

BoCE RESPONSIBILITIES OVERVIEW

Effective Date: October, 2010

Supersedes: August, 2009

Review Date: October, 2012

BOCE POLICY 1.1

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Purpose

To provide an overview of Board of Christian Education (BoCE) responsibilities.

Policy

It is the BoCE's responsibility, in consultation with the Principal and the Pastor, to adopt all policies related to the following:

- Day School
- Eagle's Nest Child Care
- Sunday School
- Vacation Bible School (VBS)
- Puppet Ministry (when active)
- Director of Christian Education (DCE) when position is filled
 - Activities
 - Programs

Additionally, the BoCE monitors the following:

- Marketing of Day school
- PTL (Parent Teacher League)
- Bible studies, Confirmation classes
- Scouting Programs

- BoCE decisions are subject to review by St. John's Lutheran Church Council to whom the BoCE reports directly.
- The BoCE shall work closely with other St. John's committees, Boards, or management assigned responsibilities for buildings and grounds, finances, evangelism and personnel, as applicable.
- To develop appropriate and effective education policies.
- The BoCE shall consider ideas and concerns of parents, faculty and students as the Board deals with policy issues.
- The BoCE shall, unless otherwise stated elsewhere in policy, conduct business in accordance with Robert's Rules of Order including *Procedure in Small Boards*.
- The pastor and principal shall be ex-officio members of the BoCE.
- The chairperson may establish committees, sub-committees of task groups to address specific issues. These committees shall meet and report to the Board in accordance with BoCE Policy 1.2.
- The terms of all Board members shall be 2 years, terminating on June 30th of the second year of their term.

- The BoCE chairperson shall be appointed to the Church Council/Nominating Committee. Other BoCE officers shall be appointed from within the Board by Board members for a two year term.
- The BoCE shall exercise its governing authority as a whole and the business of the BoCE shall be conducted only during official meetings or via the secure BoCE website. (Policy 1.10) Individual Board members shall not speak or act on the behalf of the Board or represent the Board unless specifically authorized to do so.
- The Board shall meet monthly to conduct its business. On occasion, the chairperson may call a special or additional meeting. Discussions and motions may be held on the secure website. Meeting agendas are the responsibility of the chairperson.
- The BoCE secretary (or designee) shall provide copies of BoCE minutes to all BoCE members, the principal, pastor, and church council in accordance with requirements and instructions of the chairperson. The Secretary will also be responsible for placing the minutes on the BoCE website. In addition, a reference copy will be filed in the school office.

BOARD MEMBERS RESPONSIBILITIES

- Attend all Board meetings unless excused by the chairperson in advance.
- Make informed decisions by insisting on thorough and accurate information.
- Prepare for Board meetings by reviewing agenda and completing previously accepted tasks.
- Become familiar with the BoCE Policy Manual.
- Participate in discussions and voting.
- Support the Board's final decisions once they have been discussed and resolved by the Board.
- Maintain Christ-centered relationships with constituents of the Board.
- Keep Board documents and discussions confidential.
- Abide by policies that govern behavior and operations of the Board.
- Refrain from reflecting negatively to the general public on any St. John's educational ministry area.

References:

- 1.2 BoCE Subcommittees and Representatives
- 1.9 BoCE Ppolicy Adoption Process
- 1.3 Governance of Day School
- 1.4 Governance of Early Childhood Programs
- 1.10 Electronic Voting
- 1.5 Governance of Sunday School
- 1.6 Governance of Vacation Bible School
- 1.7 Scouting

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

ELECTRONIC DISCUSSIONS AND VOTING-BOCE

BOCE Policy 1.10

Effective Date: December 2010

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Supersedes: August 2008

Review Date: December 2013

Purpose

To expedite decisions and discussion of Board of Christian Education (BoCE) matters.

Policy

If issues arise between regularly scheduled meetings, the BoCE members may initiate a discussion via the BoCE's secure website among the members, principal and Pastor. Voting may also take place on the "Motions and Votes" section of the BoCE workspace with documentation of all votes cast on that issue.

Procedure

- BoCE member, principal or Pastor may initiate an electronic discussion of an issue at any time. By posting on the official workspace, notice to all members is assumed. It is the member's responsibility to either subscribe to notifications of changes to the site, or to check the site with sufficient frequency so as to be aware of new motions and discussions.
- Members can respond with questions, clarification, and discussion. Email should not be used for voting or discussion of motions, but rather both shall be posted in the appropriate part of the BoCE workspace.
- If a vote is needed, a member can make a motion regarding the issue for vote. The motion must also be seconded online. Unless otherwise posted by the member, a motion, or its second, shall be considered a vote in favor of the motion.
- A quorum is required for a valid vote. Participation of 5 members during the allotted time will be evidence that the quorum requirement is met.
- Five votes for a motion, that are made during the allotted time frame, are required for an online motion to carry.
- Members then have 48 hours from the time the motion has a second to add to the online discussion and to respond with their vote. Any member of the BoCE, including Ex officio members or the chair, may request that the topic be brought to a regularly scheduled or emergency meeting, in which case the open motion will be added to the next agenda and only votes made at the actual meeting will be counted.
- Members have the right to lay on the table any motion if there is not sufficient response from members.
- Documentation of electronic discussions and votes will be noted in the following month's meeting and placed in the minutes. Members may reintroduce any motion that did not reach the required 5 votes to pass.
- Suspension and expulsion meetings may not be done via the internet.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- The barrier for a motion to carry or fail (5 in favor for a motion to carry rather than a majority of the votes cast) is deliberately higher online since a more divided opinion indicates the need for face-to-face discussion and voting at a regular meeting. Likewise, any one member's desire for more robust consideration will be respected and at their request any motion will *Lay on the Table* until the next regular meeting.
- It is acknowledged that this is out of the ordinary application of Robert's Rules (typically, voting is only allowed in person by members present in same physical meeting). The higher restrictions are meant to assure that the same outcome is reached that would have occurred in a regular meeting, e.g. routine approval of changes to written policy.
- Online discussions, without motions or votes, are encouraged in order to facilitate teamwork and expedite regular meetings.

POLICY CONSTRUCTION

Effective Date: February 2010

Supersedes: New

Review Date: February 2012

BOCE POLICY 1.11

Page 1 of 2

Purpose

To provide guidance in the construction of policies, including clarity and the elements for an effective policy,

Policy

All policies shall contain the following elements and standards:

- Purpose
 - The purpose of each policy shall be clearly stated so that its plain meaning is clear to the reader, particularly those who must implement or enforce the policy and to those governed by the policy. Unless not otherwise achievable, a policy shall address only one item or subject. (It may incorporate or relate to others by reference).
- Policy
 - As with purpose, it must be clear, but also succinct. In essence, the mission statement of the policy.
- Definitions
 - Any terms used that may be subject to interpretation, or whose meaning may not be clear to all readers, should be defined.

Example Definitions:

“performing poorly academically”

This is when a student who is consistently performing at a failing level in any core subject, or a when a student is consistently performing at a below average (e.g. “F” or “D”) level in two or more core subjects.

“Consistently performing”

From the teacher’s knowledge and opinion, the student’s grades, tests, class work, and home work, have been below average or failing and/or the student

- If any party should have the authority to use professional or spiritual judgment to make reasonable exceptions to a particular policy, then that policy must clearly indicate the party(ies) who has that authority and to what extent, if any limitations are in place.
- Example: If there were a policy that stated that “No student may stand on his or her head in the front of the school on Tuesdays.” Then the policy might also say “Only the BoCE can give prior permission for any variance.” Or “Only the Pastor, at his sole discretion, may waive this rule”. Or it may simply state that “There are no permissible exceptions”.
- Comments and Examples
 - Comments or examples should be included in order to provide context or clarity.
Example comment:
“Comment: On Tuesday, Nov. 3, 2009, three students were standing on their heads on the front lawn. A gust of wind blew them over and one was injured. This policy was enacted in response.”
- Title and document file name
 - The title should give a general idea of the policy. The saved document name should start with the policy number with enough of the title incorporated so as to be able to find the policy in a list.
- Effective Date
- Supersedes Date
- Review Date
 - This is the target date for the review of the policy – unless clearly stated, no policy automatically sunsets.

Definitions

- N/A

Variance

- None

Comments and Examples

- N/A

DISCRETION IN POLICY APPLICATION

Effective Date: February, 2010

Supersedes: New

Review Date: February, 2012

BOCE POLICY 1.12

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Purpose

The principal and pastor are expected to exercise reasonable and prudent judgment in the running of the school, its classes, and activities, and to recognize that there may be occasions where, in their best and professional or spiritual judgment, a variance to a policy is necessary or appropriate.

Policy

The principal or pastor may grant variances to a policy provided such variance is reasonable and prudent in their professional judgment. Faculty must direct all variance requests to the principal or pastor.

- This does not apply to any policy that expressly prohibits or limits variance.
- Variances must be consistent with the mission statement of the school, the church, the congregation constitution and bylaws and must be in accordance with all local, state and federal laws.
- A variance should not be given to take advantage of a perceived ambiguity or loophole in a policy, nor should they be granted based upon prior variances— see policy 1.13, Policy Ambiguities, Loopholes, Precedent.
- If the principal or pastor has reason to believe that the variance may be controversial, then the BoCE shall be notified in a timely manner to adjudicate the matter, in hopes of minimizing any angst that may be caused while waiting for the decision. The BoCE chairperson shall notify the principal or pastor of the outcome of the BoCE decision. The BoCE may take other action, such as reviewing policy to see if it should be changed, or may ratify or decline the variance.
- For the purpose of tracking the use of this policy, the types of variances that have been needed, and to promote its fair and considered application, all variances should be reported to the BoCE in the principal's monthly report. The report should be sufficiently detailed so that the reasoning and scope are known, but names of students and families should not be included in the report.
- Overriding or declining a variance by the BoCE can only occur if there are compelling reasons to believe that the variance is not in accordance with reasons outlined in Bullet #2. However, the BoCE might state that the variance will not be allowed after the end of a semester.
- No variance shall survive the end of a school year (though, if appropriate, it may be granted again in the new school year).
- Ratifying a variance is not required - accepting the principal's report without objection or a motion to override is sufficient, however the BoCE may wish to ratify via a simple majority vote which may take place at a regularly scheduled meeting, a special meeting called for that purpose, or in online voting, all as described in elsewhere in policy.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

POLICY AMBIGUITIES, LOOPHOLES, PRECEDENT**BOCE POLICY 1.13**

Effective Date: February, 2010

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Supersedes: New

Review Date: February, 2012

Purpose

Despite best efforts, or due to unforeseen changes in circumstances or other reasons, a policy may seem ambiguous or someone may perceive a “loophole” in the policy. Policies are not meant to have ambiguities or loopholes, nor may any action or variance, whether properly granted or not, be construed as establishing a precedent that alters policy. No new meaning, change in scope, or other revision of a policy may be interpreted or applied as a result of these or other factors. Only the proper action of the BOCE can alter a policy.

