. Print short biographies of the candidates that the Call Committee wishes to bring before the Congregation. Make these available in the church office. For privacy concerns they must not leave the church office.
 - a. At the call meeting no nomination of candidates will be allowed from the floor.
 - b. After sufficient discussion the entire list is voted on.
 - c. The candidate with the least votes will be dropped until one candidate receives a majority.
 - d. Vote counts are not to be announced.
 - e. The call shall be made by unanimous vote.
7. The Chairperson will phone the individual to whom the Call has been extended. This will be followed by a letter providing as much information as possible about the call and the situation within the congregation and the community. Should the candidate return the call, the above shall be repeated.

.2 Calls Without Tenure and Contracts

Calls without tenure, issued to graduates of Synod's teacher training institutions, and contracts, issued to graduates of non-Synodical teacher training institutions, are issued by the Board of Christian Day School. The Board may fill positions that have already been approved by the congregation. In filling the position or positions the Board of Christian Day School may request the assistance of the District Superintendent of Schools.

Teachers in service should be offered the call without tenure or contract for the ensuing year as early as practical, preferably by the end of February. The Intent to Return should be returned either signed or unsigned by the end of March. A full teacher contract should be signed shortly after the budget has been approved by the congregation.

513 Personnel Policies and Practices

The Board of Operations maintains an Employee Handbook that details all of the policies and practices associated with employment at St. John's. All employees of the church and school will be expected to abide with these policies and practices.

- .1 Job Descriptions (see Appendix A)
 - .11 Principal
 - .12 Called Teacher
 - .13 Contract Teacher
 - .14 Athletic Director
 - .15 Preschool Director/Teacher
 - .16 School Admissions Counselor

.2 Employment

.21 Previous Experience

Teaching experience outside of St. John's shall be counted provided that the teaching was a full-time called or contract position in preschool service through grade twelve. These years of experience will be determined, documented, and communicated at the time of employment. Service time will be counted on the basis of service proportional to full time equivalents (FTE). Prior experience in teaching Kindergarten and/or Preschool on a less than full time basis may be counted as full time experience at the discretion of the Board of Christian Day School.

.22 Nondiscrimination Policy

St. John's Lutheran School and Preschool believes that educational opportunities and progress should be open to boys and girls on an equal basis. To that end, employment opportunities shall be available to men and women equally. This is also prescribed by Title IX of the Education Amendments of 1972. We, therefore, do not discriminate on the basis of sex in administering our educational policies, programs, activities, and employment practices.

Inquiries about the nondiscrimination policies of St. John's Lutheran School and Preschool may be referred to the Principal.

.221 Complaint/Grievance Procedure (for Title VI and Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973)

If a person believes that St. John's Lutheran School or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance to the Senior Pastor functioning as the local Civil Rights Coordinator at the following address:

Senior Pastor
St. John's Lutheran Church
505 E. Carpenter
Midland, MI 48640

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Senior Pastor, who shall in turn investigate the complaint and reply with an answer to the complaint. If not satisfied, the complainant may then initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Senior Pastor within five (5) days of receipt of answers to the informal complaint. The Senior Pastor shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

If the complainant wishes to appeal the decision of the Senior Pastor, he/she may submit a signed statement of appeal to the Principal within (5) business days after receipt of the Senior Pastor's response. The Principal shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Christian Day School within five (5) days of his/her receipt of the Principal's response in step two. In an attempt to resolve the grievance, the Board of Christian Day School shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of the meeting.

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Michigan Department of Education.

.23 Outside Jobs

Full-time (12 month) staff members are generally discouraged from seeking secular employment in addition to their work at St. John's. On the other hand, they are heartily encouraged to place their special talents at the disposal of the church at large whenever their contribution is sought, so long as they can accommodate it within the framework of their schedules.

They are entitled to any remuneration, honorariums, or additional income in this connection. Permission to engage in such work is to be reviewed with the Board of Christian Day School.

.24 Teacher and Principal Activities

All teachers and Principal are expected to work full-time from August 15 through the start of the school year. Time should be spent in classroom preparations, faculty meetings, visits to homes of students, and general preparation for the school year.

All teachers and Principal are expected to work full-time from the end of the school year through June 14. Time will be spent in post-school evaluation meetings, curriculum committee work, and preparation of end-of-the-year inventories, material requests, etc.

The 12 month called teachers and Principal will be involved in church and school work on a full-time basis (subject to vacations). A portion of the summer for these people may be devoted to seminars and classes.

No janitorial, custodial, or maintenance work will be required of any of the teachers.

Each called teacher or Principal will submit specific work plans for his/her extra area of responsibility and any classroom projects they may wish to undertake.

The Principal will be responsible for coordinating summer plans and report to the Board of Christian Day School.

After completion of the regular school year, 12 month called teachers and Principal will be expected to work full time with at least 20 hours per week at school or church to promote good visibility with other full time staff members. Time spent in formal schooling, advanced degrees, or further proficiency in teaching will be applicable to the time expectations.

.3 Salaries

Individual salary figures are determined by the Compensation Committee.

Called Principal or teachers on the roster of Synod are considered self-employed by the IRS. Each called Principal or teacher on the roster is to submit a form designating the portion of his/her salary to be designated as housing allowance to the Chairperson of the Board of Christian Day School, then on to the Leadership Team and finally on to the voters as appropriate at their annual meeting.

.31 Part-time Teachers

Teachers paid on an hourly basis will receive one-half hour paid preparation time per teaching day.

.4 Benefits

The congregation maintains a benefit program which is designed to help meet the needs of its employees including Principal, teachers, and support staff. Employee benefits are outlined in the congregation's Employee Handbook which is kept current by the Director of Operations. The following benefits are provided.

.41 Vacation

The Principal and teachers are entitled to vacation time in accordance to Section 3.200 of the Employee Handbook. The Principal will be responsible for tracking and accounting for the vacation days of the teaching staff. For 12 month teachers, vacations should be taken between June 15 and August 15, or during the Christmas or spring vacations as per the school calendar. Special consideration relative to the time of vacation will be given to those teachers pursuing professional study programs. When a tenured member of the staff who terminates service voluntarily has not had a vacation to which he/she is otherwise eligible, he/she may be paid a vacation allowance equal to the amount for which he/she is eligible. Weekends and holidays are not considered working days unless other responsibilities are assigned.

.42 Holidays

Please refer to Section 3.300 of the Employee Handbook for the current policy on Holidays.

.43 Leaves

.431 Sick Leave

Full time employees are entitled to sick leave with pay and must be in accordance with the Sick Leave Policy described in Section 3.400 of the Employee Handbook.

.432 Bereavement Pay

The Principal and teachers are eligible for bereavement pay according to Section 3.500 of the Employee Handbook.

.433 Other Leaves

The Principal and teachers are entitled to leaves associated with death or serious illness of a family member and must be in accordance with the Bereavement and Other Leaves described in Sections 3.500 and 3.600 of the Employee Handbook. A teacher chosen for jury duty shall be excused without penalty or loss of salary. However, any compensation received for jury services shall be paid to the congregation. This time away from work also must be in accordance to Section 3.620 of the Employee Handbook. A maternity leave or a leave of absence is covered in Section 3.600 of the Employee Handbook. This Section also includes personal leave, jury duty, study leave, military leave, workers compensation leave, and family and medical leave.

.44 District or Synodical Meetings

The Principal and teachers, who by virtue of election or appointment, are required to attend such meetings shall do so without loss of pay. Only the actual days of meeting are covered by this provision. Time in excess of meeting dates shall be approved by the Board of Christian Day School. This time away from work also must be in accordance to Section 3.600 of the Employee Handbook.

.45 Group Employee Benefit Plans

Please refer to Section 3.700 of the Employee Handbook for the current policy. These include the church's health plan, Concordia Retirement Plan, Concordia Disability and Survivor Plan, and Accident Insurance Plan.

.46 Workers Compensation Insurance

Please refer to Section 3.800 of the Employee Handbook for the current policy.

.47 Unemployment Compensation

Please refer to Section 3.900 of the Employee Handbook for the current policy.

.48 Continuing Education Assistance and Professional Memberships

Where it can be demonstrated that the congregation will benefit from an employee's participation in a job-related program or professional organization, the related expenses may be fully reimbursed at the congregation's sole discretion. The congregation encourages its Principal and teachers to participate in civic and professional organizations. Request for reimbursement of authorized expenses related to the educational program or professional organization must be approved in advance by the Board of Christian Day School and the Leadership Team. Please refer to Section 3.905 of the Employee Handbook for the current policy.

.5 Bloodborne Pathogen Control

In early August of each year, the Principal or designee will visit the OSHA website and print a copy of the most recent OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030. The Bloodborne Pathogens Exposure Control Plan will be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures, which affect occupational exposure, and to reflect new or revised employee positions with occupational exposure. Any updates will be done in conjunction with the Director of Operations. The plan for St. John's Lutheran School shall be accessible to all employees.

This plan will be kept in the office of the Principal. Copies will be accessible to employees through that office. Upon request, it will be also available to authorized Michigan District, State, or Federal officials for examination and copying. Any documents that need to be filed periodically with the Midland County Health Department will be stored in the School Secretary's Office.

.6 Criminal Records Check

All new employees required to hold a State Board of Education certificate or permit are required to have a criminal records check to comply with State Law.

Newly hired substitute teachers are required to have a criminal records check. If a person is a substitute teacher in another school and a criminal records check has been conducted, it is not necessary to have a records check done again, providing the other school verifies the conviction status with the school.

514

Retirement

The Board of Christian Day School may, if requested, assist the Principal or teacher in planning for their retirement and aid them in determining their retirement benefits under Federal law and the Synod's Retirement Plan.

515

Termination of Employment

.1 Called Principal or Teachers Without Tenure and Contract Principal or Teachers

While the congregation shall at all times deal with a Principal or teacher in a spirit of Christian love, at times it may be necessary to terminate a called or contract Principal or teacher, for just cause, which includes:

- a. Misconduct
- b. Incompetence
- c. Inefficiency
- d. Insubordination
- e. Neglect of Responsibilities

Before any action is taken, the Board of Christian Day School shall notify the Principal or teacher, defining deficiencies in his/her work performance. If the Principal or teacher does not improve his/her work to a satisfactory level in a time frame defined by the Board, he/she may be discharged. The Board of Christian Day School will immediately discharge any called or contract employee for conduct that constitutes a present risk of harm to the health, safety, and/or welfare of the students and/or staff of St. John's Lutheran School.

.2 Called Principal or Called Teachers with Tenure

The call of a Principal or teacher shall be terminated for the following reasons:

- a. Acceptance of another call
- b. Retirement
- c. Adherence to false doctrine
- d. Ungodly life
- e. Willful neglect of official duties
- f. Incompetence

Before any action is taken, the Board of Christian Day School shall notify the Principal or teacher, defining deficiencies in his/her work performance. If the Principal or teacher does not improve his/her work to a satisfactory level, he/she may be discharged.

516 Principal or Teacher Transfers

The Principal or teacher receiving a call shall inform the congregation that he/she is the recipient of a call.

After consultation with his/her own congregation, the Principal or teacher shall inform the congregation, which has called him/her, either that he/she has accepted its call or declined it, promising a letter to follow.

In either case he/she will write the congregation a respectful letter. If he/she should decline the call, he/she will present the matter as decisive, and not as an invitation for a return of the call to him/her.

He /she will make all other necessary arrangements for a transfer and his/her installation, which should include:

- A. Notification of his/her District President that he/she has accepted the call, and a request for a transfer if the call should take him/her into another Synodical District.
- B. Making sure that his/her installation is ordered by the District President of his/her new congregation. (Usually the pastor of that congregation should arrange this with the District President.)
- C. Making sure that the report of his/her installation and his/her change of address are published in the official Synodical publications.

517 Teacher/Principal Evaluations

At the end of the school year, the school Principal shall summarize, in writing, and review with each teacher, his/her performance for that year. These summaries will be reported to the Board of Christian Day School.

The school Principal will be responsible for conducting an annual performance evaluation with all called teachers with tenure. All of the assigned duties for the called worker will be covered in the review. The Principal can assign a portion of this review to a member of another Parish Board for the worker's assigned duties that are outside the school.

The Principal will submit a summary of these evaluations to the Board of Christian Day School and retain a file copy.

The Chairperson of the Board of Christian Day School and Senior Pastor will be responsible for conducting an annual performance evaluation of the school Principal. A summary will be presented to the Board of Christian Day School and the Chairperson will retain a file copy.

In August of each year, the Board of Christian Day School Chairperson will meet with the Principal to discuss goals, career plans, Board of Christian Day School plans, and other topics of importance to the Board.

518

Substitute Teachers

Substitute teachers shall be chosen from the list approved by the Board of Christian Day School.

Preferably, teachers who file applications for substitute teaching should meet the qualifications of full-time teachers.

Substitute teachers are paid at a daily rate set by the Compensation Team and approved by the Board of Christian Day School

519 Reimbursement of Expenses

The congregation shall pay the expenses of any Principal or teacher on school business when the Principal has approved the trip in advance. Actual expenses shall be paid for transportation at the current IRS rate if the trip is made in the Principal’s or teacher’s car. In addition, the actual cost of rooms, meals, and other expenses necessary to the conduct of school business shall be paid on requisition of the Principal or teacher on forms provided for that purpose.

