ENROLLMENT GUIDELINES

While it is the primary responsibility of Christian parents and the church to first train, nurture and bring up their own children in the Lord, we also recognize the directive to "make disciples of all nations". In accord with this directive, we will accept all children under the following provisions:

1. Upon initial request of enrollment, the parents will be given school information and enrollment application.
2. Upon receipt of the application, the principal at his/her discretion will schedule an interview.
   Through an interview with the parents, the principal shall determine whether the life priorities and philosophy of discipline are Christian and consistent with St. John's Lutheran School.
   Testing and staffing will be done to determine the needs of the individual and possible integration of the child into our school.
3. When special educational needs apply, acceptance shall be based on our ability to adequately help the child without disrupting the classroom or jeopardizing the education of the other students.
4. The nature of the receiving class shall also be a consideration; therefore, a two- (2) month period has been established for student adjustment.
   Information will be gathered about the student from his last school.

Applications shall not push the enrollment of Kindergarten through eighth grade over twenty –five students. In all circumstances, the St. John's Lutheran School Board has the right to re-evaluate their position.

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

ENROLLMENT AND ADMISSION POLICY
St.John's Lutheran School

St.John's Lutheran School was established to educate the children of the congregation and community, to be responsible citizens of their community, state and nation. In addition and of primary importance, the school was instructed to lead the children to trust in their Savior and love Him more deeply.

In enrollment procedures, it must be understood that families having children enrolled in grades K-8 and the children of the congregation have top priority in being admitted to the school. As room permits, admission is open to other Lutheran children and non-member children. It must also be realized that special needs of a particular student may negate or necessitate enrollment as determined by the staff and Lutheran School Board.

St.John's Lutheran School does not discriminate in its enrollment practices on the basis of race, color or ethnic origin.

Enrollment and Admission:

I. Staff and Families with students currently in St. John's Lutheran School:
   A. Staff and families who already have children enrolled in grades 1-8. Members or non-members may register their children in K-8.

   B. Children of other Lutheran Church Missouri Synod congregations.

II. Children not previously enrolled in St.John's Lutheran School:
   A. Members of St.John's Lutheran Church.
   B. Children of other LCMS congregations.
   C. All others.

Administration will determine the time and procedure of enrollment. Generally, this will take place in the months of February and March.

Enrollment in grades K-8 is to be 25 students per class. A TIMED AND DATED WAITING LIST will be kept for those interested in enrollment beyond the limit. In all enrollment procedures the Board has the last determination.

Feb. 2000

Policy 1502

ENTRANCE BY TRANSFER

Any student transferring from another school shall show proof of grade level before entrance to this school. Records from previous schools shall be obtained with parental permission and become part of the child's cumulative record.

NON-DISCRIMINATORY POLICY

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

(Parent/Student Handbook – Pg 7)

DISCIPLINE POLICY

To discipline means to make a disciple or follower. That implies that someone follows an example willingly rather than because he/she is forced. Our goal is that students follow the loving example of Jesus Christ. That means loving God first, others second and one's self last. It means being willing to help and serve others.

We therefore commit ourselves to a cooperative effort with parents and children to provide an atmosphere that is God-pleasing. Characteristics of such an atmosphere include the following:

> Students who demonstrate their faith in Christ through their words and actions.
> Students who exhibit pride in their school, their own learning and accomplishments and the accomplishments of their schoolmates.
> Students who respect their teachers, staff, parents, fellow students, school and themselves.
> Students who know and accept the rules and decisions of those in authority.
> Students who are accountable for their own actions and realize that with privileges there are responsibilities.

We believe that our school must be an orderly environment in which disruptions do not interrupt learning. Students must be given opportunities to practice responsibility and t[illegible]pt reasonable exercise of authority. We affirm that good education cannot proceed without good discipline, respectfully, rationally, and reasonably applied. Student misconduct in the school buildings, school grounds and at school-related activities will be cause for guidance. The teachers and principal will hold students accountable for their failure to obey school rules.

CONSEQUENCES OF MISCONDUCT

Students forfeit their privilege to an education at St. John's Lutheran School if the student's continued presence in school will be of no substantial benefit to him/her or if his/her continued presence in school will be injurious to the health, morals or education of other pupils or the welfare of the school. Possible consequences of misconduct include, but are not limited to, the following:

-- Counsel and verbal reprimands from school authorities
-- Loss of privileges for students, as needed.
-- After school detention, as needed.
-- Intervention plan worked out with parent, student and school authority.
-- In-school suspension, removal from the classroom.
-- Short term suspension from classes (stay at home 1-3 days).
-- Expulsion from St. John's Lutheran School.
-- In all suspension actions, it is the responsibility of the students and parents to make sure all assignment work is made-up and turned in to their teachers.

Some circumstances, such as sexual harassment, threatening statements or actions, possessing a weapon, or severe bullying may also require that the principal contact the county social services or police department, as defined by law.

St. John's Lutheran School does not engage in nor condone the use of corporal punishment.