Policy

Ambiguities or loopholes, found or claimed to be found in a policy, or precedent based upon variances may not be used to change, in any fashion, a policy.

- Variances are addressed in policy 1.11, Discretion in Policy Application

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

BoCE SUBCOMMITTEES & REPRESENTATIVES**BOCE POLICY 1.2**

Effective Date: July, 2009

Page 1 of 2

Supersedes: March, 2008

Review Date: July, 2013

Purpose

To provide a functional description of the current Board of Christian Education (BoCE) Subcommittees and Representatives.

Policy

- BoCE representatives serve in the positions listed below as determined by the BoCE.
- Individuals serving as BoCE representatives may be appointed to other subcommittees or task forces as required.

Committee/Representative	Function
Chairperson	Oversees all subcommittees and representatives. Facilitates meetings. Serves as member of Church Council. Informs Vice Chairperson if unable to attend any meeting. Appoints Ad Hoc Committees as required.
Vice Chairperson	Assumes duties of Chairperson in the event of absence. Communicates with Chairperson as needed.
Secretary	Prepare, post and publishes meeting agenda. Takes, publishes and posts meeting notes. Drafts correspondence as required. Documents and follows up on action items as required.
Financial Representative	Represents BoCE at budget meetings. Requests financial statements from all organizations under BoCE purview as needed, but no less than annually.
Day School Committee (Recommend 3 members)	Responsible for policies and practices which govern the day school.
Part Time Committee (Recommend 2 members)	Responsible for policies and practices for all part time educational programs including Sunday School, Vacation Bible School (VBS), Scouting Programs, Bible Study.

Committee/Representative	Function
Sports Advisory Committee Representative	Attend and represent BoCE at Sports Advisory Committee meetings. Submit reports/finances to BoCE
PTL Representative	Attend and represent BoCE at PTL Meetings. Submit reports/finances to BoCE.
Technology Representative	Attend and represent BoCE at any Technology Committee meetings. Submit reports/finances to BoCE.
Marketing Representative	Represents the BoCE and participates with others on marketing issues and/or ideas to promote the school.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

Purpose

To provide an overview of policies related to Board of Christian Education (BoCE) oversight of St. John's School and to define the working relationship between the Board and the principal.

Policy

The authority of the principal is to carry out the policy statements issued by the BoCE. Except as required by governing policies or law, the decisions of the principal do not require approval by the BoCE.

Responsibilities

- **The Board of Christian Education will:**
 - Adopt all day school policies in accordance with BoCE Policies *BoCE Responsibilities Overview 1.1* and *BoCE Policy Adoption Process 1.9*.
 - Support the principal as he/she administers the school.
 - Ensure that education policies comply with state and federal laws governing the organization.
 - Review the school mission statement annually and revise it as necessary.

- **The Principal will:**
 - Conduct the business affairs of St. John's School in accordance with BoCE policies.
 - Communicate BoCE decisions to affected parties (i.e. faculty, staff, parents, students, etc.)
 - Coordinate the development and maintenance of the following documents:
 - Operating procedures in support of approved BoCE policies.
 - Faculty/Staff Handbook.
 - Parent/Student Handbook.
 - Serve as public relations officer of the school.
 - Recommend policies for BoCE review and approval.
 - Report relevant information to the BoCE to help them fulfill their responsibilities.

REFERENCES:

1.1 BoCE Responsibilities Overview

1.9 BoCE Policy Adoption Process

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

GOVERNANCE – EXTENDED CARE PROGRAM**BOCE POLICY 1.4**

Effective Date: November, 2010

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Supersedes: June, 2003

Review Date: November, 2012

Purpose

To provide guidance related to the oversight of St. John's Extended Care Program.

Policy

This program is overseen by the Principal and Extended Care Director. Their responsibilities include:

Principal

- Oversees the Extended Care Program
- Serve as approval authority for revisions to the Extended Care Staff Handbook.

Extended Care Director

- Administer the day-to-day operations of the Extended Care Program in accordance with the Extended Care Staff Handbook.
- Review/update the Parent Manual annually.
- Responsible for hiring and termination of Extended Care staff employees, as needed.
- Responsible for the planning and supervision of the program and activities of the children.
- Interview, recommend and train staff.
- Provide on-site supervision for all extended care staff.
- Interpret and administer policies of admission, attendance, attendance fees, and educational goals of the Extended Care Program.
- Prepare appropriate publicity.
- Perform staff evaluations annually.
- Responsible for billing of extended care services.
- Report upon request in writing/or in person to the BoCE.

Definitions

- N/A

Variance

- Principal/Pastor Discretion

Comments and Examples

- N/A

Governance of Sunday School

Effective Date: February 2011

Supersedes: December 2009

Review Date: February 2013

BOCE POLICY 1.5

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Purpose

To provide an overview of policies related to oversight of St. John's Sunday School class structured programs, grades Pre-K (minimum 3 years old) through 8th grade.

Responsibilities

The Board of Christian Education (BoCE) shall:

- Be responsible to St. John's Church Council and congregation to assure a quality program of Christian Education. The BoCE will choose a Superintendent from candidates submitted by the congregation. The BoCE oversees the Superintendent and educational staff of Sunday School as they develop, implement, and continuously evaluate a Christ-centered curriculum.
- Support and encourage the Superintendent and staff in their work, and allow for the appropriate tools, time and resources for the staff to do its work under the direction of the Superintendent.

The Superintendent shall

- Ensure that the curriculum is compliant with the teachings of the Lutheran Church-Missouri Synod, so that the Gospel of God's forgiveness through His son, Jesus Christ, is taught with joy, and relationships are based upon the Gospel and forgiveness. The Sunday School serves as a mission agency of our church, in that all students, regardless of church background or membership, are taught according to this philosophy.
- Be responsible for recruiting, assisting and providing resources, training and access to facilities for the educational staff as they strive to nurture each child's faith in Jesus Christ as Savior, and to equip each child to live and bear witness to that faith. The Superintendent may appoint an Office Manager to assist in these duties.
- Be responsible for reaching out to new students to enroll in Sunday school through appropriate publicity (i.e. announcements in church, in the bulletin, newsletters, or promotional flyers), and to coordinate with the St. John's office the distribution of that publicity.
- Communicate BoCE policies and decisions to the educational staff through regular quarterly meetings, and to parents of students, where appropriate; to maintain records of training and accomplishments of the educational staff.
- Report quarterly in writing and/or in person to the BoCE Part Time committee rep, including information on Sunday School enrollment and attendance, resource needs, educational staff goals and accomplishments, and feedback on what can be improved in the Sunday school program.
- Be responsible for insuring that students complete a Sunday School information card upon enrollment, and submit them annually to the Church office.

Educational Staff

- Adhere to the teachings and beliefs of the Lutheran Church-Missouri Synod, helping children to gain knowledge of the Holy Scripture and the desire to gain the blessing of Holy Baptism and the Lord's Supper.
- Help children to develop an understanding of the Church and congregation as the body of Christ, so they may be willing to serve as an active member of this body, spreading God's Word to others.
- Help children apply God's Law and Gospel to all aspects of life and learning; to understand that God is the Creator, Ruler, and Preserver of Nature and that all people are part of God's creation, so that children may treat friends, parents, teachers, and all other's with respect, courtesy, and consideration for their rights and welfare.
- Look after the welfare of students as they are coming and going to their classes, making sure a parent, known guardian, or older sibling picks up the student; not letting any student 2nd grade or under out of the classroom while class is in session without the supervision of an adult or older sibling.
- Inform the Superintendent if they will be absent on a particular Sunday, assist the Superintendent in taking class attendance, identify any resources needed to teach the class, and notify the Superintendent of any disciplinary problems. **PHYSICAL PUNISHMENT OF A STUDENT IS STRICTLY PROHIBITED.**
- Assist the Superintendent in gathering information and spreading the word about Sunday School to friends, parents, and prospective new members, so that the Sunday School program may grow as a vibrant Evangelical mission of the congregation.

Conflict Resolution

In conflict situations, the persons involved should take steps to resolve the problem by following Our Lord's direction as found in Matthew 18:15-17.

- Speak to the person with whom you have a conflict.
- If there is no resolution, the individuals should take the matter up with the Superintendent and the Pastor.
- If there is still no resolution, the Superintendent will refer the matter to the BoCE.

The goal of these steps is always to restore relationships, and, in so doing, promote sharing of the Gospel of Jesus Christ.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A
References: 2-A-1 BOCE Responsibilities Overview
Concordia Publishing House Sunday School Resource Materials (located in the Sunday School office)

Purpose

To define policies related to St. John's Vacation Bible School. (VBS)

Policy

- St. John's VBS shall be offered for five days during the summer months. Registration shall be opened to children ages 4-10. Note: Children age 3 may register if approved by the Director, VBS.
- St. John's VBS curriculum shall be in compliance with the beliefs of the Lutheran Church-Missouri Synod and shall present a Christ-centered learning program where students may use their unique abilities to participate in Bible study, arts and crafts, and participate in group activities.
- In order to ensure adequate preparation time, VBS curriculum and materials must be approved and ordered prior to December.
- VBS volunteers may be recruited from Church membership, St. John's Day School teachers, upper grade St. John's students and high school students recommended by church members or teachers. Non-member adults recommended by church members or teachers may be recruited. Youth volunteers shall be supervised by adult volunteers at all times.
- It is St. John's goal to develop youth volunteers into future leaders. For that purpose, St. John's shall offer incentives to youths who participate in VBS and exhibit outstanding leadership.
 - Qualifying St. John's students shall be awarded an *Outstanding Leadership Certificate* at a designated chapel service, preferably the initial service on the first day of school.
 - Qualifying high school students shall receive an *Outstanding Leadership Certificate* along with a letter of commendation sent directly to their high school. "Qualifying" to be defined as any student scoring 20 or above on the "Student Leadership Evaluation" form and approved by the Principal of St. John's.
- At all times, VBS students shall be supervised by a minimum of the following:
 - Two adults or
 - One adult and one youth.
- Discipline of VBS students shall be as directed by the Director, VBS. **At no time shall physical punishment of a VBS student be permitted.** Verbal correction shall be made in a positive manner.
- At the close of each VBS day, VBS students shall be released in an orderly manner. Responsible volunteers shall ensure that the children are leaving with their parent/guardian.