520 **Support Staff**

521 Paraprofessional

Paraprofessionals are generally lay people with a varied amount of education and professional training who take an active role in assisting the teachers to discharge their professional duties in an efficient and economical manner. The amount of instructional responsibilities will depend upon the need and on each paraprofessional’s individual capabilities and training.

Paraprofessionals are not expected to substitute for classroom teachers, but are assigned routine duties to free teachers for work with individual pupils and for lesson preparation. Duties will vary from classroom to classroom.

Generally, however, most paraprofessionals assist classroom teachers by helping children who need individual attention, preparing teaching materials, reading stories, making posters and performing a multitude of clerical tasks.

Supervision of the individual paraprofessional is carried out by the respective teachers, although the Principal is ultimately responsible for the total paraprofessional program.

The need for paid paraprofessionals will be evaluated very carefully on a cost to benefit ratio, as their use represents a use of our stewardship of time, talent, and treasure.

522

.1 Job Description (see Appendix A)

School Secretary

The secretary shall manifest whole-hearted commitment to the Christian faith and to the purposes of Christian education.

523

The secretary is to handle the clerical work of the school office. He/she is functionally responsible to the Principal as his/her work relates to the day school, preschool, the lunch program, assignments, schedules, priorities, quality, quantity, and procedures.

.1 Job Description (see Appendix A)

Lunch

Although the Lunch Program is primarily the responsibility of the Principal, the Board of Christian Day School maintains an on-going interest in the program. The Principal, who supervises all government-related school programs, reports monthly to the Board of Christian Day School on the operation of the Lunch Program.

.1 Job Descriptions for Lunch Workers (see Appendix A)

Section 600 - Pupils

In this section Pupils

- 610 Admission
 - 611 Non-Discrimination Policy
 - 612 School Age
 - 613 Priorities
 - 614 Applications
 - 615 Student Probationary Period
 - 616 Class Size Guidelines
- 620 Attendance
 - 621 Enrollment
 - 622 School Term
 - 623 School Day
 - 624 Records
- 630 Discipline
 - 631 General Statement and Procedural Steps
 - 632 Disciplinary Measures
 - 633 Code of Student Conduct
- 640 Reporting to Parents
 - 641 Report Cards
 - 642 Grading System
 - 643 Parent-Teacher Conferences
 - 644 Notification of Parents of Unsatisfactory Student Work
 - 645 Honor Roll
 - 646 Athletic Eligibility
 - 647 Extended Vacations
- 650 Cumulative Records
 - 651 Student Records
 - .1 Material That May Be Kept in Student Records
 - .2 Removal of Other Material Currently in Student Records
 - .3 Access to Student's Complete Records
 - .4 Access to Certain Specific Information from a Student's Record
 - .5 Storage of Student Records
 - .6 Appeal Procedure to Have Material Removed from a Student's Record
 - .7 Release of Information from Student Records for Transfer Students
- 660 Promotion and Retention
- 670 Welfare
 - 671 Administration of Medication
 - 672 Illness and Injury
 - 673 Early Arrival
 - 674 Release and Interview of Pupils
 - 675 Suspected Child Abuse or Neglect
 - 676 Post-School Student Supervision
 - 677 Non-Custodial Parents
 - 678 Control of Communicable Diseases
- 680 Transportation
- 690 Dress Code

610 Admission

611 Non-Discrimination Policy

St. John's Lutheran School admits students of any sex, race, color, creed, religion, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, creed, religion, national, and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

612 School Age

The entry age for students entering Kindergarten at St. John's Lutheran School shall be at least five years of age on September 1.

A birth certificate shall be required as proof of birth date.

613 Priorities

Congregation members are given priority until June 1 for enrolling their children in kindergarten. After that date, students are accepted in the order in which applications were received.

For grades one through eight the order of acceptance is as follows until June 1:

1. Children of St. John's Lutheran Church members
2. Students who were previously enrolled
3. LCMS sister congregation member students
4. Community members

After June 1 applications which are accompanied by the student's records will be considered in the order in which they were received.

614 The Board of Christian Day School oversees all policies regarding school enrollment.

Application

Several principles govern the enrollment of pupils:

1. All pupils are expected to attend church regularly.
2. Parents and children must agree to participate in the religious program of the school. Non-member parents who are not affiliated with the Lutheran Church are offered New Member classes so that they might better understand the teachings their children will receive.

1. Parents must give assurances that the home will cooperate with the school in all matters of program and policy.
2. With the best interest of all children in the school St. John must admit children that can be educated to the best of the staff we have available. If St. John does not have the resources to address the needs of a child, they will be referred to another educational facility. The school will check on the home background and previous school experience of the child.
3. All students transferring from outside the state of Michigan must have immunizations updated and receive a hearing and vision examination (Michigan Law, Public Acts of 1970).

The following steps will be observed in the processing of applications from students new to St. John's Lutheran School:

1. The parent(s) or guardian will complete the enrollment application and the form for the authorization of the release of the student's records.
2. The Principal will request the records from the school currently attended by the student using a parent signed records request form.
3. After the receipt of the student's records, the parent(s) and the child will meet for an interview with the Principal and the teacher(s) of the grade which the child is to enter.
4. The applicant may not attend school until the application is approved.

Student Probationary Period

615

In the event that significant information is withheld or inaccurate information is provided, the Board of Christian Day School will reconsider the student's acceptance.

All students entering St. John's Lutheran School are accepted for a probationary six-week period during which time the student is subject to dismissal with or without cause.

In cases of mental, emotional, behavioral, academic, or other difficulties after the six-week probationary period, a review by the faculty and the Board of Christian Day School may still lead to dismissal. Conditions that may lead to dismissal include the total effect upon the class, the teacher, the school, the church, the degree of parental cooperation and such other circumstances that the Board in its sole discretion deems appropriate.

616 Class Size Guidelines

In keeping with our Lord's admonition to be stewards of our time, talents, and treasures and striving to maintain the highest educational standards, the Board of Christian Day School adopts the following guidelines to help determine class size. These are guidelines and in no way should be construed as being final in every situation.

For a Single Classroom	Number of students
through 3	25
4 through 6	26
7 and 8	28

Class (combinations)	Number of students
K	No combination
1 through 8	24

Number of Students	Number of Teachers	Hours of Parapro/day
2	0	
34-35	1 & 1/2	5
31-33	1 & 1/2	2
29-30	1	4 or 5
27-28	1	0
26	1	0

If the number of students in any class drops below 20, action may be taken to insure a balance among the classes as much as possible.

When classes in Kindergarten or Grade 1 number more than 25 students, a paraprofessional will be hired for such classes, pending approval of the voters of the congregation.

620 Attendance

621 Enrollment

In order that the Board of Christian Day School and the Principal may make complete arrangements for a new school term, a pre-enrollment for that term shall be made prior to the end of the previous school term. Families who have contacted the school about possible enrollment of students are to be contacted as far in advance as possible.

622 School Term

In so far as possible the school term shall coincide with that of the local public school system in order to utilize the transportation arrangement of that system. All State of Michigan laws regarding the school term/academic calendar will be followed.

623 School Day

The length of the school day is largely determined by Michigan State Department of Education rules regarding teaching hours. St. John's Lutheran School will comply with the Michigan Department of Education requirements in so far as applicable and in alignment with LCMS Doctrine.

624 Records

Accurate records of pupil attendance, noting tardiness as well as absence, are to be maintained and permanently filed in the school office. Enrollment and attendance reports are to be submitted to authorized government departments if required.

630 Discipline

631 General Statement and Procedural Steps

Christian discipline always has the good of the child uppermost in mind and should be carried out in the spirit of true Christian guidance. After discipline, the teacher will show love and forgiveness before the child leaves school for the day.

The maintenance of order and proper classroom decorum is essential to any quality educational experience.

It is reasonable to require Christian behavior from all of our students at St. John's. It is also reasonable to expect that behavior will be disciplined in Christian love.

Failure to meet the standards of Christian behavior requires disciplinary action so that the learning experience of all students is not jeopardized.

In order to provide for consistency, a progressive discipline code is warranted. Some flexibility may, however, be exercised by the teacher in determining if the parents should be contacted at additional junctures in the discipline process.

STEP 1--- THE CLASSROOM TEACHER - Most problems are handled effectively at this level.

STEP 2--- TEACHER WILL CONTACT PARENT AND PRINCIPAL (form and phone call) – When a behavior becomes severe enough, or there are several instances of problem behaviors, a discipline notice will be sent home by the teacher with the student, with copies for the teacher and the Principal. A phone call home will also be made by the teacher to let the parent know that the notice is coming, and to begin discussing how the behavior may be changed.

STEP 3--- PRINCIPAL AND STUDENT CONFERENCE – At this point, the student may still be able to change his/her behavior without further repercussions. The Principal will use the discipline policy (Board of Christian Day School Policies 632 and 633) to help with discipline. Parents will be notified by the teacher at this step as well.

STEP 4--- CONFERENCE (TEACHER(S), PRINCIPAL, PARENT, STUDENT, PASTOR)

This step is leading up to a suspension. Most issues do not develop to this level. At this point, the severity of the behavior must be portrayed to the parent, and stated that this behavior will not be tolerated in the future. Disciplinary measures will be discussed at this meeting as well as how we may be able to move forward after the discipline has been served.

STEP 5--- SUSPENSION - This suspension is for a period of 1-3 school days. This will be an out-of-school suspension, and will be considered an unexcused absence with all of the disciplinary measures which accompany that. A parent must accompany the student upon re-entry. Policy 632 must be followed.

STEP 6--- SECOND SUSPENSION – This suspension will not exceed 5 school days. Re-entry requires a conference with the Principal, a parent and representation of Board of Christian Day School. A parent must accompany the student upon re-entry. Policy 632 must be followed.

STEP 7--- EXPULSION – Expulsion and re-entry during any subsequent school year can only be approved by the Board of Christian Day School. A parent must accompany the student upon re-entry. Policy 632 must be followed.

SEVERE CLAUSE: Should a case arise where it is deemed by the Principal to so warrant it, a student may pass directly to a higher step such as suspension. Incidents such as abuse (both verbal and physical), or weapons are examples of these sorts of incidents.

632

Disciplinary Measures

In accordance with Public Act 521 of 1988, any teacher, including administrators may use physical force on pupils for the purposes of taking possession of any dangerous weapon from them. No teacher, including administrators, shall be liable to any pupil, the pupil's parent(s) or guardian or any civil action for use of physical force in accordance with this section, except in case of gross abuse and disregard for the health and safety of the pupil. Any staff member may use physical force on a pupil when it is essential for self-defense, or for the protection of other persons or property of St. John's Lutheran Church and School.

Whenever physical force is applied to a pupil, the employee so doing shall report the circumstances to the Principal who will communicate the facts of the case and action taken to the parent or guardian of the pupil. The facts shall be recorded and communicated in writing. A copy of the communication shall be kept in the school office.

633 Code of Student Conduct

- I. The Board of Christian Day School has established that the following forms of conduct are detrimental to the best interests of the operation of St. John's Lutheran School and the purposes of education. The Code of Student Conduct applies during school hours and at any school-sponsored event (i.e., sporting events, dances, etc.).
- A. Health and Hygiene - The condition under which any student is suspected of having a communicable disease, or who persistently neglects personal hygiene.
 - B. Obscenity and Indecency - Offending against commonly recognized standards of propriety or good taste in dress or lack of dress; in language, either spoken or written; in pictures or caricatures.
 - C. Threatening Communications - Writing, telephoning, texting, or otherwise communicating to other individuals verbal threats, annoying nuisance communications, and vulgar and/or obscene messages.
 - D. Fighting - Quarreling involving body contact.
 - E. Truancy - Unauthorized absence from school for any period of time. Chronic tardiness can be considered truancy.
 - F. Forgery - Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, records, or other communications to the school.
 - G. Stealing - Dishonestly acquiring the property of another or others.
 - H. Extortion - Securing or attempting to secure money or other items of value by the use of threats and/or violence or without the mutual consent of both parties involved.
 - I. Demonstration or Disturbance - Instigating or participating in a demonstration or disturbance which interrupts the educational opportunities of others or threatens the general welfare and safety of others.
 - J. Tobacco - Using tobacco in any form in school or on school property.
 - K. Drugs and Alcohol - Possessing, using, distributing or being under the influence of a material which is, in fact, or represented to be a drug, alcohol, or other substance which may produce abnormal behavior.
 - L. Vandalism - Willful destruction or defacing of property belonging to another or others.
 - M. Arson - Willful burning, or attempting to burn, any building, structure, or personal property or school or church property.
 - N. Bomb Threats - Disrupting school procedure by placing, threatening to place, or falsely reporting explosive or flammable devices.
 - O. Weapons - Possessing, transferring, using, or threatening to use any weapons or instrument capable of inflicting bodily harm.
 - P. Gang Activity - The presence of gang activities can cause substantial disruption of, or material interference with, school and school activities. A 'gang' is defined in this policy as a group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Christian Day School prohibits the existence of gangs and gang activities as follows.