Specific Rules

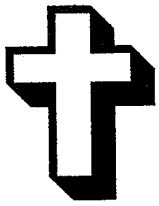
1. Physical fighting is not tolerated.
   A. School authorities will administer discipline as deemed appropriate. Parents will be contacted each time any fighting occurs.
   B. In all situations, Christian counsel will be given to all parties. It is the intent and purpose of St. John's School to promote repentance and forgiveness based on Scripture.
2. Play areas are the playground, gymnasium, and ball fields. Students must remain in the play area during the entire play period unless the on-duty teacher or other authority gives permission.
3. Throwing snowballs or sliding on ice is not allowed because injury may occur.
4. We expect all students and teachers to use kind words with each other. Bullying and name-calling are unacceptable.
5. Respect for school property and one another is necessary.
6. Students are expected to use the abilities with which God has blessed them and to complete their assignments faithfully.
7. Radio, CD players, cameras, toys and other similar items are permitted at school at the teachers discretion.
8. Cell phones are to be turned off and kept in school bags during school hours.
9. Gum chewing is not permitted during the school day.
10. Weapons, drugs, tobacco, and alcohol will not be allowed or tolerated. Possession of these could result in immediate suspension or expulsion.
11. School phones may be used by students upon having received permission from a teacher or office personnel.

PROCEDURES FOR DEALING WITH MISBEHAVIOR

1. The teacher will give Christian counsel and guidance, attempting to resolve the problem with the Student.
2. The teacher will inform parents of the disciplinary problem and the concern the teacher has for the child. The parents and child will also be informed of the procedures that will follow if the child continues his/her offensive behavior.
3. If the situation does not improve, the teacher will consult with the principal. The principal will provide Christian counseling, reprimands or other disciplinary action and will notify the parents of the continuing problem. The child and parents are cautioned that a continuation of the problem may result in suspension from school and possible expulsion.

4. The principal has the authority to suspend any pupil whose presence in school is detrimental to the best interests of himself/herself, other students, teachers or staff. Verbal/written notice of such action shall immediately be given to the parent or guardian, the pastor and to the Board of Christian Education.
5. A student may be expelled from school by the Board of Christian Education upon the recommendation of the principal if the student's continued presence in school will be injurious to the health, morals, education of other students, or the welfare of the school. The parent or guardian shall be informed in writing by the principal of such recommendation. Parents will also be informed of the appeal procedure.
6. When a violation occurs that legally requires the principal to contact the County Social Services or the Police Department, the principal shall also immediately contact the parents, the administrative pastor, and the Board of Christian Education.

ST. JOHN'S LUTHERAN SCHOOL
1300 Series
Administration



POLICY MANUAL

ADMINISTRATION

Related Roles of the Board of Christian Education
Principal and Pastor

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

Since the entire parish cannot function directly in the supervision of the school, the congregation, through action of its voter's assembly, holds the Board of Education accountable for the school operation, programming for the youth, VBS, and Sunday School. The principal shares responsibility for much of the school program with the Board having delegated to him/her those functions, which it considers can best be handled by, trained, on-the-job personnel.

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 pastor is the overall spiritual leader of the congregation and the school - however, the Board delegates executive powers to the principal directly, not through the pastor. However, the principal at all times recognizes the pastor's spiritual leadership, keeps the pastor fully informed as to the school's activities and problems, counsels with the pastor, and strives to manage and lead the school in accordance with the pastor's spiritual advice based on the Word of God. The pastor is the principal's closest and most valued adviser. Both are participants in the team ministry of the congregation.

Dec. 1999

Policy 1300

ADMINISTRATION RESPONSIBILITY

The administration of day to day operations at St. John's Lutheran School is the responsibility of the called administrator who is to follow and implement the policies written and approved by the Board of Education.

The administrator will develop and carry out plans and programs to achieve the responsibilities assigned.

The administrator will consult and confer with the Board of Education in developing plans and carrying out responsibilities.

The administrator will report regularly to the Board of Education regarding the progress and effectiveness of those plans and programs.

Policy 1301

ADMINISTRATOR EVALUATION

The Board of Education will conduct an annual evaluation of the administrator at the conclusion of each school year. The administrator's job description should be the basis for this evaluation. The Board of Education Chairman will summarize the board member's evaluation then will discuss the evaluation results with the administrator.

The evaluation process should result in the establishment of goals areas of recognition and areas of recommended improvement for the administrator and may result in changes in the job description.

Policy 1302

ADMINISTRATOR - ROLE and FUNCTION

The administrator will serve as:

- the school's spiritual leader
- the executive administrator for the board
- the director of the school's education program and ministry
- a classroom teacher

The administrator will fulfill these responsibilities in accord with the school's purpose and in harmony with established policies. The administrator will develop and carry out plans and programs to achieve the responsibilities assigned. The administrator will consult and confer with the Board of Education in developing plans and carrying out responsibilities. The administrator will report regularly to the Board of Education regarding the progress and effectiveness of those plans and programs.