Responsibilities

- The Board of Christian Education (BoCE) will:
 - Appoint a volunteer church member to serve as Director of VBS for a single term no later than October 1st each year.
 - Support the Director, VBS in the effective implementation of a Christ centered program, providing assistance as needed.
- The Principal will review recommendations for youth volunteers who qualify for the Outstanding Leadership Certificate, approve/disapprove the recommendations and process the applicable awards.
- The Pastor will have final approval authority for selecting VBS curriculum.
- The Director, VBS will:
 - Evaluate and recommend VBS curriculum to the Pastor for approval.
 - Purchase approved VBS curriculum and necessary supplies using purchase orders through office.
 - Plan and schedule all high-level aspects of the VBS program for a single term.
 - Advertise VBS through appropriate publicity vehicles, coordinating with St. John's office as necessary. Coordinate with other St. John's ministries (i.e. Cradle Committee) for information regarding children of VBS age.
 - Recruit and train volunteers. Ensure that all volunteers review applicable St. John's policies, including, but not limited to this policy.
 - Coordinate VBS registration with school office.
 - Direct and assist VBS volunteers, as needed, ensuring that:
 - Required resources are available to ensure smooth operations.
 - VBS volunteers comply with St. John's policies and practices.
 - VBS students are properly supervised at all times.
 - Operational problems are addressed in a timely manner.
 - Students are released in an orderly manner at the close of each day.
 - Direct and oversee all VBS student disciplinary issues, coordinating, as necessary, with the affected parents.(s)
 - Facilitate feedback regarding the VBS program from parents, volunteers, and students to the BoCE by distributing a VBS Evaluation Survey to all affected parties during the VBS term.
 - *Note: It is recommended that the survey be distributed on the first day of the VBS term requesting that the survey be returned on the last day of the term.*
 - Report to the BoCE on the status of the VBS program, including enrollment, volunteers, and success of the curriculum.
 - Pass on registration information to Outreach Ministry, Sunday School Supervisor, school office, and any other sanctioned St. John's organization that requests.

- All VBS Volunteers will:
 - Review and comply with all applicable St. John's policies, as instructed by the Director, VBS.
 - Adhere to the teachings and beliefs of the Lutheran Church-Missouri Synod, following the curriculum chosen.
 - Look after the welfare of the students attending VBS, ensuring that order is maintained during VBS activities and that proper respect is shown to VBS volunteers and students.
 - Give positive and specific directions to children when correcting or redirecting behavior.
 - Ensure that VBS students are supervised at all times by a minimum of the following:
 - 2 adults
 - 1 adult and 1 teen
 - Ensure that students are released from their direct supervision in an orderly manner.
 - Prepare for and clean up after class activities, ensuring a clean and safe environment.
 - Support and assist the Director, VBS, as necessary, notifying the Director of any problems.
- Adult VBS Volunteers will:
 - Coach youth volunteers in student leadership behavior.
 - Evaluate the performance of youth volunteers in terms of leadership and cooperativeness, and nominate qualified youth for the Outstanding Leadership Certificate using the Student Leadership Evaluation Form, forwarding nominations to the Principal. Parents may not nominate their own child for an Outstanding Leadership Certificate.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

Attachments:

Sample VBS Feedback Survey
Student Leadership Evaluation Form

SCOUTING PROGRAMS

Effective Date: March 2011

Supersedes: January 2010

Review Date: March 2013

BOCE Policy 1.7

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Purpose

To provide guidelines related to St. John's scouting programs.

Policy

- Scouting programs must comply with the policies of St. John's Church and School and the rules and regulations of the BSA/GSA. Because scouting is a school age youth group that enhances education, it is overseen by the Board of Christian Education (BoCE).
- Rules and regulations as dictated by the BSA and GSA include, but are not limited to, the following:
 - Parental/guardian volunteers can only be responsible for their own children, unless they are registered with the local scouting council.
 - Any volunteer applicant without a relation in the scouting organizations must submit an adult application in order to participate in any meetings or events.

The responsibilities of the BoCE are:

- Ensure that a quality program is in place.
- Designate a liaison to the BoCE, usually a member of the BoCE Part-Time Committee
- Approve fundraising activities
- Review financial reports from the Organizations' treasurers on a semi-annual basis (November 1st and May 1st). St. John's scouting programs are to be sponsored by an organization of St. John's Lutheran Church and School, usually the PTL.

Scout leaders will be responsible for the following:

- Ensure programs uphold the standards of the BSA/GSA and St. John's Lutheran School and Church.
 - Provide information to the BoCE by October 1st of each year regarding leader names for each level of scouting.
 - Submit a proposed calendar of meeting times, outings, church related events, fund raising dates and any other activities.
 - Submit semi-annual treasury reports to the BoCE via the BoCE representative.

- Scouting related banking accounts will have a minimum of 2 signers, one of which must be the pastor, the principal, or the chairperson of the BoCE.
- Before any meeting rooms can be reserved for scouting programs, all treasury and organizational reports must be up to date as of July 1st.
- All scouting leadership positions will be open to both church and non-church members, in accordance with above regulations set forth by BSA/GSA.

Definitions

- BSA – Boy Scouts of America
- GSA – Girl Scouts of America

Variance

- N/A

Comments and Examples

- N/A

SPORTS ADVISORY COMMITTEE

Effective Date: October, 2010

Supersedes: March, 2008

Review Date: October, 2012

BOCE POLICY 1.8

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Purpose

To provide oversight of adult Church athletics, including (Lutheran Athletic Association) LAA activities. To provide oversight of children's intramural activities and extracurricular school athletics associated with (Lutheran School League) LSL. Provide accountability for finances, coaching and first level conflict resolution.

Policy

The Committee will be comprised of:

- Athletic Director, who will serve as chairperson
 - Parent representative
 - Board of Christian Education (BoCE) representative-will report directly to BoCE
 - Church representative
 - Teacher
-
- The Athletic Director reports directly to the Committee.
 - Simple majority on all votes is required.
 - Committee falls under the jurisdiction of the BoCE.

Duties of Committee

- Secures and monitors coaches for all sports.
- Determine capital spending.
- Develop strategic plan for sports program.
- Keep income and expense reports.
- Provide conflict resolution (student/parent issues or concerns) as needed.
- Attend Committee meetings as determined by Committee (suggest quarterly).
- Minutes of meetings and/or decisions must be kept and submitted to the BoCE.

Finances

- Request checks from the Business Manager for all expenditures over \$200.
- Maintain "Cash Receipt" book with duplicate copies for any disbursement of cash funds that does not require a check from the business manager.
- Fund raising via the concessions, tournaments, etc. is bound by the guidelines set forth in BoCE Policy **Fund Raising Organizations 5.7**.
- Monies raised from fundraisers will be used for dues/fees for the LAA and LSL as necessary.

Definitions

- LAA – Lutheran Athletic Association
- LSL – Lutheran School League

Variance

- Pastor/Principal Discretion

Comments and Examples

- N/A

POLICY ADOPTION PROCESS

Effective Date: June, 2010

Supersedes: July, 2009

Review Date: June, 2012

BOCE POLICY 1.9

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Purpose

To describe the process by which the Board of Christian Education (BoCE) adopts policies.

Policy

The policy adoption process is as follows:

1. BoCE/Principal identifies need for new/revised policy.
2. BoCE assigns request to appropriate subcommittee/representative.
3. Subcommittee/Representative researches issues, prepares draft policy and submits for review in one of two ways. Draft policies shall be submitted to the entire board for review at a regular monthly business meeting, or via the BoCE secure website.
4. BoCE members provide feedback during the review period. If feedback indicates that the policy requires further revision, go back to step 3. If the policy is deemed complete by the BoCE, a vote may be taken to accept the revised/new policy.
5. Once a policy has been voted on and accepted, the on-line policy manual will be updated for use by the BoCE. A copy of the new policy is placed in the Master BoCE Policy Manual in the school office. The office staff distributes the new/revised policy to teachers and staff, if applicable.

Definitions

- Review Period – If the policy is submitted at a regular business meeting, the review period is one month, or until the next regular business meeting takes place. If the policy is submitted via secure website two weeks or more prior to the next regularly scheduled monthly business meeting, the review period is until the next regular business meeting takes place (two to four weeks).

Variance

- The reduction or elimination of the review period may be voted upon by the entire Board if a policy revision is required for expediency sake.

Comments and Examples

- Exception to Review Period – from time to time a policy will need to be updated more quickly than what our review period allows for. An example would be changes to tuition and fees. These policies must be approved before they can be advertised. If the BoCE gets a late start or the tuition is not approved by Council in a timely manner, we may need the review period shortened or even waived.

CLASS SIZE

Effective: September 2010

Supersedes: February 2010

Review -Date: September 2012

BOCE POLICY 2.10

Page 1 of 1

Purpose

To define -class sizes.

Policy

- Enrollment in Kindergarten may be limited to 21 pupils.
- Enrollment in grades 1-8 may be limited to 25 pupils.
- Pre-School will follow state guidelines as it relates to class sizes and will utilize a classroom aide when deemed necessary.

Guidelines:

3 year old: 1-8 students 1 teacher
 9-15 students 1 teacher and 1 aide

4 year old: 1-10 students 1 teacher
 11-20 students 1 teacher and 1 aide

Definitions

- N/A

Variance

- Principal in conjunction with homeroom teacher may make exception to class size in accordance with state guidelines.

DRESS CODE

Effective Date: August 2010

Supersedes: August 2008

Review Date: August 2012

BOCE POLICY 2.11

Page 1 of 1

Purpose

To define guidelines related to the clothing children may wear at school.

Policy

It is the policy of St. John's Lutheran School to establish a dress code for children in pre school through eight grade. All clothing worn by St. John's students should fit properly and be clean, neat, in good repair, suitable for the weather, and not showing any undergarments. The dress code may be relaxed on certain days at the discretion of the principal. Parents will be notified when this takes place.

Pre School and Pre Kindergarten

- Children are expected to wear clothing in good repair (*no holes, rips, tears, etc.*), neat, clean and suitable for the weather. Fully enclosed flat shoes as well as socks are mandatory (*no sandals*).

St. John's Students in Grades K-8 may wear:

- Plain white collared shirts with sleeves.
- Royal blue St. John's Polo shirts.
- Appropriately fitting, plain **navy blue or black pants** worn at the waist. No jeans, sweats or athletic wear.
- Knee length navy blue or black skorts, skirts, jumpers, or navy blue uniform dresses with collars.
- Enclosed flat shoes worn with socks or tights. No sandals or wheels. Gym shoes ok.
- Plain navy or white sweaters with a collared shirt underneath.
- St. John's sweatshirts with a collared shirt underneath.
- Hair that is well groomed and not hanging in the face.
- Boys hair may not be over the collar of shirt.
- Girls only may wear stud type earrings.
- Fridays or half days only – St. John's t-shirts.
- Knee length shorts or capris May 1 through Oct. 1 (no athletic/basketball type shorts).
- Scout uniforms on meeting days.
- No make-up, perfume, cologne, or fragrant lotions (clear lip balm acceptable).
- No tattoos, including temporary tattoos, or piercings of any kind other than that listed above.

Gym Dress Code:

- Students in all grades must have gym shoes that are kept at school.
- Grades 5-8 wear gym uniforms.

Non Uniform Days Dress Code (Includes ½ days and PTL on uniform coupon days).

- Jeans or pants that are in good repair. Attire with St. John's logo
- **Plain shirts** or shirts that have an all over print/pattern are acceptable. All shirts must have sleeves. **Absolutely NO t-shirts that have band, alcohol, or any kind of "branding" are acceptable.**
- Holiday appropriate shirts (snowman, pumpkins) are acceptable as long as there is nothing that can be perceived as ghoulish.
- Clothing that is embroidered, embellished, sequined is acceptable with the above exceptions.
- Midriff length shirts, spaghetti strapped shirts, spandex, tank tops, sportswear or non St. John's logoed sweatwear is not acceptable.