No student on school property or at any school activity shall:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Use speech or commit any act of omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting others for membership in any gang.
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - c. Committing any other illegal act or other violation of school policies.
 - d. Inciting other students to act with physical violence upon any other person.

Q. Open Defiance - Willful disregard of directives of a staff member or persistent disobedience.

R. Sexual Harassment - Abuse of the dignity of anyone through sexist slurs or through other objectionable or derogatory conduct.

S. Computer Tampering - Specific intentional tampering with any of the electronic equipment to which students have access.

T. Gross Misbehavior - Deliberate or willful conduct detrimental to the normal functioning program or activity under school sponsorship. Gross misbehavior can include any of the aforementioned items (A through S), but is not limited to them. Examples of gross misbehavior can also consist of use or possession of fireworks, setting off false fire alarms, acts of poor judgment which either interrupt normal school routine or threaten the safety and welfare of others, and the act of harassing school employees and/or vandalizing their private property at any time on school property or elsewhere.

II. Disposition of Violations

A. Closed Class Procedures

1. "Closed class" is defined as the denial of the right to attend some classes for a specified period of time not to exceed ten days.
2. Some classes may be closed to a student for a period of time not to exceed ten days by the Principal.
3. The following procedures will be followed:
 - a. The student will be immediately notified by the Principal that some of the student's classes are closed, the reasons therefore, and what must be done before the student can return to class.
 - b. The parent will be notified as soon as possible that the student has been denied the privilege of attending classes that have been closed and arrange for an appointment for the parents to come to school if necessary.
 - c. The Principal will use every reasonable means of resolving the problem and arranging other classes to be opened to the student as soon as possible.

B. Suspension Procedures

1. Suspension is defined as the denial of the right to attend school or to be assigned to an in-school suspension room, for a specified period of time up to ten school days.
2. If a student is to be suspended, the following procedures should be followed:
 - a. The Principal will determine that the Board of Christian Day School policies are being followed and that suspension is appropriate.
 - b. The Principal shall explain to the student all charges against the student, setting forth the nature, time and place of the violation charged and the duration of the suspension, and a written copy of the notice shall be served personally or by certified mail upon the parent(s) or guardian.

The written notice shall include the time, place, and the date of a hearing if a hearing is deemed necessary prior to the student being readmitted to school.

The written notice shall advise the student and the parent(s) or guardian of the right to have counsel present at the hearing.

The hearing on the charges shall be so conducted that both sides shall have full opportunity to be heard, including the right to hear and examine adverse witnesses and the right to testify and present evidence and witnesses or affidavits in one's own behalf.
 - c. When suspension is involved, the fundamental rights of the student must be respected.

Right of students to be informed of the charges against them. The charges should be specific, setting forth the nature, time and place of the violation charged.

Right of students to be heard and present their views of the occurrence.

Right of students not to be judged guilty simply by virtue of being accused.
 - d. Within five school days of the conclusion of the hearing, the Principal shall make a written report of the findings of facts, conclusions as to the validity of the charges, and the Principal's decision regarding re-admittance. The report shall be filed with the Board of Christian Day School, and a copy thereof shall be served personally or by certified mail to the student charged and the parent(s) or guardian.
 - e. The record of all action shall be kept by the Principal.
 - f. After the student, parent(s), or guardian has exhausted the appeal process with the Principal, the decision may be appealed to the Board of Christian Day School.

C. Expulsion Procedure

1. Expulsion is defined as the denial of the right to attend school for a period longer than ten days.
2. A student shall be expelled from school only by action of the Board of Christian Day School.
3. If it is the judgment of the Principal that a student should be recommended for expulsion, the following procedures shall be followed:
 - a. The Principal shall submit to the Chairperson of the Board of Christian Day School such a recommendation, together with written rationale and the necessary supporting pupil personnel data justifying the recommendations.
 - b. The Chairperson of the Board of Christian Day School will review the case and discuss it with the parent(s).

- c. If the Chairperson of the Board of Christian Day School or his/her representative concludes that the pupil should be denied the privilege of attending school, the student and parent(s) or guardian will be notified that such a recommendation will be presented to the Board of Christian Day School.
 - d. The student and parent or guardian will be notified of the following:
 - The nature of the recommendation.
 - The date, time, and place the recommendation will be presented to the Board of Christian Day School.
 - The right to present and participate in the proceedings in person and/or by legal counsel.
 - The right to request an open or closed hearing with the Board of Christian Day School.
4. The information furnished to the Board of Christian Day School shall include the following:
- a. A record of all preliminary procedures.
 - b. The recommendation that the student is to be expelled and the duration of the expulsion.
 - c. The justification for the recommendation.
 - d. Notification to the Board of Elders that an expulsion has occurred.

III. Appeal Procedure

Students in St. John's Lutheran School have the right to a fair and impartial hearing in cases involving disciplinary action such as the right to appeal an adverse decision through appropriate channels.

In the case of expulsion, appeal can also be made to the Board of Elders.

640 Reporting to Parents

641 Report Cards

Report cards are issued quarterly to the parent(s) or guardian. The parent(s) or guardians are requested to study the report card and consult the teacher if there is a need for clarification. Grades for the various subjects, church and Sunday school attendance, and day school attendance and punctuality are recorded on the report card.

642 Grading System

The Board of Christian Day School requires that the Principal and teaching staff implement a defensible system of grading, making allowances for variations according to grade level. A statement of the grading system is included in the Student/Parent Handbook.

643 Parent-Teacher Conferences

Two parent-teacher conferences, following the first and third quarter reports, are scheduled and coordinated by the Principal. The first conference is a mandatory conference with all families, and the second conference is by request of either the teacher or the family. Additional conferences may be held at either the parent's or the teacher's request.

644 Notification to Parents of Unsatisfactory Student Work

When a student is doing unsatisfactory work, the teacher is to inform the parent(s) in person, by phone, or by using the mid-term report form. Notification should be made as soon as the teacher notices unsatisfactory student work.

645 Honor Roll

The Honor Roll notes high academic achievement, spiritual growth and awareness of the students in the sixth, seventh, and eighth grades. Names of students on the Honor Roll are published quarterly in the Parent Information Newsletter (PIN). Students are noted as receiving “High Honors” (all A’s) and “Honors” (all A’s and B’s). The classes used for Honor Roll determination will be Religion, Science, English, Math, Literature, and Social Studies.

At some appropriate gathering during the spring term, honor award certificates will be presented to students in the sixth, seventh, and eighth grades for the current academic year. Students will be identified at the time of presentation of the awards as 1st year Honor Roll or 2nd year Honor Roll. Identification will also be made of those students who have received straight A’s for one or two semesters.

The names of the two top eighth grade students each year will be engraved on the “Academic Honors” plaque. The Principal will determine the top two eighth grade students for each year, using a grade point average system. The average GPA from the sixth through eighth grade years will be used as the determining factor for these awards. The classes used to form the average GPA will be Religion, Science, English, Math, Literature, and Social Studies.

In addition, special awards for outstanding achievement in various subjects are encouraged.

646 Athletic Eligibility

Student participation in athletic competition is governed by the guidelines in the Student/Parent Handbook under the section entitled “Student Athletics”. Participation in athletics depends on the students’ academic performance and the requirements are:

1. A student who receives a mandatory STAT (Student-Teacher Access Time) will not be eligible for practices or games on the day the STAT is served.
2. A total of two mandatory STATs in a week will result in the student being ineligible for the whole next week (practices and games). All work must be completed to the classroom teacher’s specifications by the following week in order to become eligible again.
3. A student may not have an F or an I (Midterm or Quarterly Report Card) in any subject. Ineligibility will begin the day the Report Card is given to the student and will last a minimum of one week. To become eligible again, the student must make up all work to successfully pass that subject.
4. Disciplinary or academic problems deemed so by the teacher and the Principal will result in a minimum of one week of ineligibility. After a clear demonstration of the student’s improved behavior, he/she will be declared eligible.
5. The student athlete must attend school on game dates to be eligible. In cases of emergency (e.g., funeral) the school reserves the right to determine eligibility.
6. An unsportsmanship type technical foul will result in the player being removed immediately from that game and they will not be permitted to play in the next scheduled game. A second unsportsmanship technical foul, in the same season, will result in their immediate removal from the game and suspension for the next two regular scheduled games.

647 Extended Vacations

Extended vacations are defined as school days which parents choose to use for vacations (e.g., days before and after scheduled vacation or trips during the school term).

Teachers are not expected to “make-up” with a student all that was missed during a family trip. Further, while some advance work may be provided by the teacher, it is not always possible or advisable to project all work. If you request work, please do so in writing a minimum of three days in advance. Work may need to be completed upon a student’s return following the guideline of 1 day extra per day of absence. After the days are expended, the normal late work policies will be in full force for all work not completed.

650 **Cumulative Records**

Accurate records of pupil attendance, academic progress, achievement test results, and other data are to be maintained and placed into the student’s cumulative file (CA-60)

In the student’s permanent record folder is a 5” x 8” card on which are placed the student’s grades and test results. This card, as well as test scores, are removed and kept in the school office for seven years after the student moves to another school and his/her cumulative record is forwarded. After the seven year period, test records are destroyed but enrollment and grade records are to be kept for 99 years.

651 Student Records

.1 Material That May be Kept in Student Records

1. Folder itself - basic information such as parents’ names, schools attended, transfer records, and student’s picture.
2. Initial registration form.
3. Grades (marks).
4. Attendance records.
5. Test results.
6. Pertinent legal papers (e.g., guardianship papers, waivers signed by parents or guardians for the right of some agency to see the records).
7. Notations of referral for special services and reports on referrals.
8. Notations of referrals to community agencies.
9. Certification from physician of need for homebound or hospitalized services.
10. Physician’s prescription and parent’s request to administer medication.
11. Transfer student information - information which most nearly parallels information kept by St. John’s Lutheran School.
12. Correspondence between home and school.
13. Anecdotal notations (teacher comments which would appear to have continuing significance). Comments are to be objective and factual. Subjective or opinion type comments shall not be made.

.2 Removal of Other Material Currently in Student Records

Material of any significance other than that listed in the preceding section which has been accumulated through the years will be systematically removed from current records under the Principal’s direction.

.3 Access to Student’s Complete Records

Access will be granted to the following:

1. All staff members and staff personnel of the Midland Public Schools working with the student and having a professional purpose for reviewing the record.

2. Parent(s) or legal guardian upon request for a scheduled conference to review the records in the presence of the Principal or his/her designee.
 3. The court upon issuance of a court order.
- .4 Access to Certain Specific Information from a Student's Record
Specific information requested by an outside agency will be given upon receipt of a written waiver for release of the information by the parent(s) or legal guardian.
- .5 Storage of Student Records
School records will be kept in the school office in a locked area.
- .6 Appeal Procedure to Have Material Removed from a Student's Record
If the parent(s) or legal guardian wishes to have material removed from a record:
 1. An oral appeal should be made to the Principal.
 2. If the decision of the Principal is not satisfactory, a written appeal should be made to the Board of Christian Day School.
- .7 Release of Information from Student Records for Transfer Students
When a student enrolls in St. John's Lutheran School from another school, the parent(s) or legal guardian should be given a release form to be signed and sent with the request to the sending school for the relevant student information.
If other school systems, to which former students of St. John's Lutheran School have transferred, request student information without including a signed release form, a copy of St. John's School form should be sent to that school system with a request to have it completed, signed and sent to us prior to our sending the other school system the requested information.

660 Promotion and Retention

Since each teacher is sincerely interested in the total physical, mental and spiritual development of every child entrusted to his/her care, he/she will guide, direct, and instruct each pupil with the intent that at the end of the school year the pupil will be promoted.

If a decision to retain a child is made, it will be done in consultation with the parent(s), teacher(s), and Principal, and with consideration of the child's chronological age, mental age, social age, achievement age, and physical development. A decision to retain will be made only out of consideration for the child's best interests.

In the event the teacher is of the opinion a child, for his/her own benefit, is to be retained, the grades of the report card should indicate the possibility of retention in clear terms. This possibility should have already been discussed earlier in the year. Retention should never be a surprise to anyone. If a teacher feels retention is definitely advisable, a meeting is to be arranged between the teacher and the parent(s) at least six weeks prior to the end of the school year to discuss the factors that support retention. The Principal is to be advised of the meeting before it occurs, so that he/she can give his/her support to the retention possibility and his support for the possible retention can be conveyed to the parents. While at least one meeting must be conducted with parent(s) and teacher six weeks or earlier before the end of the school year, the final decision for retention may be made at a later time.

When the final decision to retain is made, it becomes official when the parent(s) agree to the decision. If parent(s) do not agree to retention, a meeting is to be scheduled with parent(s), teacher(s), and Principal. Agreement between teacher(s) and Principal will establish the official position of the school on the matter of retention, even if parent(s) disagree with that position. It is the Principal's responsibility and obligation to carry out the official school decision on any matter of promotion and retention. This obligation applies also to students entering St. John's Lutheran School from another school who have been officially placed in a particular grade by the sending school.