Policy 1303

ADMINISTRATOR – ROLE AND SPIRITUAL LEADERSHIP

It is evident from the school's statement of purpose that St. John's Lutheran School is a ministry for Jesus Christ, conducted in His name.

The administrator's important role and function is to provide spiritual leadership so that the school might achieve its purpose according to God's Word and will and under His blessing. The administrator will be concerned that the entire program is Christ-centered. The administrator will be assisted by the pastor in this function.

The administrator will in all relationships with students, parents, faculty, staff, and all others associated with the school seek to speak and abide by the Word and will of God so that God's will may be done, His name be glorified, and His Kingdom come.

The administrator will therefore seek to live as a disciple of Jesus Christ associating closely with God through prayer, study of the Bible, and regular church and communion attendance thus providing an example and encouragement to members of the school and church family. As a disciple of Christ, the administrator will be an example of generous first-fruit giving, will use Spiritual gifts, and seek to establish a relationship with those who are not yet members of the Kingdom.

The administrator will direct and assist the staff in relating the Christian faith as revealed in the Holy Scripture and confessed in the Lutheran confessional writings (Book of Concord, 1580) to the day by day practices and procedures.

The administrator will, in carrying out the responsibilities assigned by this job description, seek to bring honor to God's name, to evidence a lifestyle that reflects a relationship with Christ, and to enhance the ministry of Jesus Christ.

Policy 1304

ADMINISTRATOR - ROLE AND ACCOUNTABILITY

The administrator is responsible to the Board of Education for the fulfillment of responsibilities assigned in the job description. Both board and administrator will work cooperatively to fulfill their roles and functions and observe their accountability relationships.

The administrator will work as a team member with the pastor of the congregation in accord with the congregational constitution in developing and implementing an effective total ministry. Team relationships will be characterized by loyalty and cooperation in a common purpose and ministry for Christ. This ministry team is accountable to the church council and the congregation.

The administrator is responsible for fiscal planning to maintain operability of St. John's Lutheran School and will also be required to bring financial reports and recommendations to the board.

The administrator may delegate duties, but shall be ultimately responsible for all duties assigned by the Board of Education.

Policy 1305

ADMINISTRATOR - ROLE and FUNCTION PROFESSIONAL REQUIREMENTS

The administrator:

1. has been a successful classroom teacher.

2. has a Bachelor's Degree and a Master's Degree in elementary school administration or is actively engaged in a program to earn the Master's Degree in Elementary Administration.

3. is a member of St. John's Lutheran Church.

4. has a Minnesota teaching license and keeps up renewal units.

5. has a wholesome parish viewpoint, exhibiting interest in the total educational effort of the congregation.

6. has a Lutheran Teacher's Diploma from a synodical school, or through colloquy, has met the requirements of the same.

7. continues to advance professionally through reading, conference attendance, and further study.

8. is a member of the Lutheran Education Administrator's Department of LEA and other pertinent professional groups.

9. has the essential leadership and administration skills to manage the school.

10. demonstrates capable spiritual leadership.

11. is in harmony with doctrinal positions of LCMS and this congregation.

Policy 1306 ADMINISTRATOR - ROLE and FUNCTION
- ADMINISTRATION OF BOARD AFFAIRS

The administrator:

1. is responsible for implementing policies adopted by the Board of Education and the congregation; provides leadership and assistance in developing new policies for improvement of the total program.

2. develops and carries out a program of continuous evaluation of both the school; and the personnel, teaching and non teaching, striving for the highest spiritual and academic standards possible.

3. reports regularly to the Board of Education regarding school operation.

4. prepares and publishes school calendar and handbooks, as approved by the Board of Education.

5. prepares an annual budget for the Church Council budget committee for approval and assists in financial planning.

6. provides data necessary for the Board of Education to perform tasks effectively.

7. communicates the relevant decisions of the Board of Education to the faculty, students, and parents.

8. is an ex officio member of the board and attends all Board of Education meetings, church council meetings, PTL meetings and any other meetings associated with the operation of the school.

9. keeps informed of State and Federal monies and programs that are required or available to the school and keeps board informed of these.

10. keeps board informed of steps required to maintain accreditation with National Lutheran School Accreditation.

11. prepares annual reports to accrediting associations.

12. prepares monthly agenda for Board of Education meetings.

13. prepares and presents monthly administrator's report to St. John's Lutheran Church Council and quarterly reports to voter's assembly.

Policy 1307

ADMINISTRATOR - ROLE and FUNCTION
- ADMINISTRATION OF OFFICE

The administrator:

1. is responsible for collecting all money and accurate accounting.

2. is responsible for ordering all school materials and equipment.

3. is responsible for payment of all Board approved school bills.

4. is knowledgeable of all synodical, government, and accreditation reporting requirements and promptly completes same.

5. keeps required inventory records.

6. insures accurate current student cumulative files, and limits access to same to only authorized persons.

7. maintains accurate, current administrative files.

8. is the spokesperson for the school and deals with sales persons, and government or synodical visitors.

