SECTION VII:

Student Services

**STANDARD 7:**

The School Plans for and Provides

Resources and Activities for Students

Beyond the Standard Classroom Instruction.

**OVERVIEW:**

Items that were part of the previous accreditation cycle’s School Improvement Plan (SIP) and were achieved during the previous seven years include:

* Development of new recruitment materials including new student application and enrollment forms
* Restoration of the stipend for the Athletic Director
* Update of the athletic handbook for coaches

For the past four years, the MN Department of Health has completed an annual inspection of the kitchen. Previously, the school was not inspected as all food prep was (and is) done at a nearby public school and then trucked to TLO just prior to serving.

**REQUIRED INDICATOR OF SUCCESS:**

Indicate whether or not the school meets the required indicator of success by circling **Yes** or **No**.

YES NO \*7:01 All services offered by the school meet or exceed all state and local requirements.

**GENERAL INDICATORS OF SUCCESS:**

**Note:** For this Standard, the GENERAL Indicators of Success are divided into three categories: Counseling and Guidance, Food Service and Activities. Evaluate the level of implementation for each GENERAL Indicator of Success. Tally and record your point total at the end of each category and then a grand total for the entire Standard.

**Category VII-A:**

**Counseling and Guidance**

**OVERVIEW:**

Evaluate the level of implementation for each of the other indicators of success. Tally and record your point total at the end of this section.

7A:02 All student applicants are admitted according to established written admission criteria.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: Admission criteria are printed in the parent handbook.

7A:03 The parents/legal caregivers of all new applicants are interviewed.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: The principal talks with parent(s)/legal guardian(s) of prospective student families before accepting a student to the school.

7A:04 Permanent cumulative records for each student are maintained, stored, and shared as appropriate and according to state and federal law.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: Student records are maintained by the school secretary, stored in the school office, and shared when appropriate and required.

7A:05 The school has an established, written procedure for handling misbehavior, including possible consequences, which incorporates provisions for the due process rights of students.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: The parent handbook includes information regarding school policies regarding student behavior. Included in the narrative are student consequences and the appeal process.

7A:06 The school has written procedures for handling students’ emotional, social and psychological needs.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: The parent handbook includes the school procedures for handling students’ emotional, social, and psychological needs.

7A:07 The school has established procedures for evaluating students for promotion and/or graduation.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

COMMENTS: The Board of Christian Education working in cooperation with the school administrator has established student promotion and graduation criteria and procedures.

 Subtotal \_\_\_18\_\_\_

**Category VII-B**

**Food Services**

**OVERVIEW:**

Evaluate the level of implementation for each of the other indicators of success. Tally and record your point total at the end of this section.

7B:08 Provisions are made for appropriate storage of food brought from home.

[ ]  **Met in Full (3)** [x]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_2\_\_**

 COMMENTS: Through Public School District 197, the school provides a hot lunch program that is subject to MN Department of Health rules and inspections. Due to the hot lunch option, expense, and lack of space, the school does not provide refrigeration of food brought from home and makes this known to families.

7B:09 Milk or fruit juice is available for all students and is stored and delivered in a hygienic method.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: Milk and juice are sold to students and made available for lunch and food/drink breaks.

7B:10 Care is taken to ensure cleanliness where meals or snacks are eaten.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: Student workers wipe tables following each lunch sitting. Cleaning materials and supplies are provided by the school and under the supervision of school personnel.

7B:11 State law and local food services ordinances are met.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: Through Public School District 197, the school provides a hot lunch program that is subject to MN Department of Health rules and inspections.

 Subtotal \_\_\_11\_\_\_

**Category VII-C**

**Activities**

**OVERVIEW:**

Evaluate the level of implementation for each of the other indicators of success. Tally and record your point total at the end of this section.

7C:12 The school provides a variety of extra-curricular and co-curricular activities which meet the needs and interests of the students and reflect the mission of the school.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: TLO offers a variety of extra and co-curricular activities including athletics (cross country, soccer, basketball, volleyball, baseball), arts (choir, band, musical, handbell choir), and academic (geography bee, Lego robotics club, spelling bee).

7C:13 Each activity is carefully supervised by appropriately trained personnel.

[ ]  **Met in Full (3)** [x]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_2\_\_**

 COMMENTS: TLO has an athletic director that receives a stipend. The athletic director is tasked with scheduling team contests and practices, soliciting coaches, organizing team drivers, and recruiting volunteers to assist at home contests. There is a coach’s manual as a resource for volunteer coaches. Activity leaders are not always TLO paid staff. Activity volunteers are not always trained for tasks. There is not always an athletic director or designated substitute available for the entirety of home contests.

7C:14 All activities are appropriate for the age level of the students involved and based on appropriate student outcomes.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: Extra and co-curricular activities are not available for all age levels because the activity is not appropriate for all age levels (Band is optional for grades 5-8 only and would not be developmentally appropriate for younger aged students). Extra and co-curricular activities support the school’s Whole Child philosophy.

7C:15 Through these activities, students have opportunities to share their Christian faith.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: Activity leaders are expressly encouraged to maintain a Christian atmosphere. Public prayer occurs before all home contests with teams, officials, and fans.

7C:16 All those who supervise activities know and accept the mission of the school.

[x]  **Met in Full (3)** [ ]  **Mostly Met (2)** [ ]  **Rarely Met (1)** [ ]  **Not Presently Met (0) \_\_3\_\_**

 COMMENTS: The TLO’s Christian mission to “Make known… mirror… and live… Jesus’ love” is communicated to all extra and co-curricular activity leaders.

 Subtotal \_\_\_14\_\_\_

**ANSWER THE FOLLOWING QUESTIONS:**

A. Is the REQUIRED Indicator of Success complete and available for review? \_\_\_Yes\_\_\_

B. What is your GENERAL Indicators of Success point total for Standard 7? \_\_\_43\_\_\_\_

C. Is the total for the GENERAL Indicators of Success a minimum of 32 points? \_\_Yes\_\_\_

D. Have you provided comments or explanation for proposed actions to meet any of the GENERAL Indicators of Success that have not been fully met? \_\_Yes\_\_\_