In the unlikely event that the teacher(s) and Principal, following study and discussion, are unable to agree on a particular promotion or retention decision, the Principal will render the final decision.

At any time that a child's parent(s) (or teacher(s)) do not agree with the final decision to promote or retain a child, they may request a special hearing with the Board of Christian Day School, at which both the teacher(s) and the Principal are to be present. The Board will review all of the facts and either support or reverse the decision. The matter is then closed.

670 Welfare

671 Administration of Medication

.1 Students are not allowed to carry or dispense any type of medication (including cough drops) at school. A parent or guardian must bring any medication to be given at school to the school secretary, in its original container with dosage and dispensing directions visible, and complete the appropriate paperwork. All medications will be dispensed by trained school personnel. If there is a medication that needs to be with a student (such as an inhaler or Epi-pen), then a written request for permission for self-administration will need to be on file in the school office. As a part of this, the student's teacher will need to be trained to operate the device properly should the student become incapacitated.

672 .2 In case of reported allergy there must be an Allergy Action Plan signed by the child's doctor on file.

Illness and Injury

Students who become ill during the school day are to report to the school office so care may be given and a record maintained. Calls home for illness may only be made from the school office.

All injuries are to be reported immediately to the school office. If school personnel feel the student's condition warrants, the student's parent(s) or other person listed on the emergency card will be contacted. The school will follow the guidelines listed in the Student/Parent Handbook regarding keeping your child home.

673

Students who claim illness or injury and leave the building without the knowledge or permission of the office will be considered truant.

674

Early Arrival

Students arriving before 8:00 A.M. will go immediately to a designated area where they will conduct themselves in a quiet manner under the supervision of a teacher or aide.

Release and Interview of Pupils

No grade may be dismissed prior to the regular hour for dismissal except with the approval of the Principal.

No teacher may permit any pupil to leave school prior to the regular hour of dismissal except by permission of the Principal or communication with the parents/guardians.

No pupil may be permitted to leave school prior to the regular dismissal hour at the request of, or in company of, anyone other than a school employee, police officer, or parent or legal guardian of the child, unless the permission of the parent(s) or legal guardian has first been secured. If any police or court officer requests the dismissal of a pupil during school hours, parent(s)/guardians should be notified at once, if possible.

Pupils may not be interviewed on school property by any person except a member of the professional staff of St. John's Lutheran School without approval of the Principal and the pupil's parent(s) or guardian. Such interview shall not be granted unless deemed by the Principal to be essential to the welfare of the child or unless required by court order or process of law.

675 Suspected Child Abuse or Neglect

Any school employee who has reasonable cause to suspect child abuse or neglect shall immediately make an oral report to the Protective Services Department, Midland County, Department of Human Services. The school employee shall notify the Principal of their suspicions as soon as possible and the fact that an oral report has been made to Protective Services. In some cases, the employee may wish to report findings to the Principal first. In such cases, the Principal will immediately contact the Protective Services Department. A written report regarding the suspected child abuse or neglect must be filed by the employee making the oral report to Protective Services and a copy provided to the Principal.

676

Post-School Student Supervision

After school dismissal, teachers are not responsible for students except those riding late buses, those remaining for disciplinary reason, or those having athletic practice immediately after school. These students will remain in a designated area. Students are to make arrangements to be picked up immediately upon completion of any after-school activity. Otherwise, after school supervision of students is required and provided by the Extended School Care program for an hourly fee.

677

Non-Custodial Parents

Divorced and separated families affect the school's responsibilities to its students. The following guidelines are to assist the school in these situations.

- A. The parents -- custodial and, possibly, non-custodial -- are responsible for keeping the school informed of the current custody status and any court orders defining access to the child.
- B. Ordinarily, the school will not interfere with a non-custodial parent's involvement in school-related activities or access to the child or the child's records unless the school is presented with a court order or comparable legal document which restricts such involvement or access.
- C. If the actions of the parent(s), custodial, or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonable and necessary action.

678

Control of Communicable Diseases

St. John's Lutheran School, Midland County Education Services Agency, and Midland County Health Department will work cooperatively to enforce and adhere to the Michigan Public Health Code, (Act 368 of 1978 as amended), for prevention and control of communicable disease in schools.

In early August of each year, the Principal or designee will contact the Midland County Health Department and obtain a current copy of the documents pertaining to communicable diseases and obtain forms and other information for proper communication of communicable disease issues. These documents are to be reviewed prior to the start of school with the school staff and Director of Operations. These documents and any documents that need to be filed periodically with the Midland County Health Department will be stored in the School Secretary's Office.

Should the Midland County Health Department documents indicate that any changes in past practices need to be modified, then the Principal and school staff should update the procedures and practices to comply with the county's requirements and recommendations. The Principal will enlist the assistance of the Board of Christian Day School for issues that are larger than the school staff can appropriately handle.

- A. The Principal will not permit a child to be in school who is out of compliance with the required immunization schedule. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Immunization Assessment Program forms, to provide for preventable communicable disease control.
- B. The Principal will not permit students or school personnel to be in school if they have symptoms suggesting a communicable disease or have been diagnosed as having a communicable disease. Criteria for return to school are included in the Midland County Health Department Guideline for Management of Communicable Disease in the Schools. All communicable disease cases will be reported to the Midland County Health Department using the appropriate weekly reporting form.
- C. The decision to close schools due to communicable disease outbreaks is at the discretion of the Principal. Consultation on such decisions is available from the Midland County Health Department staff and/or a Review Panel. This Review Panel will serve as a resource to each local school district to provide specific procedures and protocols for the individual situation.

680 Transportation

Transportation by Midland Public School buses will be furnished to eligible St. John’s Lutheran School students as prescribed by the General School Law policies of the Midland Public Schools Board of Education.

During the summer preceding the school term the Principal will write a letter on behalf of the Board of Christian Day School to the Midland Public Schools Transportation Department requesting bus transportation for St. John’s students for the forthcoming term. He/she will also furnish the Manager of Transportation of the Midland Public Schools with a list of eligible Kindergarten students who are to be furnished transportation.

The responsibilities of the students using the buses, together with the responsibilities of their parents, are detailed in the Policies of the Midland Public School Board of Education.

690 Dress Code

As Christians, we are guided by a sense of responsibility to “let our light so shine before men that they may see your good deeds and praise your Father in heaven” (Matthew 5:18). We believe that the behaviors of our students will improve if they dress as though school is more important than play. Studies have been conducted on this, and show that people’s attitudes change and behavior is modified by the clothing they wear. Other observations include increased self-esteem when students dress more formally. Therefore, our concerns are for neatness, cleanliness, modesty and safety.

For up to date guidelines please refer to The Parent/Student Handbook

Section 700 - Instruction

Subsections:

- 710 Educational Program
 - 711 Line of Responsibility
 - 712 Philosophy
 - 713 Curriculum
- 720 Schedules
- 730 Evaluation
 - 731 Self-Evaluation
 - 732 Classroom Visits
 - 733 Visits by the District Superintendent
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710 Educational Program

711 Line of Responsibility

The Board of Christian Day School oversees the course of study, consistent with the recommendations of the staff.

712 Philosophy

When our Lord, through the Apostle Paul, tells the home to “bring them (the children) up in the nurture and admonition of the Lord,” he is instructing parents to be concerned about more than just their children’s temporal welfare. The Church, too, in the Great Commission is obligated to seek the best means possible in developing the spiritual life of children.

The spiritual education and growth of our students is of primary importance at St. John’s Lutheran School, along with achieving the important goals of public education, development of abilities, respect for individuals, training for effective citizenship, and equipping the individual for a satisfactory place in society.

Our desire is that every child would come to know even better Jesus as their Savior so their life will be one of close communion with their Savior and in complete submission to His guidance, counsel, and discipline.

To this end, St. John’s Lutheran School is committed to providing excellence in Christian Education as well as to providing a rigorous academic curriculum designed to meet the needs of our students and to prepare them for the challenges they will face spiritually, academically, and personally as they develop into healthy, productive, well-educated Christians. St. John’s is dedicated to nurturing youth who will be able to face life’s obligations, choices, temptations, and relationships. As a mission arm of St. John’s Lutheran Church, we are called to proclaim the Gospel of Jesus Christ and to make disciples of all people (Matthew 28:20). Our school promotes this goal by assisting individuals, families, and Christian congregations in numerous areas of ministry, including education, worship, evangelism, fellowship, and service.

713 Curriculum

St. John’s Lutheran School’s curriculum is not simply a replica of the curriculum in the public school with the addition of Bible study. The curriculum should:

1. Be comprehensive and include the study of the Bible, the language arts, mathematics, science, social sciences, the fine arts, and physical education.
2. Show progression from one grade level to another and demonstrate the relationship between subjects.
3. Meet the requirements of the State of Michigan.
4. Help the child develop into a mature citizen of God’s Kingdom.
5. Recognize the nature of the child’s growth and provide for individual differences.

720 **Schedules**

The calendar of the Midland Public School District will be used as a guideline for the St. John’s Lutheran School calendar. The Principal will make any necessary revisions to the calendar, and present his/her recommendations to the Board of Christian Day School. Board adoption of the calendar shall be done as early as possible prior to the beginning of the academic year.

730 Evaluation

731 Self-Evaluation

The Board of Christian Day School is responsible for an ongoing program of self-evaluation. The Principal, as part of his/her positional responsibilities, will keep the Board fully informed

732 in all matters concerning the instructional program.

Classroom Visits

733 Members of the Board of Christian Day School and parents are encouraged to visit the classrooms of the school. It is requested that such visits be pre-arranged with the Principal and Visitor Passes obtained in conjunction with the current Security Policy.

734 Visits by the District Superintendent

Visits are arranged as the schedule of the Superintendent permits or upon request of the Board of Christian Day School.

Accreditation

Accreditation serves a disciplinary function in developing and maintaining high standards with respect to basic curricula, personnel, and health and safety facilities. The Board of Christian Day School is committed to continuing accreditation as stated in Section 340.

740 Instructional Arrangements

741 Class Size

742 The guidelines for class sizes are found in Section 616.

Textbooks

.1 Textbook Adoption

The following procedure shall be followed in textbook adoption:

1. Examination copies from multiple publishers (if available) shall be reviewed according to the school's internal revision schedule.
2. The Teaching Staff will review and recommend a textbook series (or text), which will be presented to the Board by the Principal for review and approval.

.2 Purchase of Religious Instruction Materials

743 All materials used by the student for his/her religious instruction are to be purchased by the student. This is done via the activity fee.

Field Trips

Student trips of significant educational value are encouraged under the rules established by the Principal and the staff. In general, field trips should be limited to the greater Midland area. For planned trips outside of the Midland area, the educational value should be carefully weighed against the cost, transit time, and total time away from school.

While there is much that a student is able to learn from their teacher in a classroom, there is also much that a student is able to gain from experiencing things away from the classroom. Each field trip is carefully selected so as to integrate with the curriculum. The teacher will send home a permission slip with the child in advance of the field trip. There is usually an extra cost involved with field trips, and every effort is made to keep that cost to a minimum. Drivers are usually needed for field trips as well. Valid driver's license and proof of insurance must be filed with the school office. All volunteers, including drivers for field trips, must undergo a background check. This background check is run using an online program such as ICHAT. Each child that is required by law to have a booster seat must provide their own on field trip days. Also, no child may ride in the front seat unless they are riding with their parent, or are of appropriate size and age to prevent airbag injuries.

744

Eighth Grade Class Trip

The following guidelines direct all activities related to the Eighth Grade Class Trip:

1. The trip should have educational benefit and take place within the State of Michigan or close proximity to the state.
2. Prior to any planning or actual scheduling, destination approval is to be received from the Principal. This approval may be sought in the spring for the following school year or at the latest October 31 of the school year in which the trip is to be taken.
3. The Principal will make a recommendation to the Board of Christian Day School. Parents and students are encouraged to present their plans to the Board.
4. A maximum of three instructional days may be used for the trip.
5. A member of the school staff, Pastor, or Board member, along with parent chaperones shall accompany the students. A ratio of one adult for five students is recommended. The decision regarding which staff, Pastor, or Board member will accompany the group shall be decided before the planning process begins.
6. A parent volunteer will be responsible for accounting for all funds raised.
7. A complete accounting of all funds raised and expended will be made to the Principal after the trip.
8. As part of the educational benefit of the trip, students will be involved, with adult guidance, in all phases of the planning and fundraising.
9. All eighth grade students and their parents will be expected to actively participate in fundraising activities to meet the cost of the trip. Provision must be made to cover the cost for students who are unable to pay all or a portion of the cost.
10. A minimum of 10% of all monies raised will be donated (tithed) to a project or projects for St. John's Lutheran Church and School, or the church at large. Students will choose the project or projects they wish to support.
11. The class trip planning committee will inform the principal of fundraising activities planned. These events must be clearly advertised as Eighth Grade Class Trip fundraisers.
12. Travel and housing arrangements for the group shall be pre-approved and a detailed itinerary provided to the Board one month prior to the trip.
13. All guidelines established in Section 745 shall be followed.