9. cooperates with District and Synod policy, programs, and officials.

10. coordinates all school events although the administrator may delegate direction of activities to others.

11. maintains school history file.

12. meets regularly with pastor for prayer, coordination of activities and sharing of information.

13. maintains all records necessary for the continuing accreditation of the school with the National Lutheran School Accreditation.

Policy 1308

ADMINISTRATOR - ROLE and FUNCTION
- ADMINISTRATION OF FACILITIES

The administrator will be involved in providing a safe and adequate physical environment for both students and teachers. The following list provides the framework for maintaining the school's environment.

The administrator:

1. works with the custodian and trustees to insure adequate physical conditions in the school - cleanliness, heating, lighting, sanitation and the like.

2. works with the custodian and trustees to insure adequate safety conditions in the school building and on the playground as well as for building, grounds, and equipment maintenance and repair.

3. looks for ways to improve the physical conditions for learning.

4. reports to the custodians, trustees, and Board of Education regarding items needing their attention.

Policy 1309 ADMINISTRATOR - ROLE and FUNCTION - ADMINISTRATION OF PUBLIC RELATIONS

The administrator has a key role in articulating the objectives and purposes of the school. Among the ways the administrator has for gaining and maintaining support for the school are the following:

The administrator:

1. uses available media for publicity and supplying information to the congregation of St. John's and the surrounding community.

2. prepares school news for distribution to the congregation, parents, and prospective families, on a regular basis using newsletters, church bulletin, regular church newsletter articles, etc.

3. insures that adequate means of reporting student progress to parents is maintained.

4. provides opportunities for parent-teacher communication, (home visits, parent-teacher conferences, etc.)

5. encourages parental involvement in the school (PTL, room mothers, library volunteers, etc.). Seeks parent input on ways to improve the school environment, strengthen the Christian home,etc. Assists the PTL in setting up and maintaining a productive program.

6. promptly follows up on recommendations, concerns, or complaints that arise.

7. makes sure basic school policies and rules are clearly defined and well known.

8. influences school's community relations, encourages use of community resources, community recreational and educational programs.

9. shall coordinate and oversee all school news releases, letters to parents, etc.

Policy 1309 (Continued)

10. provides leadership in producing tracts, booklets, letters, etc. to communicate the value of Christian education to parents and the community.

11. is responsible for the preparation of parent, student, and faculty handbooks for the school.

12. works toward the enrollment of all eligible children of the congregation.

13. works toward good communications with area Lutheran Churches.

POLICY ON PERSONNEL - ADMINISTRATOR

The school administrator will be responsible for identifying, recruiting, hiring, orienting, deploying, training, supervising, resourcing, supporting, compensating, evaluating, disciplining, and rotating faculty, staff, and volunteers. In doing so, the administrator may not:

- Treat faculty or staff unfairly, inequitably, or inhumanely.
- Impair the dignity, safety, and rights to ethical job-related dissent of faculty and paid and volunteer staff.
- Operate without a grievance procedure that ensures that employees will receive fair internal hearing with procedural safeguards.
- Call or contract any teacher or staff without Board approval.
- Leave faculty and staff unprepared for prompt action in case of an emergency or disaster.
- Offer and/or give a teacher or staff member compensation other than what is required by the school's salary scale.
- Terminate faculty and/or staff without Board approval.
- Rotate faculty and/or staff without Board approval.
- Prohibit or prevent staff from attending District or Board-approved in-service activities.
- Implement any personnel policies without seeking the judgment and counsel of affected personnel.
- Operate without a process for celebrating faculty and staff employment anniversaries and appreciation celebrations.
- Operate without a process that honestly, accurately, and candidly evaluates the professional behavior of the faculty and staff. The system must incorporate setting specific professional development goals that are measurable and for which the employee can be held accountable.
- Operate without a progressive process for disciplining an erring or incompetent staff or faculty member.
- Violate any state or federal labor laws.
- Violate any Board-approved personnel policies published in the administrator's operations manual.

The following documentation must be maintained in each teacher's personnel file:

- Application for employment of LEBR/PAF
- References
- Call or contract documents
- State certification or credentials
- Correspondence
- Health Form
- Fingerprint clearance and background che4ck
- I-9 (INS Form)
- Copy of W-4 Form
- Sexual Abuse Form
- Documentation of First Aid/CPR
- Evaluations

Record of Discipline

Aug. 2000

Policy 1310 ADMINISTRATOR - ROLE and FUNCTION - SUPERVISION OF STAFF

The administrator has a vital role in supervising and nurturing the Christian workers in the school. Among those responsibilities necessary to assist and build up the workers in the school are the following:

The administrator:

1. has a leading role in securing qualified personnel for the school.

2. provides an orientation and school tour for new staff members, including non teaching personnel.

3. conducts regular, purposeful meetings of teachers and conducts meetings of the non teaching staff as needed.

4. makes evaluative visits to classes and discusses the visit with the teacher.

5. establishes a good atmosphere in the school, one which is conducive to good teaching / learning situations.