Dress Code Violations:

- 1st Violation: The school will provide covering for the student, if available. A copy of the dress code plus a dress code violation notice will be issued and sent home by the homeroom teacher. This notice is to be signed and returned by the parent/guardian the following day.
- 2nd Violation: Same as first violation with the addition of notification of the parent/guardian to discuss the violation and to advise of 3rd violation consequences.
- 3rd Violation: Behavior detention.

Definitions

- N/A

Variance

- Principal

Comments and Examples

- N/A

PARENT/GUARDIAN-TEACHER CONFERENCES**BOCE POLICY 2.12**

Effective: November 2010

Page 1 of 1

Supersedes: August 2001

Review Date: November 2012

Purpose

To provide guidelines related to parent/guardian-teacher conferences.

Policy

- Two days are set aside each year for parent/guardian-teacher conferences. Appointments are made with all parents/guardians to discuss their child's academic progress and behavior. Students may be invited to the conferences by the teacher(s).
 - ***End of first quarter-*** Parent/guardian-teacher conferences for all parents/guardians with students at St. John's.
 - ***End of third quarter-*** Parent/guardian-teacher conferences will be required for some students as determined by each teacher. Parents/guardians may also request a conference with the teacher.

- Every effort is made to schedule conferences to accommodate work schedules. When families have more than one student at St. John's, teachers will consult with one another in order to minimize any inconvenience to parents/guardians.
- Parents/guardians may be asked by the teacher and/or Board of Christian Education (BOCE) to attend more conferences throughout the year to discuss parent/teacher concerns.
- Parents/guardians may at anytime request conferences throughout the school year by contacting the teacher.
- Teachers will document the general content of all parent/guardian-teacher conferences.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

PARENT-TEACHER HARMONY

Effective Date: December 2010

Supersedes: August 1999

Review Date: December 2012

BOCE POLICY 2.13

Page 1 of 1

Purpose

To define policies related to communications with parents and faculty.

Policy

All parent-faculty disagreements should be discussed/resolved based on Christian love and must be in line with Matthew 18:

“If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that the matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the Church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector”

- Steps for Resolving Parental Disagreement with Faculty
 - The parent/guardian will approach the teacher directly to discuss the matter.
 - ***If the matter is not resolved***, the parent/guardian and/or teacher may notify the Principal of the matter.
 - The principal will review all details regarding the matter and take appropriate actions, as follows:
 - Conducts a conference with affected parties.
 - Determines appropriate action.
 - Documents actions taken and all related details.
 - Pastor may be consulted at any time by either the family or faculty.
 - ***If the matter is not resolved***, the Principal and/or parents/guardian may bring the matter to the Board of Christian Education (BOCE) for adjudication.
 - The BOCE will review the details of the matter and take appropriate action.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

SCHOOL VOLUNTEERS

Effective Date: April 2011

Supersedes: August 2007

Review Date: April 2013

BOCE POLICY 2.14

Page 1 of 3

Purpose

To provide guidelines for adult volunteers in the school, identify areas of service and involvement, and to help build a nurturing family atmosphere at the school.

Policy

Volunteers shall function in consort with the philosophy and goals of St. John's Lutheran School by being a positive influence on the self-esteem and spiritual growth of the students. As such, volunteers are expected to be positive role models for the students, and to assist the students in their academic, social and emotional development. Volunteers are considered vital in the success of our students at St. John's.

Volunteer Requirements

- Potential volunteers must complete a volunteer interest sheet and submit it to the school office, teacher or principal for review and consideration.
- Volunteers may, on occasion, be expected to complete a background check, based on the nature and expected frequency of direct contact with the students during the school year.
- Volunteers should be flexible, patient and enjoy working with children.
- Additional skills and knowledge: a background in education or child development may be useful, but is not required.
- Volunteers should have a genuine interest in supporting and improving the education programs for all students at St. John's Lutheran School.
- Volunteers will be provided with a copy of Policy 2.14 "School Volunteers" by principal or office personnel or principal, prior to beginning any volunteer work. Volunteers are expected to thoroughly review this policy.

Volunteer Responsibilities may vary at St. John's Lutheran School, and may include:

- Assisting teacher in planning daily activities and classroom supervision.
- Helping with set-up and clean-up of daily classroom activities.
- Chaperoning during field trips.
- Providing supervision during class recess.
- Helping to set-up games and decorations for special classroom parties.
- Helping to serve and clean-up snacks or other special school meals.
- Helping to coordinate and assist in the supervision during special school-wide events.
- Conducting activities such as reading to the children, storytelling, arts and crafts, dramatic play and manipulatives.
- Report to the school office when coming in to volunteer.
- Notify the teacher or person in charge if you are unable to fulfill your commitment to them.

Volunteer Guidelines for Conduct

Volunteers are expected to:

- Show due diligence and due regard when working with students, staff, teachers and other volunteers.
- Accept direction and supervision from the teachers and other school personnel in charge.
- Become familiarized with the school's policies and procedures, as well as specific classroom procedures as needed.
- Know that discipline is the teacher or staff's responsibility; however, volunteers should help the children to follow the rules. If needed, volunteers should alert the teacher or other school personnel if they observe student behavior that is concerning to them.
- Behave in a professional and mature manner with the children at all times. The children watch adults and will imitate that behavior.
- Refrain from any "horseplay" or "rough-housing" with the children. Volunteers should refrain from any inappropriate physical contact with the children, such as picking up the children or putting them on their laps, etc... It is expected that volunteers will demonstrate appropriate judgment in terms of how they touch or play with the children. It is important to be cognizant of how a touch may be interpreted by both younger and older children.
- Refrain from discussing confidential information and/or gossiping. Volunteers should respect the privacy of the students and staff by not discussing school matters away from the school setting.
- Refrain from trying to evaluate the students' problems or abilities-volunteers should refer to the school staff in these situations.
- Seek help from the teachers and other school staff, whenever any concerns or questions arise.

Teachers and School Staff Responsibilities

Teachers and School personnel are expected to:

- Get to know the volunteer, including his/her special talents and skills, so that activities can be planned accordingly.
- Introduce the volunteer to other staff and students with whom they will be working.
- Permit the volunteer to observe, if necessary, so that the volunteer can get acclimated to the activities or tasks.
- Thoroughly explain classroom rules and management, as well as other expectations and duties depending on the volunteer's role and assignments.
- Encourage feedback and questions.
- Show appreciation of the volunteer.

Attachment

Volunteer Interest Sheet

Definitions:

- N/A

Variance:

- Principal/Pastor

Examples:

- N/A

LUNCH GUIDELINES

Effective Date: October, 2010

Supersedes: February, 2010

Review Date: May, 2013

BOCE POLICY 2.15

Page 1 of 1

Purpose

To provide guidelines related to the purchasing of lunch and/or milk for the student lunches.

Policy

- Children must stay on the premises for lunch.
- Children may bring their own lunch. No carbonated beverages, candy or glass containers may be brought for lunch.
- Students may not share or trade lunches with other students due to allergies and/or nutritional issues.
- Students without a lunch will be provided a sandwich and drink (juice) by the school office. Parents will be billed a nominal fee for providing this service.
- Hot Lunches may be ordered on a monthly basis from the contracted vendor. Milk can also be purchased on a monthly basis from the contracted vendor. Order forms will be sent home in advance.
- The participation of any student or family in the Hot Lunch program is strictly voluntary. Payment for lunches is not included in education fees, and will be billed accordingly as set forth by the program.
- Reduced or free lunches for students will follow federal guidelines.
- Due to federal regulations, use of vending machines during lunch time is prohibited.

Definitions

- N/A

Variance

- Pastor/Principal Discretion

Comments and Examples

- N/A

SCHOOL CLOSING

Effective Date: April 2011

Supersedes: June 2004

Review Date: June 2013

BOCE POLICY 2.16

Page 1 of 1

Purpose

In the event of a school closure, an orderly system is implemented to ensure that all students and faculty get notified of the school closing in a timely manner.

Policy

- The principal has the authority to close the school due to inclement weather, facility problems, utility failures, or any other reason deemed necessary for the well-being and safety of the students and staff. The principal shall notify the following:
 - **www.emergencyclosings.com**
 - Teachers and Parents
 1. Will be notified through **Fast Direct** (Parents may opt to have messages delivered to their phone).
 2. Will be notified through **e-mail**.

Usually, St. John's will be closed whenever the **Chicago Public Schools** are closed due to weather.

- In the event that the principal is unavailable to determine the need to close the school, the principal will delegate someone (usually the pastor) to assess the need to close the school and initiate the above steps.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

FIRE DRILLS/NATURAL DISASTERS

Effective Date: April 2011

Supersedes: March 2004

Review Date: April 2013

BOCE POLICY 2.17

Page 1 of 1

Purpose

To insure the safe, efficient means of dealing with fire, natural disasters, etc. while the school building is occupied.

Policy

In the event of a natural disaster, fire or other threats to the safety and security of the children and employees of St. John's, the building will be evacuated in a safe and efficient manner, with everyone's safety as the top priority.

I. FIRE DRILLS

Fire Drills are conducted as per Chicago Fire Department Standards at least 3 times a year.

II. SEVERE WEATHER DRILL (Tornado/Disaster/Earthquake Drill)

Drill is conducted annually.

III. LAW ENFORCEMENT DRILLS (LOCK DOWN)

Drill is conducted annually.

IV. BUS EVACUATION DRILL

Drill is conducted annually.

V. EVACUATION OF BUILDING

In the event that the building has to be evacuated due to gas leaks, water problems, etc. arrangements have been made to walk the children to Wilson Park at Laramie and Milwaukee to insure their safety. Parents will be notified to pick up student at Wilson Park.

Attachments:

Fire Exit Routes
Drill Scheduling Requirements
Annual Review Report
School Drill Documentation Form

Definitions

- See 105 ILCS 128 Section 20. **Drill Scheduling Requirements** - see attached

Variance

- N/A

Comments and Examples

- All Drills are to be documented in the office on the State of Illinois **Sschool Drill Documentation Form**, see attached.

PARKING RESTRICTIONS

Effective Date: August, 2009

Supersedes: NEW

Review Date: August, 2013

BOCE POLICY 2.18

Page 1 of 1

Purpose

To provide safety for students when being dropped off at school in the morning and being picked up in the afternoon, and to facilitate traffic flow for the community.

Policy

- Parking is strictly forbidden on Pensacola Ave (north side of Pensacola beginning at the east end of the playground west to Lavergne and Pensacola intersection) along the school property line from 8:00 a.m. to 4:30 p.m. on school days as posted by the City of Chicago signs. Additionally, there is no parking at the crosswalk of Pensacola and Lavergne at any time. This area is ONLY for dropping a student and leaving immediately.
- Parents/Guardians may not park their vehicle to walk their student into the playground or wait in the vehicle until the student goes into school.
- Parents cannot block the crosswalk by Pensacola and Lavergne to drop their student at school.
- Parents are encouraged to wait on the Lavergne side of the building if necessary with their vehicles.
- Chicago Police will be contacted when necessary to ticket illegally parked cars.