745

Guidelines for Student Trips Beyond the Midland Area

1. Parents must submit a signed Consent to Emergency Treatment form for their child.
2. A school staff member shall have responsibility for any and all actions. In an emergency situation, the number one responsibility of the staff member is the welfare of the student(s). This is not a responsibility that a staff member can delegate to a non-staff person.

3. Communication of the incident to all parents is essential, first to those whose children were injured and then to those of the uninjured.
4. The hospital or physician's recommendations shall be received by the staff member or the parent, if available. The prompt communication of these recommendations to the parents and children is the staff member's responsibility.
5. The staff member or one of those accompanying the group shall be knowledgeable about CPR and first aid training. A first aid kit should be part of the travel equipment.
6. The staff member and each parent involved in an accident shall file a full written report of the accident with the Principal
7. In the event of an accident, a report should be obtained from the appropriate law enforcement agency.
8. All drivers shall have a minimum liability coverage limit of \$50,000 /100,000. Also, a valid driver's license and proof of insurance should be filed with the school office.
9. Luggage in a vehicle must be loaded in such a way as not to restrict the driver's vision.
10. All students must be seat belted at all times when the vehicle is in motion. Each child that is required by law to have a booster seat must provide their own on field trip days. Also, no child may ride in the front seat unless they are riding with their parent, or are of appropriate size and age to prevent airbag injuries.

750 Safety

751 Fire and Disaster Drills

Fire, tornado and lockdown which may include chemical release or other disaster drills conducted by the Principal shall be in accordance with state and local Fire Marshall and Civil Defense rules and regulations. These drills shall begin early in the year so that the students are thoroughly trained in a plan designed to provide for their safety in the event of a major emergency. Copies of the evacuation route (fire) and shelter (tornado) plans should be posted in each classroom and all auxiliary rooms.

Teachers and other employees should be familiar with the location of fire extinguishers and alarms and how to use them.

752 Traffic

The school will cooperate with the local police and the Transportation Department of the Midland Public Schools in implementing plans designed to promote safety for students whether they are walking, riding bicycles, or riding buses.

760 Student Activity Program

761 Student Activities

.1 Classroom Activities

Participation by all students is required in approved class activities planned as part of the academic program.

.2 Extracurricular and Interscholastic Activities

The basic purpose of extracurricular activities and interscholastic activities is to provide opportunities for individual students to utilize and to develop their talents in athletics, music, and other appropriate areas. These activities are an integral part of the educational program offered by St. John's Lutheran School. Participation in these activities by the student will be on a strictly voluntary basis. In order to be eligible for extracurricular and interscholastic activities, a student must accept the standards expected of a representative of the school. The Board of Christian Day School or its designee may disqualify any student from participation in an activity when it believes that such action is in the best interest of the student or of the school (see Section 646 Athletic Eligibility).

762 Merchandising

.1 Book Fair / Book Order Program

Paperback books and periodicals are not required in the instruction program, but are designed to encourage student reading, and may be provided if the following procedure is utilized:

1. Book orders may be processed by an organization such as the PTS, a teacher, or another interested person or group.
2. Book orders should be handled outside of classroom instructional time.
3. Student participation must be voluntary.
4. Any book dividends resulting from the orders will become part of the classroom libraries.

.2 Yearbook and Student Pictures

Commercial photographers may be permitted to take pictures of all individual students and sell these pictures to the students and their families in a package and at a price agreed to by the Principal. Part of the agreement with any photographer shall be that a classroom composite picture be furnished as part of the package and that individual pictures of all students be furnished to the yearbook staff.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self-esteem for children and young people, and their families, and so are to be welcomed.

However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of photography, and there has been publicity surrounding concern about the safety of filming school events, and about the risk of a child being identified by a photograph in the local press, and as a result being targeted for abuse.

We will strive to offer the safest environment that we can at St. John's. We will do this in a manner that is acceptable to our Lord, and protects the rights of others (in this case, copyright law) as well as the student. However, the student will always come first.

The following are some guidelines regarding photographs at St. John's School:

The school may have a copy of a student's yearly photograph on file in the permanent record of that child.

Any school personnel that are acting on the behalf of the school, including volunteers, will be held to the school's policies regarding pictures (e.g., seeking permission to post to a website, etc).

Any picture taken with the school's camera will be considered school property, and therefore the school will be the copyright holder. This also means that pictures taken with the school's cameras will be subject to the school's policies regardless of who takes the picture.

The school does not have the authority or resources to stop anyone from taking pictures during public events such as sports games, operettas, or Christmas services. We only ask that each person be cognizant of any other family that your photo may affect. This includes posting pictures to ANY website. We also ask our families to follow the Lord's instructions in Matthew regarding wrongdoing. See the person and explain yourself. If no result, then go back with one or two others.

St. John's does not assume any liability for the actions of individuals that are not a part of the St. John's staff. If a person takes pictures of another student and posts them to a website, and that person is not working in the capacity of an authorized volunteer or paid staff member of St. John's, then the school is not liable for what they do with their pictures.

.3 Sales by Students

Sales of merchandise to the public and solicitations from the public by students representing St. John’s Lutheran School will be limited to three such activities per year.

Sales of tickets to student performances shall be permitted when approved in advance by the Principal.

Sales of merchandise to the public by students shall be made only after approval has been received by the Board of Christian Day School.

763 Messages by Students

Students may not be used by school personnel to take home from school commercial promotional materials that would benefit that individual staff member. This applies to such items as advertisements, announcements, sales brochures, questionnaires, political literature, etc.

764 Guidelines for Classroom/School Celebrations and Observances of Holidays and Special Days

The following are guidelines for holiday celebrations and classroom parties.

All parties must keep Christ as their focus. All parties are under the direction of the teachers and follow guidelines established by the faculty. Each party or celebration must be planned with the teacher.

Please check with the classroom teacher when planning for food. This will allow the teacher to double check for any known allergies, etc., as well as to allow the teacher to coordinate this with other planned activities.

At Christmas, there is a \$5 maximum limit placed on gifts for gift exchanges.

Secular Holiday Characters – While secular holiday characters (like Santa Claus, the Easter Bunny, etc.) are not encouraged, they are allowed in so far as the focus of the party is not removed from Christ.

The following is a list of possible holidays and special days that may be celebrated at St. John’s. Others may be included with the consent of the Principal.

- | | |
|-------------------------------|-----------------|
| Veterans’ Day | Presidents Day |
| Fall / Harvest / Thanksgiving | Easter / Spring |
| Christmas | Mother’s Day |
| Martin Luther King, Jr. Day | Memorial Day |
| Valentine’s Day | Reformation Day |

770 **Student/Parent Handbook**

Procedures, rules, regulations, and policies pertaining to the internal operation of the school are to be published in a handbook for parent/staff reference. Such a handbook should be revised every two years. Specific policies will be reviewed and changed when needs arise, but the entirety of the manual will be reviewed every two years.

Section 800 – Public Relations

In this section Subsections:

- 800 Public Relations
- 810 Promotion
 - 811 Order of Responsibility
 - 812 Media
- 820 Relation to the Congregation
- 830 Relation to the Community
- 840 Relation to the Public Schools
- 850 Relation to the Government and Public Service Agencies
 - 851 Federal and State Governments
 - 852 Public Service Agencies

800 Public Relations

The welfare of St. John’s Lutheran School and the realization of its potential depend on the understanding, conviction, and dedication of all persons concerned with its operation. Steadily rising costs accentuate the need for good public relations.

St. John’s Lutheran School, as one of the ministries of the congregation, is dependent for its success upon the array of relationships that exist within itself. It will achieve its special goals in relation to the quality of the bonds and ties among those who are part of the school.

Also of great importance to the school is that it has a strong connection with its larger community, the congregation, for it is that group upon which its very existence depends. Maintaining and deepening its relationships with its parish ministries requires the concern of many.

There are also non-church-related public service groups with which St. John’s Lutheran School must concern itself. A positive level of relationship must be fostered with these groups.

The rapport-building process in whole is accepted by the Board of Christian Day School and the Principal as an integral part of the overall responsibility given to them.

810 Promotion

811 Order of Responsibility

The responsibility for representing the school to the various ministries which it serves shall be taken by the Principal. The Principal is responsible for all public relations, even though areas may be delegated. The Board of Christian Day School, teachers, and pupils, however, also play a vital part in the overall promotional program.

812 Media

The printed page, audiovisual aids, the Internet, and the spoken word are standard media. Other avenues open to the furthering of Christian education include, among others, the weekly Parent Information Newsletter (PIN) sent home or e-mailed to school families, the school yearbook, church bulletins, the monthly congregational newsletter, handbooks, and annual reports. Letters of thanks for gifts from contributors must not be overlooked.

For subjects that are unique and newsworthy, use should be made of the local newspaper etc. Opportunities for promotion on radio and television (commercial and MCTV) should be utilized.

820 Relation to the Congregation

The Board of Christian Day School acknowledges the importance of keeping the program of the school, including its Christian outreach, constantly before the congregation. The promotional program of the congregation can lend integral support to the school. Conversely, the school's own promotional program can be of great value to the congregation as an evangelistic outreach into the community.

830 Relation to the Community

The Board of Christian Day School holds that an essential purpose of the Lutheran school is to add a dimension of depth to the witness of the individual Christian in the world. There is a genuine awareness of its call as a community of forgiven sinners to speak and live the Gospel among its own in its surrounding neighborhood. The Gospel witness of the Christian school becomes increasingly necessary and urgent as our society grows daily in secularism and materialism.

The Board encourages the members of the staff to participate in worthy community affairs to the extent that time, talents, and propriety permit. At the same time, the Board recognizes that the staff's chief service to the community is the training of Christian, law-abiding, active citizens. Through the Principal, St. John's Lutheran School will recognize its responsibility to the community of Midland, at the same time drawing on the resources offered by the community in order to enrich the program of Christian education offered to St. John's Lutheran School as well as the Church.

The Principal will continuously interpret and explain the school to the members of the public community. The Principal will strive to be an effective leader of Christian education in the community. He/she will represent the school with respect to the community.

840 Relation to the Public Schools

The Principal will establish cordial relations with the public school in order to encourage an understanding of the purposes and problems of each and to promote cooperation as educators and citizens of the community.

The Principal will maintain close contact with appropriate public school officials and become acquainted with the resources, materials, and other assistance available from the public schools.

850 Relation to the Government and Public Service Agencies

851 Federal and State Governments

The Principal will be responsible for the school's compliance with all federal and state regulations pertaining to the operation of the school and will be responsive to official requests from government officials for statistics and reports.

The Principal will remain alert to federal and state laws and regulations dealing with education and keep the Board informed of all such matters. The Board may examine and discuss proposed legislation which may affect Lutheran schools.

852 Public Service Agencies

The Board of Christian Day School, through the Principal, will maintain effective and positive contacts with the State Department of Education, Fire Department, Civil Defense, Health Department, and the like which promote the welfare of our school or which are interested in limited aspects of our school program.

The Principal will comply with the requests and instructions of the health and safety department of the state and local governments. In the interest of complete safety for the pupils, the Principal will comply with the requirements of the police, fire and civil defense departments

Section 900 – Preschool

Subsections:

- 910 Purpose
- 920 Organization
 - 921 Relationship to the Congregation
- 930 Finances
 - 931 Income
 - .1 Activity Fee
 - .2 Tuition
 - .21 Non-refundable Payments
 - .3 Refund Policy
 - .4 Withdrawal Policy
- 940 Personnel
 - 941 Hiring of Staff
 - .1 Director/Teacher
 - .2 Teaching Assistants
- 950 Pupils
 - 951 Non-Discrimination Policy
 - 952 Enrollment Documents
 - .1 Application Documents
 - .2 Health Form
 - .3 Emergency Card
 - 953 Age

910 Purpose

It is primarily the responsibility of parents to guide their children through the various stages of growth and development to become independent self-sufficient adults. St. John’s Lutheran Preschool has been established to assist parents in meeting their God-given responsibility. The Preschool will acquaint children with the world that lies beyond their home, a world that will provide new meaningful personal relationships with children their own age and adults who are truly interested in their mental, physical, and spiritual well-being. The Preschool proposes to unite with the home in the common goals of guiding the children both educationally and spiritually.

920 Organization

921 Relationship to the Congregation

As an educational agency of the parish, the Preschool is under the supervision of the Board of Christian Day School. The Preschool Director, teachers, and teaching assistants are the responsibility of the Principal.

930 **Finances**

931 Income

.1 Activity Fee

Students enrolled in the Preschool pay an activity fee to cover incidental costs of operation. Monies received from this fee are deposited in the church bank account. The activity fee is reviewed annually by the Board of Christian Day School.

.2 Tuition

A non-refundable application fee is collected at enrollment to the Preschool. This fee is credited toward tuition.

Each student enrolled in the Preschool pays tuition. The Board has discretion to reduce tuition for children in cases of need. The tuition is reviewed annually by the Board of Christian Day School. Tuition monies are used to defray the cost of operation of the Preschool.

.21 Non-refundable Payments

All activity and application fees are non-refundable.