6. inspires good performance of all staff members in their particular duties.

7. fosters continued Spiritual growth of the faculty through daily faculty/staff devotions

8. promotes professional growth of the faculty through inservices, professional reading material, attendance at conferences and conventions.

9. represents the needs of the staff before the Board of Education.

10. insures that the staff members are supplied with all necessary materials and equipment.

11. helps to create a cooperative spirit among all staff members, works to maintain high morale on the staff, and participates in efforts to recognize teachers for their service.

12. encourages, stresses, and requires, if necessary, that the staff members follow the guidelines and policies set forth in the faculty handbook.

13. consults with teachers about pertinent administrative decisions, keeps them informed of pertinent board, church council, and voter's assembly decisions.

14. supports and promotes an atmosphere for creative ideas and change.

15. is involved in the utilization of the faculty for the best possible service to the congregation and school.

16. instructs faculty on use of audio-visual machines when needed and coordinates their use.

17. assists faculty with use of computer when necessary.

18. shall secure competent substitute teachers when needed and provide them with adequate orientation when they arrive.

19. shall assist the cooperating teachers with overseeing any student teachers involved in the school.

Policy 1311 ADMINISTRATOR - ROLE and FUNCTION
- SUPERVISION OF CURRICULUM
- SUPERVISION OF ACADEMIC PROGRAM

The administrator is the director of the school's educational program and ministry. Some of the responsibilities necessary for providing for a quality academic and Christian education are the following:

The administrator:

1. helps teachers in planning and executing a quality Christian education program.

2. keeps abreast of the best current educational methods, trends, technology, and materials and informs the teachers of these items.

3. works with the teachers in the selection of materials, equipment, and teaching methods.

4. provides leadership for a systematic, constructive, and periodic study of all areas of the curriculum.

5. insures that a program of achievement testing is being carried out.

6. supports curriculum that provides pupils with remedial and enrichment activities.

7. helps teachers set up and approves their daily classroom schedules insuring that they provide adequate time for each subject.

8. promotes and oversees the use of audio-visual materials and equipment, seeks the procurement of needed items, and insures that adequate development and supervision of library activities and facilities are maintained, although this may be delegated to the volunteer librarians or one of the teachers.

9. insures that the curriculum meets requirements of the church and state.

10. insures that the academic program and curriculum meet the standards required for accreditation with the NLSA.

11. plans for the future, making annual five -year projections of enrollment and related staffing and facility needs.

Policy 1312 ADMINISTRATOR - ROLE and FUNCTION - SUPERVISION OF CHILDREN (GUIDANCE)

The administrator demonstrates loving concern for the students in the school and tries to insure that their emotional, intellectual, physical, spiritual, and social needs are being met. To the best of their ability, the administrator will provide proper guidance in the following ways:

The administrator:

1. is concerned that each class is meeting its objectives.

2. is concerned that each child is achieving progress at a rate commensurate with the child's abilities.

3. is effective and fair in handling discipline problems, using Law and Gospel effectively in Christian discipline.

4. is responsible for adherence to standards of behavior which have been adopted by the school.

5. makes arrangements for the testing of children that have been identified by parents or teachers as having a problem.

6. contacts outside agencies to provide remedial help for children with special needs.

7. provides for an effective guidance program for children, willingly assists, when needed, in helping students with personal problems, serves as a friend and advisor to children, approaches all guidance and counseling from a Christian perspective with the ultimate goal of leading students to become self-guided full-time Christians.

8. works with the school Health Coordinator to provide for the health needs of all children.

9. is responsible for the admission, transfer, promotion, acceleration, retention, demotion, suspension or expulsion of children from the school.

10. has in place a standard procedure for emergency care of pupil injuries.

11. works toward personally knowing each child in the school.

12. strives to maintain conditions that will insure good student morale.

13. works toward an environment that shows a concern for the self-worth of every child.

Policy 1313 ADMINISTRATOR - ROLE and FUNCTION - CLASSROOM TEACHER

The administrator will be involved in classroom teaching, and as such, should meet the responsibilities that apply to all classroom teachers.

The administrator will be responsible for placement of substitute teachers upon request made from faculty members.

St. John's Lutheran School

Policy and Procedures for Preparing Volunteers

Draft copy 2/15/13

Dear St. John's Volunteer,

I am delighted that you are considering becoming a volunteer for our school. I can't stress enough the importance of our partnerships in all areas of service.

It is our desire that your volunteer experience at ST. JOHN'S is both exciting and rewarding. Thank you again for giving your time and sharing your talents.

Thank you for inquiring about volunteer activities at ST. JOHN'S. Your dedication to our students is important and highly valued. Our goal is to make your time spent at ST. JOHN'S rewarding for everyone.

ST. JOHN'S defines a volunteer as "a person who supports the efforts of professional personnel and assists with activities at the ST. JOHN'S.

Our Mission Statement

The mission statement of St. John's is "Leading our students to know and share Christ".