Definitions

- N/A

Variance

- Pastor/Principal

Comments and Examples

- N/A

PROHIBITION OF ANIMALS

Effective Date: October, 2010

Supersedes: August, 2009

Review Date: October, 2012

BOCE POLICY 2.19

Page 1 of 1

Purpose

To provide for the safety of students prior to and leaving school, and to maintain playground cleanliness.

Policy

No dogs, cats or other animals will be allowed on the back playground before school from 8:15-8:30 a.m. and after school from 3:00-3:30 p.m. during the school year. Owners of animals are encouraged to leave pets in the car or at home while dropping off and picking up students at school. Owners will be asked to move to public property outside the fence.

Definitions

- N/A

Variance

- Pastor/Principal Discretion

Comments and Examples

- N/A

MISSION STATEMENT

Effective Date: December 2010

Supersedes: August 2009

Review Date: December 2011

BOCE POLICY 2.1

Page 1 of 1

Purpose

To define the mission of St. John's Lutheran School.

Policy

St. John's Lutheran School exists to help families pass their faith in the Lord Jesus to their children through a Christ-centered educational program and to help the children fully develop their God-given gifts.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

SCHOOL VISITORS

Effective Date: April 2011

Supersedes: April 1995

Sunset Date: April 2013

BOCE POLICY 2.20

Page 1 of 1

Purpose

To establish a record of persons in the building at any given time.

Policy

- Visitors must report to the school office, sign in and obtain a visitor's pass in order to proceed to another part of the building.
- Individuals wishing to visit a classroom must get the teacher's approval at least one day in advance when at all possible.
- Volunteers must sign in on the appropriate volunteer form in order to get credit for volunteer hours from the PTL.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- Mrs. Smith signs in the office while volunteering in the 4th grade classroom. Mrs. Smith must also sign in with the teacher's volunteer form that is given to the PTL for recording of service hours.

EXIT SURVEY

Effective Date: October, 2010

Supersedes: July, 2009

Review Date: October, 2012

BOCE POLICY 2.21

Page 1 of 1

Purpose

To provide feedback to the Board of Christian Education (BoCE) and the Principal regarding St. John's Lutheran School as it relates to families that do not return to the school for the next academic year. By gathering this information, it is hoped that the school as a whole will be able to grow and continue with our mission:

St. John's Lutheran School exists to help families pass their faith in the Lord Jesus to their children through a Christ-centered educational program and to help the children develop their God-given gifts.

Policy

- A short exit survey will be given to each family that requests records for transfer by the office staff.
- Families will be contacted by a member of the BoCE if the survey is not returned within 3 weeks.
- Family names will be held in strictest confidence when conveying information to the BoCE and/or Principal.
- Completed surveys will be sent to the chairperson of the BoCE.
- Chairperson will review and share information with the Day School Committee.
- Corrective actions, if needed, with an action plan and/or response to family will be brought before the full BoCE for discussion and input.
- Families requesting a follow-up call, will be called by a member of the Day School Committee.
- Surveys will be kept by the BoCE secretary and a copy will be placed in the student's confidential file whenever possible.

Definitions

- N/A

Variance

- Pastor/Principal Discretion

Comments and Examples

- N/A

NON-DISCRIMINATION-STUDENTS

Effective Date: December 2010

Supersedes: August 2009

Review Date: December 2012

BOCE POLICY 2.2

Page 1 of 1

Purpose

To define policies related to admittance of students.

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.
- St. John's does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship, loan programs, athletic and other school-administered programs.
- Government Form 5578 must be filed yearly prior to November 15th.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

SEXUAL HARRASSMENT

Effective Date: January 2010

Supersedes: April 2005

Review Date: January 2012

BOCE POLICY 4-B-2

Page 1 of 1

Purpose

To provide an overview of the issue of sexual harassment and provide guidelines in dealing with such matters.

Policy

- Sexual harassment violates the 6th commandment and is illegal under both state and federal law. Sexual harassment is objectionable under any circumstances and can be verbal, visual, or physical. Therefore, St. John's Lutheran School will take immediate action for any of the following:
 - Sexual harassment by one employee to another
 - Sexual harassment by an employee to a student
 - Sexual harassment by a student to an employee
 - Sexual harassment by one student to another
- Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, withdrawal or dismissal.
- Any accusation of sexual harassment will be brought to the immediate attention of the Principal and then to the Board of Christian Education (BoCE).
- Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.
- Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall also be subject to disciplinary action as set forth by the policy manual.

Definitions

- N/A

Variance

- Principal/Pastor

Comments and Examples

- N/A

SAFE SCHOOL ZONE ACT

Effective Date: December 2010

Supersedes: June 2006

Review Date: December 2012

BOCE POLICY 2.4

Page 1 of 1

Purpose

To protect our students, parents, and staff from real or implied danger in or around the school and its properties.

Policy

- In accordance with state, city and federal laws any area within 1000 feet radius of a school is deemed safe. It is unlawful and prosecutable to sell, distribute, and/or possess firearms, weapons, illegal drugs, alcohol, tobacco and other items deemed dangerous to the general well being of the students, parents, and staff. The Gun-Free School Act mandates that the possession or use of weapons in a way that endangers the well being of others will be severely punished. Therefore, St. John's Lutheran School will take immediate action to expel students for the following:
 - Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can be reasonably considered or looks like a weapon.
 - Any acts that bring about the endangerment of life.
 - Using violence, force, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
 - Distribution, purchase, possession, or use of any legal or illegal drug or look alike substance in any form including but not limited to: tobacco, alcohol, chemical and/or drug parapanalia.
 - Gang signs, clothing, or anything that can be perceived as a gang affiliation is strictly prohibited.

- St. John's will immediately refer any of the above to the Chicago Police Department. The student will be sent home until the Board of Christian Education (BoCE) can convene to initiate expulsion proceedings.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

ADMISSION REQUIREMENTS

Effective Date: December 2010

Supersedes: June 1996

Review Date: December 2012

BOCE POLICY 2.5

Page 1 of 1

Purpose

To determine guidelines for enrollment at St. John's Lutheran School in accordance with current laws and Church established guidelines.

Policy

- **Preschool-** Children must be 3 years old to be admitted to school.
- **Pre-Kindergarten-** Children must be 3 or 4 years to be admitted to school.
- **Kindergarten-** Children must be 5 years old by September 1st of the school year.
- **First Grade-** Children who have not been enrolled in Kindergarten must be 6 years old by September 1st of the school year.
 - Rare exceptions to the admission policy are made only with the approval by the principal and the teacher of the class where the student may be placed.
 - Parents must sign a form that acknowledges the age requirements for that grade. The form will further state that a child who does not meet age requirements may be required to repeat the grade in order to meet state age requirements for kindergarten and first grade.
- Birth certificates must be presented by all new students prior to the start of the school year.
- Records from previous schools must be sent to the school office for any student transferring to St. John's Lutheran School.
- Principal will interview, administer placement tests (when indicated) and approve all new students entering in grades 2-8.
- **Order of Admissions:**
 - Children of St. John's members-current and/or by baptism.
 - Children currently enrolled and/or siblings of currently enrolled students, from previous years.
 - Unbaptized or unchurched children.
 - Children of other Lutheran LCMS congregations.
 - Children whose parents are members of other denominations.
 - Children of non Christian faiths.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

TRANSFER PROCEDURE

Effective Date: December 2010

Supersedes: June 1994

Review Date: December 2012

BOCE POLICY 2.6

Page 1 of 1

Purpose

To define policies related to student transfer procedures.

Policy

- ***Students transferring to St. John's Lutheran School:***
 - Must have health records, birth certificate and academic records from previous schools forwarded to St. John's.
 - May be required to take a placement exam as determined by the principal.
 - The principal must interview and accept new applicants to the school.

- ***Students transferring out of St. John's Lutheran School:***
 - Must provide advance notice to the school office of their intent to transfer to another school.
 - Records will be transferred as per state requirements after all fees, tuition, library books, and/or text books are found to be up to date and in good order.
 - Parents will be asked to fill out an exit survey. Parents will be asked to return the survey within 3 weeks of completion. See Policy 2.21

Definitions

- N/A

Variance

- Principal/Pastor

Comments and Examples

- N/A

PROBATION-NEW STUDENT

Effective Date: December 2010

Supersedes: February 2005

Review Date: December 2012

BOCE POLICY 2.7

Page 1 of 1

Purpose

To help new students acclimate both academically and behaviorally to St. John's Lutheran School.

Policy

- Students new to St. John's Lutheran School will be placed on a one semester probationary period.
- If the student is not performing to academic and behavior expectations, the student may be asked to withdraw from St. John's immediately.
- Specific guidelines regarding this can be found in the Academic Probation and Behavior Probation Policies (4.5)

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

SCHOOL YEAR

Effective Date: September 2010

Supersedes: January 2010

Review Date: September 2012

BOCE POLICY 2.8

Page 1 of 1

Purpose

To define policies related to the school calendar.

Policy

State of Illinois requires that a school calendar of 185 days be set up with 176 actual teaching days, or 880 teaching hours in a school year. St. John's complies with the state requirement. Additional days (approximately 9) shall be allotted as follows:

- Conference days, classroom work days or teaching days.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

STUDENT'S SCHOOL DAY

Effective: September 2010

Supersedes: October 2009

Review Date: September 2012

BOCE POLICY 2.9

Page 1 of 1

Purpose

To define policies related to the student's school day.

Policy

- School hours are from 8:45 a.m. until 3:15 p.m.
 - Classrooms are open from 8:30 a.m. until 3:15 p.m.
 - Early Childhood classes are conducted from 8:45 a.m. until 11:40 a.m.
- All students *should* enter the building through the playground entrance on Pensacola Street in the morning. There will be supervision on the playground from 8:20 to 8:30 a.m. School doors will open at 8:30 a.m. Students who arrive at school before 8:20 a.m. may go to Eagles' Nest Childcare through the door on Lavergne Street.
- Students who are not picked up by 3:25 p.m. will automatically be placed into the Eagle's Nest Childcare. Parents/Legal guardian will be billed accordingly for use of the Eagles' Nest.

Teachers may extend their homeroom hours at their discretion. Students will be instructed on where and when they can enter the building by the teacher.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

OFF SITE SERVICES

Effective: September 2010
Supersedes: June 2004
Review: September 2012

BOCE POLICY 3.10

Page 1 of 1

Purpose

St. John's Lutheran School cannot provide extensive on-site remedial, enrichment or behavioral services for all students.

Parents and /or students are encouraged to seek help from educational, behavioral or developmental service providers for appropriate education, developmental, or behavioral needs.

Policy

Students that require these services will not be considered absent or tardy while attending those classes.