All tuition payments are non-refundable, with the exception of .3 and .4 below.

.3 Refund Policy

In cases of withdrawal from Preschool for reason of illness or a move out of town, parents may apply in writing to the Principal for a refund of the unused portion of the tuition. Refunds for other reasons will be considered by the Principal and if a refund may be appropriate, the Principal will review the tuition refund application with the Board of Christian Day School for potential approval.

.4 Withdrawal Policy

When a child is not responding to the Preschool environment or is abusive to self, others or property, the parent will be informed of the situation. The Director/Teacher and parent will set up a plan to improve behavior. If, in the Director/Teacher's opinion, satisfactory progress in meeting the plan does not occur, the parent will be required to withdraw the child.

Other circumstances that may require or result in withdrawal include, but shall not be limited to, non-payment of tuition or voluntary withdrawal by the parent.

If the child is withdrawn from Preschool before September 1, the amount of the refund will be the tuition paid less the application and activity fees. If tuition is paid for the full year, refunding of tuition will be on a term basis. Once the term has started, the full tuition is due for that term. When withdrawing a child from school, a two-week written notice is required.

Terms are:

- First - 1/4 of total tuition due
- Second - 1/2 of total tuition due
- Third - 3/4 of total tuition due
- Fourth - full year tuition is due

940 Personnel

941 Hiring of Staff

.1 Director/Teacher

The Board of Christian Day School shall be responsible for hiring the Director/Teacher for the Preschool. The person being hired must meet all requirements in the state licensing regulations. The person should have a degree in elementary education, at least 18 credit hours in early childhood education and be synodically trained, The Director/Teacher is responsible for planning the educational program of the Preschool.

.2 Teaching Assistants

The hiring of the Teaching Assistants will be done by the Principal working with the Operations Director and the Preschool Director. Any increase in overall staffing needs will require approval from the Board.

950 Pupils

951 Non-Discrimination Policy

St. John's Lutheran Preschool admits students of any sex, race, color, creed, religion, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, creed, religion, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and other school administered programs.

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Enrollment Documents

.1 Application Documents

An enrollment application form must be completed for each Preschool student applying for admission.

.2 Health Form

No child will be admitted to Preschool without a physical examination and proof of immunizations or a waiver form.

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.3 Emergency Card

An Emergency Card must be on file upon entering the Preschool.

Age

Children must be three years old by September 1 to be eligible for the two-day morning three-year-old class.

Children must be four years old by September 1 to be eligible for the three-day morning and the five-day afternoon classes.

Appendices

Appendix A Job Descriptions for Professional and Support Staff Personnel

510 Professional

513 Personnel Policies and Practices

- .1 Job Descriptions
 - .11 Principal
 - .12 Called Teacher
 - .13 Contract Teacher
 - .14 Athletic Director
 - .15 Preschool Director/Teacher
 - .16 School Admissions Counselor

520 Support Staff

521 Paraprofessional

- .1 Job Description

522 School Secretary

- .1 Job Description

523 Lunch

- .1 Job Descriptions for Lunch Workers

Ministry Job Description

Principal – St. John’s Lutheran School, Midland, Michigan

As a member of St. John’s Lutheran Church, the Called School Principal must possess a baccalaureate degree from a Synodical institution or is colloquized. The Principal must desire to glorify the name of Jesus Christ by both work and action in this role. He/she must assist in providing spiritual leadership to the preschool and day school and by the aid of the Word seek God’s Will in all of his/her relationships with students, parents, faculty and others associated with the school.

General Duties and Responsibilities of the School Principal

A. Ministry of Personal Life, Conduct and Growth

1. Faithful in attendance at St. John’s Lutheran Church, at the Lord’s Table and in Biblestudy.
2. A good steward of time, talents and treasures.
3. Serve the congregation as an example of Christian conduct, striving to live in unity with the pastor(s) and staff, and, by the grace of God, to promote the welfare of the school and general advancement of the Kingdom of Christ.
4. Seeks to live in a way that exemplifies a Christian lifestyle to the children of the school, the faculty, the professional staff and all of the members of St. John’s.
5. He/she is expected to participate yearly in at least one activity or conference that promotes professional growth.

B. Ministry as a Member of the Professional Staff

1. Is a member of the Senior Pastor’s staff and participates in all staff meetings, and should be fully participative and a strong supporter of the programs of the church and of the congregation.
2. Develops and implements a plan to attain the goals in his/her assigned ministry area.
3. Develops opportunities for school faculty and staff to personally grow in their professions.

C. Ministry as School Administrator

1. Provides leadership in the fiscal management of the school to assure quality Christian education in accord with good fiscal procedures.
2. Develops and maintains information regarding current school costs and projected school needs and develops an annual budget.
3. Works with the Director of Operations regarding physical facility needs.
4. Develops and supervises curriculum development to assure that all teaching and learning activities are consistent with the school’s philosophy and State of Michigan requirements.
5. Supervises the school faculty and other school staff in a way to help them develop and improve their skills. Provides in-service opportunities for professional and spiritual growth of the faculty and other staff members.
6. Provides and plans for the development and use of educational resources for students, teachers, and parents.
7. Provides a program of spiritual ministry for all students to nurture and develop their faith. Creates a school environment that allows all students to experience maximum growth spiritually, academically, physically, emotionally, and socially.
8. Provides a ministry of discipline for the school and all students which is in harmony with God’s Word.
9. Maintains accreditation with such accrediting bodies as are designated by the Board of Christian Day School. Ministry as School Manager

D. Ministry as School Manager

Public Relations and Communications

The Principal has the responsibility for publicizing the school's programs to the congregation and the community, as well as other churches (Lutheran and non-Lutheran) and day-care centers in the area, with the objective of conveying a positive image of the school as a Christ-centered educational agency of St. John's Lutheran Church. The Principal also promotes close cooperation and communication between the parents and teachers.

Office Management

The Principal has the responsibility to manage the office and affairs of the school including record keeping of students, faculty, and staff; conducting all official and legal transactions; maintaining correspondence with church and state offices as necessary to conduct school business; coordinating activities with the local public schools; conducting all business affairs of the school; and the filing of Board of Christian Day School meeting minutes and maintaining the School's Policy Manual and Student/Parent Handbook.

Student Recruitment and Admissions

The Principal has the responsibility to develop and carry out annual recruitment plans to achieve enrollment goals to the end that an increasing number of children and families of the congregation and community can be nurtured and educated in the Christian setting of St. John's Lutheran School.

Financial Planning and Accounting

The Principal has the responsibility to account for all school expenditures and control costs versus the approved budget; reporting to the Board of Christian Day School; keeping track of all accounts receivable such as tuition, lunch program, after school care, etc. and managing the collection of fees and payments as per policy; for managing the school scholarship program; coordinating fund raising events; and assisting in plans for securing adequate income for the school.

Executive Administrator

The Principal has the responsibility to provide leadership and assistance in helping the Board to prepare, establish, and communicate appropriate policies and procedures necessary to help achieve the schools' mission and purpose. He/she will assist the Board in planning its meetings and activities so that the Board can fulfill its responsibilities. The Principal will serve as a spokesperson for the Board, its policies and programs.

E. Ministry as Coordinator of School Ministries

1. The School Principal is the executive director of the Board of Christian Day School. He/she works with the Board in developing policies and procedures and publishes Board meeting agendas after consulting with the Board Chairman.
2. He/she is responsible for recruiting and training lay people as Ministry Team Leaders and may recruit one or more Ministry Team Coordinators.
3. He/she oversees and maintains the current Preschool and Day School Ministries while evaluating new opportunities and implementing new ministries that strengthen the school.

F. Accountability and Reporting

The Principal is to work closely with the Senior Pastor and all other members of the Senior Pastor's staff. He/she is responsible for reviewing his/her assigned ministries with the Board of Christian Day School. He/she is functionally accountable to the Senior Pastor and ultimately the Leadership Team and the St. John's Voters Assembly.

G. Evaluation

The Principal will be evaluated yearly by the Senior Pastor, the Chairman of the Board of Christian Day School. This evaluation will be reviewed and discussed with the Principal and become an input to the following year's planning and goal setting process.

Ministry Job Description

Called Teacher – St. John’s Lutheran School, Midland, Michigan

As a member of St. John’s Lutheran Church, the Called School Teacher must possess a baccalaureate degree from a Synodical institution or is colloquized. They must desire to glorify the name of Jesus Christ by both work and action in this role. They must assist in providing spiritual leadership to the school and by the aid of the Word seek God’s Will in all of their relationships with students, parents, faculty and others associated with the school.

General Duties and Responsibilities of the Called School Teacher

A. Ministry of Personal Life, Conduct and Growth

1. Faithful in attendance at St. John’s Lutheran Church, at the Lord’s Table and in Bible study.
2. A good steward of time, talents and treasures.
3. Serve the congregation as an example of Christian conduct, striving to live in unity with the pastor(s) and staff, and, by the grace of God, to promote the welfare of the school and general advancement of the Kingdom of Christ.
4. Seeks to live in a way that exemplifies a Christian lifestyle to the children of the school, the faculty, the professional staff and the members of St. John’s.
5. Is expected to participate yearly in at least one activity or conference that promotes professional growth.

B. Ministry as a Member of the Professional Staff of the Congregation

As a called member of the congregation and trained in the teachings of the Evangelical Lutheran Church as found in the Book of Concord, they should be fully participative and a strong supporter of the programs of the church and of the congregation. They should seek opportunities that allow their gifts and talents to be used to help fulfill or initiate programs to fulfill the mission and ministries of St. John’s Lutheran Church.

C. Ministry as School Teacher

1. Holds and maintains State Certification for a teacher in the State of Michigan.
2. Understands that each student has been endowed by God with different skills and gifts and seeks to advance the student’s use of these skills while encouraging growth in areas that the student may find difficult.
3. Provides leadership with the Principal in assuring that a quality Christian education program is carried out.
4. Assists the Principal as delegated in the following areas:
 - a. Develop, maintain and supervise curriculum development to assure that all teaching and learning activities are consistent with the school’s philosophy and State of Michigan requirements.
 - b. Recruit and train lay people to assist in the school as Ministry Team Leaders.
5. Participates with and appropriately leads the school faculty and other school staff in ways to help them develop and improve their skills.
6. Participates and appropriately leads opportunities for professional and spiritual growth of the faculty and other staff members.
7. Works to create a cooperative Christian spirit among the students.

8. Uses their recognized teaching strengths to help provide specific plans for development and use of educational resources for students, teachers, and parents.
9. Physically organizes their classroom to optimize instruction and provide a cheerful atmosphere for a positive teaching-learning process.
10. Prepares daily and long range lesson plans, maintains a functional plan book, and regularly reviews the daily classroom programs.
11. Provides a classroom environment that encourages all students to experience maximum growth spiritually, academically, physically, emotionally and socially.
12. Provides a classroom environment of discipline for the students which is in harmony with God's Word (Matthew 18:15-17).
13. Maintains up-to-date information in the student's cumulative folder so that sound guidance and counseling may take place.
14. Makes themselves available for counseling with students and parents/guardians.
15. Stresses the distinct objectives of the Lutheran school and promotes a clear understanding of the school's distinctive nature both in the congregation and in the community.
16. Actively supports and promotes the student's attendance of worship, Sunday School, and Sunday School programs.

D. Accountability and Reporting

The Called School Teacher is to work closely with the Principal and all other faculty members, as well as the Senior Staff. They are responsible for reviewing their assigned activities with the Principal. They are functionally accountable to the Principal, Senior Pastor, and ultimately the Leadership Team and the St. John's Voters Assembly.

E. Evaluation

The Called School Teacher will be evaluated yearly by the Principal, with input from the Senior Staff. This evaluation will be reviewed and discussed with the teacher and become an input to the following year's planning and goal setting process.

Ministry Job Description

Contract Teacher – St. John’s Lutheran School, Midland, Michigan

The contracted School Teacher should possess a baccalaureate degree in education preferably from a Synodical institution, is colloquized, or is willing to work toward being colloquized. They must desire to glorify the name of Jesus Christ by both work and action in this role. They will be asked to assist in providing spiritual leadership to the school and by the aid of the Word seek God’s will in all of their relationships with students, parents, faculty and others associated with the school.

General Duties and Responsibilities of the Contracted School Teacher

A. Ministry of Personal Life, Conduct and Growth

1. Faithful in attendance at church, at the Lord’s Table and in Bible study.
2. A good steward of time, talents and treasures.
3. Live as an example of Christian conduct, striving to live in unity with the pastor(s) and staff, and, by the grace of God, to promote the welfare of the school and general advancement of the Kingdom of Christ.
4. Seeks to live in a way that exemplifies a Christian lifestyle to the children of the school, the faculty, the professional staff and the members of St. John’s.
5. Is expected to participate yearly in at least one activity or conference that promotes professional growth.

B. Ministry as a Member of the Professional Staff of the Congregation

As a contracted teacher, they should be fully participative and a strong supporter of the programs of St. John’s Lutheran Church and School, and of the congregation. They should seek opportunities that allow their gifts and talents to be used to help fulfill or initiate programs to fulfill the mission and ministries of St. John’s Lutheran Church or with the church where they are members.