General Volunteer Information

The ST. JOHN'S strives to create a rewarding volunteer partnership among its students, staff, families and the community that enhances individual potential and student achievement.

Volunteers do not receive compensation or employee benefits except for worker's compensation. To safeguard our students, volunteers may be required to submit to a background check. In addition, volunteers must comply with the sign in and out procedures at the ST. JOHN'S site in which they are volunteering. The following is a list of requirements to become a volunteer at the ST. JOHN'S. The volunteer has:

- ·No record of felony conviction or requirement to register as a sex offender
- ·The ability to work cooperatively and the willingness to participate regularly
- ·Completed and submitted the following to the ST. JOHN'S:
  - Background check information
  - Emergency form
  - Volunteer handbook and agreement

· A school volunteer should:

- ·Be made to feel that the assistance given is worthwhile and contributes to the overall value of the program in which they are participating.
- ·Be treated with respect and consideration by all students and ST. JOHN'S staff.
- ·Be given a suitable assignment in line with their areas of interest, skills, and, if possible, convenience of location and available times.

- ·Be given clear instructions, orientation, and any training necessary for volunteer activities.

Orientation and Training

Orientation is provided for all volunteers by the paid worker he/she is assisting. The orientation is designed to provide information concerning volunteer obligations and expectations, and activity descriptions.

Volunteer Activity Descriptions

Volunteers are welcome at ST. JOHN'S. Volunteers may agree to commit to a specific number of hours or activity over a specific allocated amount of time (when appropriate).

Attendance

Volunteer attendance is important to the operation of each program. Volunteers should notify their site liaison in advance, if they are unable to be present for their scheduled day or activity.

Appropriate Dress

Volunteers are representatives of the ST. JOHN'S and are responsible for presenting a positive image to our students and the community. Volunteers will dress appropriately for the conditions and performance of their activities. Volunteers will be informed of the dress standard for their activity.

V. Volunteer Responsibilities

The ST. JOHN'S volunteers are valued and appreciated but are never considered a substitute for ST. JOHN'S staff. The ST. JOHN'S professional staff members are responsible for everything that goes on at the ST. JOHN'S sites including student instruction, safety, and discipline.

Confidentiality

Volunteers must be especially careful to respect the privacy of others and to honor confidentiality. Breaching confidentiality can be hurtful to students, their families and ST. JOHN'S staff. The ST. JOHN'S staff is responsible for confidential student information and records and may not share their content with volunteers.

Child Neglect and Abuse Reporting

School officials and educators are "mandated reporters" of any child abuse or neglect suspicions. If a student discloses that they are in a dangerous situation or if a volunteer has reason to suspect neglect or abuse, **please alert the teacher or principal so that they can further investigate the situation.**

General Guidelines:

Please:

1. Remember that the ST. JOHN'S staff has ultimate responsibility for rules, programs, students, staff and volunteers.

2. Follow the rules of the ST. JOHN'S site.

3. Be reliable. Please arrive on time and on schedule and notify the ST. JOHN'S site in advance of any absences.

4. Sign in upon arrival and sign out at departure.

5. Notify the ST. JOHN'S of any changes in residency, employment or emergency contact information.

6. Remember you are a role model for students.

7. Maintain the highest standards of confidentiality and ethics.

8. Dress in a manner that is appropriate to the educational setting where the volunteer activity is taking place.

9. Be familiar with the fire, shelter in place, lock down, and disaster drill procedures at the ST. JOHN'S site. Volunteers supplement and support our student programs, and ***MAY NOT:***

   - ·Be left alone with students
   - ·Discipline students
   - ·Have access to materials in students' permanent record files
   - ·Assign grades or have access to grade books
   - ·Diagnose student needs
   - ·Evaluate achievement
   - ·Discuss student progress and concerns with parents or anyone else outside of ST. JOHN'S staff
   - ·Use any hazardous chemicals other than common office equipment and general supplies such as cleanser and copier toner
   - ·Use or give out student personal information about students or others

- ·Dismiss a student to anyone, including the custody of a parent (only the teacher or ST. JOHN'S site staff may release a student)

- ·Use or give out medication. This includes cold medicine and aspirin

Volunteers are expected to follow rules of conduct that will protect the interest and safety of everyone.

Health

We ask that volunteers not come to a ST. JOHN'S site if they are ill. This includes a cold, earache, sore throat, fever or cough. Students learn by example, and we ask that our volunteers act as a model by using good health habits when they are at a ST. JOHN'S site, and we do not wish to expose our students to anything that might keep them home and away from learning. Volunteers should notify their site liaison if they are unable to be present for their scheduled day or activity.

Drug-Free Environment

ST. JOHN'S provides a drug-free, healthy, and safe environment for our employees, students, guests, and volunteers. While on ST. JOHN'S premises and while conducting ST. JOHN'S related activities off ST. JOHN'S premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted during a volunteer activity only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner that does not endanger other individuals.

Safety

ST. JOHN'S strives to provide a safe and healthy environment for our students, staff members, guests and volunteers.