Transportation to and from the site and back to St. John's is the responsibility of the parent.

Definitions:

- N/A

Variance:

- Principal

Comments and Examples:

- IEP students, accelerated students, students who may require visits to a behavior health specialist.

CLASS SCHEDULES

Effective Date: September 2010

Supersedes: February 2010

Review Date: September 2012

BOCE POLICY 3.1

Page 1 of 1

Purpose

To provide a current schedule of classes for each teacher.

Policy

- All teachers will complete a class schedule listing times and courses that are taught prior to the first day of school.
- The principal will have all schedules on file in the office.
- Schedules will be provided to the parents by the first week of school.

VARIANCE:

- N/A

DEFINITIONS:

- N/A

EXAMPLES:

- N/A

CURRICULUM

Effective: September 2010

Supersedes: January 2010

Review Date: September 2012

BOCE POLICY 3.2

Page 1 of 1

Purpose

To define guidelines related to review and revision of the Day School curriculum.

Policy

- The faculty will maintain a written spiraling curriculum (including teaching time and allotted) for the following subjects:
 - Math
 - Religion
 - Science
 - Social Studies
 - Language Arts
 - Computer
 - Physical Education
 - Fine Arts (art, music)
 - Foreign Language

- Curriculum review and development will be conducted on a regularly scheduled basis.

Definitions:

- **Spiraling Curriculum**-students repeat the study of a subject at different grade levels, each time at a higher level of difficulty and in greater depth.

Variance:

- N/A

Comments and Examples:

- N/A

STUDENT RECORDS

Effective Date: September 2010

Supersedes: January 2010

Review Date: September 2012

BOCE POLICY 3.3

Page 1 of 1

Purpose

To define guidelines related to maintenance of student records.

Policy

- Teachers are required to keep accurate scholastic records.
- Scholastic records will be kept confidentially in the office in a secure file. Teachers may access the information as required.
- The following information will be placed in student files by June 15th :
 - **Permanent Record:** Must include grades and school attendance records.
 - **Temporary Record:** May include church attendance, Sunday school attendance, achievement test scores, intelligence test scores, photograph of student, medical records, birth certificate and other ancillary documents. These records will be kept for _____years.
 - **Confidential Record:** confidential special education information, social worker reports, psychological reports. These records will be kept for _____years.
- Records may not be removed from the building and must be returned to the office on a daily basis.
- Parents/Guardians have the right to review their child's records.
- Parents may be charged for copies of records. Requests will be filled within 2 weeks.

Definitions:

- N/A

Variance:

- N/A

Comments and Examples

- N/A

GRADING & REPORT CARDS

Effective Date: September 2010

Supersedes: July 2009

Review Date: September 2012

BOCE POLICY 3.4

Page 1 of 1

Purpose

To define guidelines related to grading and report cards.

Policy

- In general, grading is based on the **A, B, C, D,** and **F** method in grades 1 through 8. The principal prior to distribution of report cards must approve exceptions. Pre-school, pre-kindergarten and kindergarten have approved grading methods that are appropriate to that age level.
- The four quarter grades will be averaged and recorded as the final grade in the permanent record. If a student receives 2 F's in any core subject the student will fail the subject. Refer to BOCE Policy 3.5 for more information.
- Objective grading is the norm and is derived on a percentage basis with the following as a guide:
 1. A= 90-100
 2. B= 80-89
 3. C=70-79
 4. D=60-69
 5. F=0-59
- Some student work may be graded through use of a "curve". Teacher judgment in subjective grading may also be appropriate in some cases.
- "Weight" of tests vs. workbooks, discussion and extra credit are all considered as part of the grade determination. A written "weighted plan" must be submitted to the administrator for approval prior to the first day of school. Teachers are to communicate the above plan and "weight" system verbally and in writing to the parents.
- Grades on student assignments may be listed as a percentage or letter grade.
- Mid- term report cards are issued approximately 5 weeks into each quarter in order to afford the student and parent time to improve grades if necessary.
- Report cards are distributed at the end of each quarter. Report cards provide reporting of grades, problems in subjects, social and/or behavior problems, chapel offerings, and Church and Sunday school attendance.
- Mid terms and /or report cards may be withheld until financial obligations are addressed.
-

Reference: Tuition and Fees 5.1, and Promotion and Retention 3.5

Definitions:

- N/A

Variance:

- Principal

Comments and Examples:

- Subjective grading: art class.

PROMOTION AND RETENTION

Effective Date: September 2010

Supersedes: October 2009

Review Date: September 2012

BOCE Policy 3.5

Page 1 of 2

Purpose

To provide guidelines related to promotion and retention of students while enrolled at St. John's Lutheran School.

Policy

Our goal is to help every student achieve passing grades and move up to the next grade level whenever possible. However, promotion to the next grade is dependent on the student's academic performance in core subjects and attendance.

ACADEMIC PROMOTION

- If a student receives 2 F's in any core subject, for any 2 quarters, the student has failed that subject. In order to pass a failed subject, the student must do one of the following, at the expense of the parent/guardian, and provide proof by August 15th:

1. Successfully complete summer school in the failed subject(s).

OR

2. Obtain 30 hours of certified tutoring in the failed subject and pass a test administered by St. John's prior to the start of school.
 - If the student chooses to be tutored in the subject(s), a written test will be required prior to the end of the school year in the failed subject. The test will then be used to compare and document progress after tutoring in the subject that has been completed.

- If a student fails 2 or more core subjects, that student may be retained and be required to repeat the grade. (see retention process page 2)
- The Principal will notify the Board of Christian Education (BOCE) of students with failing grades in non core subjects for discussion and recommendations for resolution. (see Academic Probation 4.4)

Students with missing assignments will make special arrangements with the teacher to complete the assignments. The grade F will be entered on the report card if the student fails to complete the assignments within their agreed upon time frame.

ATTENDANCE

Students must attend a minimum of 160 days of school to be promoted to the next grade. Extenuating circumstances may be discussed with the principal regarding this requirement.

DOUBLE PROMOTION

A student would be eligible for “double promotion” after a conference with the parent(s), teacher, principal and student. Academics, social issues, maturity, etc. are all things that need to be considered during the decision making process to optimize the student’s success. The tentative recommendation will be brought to the BOCE for approval.

RETENTION PROCESS

- The teacher must communicate the retention possibility to the parents and the principal in a parent-teacher conference prior to the end of the 3rd quarter.
- A tentative recommendation will be agreed upon in a conference with the teacher, parent and principal prior to the last day of school. The recommendation will be brought to the BOCE for approval. Recommendations may be either one of the following:
 - **DEFINITE RETENTION**-The student will be retained in the same grade while enrolled at St. John’s.
 - **CONDITIONAL PROMOTION**- The student will be promoted to the next higher grade level provided all of the following are met:
 1. Specific plans for summer study and help are outlined and the parents assume full responsibility for the plan.
 2. Parents and teacher(s) will meet before school begins to assess the student’s progress.
 3. A re-evaluation of the student will be made after the first quarter of the school year to determine the advisability of the student continuing at that grade level.

EIGHTH GRADE FAILURES

- An 8th grade student with an average grade of “F” in any core subject will not receive a diploma and may not be permitted to participate in the graduation commencement.

DEFINITIONS:

- Core subjects: Reading, Math, English, Science, Social Studies and Religion.

VARIANCE:

- PRINCIPAL DISCRETION ON ATTENDANCE AT COMMENCEMENT ONLY!

COMMENTS AND EXAMPLES:

- N/A

HONOR ROLL

Effective Date: February 2011
Supersedes: January 2010
Review Date: February 2013

BOCE Policy 3.6

Page 1 of 1

Purpose

To define policies related to student honor roll.

Policy

- The honor roll is published every quarter in grades 4-8. All subjects are included in calculating the GPA.
 1. **High Honor Roll**- GPA must be 3.6-4.0.
 2. **Honor Roll**- GPA must be between 3.2-3.5.
- Numerical equivalents for letter grades are as follows:
 - A=4.0
 - B=3.0
 - C=2.0
 - D=1.0
 - F=0.0

Core Subjects will be valued at 2 times that of non-core subjects. Core subjects are those that are taught daily and include: Math, Science, Social Studies, Reading, Religion, and Language Arts.

- **Non-Core Subjects** are those which are taught no more than twice weekly and include: Art, Physical Education, Computers, Music, Foreign Language, Handwriting, Spelling, and Memory.
- Students who receive a “D” or “F” in any subject will be ineligible for the honor roll.
- Subjects that are graded on a “Pass/Fail” basis will not be used in calculating the student’s GPA.
- Students taking high school level classes will have that subject weighted on a 5.0 scale.

Definitions:

- GPA-(Grade Point Average) is a numerical representation of a student’s grades determined by assigning numerical value to each letter grade and then taking the average of all graded earned.

Variance:

- N/A

Comments and Examples:

- N/A

ACHIEVEMENT TESTS

Effective Date: February 2010

Supersedes: May 2002

Review Date: February 2012

BOCE POLICY 3.7

Page 1 of 1

Purpose

To define policies related to achievement tests.

Policy

- Achievement tests are administered in grades 2-8 at the beginning of the second semester.
- I.Q. (intelligence quotient)t tests are taken in grades 3, 5 and 7.
- Test results will be sent to parents/guardian and placed in the student's permanent file as soon as they are available.
- A class listing of achievement test scores will be placed in the "Class Summary Binder" located in the principal's office.

Definitions:

- N/A

Variance:

- Principal/Pastor

Comments and Examples:

- N/A

SERVICE HOURS

Effective Date: December 2010
Supersedes: August 2009
Sunset Date: December 2012

BOCE POLICY 3.8

Page 1 of 1

Purpose

To support the learner outcomes of the religious curriculum for grades 6-8.

Policy

Each student will be **required** to complete a set of service hours each year. The service hours will count for 25% of their religion grade per quarter.

- 6th graders- one service hour/per quarter for a total of 4 per year
- 7th graders-two service hours/per quarter for a total of 8 per year
- 8th graders-three hours/per quarter for a total of 12 per year

Guidelines

- Service hours must be completed outside of regular school hours.
- Service hours completed during the summer months may be credited toward the next school year.
- The student may serve St. John's, another church or school, or the community. Chores at home are not considered service hours.
- Students must fill out the reflection forms and obtain a signature from the supervisor before credit will be given.
- Service hours must be completed, along with the reflections sheet and turned in to the homeroom teacher by the Friday before the last week of the quarter for credit.
- Service hours can be completed ahead of schedule and be counted toward future quarters in the same school year. Service hours completed late will not be given retro credit toward the religion grade.

Attachment: Reflections Worksheet

Definitions:

- N/A

Variance:

- Principal/Pastor

Comments and Examples:

- N/A

FIELD TRIPS

Effective Date: September 2010

Supersedes: September 1995

Review Date: September 2012

BOCE POLICY 3.9

Page 1 of 2

Purpose

To provide guidelines related to outside enrichment, recreation, and/or fellowship for the students during the school year.