C. Ministry as School Teacher

1. Holds and maintains State Certification for a teacher in the State of Michigan.
2. Understands that each student has been endowed by God with different skills and gifts and seeks to advance the student’s use of these skills while encouraging growth in areas that the student may find difficult.
3. Assists the Principal as delegated in the following areas:
 - a. Leadership in assuring that a quality Christian education program is carried out.
 - b. Develop, maintain and supervise curriculum development to assure that all teaching and learning activities are consistent with the school’s philosophy and State of Michigan requirements.
 - c. Recruit and train lay people to assist in the school as Ministry Team Leaders.
4. Participates with the school faculty and other school staff in ways to help them develop and improve their skills.
5. Participates in opportunities for professional and spiritual growth of the faculty and other staff members.
6. Works to create a cooperative Christian spirit among the students.
7. Using their recognized teaching strengths to help provide specific plans for development and use of educational resources for students, teachers, and parents.

8. Physically organizes their classroom to optimize instruction and provide a cheerful atmosphere for a positive teaching-learning process.
9. Prepares daily and long range lesson plans, maintains a functional plan book, and regularly reviews the daily classroom programs.
10. Provides a classroom environment that encourages all students to experience maximum growth spiritually, academically, physically, emotionally and socially.
11. Provides a classroom environment of discipline for the students which is in harmony with God's Word (Matthew 18:15-17).
12. Maintains up-to-date information in the student's cumulative folder so that sound guidance and counseling may take place.
13. Makes themselves available for counseling with students and parents/guardians.
14. Stresses the distinct objectives of the Lutheran school and promotes a clear understanding of the school's distinctive nature both in the congregation and in the community.
15. Actively supports and promotes the student's attendance of worship, Sunday School and Sunday School programs.

D. Accountability and Reporting

The Contracted School Teacher is to work closely with the Principal and all other faculty members, as well as the Senior Staff. They are responsible for reviewing their assigned activities with the Principal. They are functionally accountable to the Principal, and Board of Christian Day School. They should work in harmony with the Pastor(s), Senior Staff, and ultimately the Leadership Team and the St. John's Voters Assembly.

E. Evaluation

The Contracted School Teacher will be evaluated yearly by the Principal. This evaluation will be reviewed and discussed with the teacher and become an input to the following year's planning and goal setting process.

Ministry Job Description

Athletic Director – St. John’s Lutheran School, Midland, Michigan

The school’s Athletic Director is under the direction and supervision of the Principal in consultation with the Board of Christian Day School. The coordination of his/her work is carried out through the Principal. In general, this is typically included as part of a called teaching position and compensation is determined by the congregation’s Compensation Review Committee.

General Duties and Responsibilities of the Athletic Director

A. Ministry of Personal Life, Conduct and Growth

The school’s Athletic Director (AD) should be an active Christian that finds joy in service to their Lord and has a love of sports and seeing children grow in their knowledge of healthy activities that strengthen their bodies as well as develops positive sportsmanship and positive interactions with team members and opponents alike. The AD has the overall responsibilities for the sports and athletic programs within the school, both intermural and intramural.

B. Ministry as Athletic Director

In planning for the most effective use of the School Athletic Director’s time, the following points should guide the assignment of activities to the AD:

1. Supervise and be responsible for all athletic competition within the oversight of the school.
2. Coach or secure coaches for the following sports:
 - a. Boys – soccer, basketball, track
 - b. Girls – volleyball, basketball, track, cheerleading
 - c. Co-ed – soccer, volleyball, softball
 - d. In coordination with other schools participating in the Bay-Mid Lutheran schools activities, determine if co-ed teams will be needed for participation in some sports.
3. When necessary, arrange for the use of a gym or fields for practice or competition.
4. When necessary, secure competent officials for athletic competition.
5. Secure necessary athletic equipment from available funds.
6. Inspect athletic equipment to ensure that it is appropriate for use and provides appropriate safety to the student athletes.
7. Direct the raising of funds for the athletic program through the Booster Club.
8. Make periodic written reports to the Principal regarding the status of the Booster Club funds.
9. Make periodic written reports to the Principal regarding the status of the athletic program, together with recommendations for improvement.
10. Represent the school regarding its athletic program in meetings with other Lutheran Schools.
11. Arrange for publicity (either personally or through delegation) regarding the school’s athletic program and the results of athletic contests.
12. Arrange for student recognition in athletics when deemed necessary.

C. Accountability / Reporting

The AD is to work with the Principal and all other teaching staff, coaches and parents. The AD is responsible to the Principal for the day-to-day sports related activities of the school.

D. Evaluation

The AD’s performance will be evaluated annually by the Principal. This evaluation will be reviewed and discussed with the AD and become an input to the following year’s planning/goal setting process.

Ministry Job Description

Preschool Director/Teacher – St. John’s Lutheran School, Midland, Michigan

The Preschool Director/Teacher is expected to possess a baccalaureate degree from a Synodical institution or is colloquized, or is willing to work toward being colloquized. The Board may seek to employ a member of a sister congregation or community at large that possesses the required skills. They must desire to glorify the name of Jesus Christ by both work and action in this role. They must assist in providing spiritual leadership to the Preschool and by the aid of the Word seek God’s Will in all of their relationships with students, parents, faculty and others associated with the Preschool.

General Duties and Responsibilities of the Preschool Director/Teacher

A. Ministry of Personal Life, Conduct and Growth

1. Faithful in attendance at St. John’s Lutheran Church, at the Lord’s Table and in Bible study. If a member of a sister congregation, the same participation in their home church is expected.
2. A good steward of time, talents and treasures.
3. Serve their congregation as an example of Christian conduct, striving to live in unity with the pastor(s) and staff, and, by the grace of God, to promote the welfare of the preschool and school and general advancement of the Kingdom of Christ.
4. Seeks to live in a way that exemplifies a Christian lifestyle to the children of the preschool and school, the faculty, the professional staff and the members of St. John’s.
5. Is expected to participate yearly in at least one activity or conference that promotes professional growth.

B. Ministry as a Member of the Professional Staff of the Congregation

The Preschool Director/Teacher should be knowledgeable in the teachings of the Evangelical Lutheran Church as found in the Book of Concord. They should be fully participative and a strong supporter of the programs of St. John’s Lutheran Church and School, and of the congregation, or the church where they are members. They should seek opportunities that allow their gifts and talents to be used to help fulfill or initiate programs to fulfill the mission and ministries of St. John’s Lutheran Church or with the church where they are members.

C. Ministry as Preschool Director/Teacher

1. Holds and maintains State Certification for a teacher in the State of Michigan.
2. Understands that each student has been endowed by God with different skills and gifts and seeks to advance the students use of these skills while encouraging growth in areas that the student may find difficult.
3. Provides leadership with the Principal in assuring that a quality Christian education program for the Preschool is carried out.
4. Assists the Principal as delegated in the following areas:
 - a. Develop, maintain, and supervise curriculum development to assure that all teaching and learning activities are consistent with the Preschool’s philosophy and State of Michigan requirements.
 - b. Market the Preschool and recruit families with preschool aged children to maintain class sizes that are near or at capacity.
 - c. Partner with the Kindergarten Teacher to ensure a seamless transfer of students and families

from the Preschool into the Day School

5. Participates with and appropriately leads the school faculty and other school staff in ways to help them develop and improve their skills.
6. Participates and appropriately leads opportunities for professional and spiritual growth of the faculty and other staff members.
7. Works to create a cooperative Christian spirit among the students.
8. Uses their recognized teaching strengths to help provide specific plans for development and use of educational resources for students, teachers, and parents.
9. Physically organizes their classroom to optimize instruction and provide a cheerful atmosphere for a positive teaching-learning process.
10. Works closely with the Director of Operations to ensure that all certification requirements are maintained appropriately.
11. Prepares daily and long range lesson plans, maintains a functional plan book, and regularly reviews the daily classroom programs.
12. Provides a classroom environment that encourages all students to experience maximum growth spiritually, academically, physically, emotionally and socially.
13. Provides a classroom environment of discipline for the students which is in harmony with God's Word (Matthew 18:15-17).
14. Maintains up-to-date information in the student's Preschool folder so that sound guidance and counseling may take place.
15. Makes themselves available for counseling with parents/guardians.
16. Stresses the distinct objectives of the Lutheran school and promotes a clear understanding of the school's distinctive nature both in the congregation and in the community.
17. Actively supports and promotes the student's attendance of worship, Sunday School and Sunday School programs.

D. Accountability and Reporting

The Preschool Director/Teacher is to work closely with the Principal and all other faculty members, as well as the Senior Staff. They are responsible for reviewing their assigned activities with the Principal. They are functionally accountable to the Principal, and Board of Christian Day School. They should work in harmony with the Pastor(s), Senior Staff, and ultimately the Leadership Team and the St. John's Voters Assembly.

E. Evaluation

The Preschool Director/Teacher will be evaluated yearly by the Principal, with input from the Senior Staff. This evaluation will be reviewed and discussed with the Preschool Director/Teacher and become an input to the following year's planning and goal setting process.

Ministry Job Description

School Admissions Counselor – St. John’s Lutheran School, Midland, Michigan

As a member of St. John’s Lutheran Church, the School Admissions Counselor is expected to possess a baccalaureate degree from a Synodical institution, is colloquized or is knowledgeable in the teachings of the Evangelical Lutheran Church as found in the Book of Concord. They must desire to glorify the name of Jesus Christ by both work and action in this role. They must assist in providing spiritual leadership to the school and by the aid of the Word seek God’s will in all of their relationships with students, parents, faculty and others associated with the school.

General Duties and Responsibilities of the School Admissions Counselor

A. Ministry of Personal Life, Conduct and Growth

The School Admissions Counselor should be an active Christian that finds joy in service to their Lord and will guide, connect, encourage, build relationships, serve as a resource, and above all listen to the needs of families of our school and the community at large. The School Admissions Counselor will be able to recognize different needs of families, and assist in connecting them with our school that they may grow in Christ through the faith-based education that is offered at St. John’s. The School Admissions Counselor may also be the leader of a committee focused on school growth and outreach.

B. Ministry as School Admissions Counselor

1. Work well with the Principal and other committee members as well as the network of other Lutheran admissions staff.
2. Articulate the mission of the school to community partners, applicants to the school, and possibly other churches.
3. Evaluate and recommend strategic initiatives to meet enrollment goals. (Such as what events to attend, where to make the largest impact, other churches to visit, etc.)
4. With the Principal, create a calendar of events that the School Admissions Counselor or committee would like to be a part of.
5. Work with and train volunteers to “run” or “lead” these events.
6. Establish, cultivate, and maintain collegial working relationships with other schools and churches in the area.
7. Establish, cultivate, and maintain a good working relationship and rapport with local media outlets; recognizing all of the areas in which our school families are located (newspaper, MCTV, etc.).
8. Establish and maintain an admissions database.
9. Coordinate communication opportunities, including admissions material and the website, with the Principal, Director of Operations, and other staff.
10. Attend (not run) all admissions events, including but not limited to: Kid’s Day at the Mall, Open Houses, County Fair, Local Fairs, School related functions.
11. Respond with professionalism in addressing highly sensitive matters.

C. Accountability and Reporting

The School Admissions Counselor is to work with the Principal and all other teaching staff, committee members, and parents. The School Admissions Counselor is responsible to the Principal for the day-to-day recruitment activities of the school.

D. Evaluation

The School Admissions Counselor’s performance will be evaluated annually by the Principal. This evaluation will be reviewed and discussed with the School Admissions Counselor and become an input to the following year’s planning and goal setting process.

521.1 Job Description – Paraprofessional

Ministry Job Description

Paraprofessional – St. John’s Lutheran School, Midland, Michigan

A paraprofessional is under the direction and supervision of the Principal in consultation with the Board of Christian Day School. The coordination of his/her work is carried out through the classroom teacher. In general, this is typically a less than full time position and compensation is determined by the congregation’s Compensation Review Committee.

General Duties and Responsibilities of the Paraprofessional

A paraprofessional should be an active Christian that finds joy in service to their Lord working in the area of education of children. The paraprofessional works closely with the classroom teacher and is delegated tasks, activities, and responsibilities by the classroom teacher. This coordination must be done with the best interest of the pupils in mind and best utilizing the God given gifts of both the teacher and the paraprofessional.

In planning for the most effective teaching environment associated with a large number of students in a classroom, the following points should guide the assignment of activities to the paraprofessional:

1. The overall preparation of the teaching material is the responsibility of the classroom teacher.
2. Tasks, duties, and activities are given to the paraprofessional to provide assistance and support to the teaching plan developed by the classroom teacher.
3. Discussion and exchange between the classroom teacher and the paraprofessional are encouraged with the objective of best meeting each student’s unique individual needs.
4. The paraprofessional may be used for one-on-one teaching time for a student that is struggling with a concept to allow the classroom teacher to focus on the general programs of the students in their care.

Accountability and Reporting

The paraprofessional is to work with the Principal, the classroom teacher and all staff members. The paraprofessional is responsible to the Principal and classroom teacher for day-to-day learning activities.