Volunteers are responsible for helping to ensure a safe environment

- ·Be aware of any unknown person(s)entering the site not accompanied by a staff member.

- ·Keep your wallet or purse with you at all times or keep them in a secure drawer or cabinet. Avoid carrying large sums of money.

- ·Please ask ST. JOHN'S staff member the procedure for when a student may use a paper cutter or handle hot appliances, utensils or equipment, and cleansers.

Injury If a volunteer is injured during a ST. JOHN'S volunteer activity, the volunteer is required to notify the ST. JOHN'S office and paid worker that is being helped. An accident report, located in the school office, must be filled out.

Emergency Procedures ST. JOHN'S strives to ensure the safety of all students, volunteers, staff members, and guests. In the event of an emergency, volunteers will be responsible for following the ST. JOHN'S site's directions. Please be certain that you are familiar with the fire, shelter in place, lock down, and disaster drill procedures for your site and classroom. Practice drills are scheduled throughout the school year. Please ask your site liaison for a schedule of these days and times.

ST. JOHN'S Telephone Use

ST. JOHN'S telephones are for business purposes. Personal calls should be kept to a minimum and not interfere with the volunteer activity. In addition, long distance telephone calls resulting from a volunteer's personal use of a ST. JOHN'S telephone are prohibited.

Computer Use

Some ST. JOHN'S sites provide computers, e-mail, and internet access to assist volunteers in performing their activities. This access should be used for volunteer related purposes only. Personal business should not be conducted during volunteer time or on ST. JOHN'S computers. Please refer to the ST. JOHN'S volunteer computer agreement for further detail.

Volunteer Agreement

I have entered into a volunteer relationship with the ST. JOHN'S and acknowledge that I shall not nor shall I expect to receive any form of payment for volunteer talents and services I contribute to the ST. JOHN'S. I may terminate my volunteer service at any time and for any reason and the ST. JOHN'S also reserves the right to end my volunteer service whenever the ST. JOHN'S deems it to be in the best interest of the ST. JOHN'S or the students.

Handbook. I have received a copy of the ST. JOHN'S volunteer handbook, and I understand that it is my responsibility to read and comply with the guidelines contained in this handbook and any revisions made to it.

The contents of this handbook and the guidelines and procedures described in it are presented as a matter of information and general guidance only and are intended to provide guidelines for site liaisons and volunteers. I acknowledge that this handbook is neither a contract of volunteer service, employment nor a legal document.

Commitment. I understand that as a volunteer for the ST. JOHN'S I am committing to this volunteer activity.

I further acknowledge that I will not share any proprietary information with anyone outside of the ST. JOHN'S regarding the ST. JOHN'S, its programs or students during or subsequent to my volunteer service. I understand that all materials created by me in the course of my volunteer service for the ST. JOHN'S are the property of the ST. JOHN'S.

I understand and hereby agree to hold the ST. JOHN'S, its Board, Officers, employees, volunteers and agents, harmless for any loss, damage or injury sustained by me from any cause whatsoever, arising out of or in connection with volunteering at the ST. JOHN'S.

I voluntarily agree to and accept the terms and condition as outlined in this volunteer agreement and handbook.

AGREED AND ACCEPTED ON THIS DATE: _____

Volunteeer's name *(please print):* _____

Volunteer's **Signature_____**

St. John's Lutheran School

e-Reader Acceptable Use Policy

Electronic readers, simply referred to as "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon's Kindle, Barnes & Noble's Nook, the iPod, and the iPad are quickly becoming ubiquitous in our digital culture. St. John's Lutheran School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with St. John's office and must be accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.

2. e-Readers are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as non-instructional communication, entertainment, music, gaming, etc.

3. All material on the e-Reader must comply with the spirit and policies of St. John's Lutheran School.

4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school unless directed by the instructor.

5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.

6. e-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time.

7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

Internet/Computer/Tablet
Acceptable Use Policy

An integral part of this policy is the attached agreement. This agreement contains specific statements for students to read and affirm. These specific affirmations correspond with the general statements of this policy. At the beginning of each school year and/or upon enrollment, this agreement will be provided to students and required to be read and signed by the student and parents.

1. I will not attempt to visit websites that contain unsuitable material. If I am unsure if a site is suitable, I will ask a teacher or member of the staff.

2. I will only copy pictures or text into my documents. I will not download any other type of file (for example games, software, screen savers, etc.)

3. I will use flash drives for the express purpose of saving my documents and files.

4. I will not give anyone other than a school administrator my password.

5. I will not attempt to gain or guess anyone else's password or sign on with any other person's ID and password.

6. I will not attempt to change the desktop setup or any other settings on the school's computers.

7. I understand that anything going out from the school's computers will carry St. John's address. I will not give out personal information about myself in an email, including my name, home address, etc. unless given permission by a teacher.

8. I will not send out in email any material that is inappropriate. I will not use offensive or threatening language in my emails or in any other communication.