Policy

Field Trip costs are built into education fees for all students. Rarely will there be additional monetary output required from families.

Teachers

- Complete and submit to the office the “Field Trip Request Form” at least 3 weeks prior to anticipated date.
- Notify the lunch service coordinator of scheduled date.
- Send out and collect permission forms.
- Secure adult volunteers for chaperoning.
- Teachers, in conjunction with the volunteers, are responsible for completing any paperwork associated with service hours earned.

Parents/Adult Volunteers

- Parents/Adult Volunteers may be requested to chaperone any field trip as scheduled by the teacher.
- Chaperones may earn service hours as provided in PTL rules regarding service hours. It is up to the parent or adult volunteer, in conjunction with the teacher to complete any paperwork associated with the service hours earned.
- Parents/Adult volunteers are expected to assist the teacher(s) while on the field trip as determined by the teacher(s).

6th grade students

- Attend a 3 day/2 night educational field trip for outdoor education. Students will be expected to complete assignments as designated by the teacher.
- Spending money for each student is not included in the education fees.
- Attendance is mandatory unless a physician’s note is provided prior to the trip.

7th grade students

- Springfield Trip-one day educational trip. Students will be expected to complete assignments as designated by the teacher.
- Spending money for each student is not included in the education fees.

Definitions:

- Adult Volunteer: Any person, who has reached the age of 18 and with the teacher's approval, may accompany students on field trips.

Variance:

- Principal Discretion

Comments and Examples:

- N/A

BEHAVIOR DETENTIONS

Effective Date: December 2010

Supersedes: July 2009

Review Date: December 2012

BOCE POLICY 4.10

Page 1 of 3

Purpose

To provide guidelines as it relates to student behavior and consequences for such behavior.

Policy

Behavior Detentions are given for behavior that violates school policies and can be assigned at the discretion of the teacher, staff, Pastor and/or Principal at any school sponsored event. Each teacher has the right to determine how to discipline the classroom, and to determine how much “grace” is to be allowed.

The Principal will be responsible for scheduling the detention time. Students are responsible for returning signed detention slips to the homeroom teacher the following school day. If a student and/or student’s parent refuse to serve a detention, the matter will be brought to the BOCE immediately for adjudication. The BOCE has the right to recommend further disciplinary action including Behavior Probation for the student. The BOCE may ask for teacher input regarding the student at any time and for as long as necessary.

The following are reasons for a Behavior Detention but are not limited to:

1. Disrespect/Insubordination to teachers or any other authority figure.
 2. Willful disobedience
 3. Lying
 4. Cheating
 5. Stealing
 6. Throwing objects that may cause harm or damage.
 7. Abuse of the facility.
 8. Vulgar or obscene language.
 9. Receiving 10 Academic Notices in one quarter.
 10. Failure to serve a scheduled detention
 11. Sexual Harassment
 12. Bullying as per BOCE Policy 4.8.
 13. Chewing gum at school.
- Students who receive a behavior detention will be required to miss extracurricular activities on the day the detention is issued.

DISCIPLINARY CONSEQUENCE LEVELS**Level 1**

- **4 Detentions:**
 - Possible conference with parent, Principal and teachers and/or letter home.

Level 2

- **5 Detentions:** One or more of the following will occur depending on the severity of infraction(s):
 - Mandatory one-day in school suspension BOCE POLICY 4.13
 - Teacher(s) input to the BOCE-written or in person.
 - Behavior Probation/Behavior Contract BOCE POLICY 4.5
 - Denial of attendance at school events
 - Consultation with a licensed therapist at the parent's expense.

Level 3

- **6 Detentions:**
 - Loss of all field trips/8th grade class trip

Level 4

- **9 Detentions-**
 - Parent, Principal, student and teacher conference.
 - Consultation with a licensed therapist if the student wishes to remain at St. John's. A written report regarding the consultation and/or recommendations must be submitted to the Principal. The cost of such an evaluation will be the responsibility of the parent.
 - Mandatory Behavior Probation/ Behavior Contract.

Level 5

- **10 Detentions:**
 - Mandatory 2 day in school suspension. (4.13)
 - Continued counseling with a licensed therapist.
 - Denial of attendance at school events.
 - Behavior Probation/Behavior Contract. (4.5)
 - Mandatory BOCE meeting with parents and/or student to discuss further discipline including possibility of withdrawal of student.

The BOCE reserves the right to intervene at any level of discipline and ask for immediate withdrawal of a student or place the student on Behavior Probation.

The BOCE will be informed of any student that has been suspended at its regular meeting by the Principal.

The parent/guardian have the right to request an appearance before the BOCE to discuss discipline and procedures as it relates to their child.

Students that cannot participate in extracurricular activities due to their detention will be sent to Extended Care until they can be picked up. Every effort to contact the family to pick up the student immediately after school will be made. Families will not incur the expense of Extended Care for only this reason.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

References: BOCE Policies 4.5, 4.13

DETENTIONS RULES

Effective Date: December 2010

Supersedes: August 2007

Sunset Date: December 2012

BOCE POLICY 4.12

Page 1 of 1

Purpose

To allow students reflection time for behaviors that caused the student to receive a detention.

Policy

- Students who receive a detention for excessive tardies/early dismissals, or behavior reasons will serve a before school detention on the day designated by the principal.
- Parents/Legal guardian will be notified of the detention and the date the detention will be served via the detention notice.
- Students are to report to the conference room outside the principal's office at 7:30 a.m. Late arrivals to the detention will result in another detention for the student.
- No talking, sleeping or homework will be allowed during the detention time. Students who violate the detention rules will receive another detention.
- Students will complete a Detention Reduction Plan Worksheet during detention. The student must demonstrate to the best of their abilities thought and care in their reflection paper or will not be allowed to participate in extra curricular activities until it is accepted by the teacher or principal.
- The supervisor of the detention period will review the reflection sheet with the student before dismissal to the classroom at 8:30 a.m.
- Students may be asked to complete an additional worksheet provided by the detention supervisor.
- Failure to serve the detention will result in another detention with the possibility of suspension if the student reaches 5 detention in that school quarter.
- Students are to apologize to their classmates and/or teacher.

Attachment: Detention Reduction Plan Worksheet

Definitions

- N/A

Variance

- Principal/Pastor

Comments and Examples

- N/A

IN SCHOOL SUSPENSIONS

Effective Date: December 2010

Supersedes: September 2007

Review Date: December 2012

BOCE POLICY 4.13

Page 1 of 1

Purpose

To provide a safe, supervised environment where students can complete assignments, reflect on their behavior and how to improve/change that behavior.

Policy

- Parents/Guardian will be notified of an in school suspension by the teacher or principal.
- Students are to report to the office at the start of the school day (8:45 a.m.). Students will be dismissed to a parent/guardian at the end of the school day. The student will not be allowed to socialize after school with classmates in front of the school or in hallways.
- Students should be prepared to complete the day's assignments. (i.e. books, paper, pens, etc.) Teachers are to have the day's assignments in the office before the start of the day.
- Students will complete a reflection sheet. Student must meet with the teacher or principal to discuss the Detention Reduction Plan within one week of the suspension.
- Talking, sleeping, lounging, eating (except lunch) are strictly prohibited.
- Student's will eat lunch alone in a designated area and cannot participate in recess. Bathroom breaks will be given at regular intervals.
- Participation and/or attendance at extra curricular activities will be prohibited until the day after the suspension is served.
- Students who are absent or miss the suspension for any reason must serve the suspension on the next scheduled school day.
- BOCE reserves the right to intervene at any time if concerns or issues are raised. Parents and/or legal guardians have the right to request a meeting with the BOCE as it relates to any issues regarding the suspension.
- Students will be supervised by the office staff in the Conference Room outside the pastor's office.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

SCHOOL PROPERTY

Effective Date: November 2010

Supersedes: August 1991

Review Date: November 2012

BOCE POLICY 4.14

Page 1 of 1

Purpose

To establish guidelines related to care/respect of school property by the students.

Policy

- Hardcover books must be covered for protection. Lack of covers on books may result in disciplinary action in accordance with BOCE Policy 4.10 Behavior Detentions.
- Parents may be assessed replacement costs of any of St. John's property that is damaged or defaced by the student.
- Parents will be assessed replacement cost of the following items:
 - Locks
 - Textbooks
 - Workbooks
 - Library Books
 - CD's

Definitions

- St. John's Property: includes but not limited to hardcover textbooks, any whole or part of any structure owned by St. John's Lutheran Church, furniture, equipment, landscaping, van, etc.

Variance

- Pastor/Principal

Comments and Examples

- N/A

Reference: Behavior Detentions 4.10

HEALTH POLICIES

Effective: December 2010

Supersedes: August 2009

Review Date: December 2012

BOCE POLICY 4.15

Page 1 of 2

Purpose

To provide an overview of health policies for students in compliance with current state/federal laws.

Policy

- **Required Examinations**
 - *Physical examinations* are required for all new students, pre-school, kindergarten and 6th grades.
 - *Dental examinations* are required for all new students, kindergarten, 2nd and 6th grades.
 - *Eye examinations* are required for all new students and kindergarten.
 - *Annual Sports* examinations are required for ALL athletic participants.

- **Student Immunizations-** All students will be required to complete all immunizations as required by law. Completed medical forms must be in the school office by the first day of school.
- **Screening Tests-** Vision and hearing screening tests should be conducted on a bi-annual basis. Tuberculosis testing will be done at the physician's office and documented on the medical form.
- **Health Records-** Records are kept on file in the office and are available to the teacher upon request. Height and weight records are maintained for each student. Maintenance of the health record is done in cooperation of the teacher and parent by reporting communicable diseases, injuries and other health problems to the office.
- **Ill Students-** Children should not be sent to school when the child is sick. Any symptoms such as fever, diarrhea, rash, vomiting, etc. should keep the child home until at least 24 hours after symptoms started.
 - If a child becomes ill or seriously injured at school, the parent will be called so that the child can be picked up immediately.

- **Returning to School -**Children returning to school after an illness must present a written note from the parent or physician stating the reason for the absence and any further instructions.

- **Medications-**
 - **Prescription Medications** will be administered to a child only upon a written, dated and signed request from a licensed physician. Medication must be in the original container with the student's name, name of the medication, date, instructions for use, and the physician's name.

- **Inhalers**-Asthmatic children will be allowed to carry their inhalers for self administration. A written note from the physician will be kept on file in the office.
- **Over the counter medications**- At no time will the staff or teachers be allowed to administer over the counter medications to a student.
- **Cough drops**- Students will be allowed to use at school with a written note from the parent.

Definitions

- Over the Counter Medications: Medications that can be purchased without a prescription including but not limited to: cold medications, pain medications.

Variance

- N/A

Comments and Examples

- N/A

Attachments: Authorization and Permission for Administration of Medication

STUDENT WELLNESS

Effective Date: December 2010

Supersedes: August 2009

Review Date: December 2012

BOCE POLICY 4.16

Page 1 of 1

Purpose

In accordance with state and federal guidelines, the following outlines what St. John's Lutheran School does to promote healthy children and reduce childhood obesity and other illnesses.