Evaluation

The paraprofessional’s performance will be evaluated annually by the Principal with close consultation with the classroom teacher. This evaluation will be reviewed and discussed with the paraprofessional and become an input to the following year’s planning and goal setting process.

Ministry Job Description

School Secretary – St. John’s Lutheran School, Midland, Michigan

The School Secretary is under the direction and supervision of the Principal in consultation with the Board of Christian Day School. The coordination of his/her work is carried out through the Principal. In general, this is typically a contract position and compensation is determined by the congregation’s Compensation Review Committee.

General Duties and Responsibilities of the School Secretary

The School Secretary should be an active Christian who finds joy in service to the Lord and has the administrative gifts to work with the Principal, teaching staff, parents, and children. The secretary shall be active in the congregation, a person of good Christian reputation, and able to keep confidential information. If the secretary is a parent, they should rear their children with Christian discipline. The secretary shall also be a staunch supporter of Christian education, dedicated in their service to the school and church and devoted to the purpose of spreading the Good News of Salvation.

In planning for the most effective use of the School Secretary’s time, the following points should guide the assignment of activities to the secretary:

1. The secretary is assigned to carry out the clerical functions for the school.
2. The Principal is responsible for delegating this work to the secretary and for supervision of the secretary’s work.
3. The secretary’s function can be classified under two headings:
 - a. The work of the school office, and
 - b. The responsibility of a secretary to the head of the school
4. The assignment of clerical and secretarial responsibilities to the trained office worker is an effective means for releasing all other workers in the school from responsibility for most of the clerical work.
5. Duties and responsibilities which are instructional and administrative in nature are professional functions and should never be assigned to the secretary. Administration, supervision, and teaching are activities requiring professional training and specialized education backgrounds in order that they may be carried out efficiently. Delegation of any phase of these activities to the secretary is unsound and unwise. Therefore, the School Secretary should not discipline children, change existing school programs, excuse children from school, assign new pupils to classrooms, do hall or playground duty, teach classes, etc.
6. The clerical duties of the secretary include:
 - a. Deliver mail, reports, and orders to the Midland Public Schools Administration Center.
 - b. Sort daily mail.
 - c. Duplicate or copy materials for teachers.
 - d. Answer the phone and answer questions or direct calls as appropriate.
 - e. Contact parents when children become ill as requested by the teachers.
 - f. File all school orders placed during the school year.
 - g. Periodically check the inventory of supplies.
 - h. Provide the “*Weekly Communicable Disease Report*” to the Midland County Health Department.
 - i. Maintain Michigan Child Immunization Records (MICIR) – student immunization database.

- j. Coordinate registration activities.
 - k. Maintain Fast Direct (financial records and billing, class rosters, family data, etc.)
 - l. Prepare special activities awards, sport awards, and class diplomas.
 - m. Support the Athletic Director in his/her duties, i.e., maintain a list of student sports physicals.
 - n. Dispense medication to students who require medications during the school day.
 - o. Maintain student records up to date.
 - p. Mail student records or requests for student records.
 - q. As time permits, perform other tasks which are mutually agreeable between the secretary and the teachers.
 - r. Perform all tasks which are generally associated with a school office.
 - s. Issue the Parent Information Newsletter (PIN) weekly during the school year.
 - t. Promote the school by answering questions, providing promotional materials or offering tours to prospective parents.
7. The financial duties of the secretary include:
- a. Receive and record application fees, tuition, activity fees and other payments.
 - b. Handle/record/bank all monies for fund drives.
 - c. Open chapel offering envelopes, record contributions, and bank all monies.
 - d. Collect all orders for special sales (yearbook, PTS offerings, etc.) and turn the money over to the person in charge of the sale.
 - e. Send out, receive and record Extended Care payments as needed.
 - f. Take Hot Lunch orders, send out Hot Lunch statements, and collect and record Hot Lunch payments.
 - g. Submit bills to the Principal for approval and payment.

Accountability and Reporting

The School Secretary is to work closely with the Principal and all other teaching staff. The secretary is responsible to the Principal and for day-to-day clerical activities of the school.

Evaluation

The School Secretary's performance will be evaluated annually by the Principal. This evaluation will be reviewed and discussed with the School Secretary and become an input to the following year's planning and goal setting process.

Ministry Job Description

Hot Lunch Aide – St. John’s Lutheran School, Midland, Michigan

The school's Hot Lunch Aide is under the direction and supervision of the Principal in consultation with the Director of Operations. The coordination of his/her work is carried out through the Principal. In general, this is typically a less than full time position and compensation is determined by the congregation's Compensation Review Committee.

General Duties and Responsibilities of the Lunch Aide

The school's Lunch Aide should be an active Christian that finds joy in service to their Lord and has a love of working in the kitchen setting as well as has the abilities to maintain the facilities up to the standards imposed by the Health Inspectors.

In planning for the most effective use of the school's kitchen facilities to meet the needs of the students and staff, the following points should guide the assignment of activities to the Lunch Aide:

1. Ensure that the prepared food is distributed to the students in an effective and attractive manner.
2. Ensure that an accurate count is recorded for the total number of students and adults eating each day. Coordinates these records with the School Secretary.
3. Clean all dishes, silverware, equipment, etc. that have been used daily.
4. Inventory all supplies monthly and forward a copy to the Principal.
5. Store and rotate stock properly for all food and perishable inventory.
6. Know and abide by local, state and federal health and safety regulations.
7. Be knowledgeable regarding governmental regulations pertaining to the operation of the program and those dealing with the tax obligations associated with the program.
8. Work compatibly with the Principal, Director of Operations, and Staff.
9. Be able to handle physically demanding work as necessary.
10. Handle minor tasks traditionally associated with the position.
11. In coordination with the Director of Operations, ensure that all kitchen helpers have the proper training required by governmental directives.

Accountability and Reporting

The Lunch Aide is to work with the Principal, Director of Operations, and all staff members. The Lunch Aide is responsible to the Principal for the day-to-day lunch distribution activities of the school, and to the Director of Operations for the equipment associated with the kitchen.

Evaluation

The Lunch Aide's performance will be evaluated annually by the Principal and Director of Operations. This evaluation will be reviewed and discussed with the Lunch Aide and become an input to the following year's planning and goal setting process.

Ministry Job Description

Head Cook – St. John’s Lutheran School, Midland, Michigan

The school’s Head Cook is under the direction and supervision of the Principal in consultation with the Board of Christian Day School. The coordination of his/her work is carried out through the Principal. In general, this is typically a less than full time position and compensation is determined by the congregation’s Compensation Review Committee.

General Duties and Responsibilities of the Head Cook

The school’s Head Cook should be an active Christian that finds joy in service to their Lord and has a love of working in the kitchen setting as well as has the abilities to maintain the facilities up to the standards imposed by the Health Inspectors. The Head Cook has the overall responsibilities for the daily menu and procuring those items needed to support the daily menu. The Head Cook is also responsible for ensuring that all State and local regulations are being met.

In planning for the most effective use of the school’s kitchen facilities to meet the needs of the students and staff, the following points should guide the assignment of activities to the Head Cook:

1. Prepare meals which are nutritious, acceptable to the students and at an affordable cost.
2. Plan meals one month in advance. Menus are communicated to the School Secretary for inclusion in the PIN and are available for families at the beginning of the month.
3. Ensure that an accurate count is recorded for the total number of students and adults eating each day.
4. Clean all dishes, silverware, equipment, etc. that have been used daily.
5. Inventory all supplies monthly and forward a copy to the Principal.
6. Store and rotate stock properly for all food and perishable inventory.
7. Order commodities through government programs and vendors.
8. Purchase incidental items locally and provide receipts for reimbursement.
9. Records the amount of food prepared for each meal and maintains these records for reference.
10. Maintain a cost efficient operation for the entire program. This includes supplies and wages for kitchen helpers. Coordination with the Lunch Manager is essential for good overall operation of the Hot Lunch Program.
11. Know and abide by local, state and federal health, safety, and meal content regulations.
12. Work compatibly with kitchen helpers, Principal, Director of Operations, and Staff.
13. Be able to handle physically demanding work.
14. Handle minor tasks traditionally associated with the position.
15. In coordination with the Director of Operations, ensure that all kitchen helpers have the proper training required by governmental directives.

Accountability and Reporting

The Head Cook is to work with the Principal, Director of Operations, and all staff members. The Head Cook is responsible to the Principal for the day-to-day lunch preparation activities of the school, and to the Director of Operations for the equipment associated with the kitchen.

Evaluation

The Head Cook’s performance will be evaluated annually by the Principal and Director of Operations. This evaluation will be reviewed and discussed with the Head Cook and become an input to the following year’s planning and goal setting process.

Ministry Job Description

Lunch Manager – St. John’s Lutheran School, Midland, Michigan

The school’s Lunch Manager is under the direction and supervision of the Principal in consultation with the Board of Christian Day School. The coordination of his/her work is carried out through the Principal. In general, this is typically a less than full time position and compensation is determined by the congregation’s Compensation Review Committee.

General Duties and Responsibilities of the Lunch Manager

The school’s Lunch Manager should be an active Christian that finds joy in service to their Lord and has a love for the financial aspects of the school’s lunch program. The Lunch Manager has the overall responsibilities for the daily supervision of the financial aspects to support the daily lunch program.

In planning for the most effective financial accounting associated with the lunch program to meet the needs of the students and staff, the following points should guide the assignment of activities to the Lunch Manager:

1. Record all meal payments for each student using the lunch program.
2. Record daily all monies received in connection with the lunch program.
3. Balance daily all monies received and record the same.
4. Bank monies at least on a weekly basis.
5. Prepare a weekly summary of all income and expenses and forward the summary to the Principal.
6. Prepare a monthly summary of operations for the Board of Christian Day School.
7. Maintain close observation of the program regarding its cost effectiveness and make recommendations to the Principal.
8. Partner with the Head Cook regarding the financial aspects of the lunch program.
9. Promptly pay all bills by check and file invoices in a retrievable and orderly manner.
10. Forward accurate information to the Director of Operations to ensure that kitchen staff receives accurate wages.
11. Be knowledgeable regarding governmental regulations pertaining to the operation of the program and those dealing with the tax obligations associated with the program.
12. Complete the monthly State of Michigan form for government reimbursement.
13. Complete the quarterly State of Michigan form regarding the financial operation of the program.
14. Work with the Director of Operations regarding the quarterly and/or annual Federal and State reports for FICA and withholdings for tax requirements.
15. Coordinate the communication of the general information regarding government guidelines for receiving free or reduced price meals, application forms for requesting free or reduced price meals, and a form for reporting to parents the action taken on their requests.
16. Maintain the list of students receiving free or reduced price meals.
17. Maintain appropriate files for all aspects of the lunch program (forms, invoices, reports, claims, etc.) and file these records annually for proper records retention.

Accountability and Reporting

The Lunch Manager is to work with the Principal, Director of Operations, Head Cook and all staff members. The Lunch Manager is responsible to the Principal for the day-to-day finances of the lunch program, and to the Director of Operations for the wages associated with the kitchen staff.

Evaluation

The Lunch Manager’s performance will be evaluated annually by the Principal and Director of Operations. This evaluation will be reviewed and discussed with the Lunch Manager and become an input to the following year’s planning and goal setting process.

Document Control

Location of Controlled Copies

Controlled copies of the St. John’s Lutheran School Policy Manual are located in:

- Binder in Principals Office
- Binder in the Church Office
- Binder in the School Secretary’s Office

Electronic copies are available upon request.

Approvals

This Policy Manual has been reviewed and approved by:

Ellen Ware

06/01/21

Chairman - Board of Christian Day School

Date

Revision History

The following information documents at least the last 3 changes to this document, with all the changes listed for the last 5 years.

Date	Revised By:	Description of Revision
06/21	D. Ware	Removed policy regarding automatic retirement based on age. There is no school check book. All monies including tuition fees, etc. are in general fund. Saved document in Onedrive for access by staff and board. Fixed formatting errors that occurred when transferring to OneDrive. Removed references to MPS policy. Cited MANS group for non-public school to State Compliance. Updated Mission Statement. Eliminated statement that board oversees operation of school and preschool to make it clear the board is a policy making entity. Updated Call procedure to reflect we do not have access to computer data base of candidates.
06/13	G. Heinrich	Changed “Board of Christian Education-Schools” to “Board of Christian Day School” Added Sections 423, 424, and 470 Updated Section 612, 631, 646, and School Secretary Job Description Correct minor typos and grammar
08/10	G. Heinrich	Updated Sections 513.5 and 678 to reflect current Health Codes Board adopted revised Policy Manual

5/10	G. Heinrich	Moved 513.221 from Appendix to body of policy. Deleted old Appendix A regarding Michigan Laws (available on-line) Appendix B becomes Appendix A, also removed forms Converted Job Descriptions to the 1998 format Appendix C removed (out of date) Updated Index – section links/page numbers
12/09	G. Heinrich	General Updates – converted to InfoMap format.
2005	D. Papa	General Updates
12/3/96	H. Scogg	General Updates
3/5/91		Preschool Updates

1/11/82		Original Draft of Manual
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