9. During lessons and at all times at school, I will only use the computers for school work.

10. I will ask a teacher before I print any information from the Internet.

11. I will not take information or documents off the Internet or from another user and pass it off as my own work.

12. I will give credit in reports that I write or work that I do from website or other sources where I obtained the information for my report.

13. The Internet in school is for educational use. I will not use it for financial gain or advertising.

14. I will report any misuse of the Internet or computers immediately to a teacher or member of the staff.

15. I will not type, draw, or input in any way anything on the schools computers that includes vulgarities, swearing, or any other inappropriate language or image.

16. I understand that my parents will be informed if I misuse the Internet or computers.

17. If I do not understand a part of this policy and how it applies to me, I will ask a teacher for help.

18. I have read this policy, understand it, and agree to follow it.

St. John's Lutheran School

e-Reader Acceptable Use Policy Agreement Form

Parent/Guardian Agreement

I authorize my child to bring their e-Reader to St. John's Lutheran School with the understanding that it is to be used as a tool for reading only (teacher approval) and that my child will comply with the aforementioned e-Reader Acceptable Use Policy.

I understand that St. John's Lutheran School is not responsible for any damage or loss associated with my child's e-Reader. I also understand that a violation of the e-Reader policy may result in my child losing the privilege to bring their e-Reader to school for a length of time commensurate with the nature of the violation.

Parent/Guardian Name: (Print) _____

Parent/Guardian Signature: _____

Internet/Computer/Tablet Acceptable Use Policy Agreement Form

Student Agreement

I agree to abide by all guidelines set forth in St. John's Lutheran School's Internet/Computer Acceptable Use Policy. I understand that a violation of this policy may result in losing the privilege of using the computer, unless specifically instructed to do so by a teacher.

Student Name: (Print) _____

Student Signature: _____ Date: _____

Adopted 11-7-06

St. John's Lutheran School
27 1st ST. NW
Norwood Young America MN 55397

WELLNESS POLICY

I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education, and that helpful eating and physical activity can have a positive impact on student behavior.

B. The school environment should promote and protect students' health, well being, and ability to learn by encouraging healthy eating and physical activity.

C. The school encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies.

D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

E. All students in Pre-school through grade 8 will have opportunities, support, and encouragement to be physically active on a regular basis.

F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.

III. GUIDELINES

A. Foods and Beverages

1. The current Dietary Guidelines for Americans will be used in planning the availability of all foods and beverages during the school day (including concessions and a la carte cafeteria items).

2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.

3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.

4. The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

5. The school will provide students access to hand washing or hand sanitizing before they eat meals or snacks and students should be encouraged to use such facilities.

6. The school will make every effort to provide students with sufficient time to eat after sitting down for school meals and will make every effort to schedule meal periods at appropriate times during the school day.

7. The school will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities

B. School Food Service Program/Personnel

1. The school will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.

2. The school shall designate the Food Service Director to be responsible for the school's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.

3. As part of the school's responsibility to operate a food service program, the school will provide continuing professional development for all food service personnel.

C. Nutritional Education and Promotion

1. The school will encourage and support healthy eating by students and engage in nutrition promotion that is:

   a. offered as part of a comprehensive program designated to provide students with the knowledge and skills necessary to promote and protect their health;

   b. part of health education classes and in other classes where appropriate.

2. The school will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines, vending machines, fundraising events, and concession stands.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television and playing video games.

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.

E. Communications with Parents

1. The school recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their childrens' health and well being.

2. The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The school will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

5. The school newsletter and school site newsletters may be used to communicate to parents and guardians about the school's Food and Beverage Guidelines, Nutrition Education Guidelines, and Physical Education and Activity Guidelines.

IV. IMPLEMENTATION AND MONITORING

A. After approval by the school board, the wellness policy will be implemented.

B. School food service staff will ensure compliance within the school's food service areas and will report to the food service program administrator, or to the principal, as appropriate.

C. The school's food service program administrator will provide an annual report to the principal setting forth the nutrition guidelines and procedures for selection of all foods made available in school.

D. The principal or designee will ensure compliance with the wellness policy.

MEDICATIONS

In accordance with the Minnesota Department of Health's recommendations, medications will be administered under these circumstances:

Parents of students requesting that medication be administered during school hours are requested to provide for the school:1)the physician's order 2)parental release and 3)medication supplied in the original bottle.

It is recommended that prescription medication be divided into two bottles that are completely labeled; one for home and one for school. Medication administration forms are available at the school in the health coordinator's office. The health coordinator or designated personnel will sign his/her initials that the medication has been given to the student along with the date and time. Only personnel who have been annually trained by the health coordinator in medication administration will be able to dispense medications.

Over the counter medications will be given under the following conditions: 1) medication must be accompanied by a parent's signature 2) medication must be brought in its original bottle and have specific instructions from the parent on the dose of the medication and how often it is to be given. 3) non-prescription medication will be given for a maximum of five days with parent permission. After that time, orders from a physician will be required.

Aerosol inhalers may be carried by the student and self administered if the parent or guardian feels the child is capable and responsible. This medication is not required to be locked up.