Policy

The following are guidelines for students and staff to promote healthy habits in our children.

- St. John's may contract a vendor to provide hot lunches to our students and staff that follows the food pyramid and federal guidelines.
- Nutrition posters are posted in the lunchroom at all times during the school year.
- School policy prohibits candy and pop at lunch.
- Use of vending machines for any drinks is strictly forbidden during school hours.
- Outdoor recess for approximately 25 minutes occurs daily unless weather is prohibitive. In those instances, the students are allowed to play in the gymnasium, their classrooms or the bowling alley for their recess period.
- Physical education is taught twice weekly incorporating team and individual sports.
- Students are able to participate in several extra curricular sports including basketball, volleyball, track and cross country.
- The school participates in "Jump Rope for Heart" in March of every year.
- General health, including dental health is incorporated into the curriculum starting in first grade.
- Height and weight of each student is measured and recorded on a bi annual basis.

Definitions

- N/A

Variance

- Principal/Pastor

Comments and Examples

- N/A

Effective Date:

Review Date:

Purpose

To establish guidelines related to treatment and disposal of potentially infected bodily fluids.

Guidelines will be in accordance with all state, federal and OSHA standards.

Policy

Staff and faculty will attend a certified course in proper treatment and disposal of potentially infected bodily fluids. At least half of the staff will attend annually.

Proper equipment/personal protective barrier items will be available to all staff and faculty for use when handling any situation that may require these items.

Procedures for clean up and disposal may be found in the office and/or staff/faculty handbook.

DEFINITIONS: personal protective barriers: Gloves, Masks, gowns (when needed)

EQUIPMENT: Red hazardous waste bags, Ziploc bags, gauze pads

VARIANCE: NONE

EXAMPLE: Bodily fluids: urine, vomit, blood, feces, weepy wounds.

STUDENT ACCIDENT INSURANCE

Effective: December 2010

Supersedes: August 2009

Review Date: December 2012

BOCE POLICY 4.18

Page 1 of 1

Purpose

To define policies related to student accident insurance.

Policy

St. John's Lutheran School purchases student accident insurance for all students. Students are protected, within the coverage limits, when injured on the premises when school is in session, at after school events that are sponsored by the school, and when participating in school sponsored events away from school. The cost is paid through the Student Education Fee.

Parents are to submit all claims to their insurance company prior to submission to St. John's carrier. St. John's will be considered secondary for those who have other health insurance, and will be the primary carrier in those instances when the family (student) does not have other insurance coverage.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- Sports injury which requires attention by a licensed physician. Motor Vehicle Accident while being transported for a school sponsored event.

INCIDENT REPORTS

Effective Date: April 2011

Supersedes: August 2009

Review Date: April 2013

BOCE POLICY 4.19

Page 1 of 1

Purpose

To provide standardized documentation of accident and/or injuries that are incurred during school hours, during after school events, extended care or at school sponsored events away from the school.

Policy

- The office staff, or whoever is in charge where the incident occurred, shall document a record of the incident. That person should only document what is witnessed by his/her self.
- Copies of the report may be placed in Fast Direct, a file in the office or in the child's temporary record for future reference.
- Parent/Guardian will be notified as determined by the teacher or staff as needed of the incident.

Definitions

- After School Events: sporting events, youth nights, PTL events, extended care.

Variance

- N/A

Comments and Examples

- Sport injuries at home or away games. Suzy Jones has a cut on her left calf approximately 1 inch long. Suzy states, "Johnny Smith pushed me into the fence." vs. Mr. Smith saw Johnny Smith push Suzy Jones into the fence.

Attachment: Incident Report

ATTENDANCE AND ABSENCE

Effective Date: February 2011

Supersedes: August 2007

Review Date: February 2013

BOCE POLICY 4.1

Page 1 of 2

Purpose

To establish guidelines and procedures regarding student attendance and absences.

Policy

In accordance with established laws, students are expected to attend school 160 days per school year. In the event the student has more than 17 unexcused absences, special consideration can be made by the principal with notification to the Board of Christian Education (BOCE).

Teachers/Office Personnel

- All teachers are expected to maintain attendance records for each classroom. A daily attendance report will be recorded by the teacher.
- Office personnel will call parents or legal guardians of all students whose absence has not been called in to the office.

Parents

- All student absences must be called by the parent or legal guardian into the office by no later than 9:00 a.m. on the day of the absence. If the student is absent for consecutive days, absences must be called in each day.
- Excused absences must have a written note by a doctor or dentist, which is to be submitted by the parent/guardian, when the student returns to school. BOCE Policy 4.2
- Parent/Guardian is expected to provide a signed, written verification of the absence, when the student returns to school.
- Parent/Guardian can also call the office before 10:00 a.m. to arrange pick-up of homework, and the office personnel will notify the teacher accordingly. Homework may be picked up by the parents or legal guardian at the school office after 3:30 p.m.

Special Circumstances

- Students who miss more than 2 periods of instruction will be considered absent for at least ½ day.
- Students who attend “**Take Your Child to Work**” days offered by employers will have those days counted as absent, unless written proof of attendance is provided by the employer.
- Students who are excluded from school due to tuition and/or fees that are in arrears will have those days counted as absent.
- Unexcused absences related to “Shadow Days” and/or field trips may be discussed with the principal prior to the possible absence from school.

Make-Up Work

Generally, students who are absent will have one day for each day absent to make up homework. However, it is the responsibility of the student and their parents or legal guardians to coordinate and clarify expectations related to any make-up work, directly with the student's teacher.

Definitions:

- **Unexcused Absence:** All absences are unexcused except those in which a note from a doctor, dentist or a variance by the principal has been granted.

Variance:

- Principal/Pastor

Comments and Examples:

- “Special Consideration”: A student that may have more than 17 days absent for medical reasons i.e. mono, surgery, but has been able to complete assignments and has passing grades.

Tardies/Early Dismissals

Effective Date: February 2011

Supercedes: November 2010

Sunset Date: February 2013

BOCE POLICY 4.2

Page 1 of 1

Purpose

Students are expected to be in the classroom ready to begin their day by 8:45 a.m. and complete the school day at 3:15 p.m. St. John's emphasizes punctuality as a life long habit to be nurtured, as it relates to accountability and respect for others. Tardies or early dismissals for any reason are disruptive to the flow of the classroom.

Policy

We encourage all necessary medical and/or dental appointments to be scheduled on non school time. However, we do realize that sometimes this is not possible. For the purpose of this policy, tardies and/or early dismissals for the above reasons will not be counted against the student with proper documentation presented to the office. Tardies/Early dismissals that are not excused for a valid reason will be counted against the student.

Early dismissals

A note must state the time that the child will be picked up and the reason for leaving. Parent/Guardian must sign the child out in the office. A note from the physician or dentist must be brought to the office by the next business day in order for the early dismissal to be "excused".

Late Arrivals

The student must report to the school office for a "Tardy Slip". Parent/Guardian must write a note stating why the child was late for school. The student must bring a \$10.00 non refundable fine to the office after the third tardy in the quarter before the student(s) may be allowed to go the classroom.

Level 1

- 3 tardies/early dismissals per quarter will be given grace.

Level 2

- **4-6 tardies/early dismissals/per quarter/per occurrence/per family** will be assessed a \$10.00 non refundable fine to be paid at the time the student comes to school or leaves early. No student will be allowed back in the classroom without payment to the office on the day of the tardy or the next scheduled school day following an early dismissal.

Level 3

- **7-10 tardies/early dismissals/per quarter/per occurrence/per family** will be assessed a \$10.00 fine and the student will be required to serve a detention for each tardy/early dismissal. See BOCE Policy 4.11

Level 4

- **11 or more tardies/early dismissals per quarter** will require that the matter be brought to the BOCE with recommendations for the student and family. The BOCE may require the parent(s) /student be present at the meeting. The BOCE reserves the right to impose further discipline against the student i.e detention, suspension, etc.

Monies collected from fines will be placed in the AGAPE fund for the month of the infraction.

Definitions:

- N/A

Variance:

- Pastor or Principal

Comments and Examples:

- N/A

ACADEMIC NOTICES

Effective Date: December 2010

Supersedes: July 2009

Review Date: December 2012

BOCE POLICY 4.3

Page 1 of 3

Purpose

To establish guidelines for academic notices as it relates to completion of assignments, readiness for class and to help improve students' organizational skills.

Homework is most beneficial when the teacher expectations are well communicated, students take responsibility for their homework, and parents support these efforts. As such, the responsibilities of teachers, students and parents with regard to homework are as follows:

Teachers will:

- Provide a clear explanation of expectations to both students and parents.
- Assign relevant, meaningful homework activities that reinforce classroom learning.
- Maintain homework records and provide feedback to students and parents.
- Inform parents promptly of any deficiencies.

Students will:

- Be aware of the school's homework policy.
- Ask questions when necessary if clarification is needed.
- Accurately record homework assignments and directions.
- Complete and turn in assignments when due.
- Check work for quality, accuracy, and completeness.
- Inform parents of homework expectations.
- Seek assistance from parents and/or teachers if difficulty arises.
- Do their best work on each and every assignment.
- Manage demands and activities to allow sufficient time for homework to be completed. Plan ahead!
- Promptly complete and turn in all work accumulated when absent, according to Board of Christian Education (BOCE) Policy 4.1 Attendance/Absence.

Parents will:

- Promote a positive attitude toward homework as part of the learning process.
- Facilitate the completion of homework by ensuring students have access to a quiet, comfortable area at which to work.
- Set and enforce a regular, uninterrupted study time each day.
- Monitor their student's organization and daily list of assignments.
- Help students to remember to return all materials to school each day.
- Be aware of long-term assignments and help students to budget their time wisely.
- Provide supervision and support, but do not do the actual work for the students.
- Communicate promptly with the teacher regarding any homework concerns.

Policy

All students are expected to complete all assignments by the due date indicated by the teacher. Students may only stay in at recess by the request of a teacher and/or parent. When an assignment is not completed or the student is not prepared for class the following may occur.

Academic Notices are given for the following reasons but are not limited to:

- Failure to have homework assignments completed and handed in when class starts or as established by each classroom.
- Failure to be properly prepared for class (gym uniforms, supplies).

First and Second Grade

- Teachers will remind the student of the policy and communicate deficiencies to the parents as necessary. A summary will be kept by the teacher throughout the year and noted in the student's file.

Third, Fourth and Fifth Grade

- Teacher will remind student of the policy.
- Written notification will be sent home to the parent(s) to be signed. Signed notices will be retained by the classroom teacher for the duration of the year and a summary will be placed in student's file.
- 5th written notice
 - Telephone or in person conference with the parent at the discretion of the teacher.

Fifth Grade

- Starting in the third quarter:
 - Academic Notices will be sent home for the day's work that is not completed on time. Academic Notices must be signed and returned within 2 days of issuance or a behavior detention will be issued.

Sixth, Seventh and Eighth Grade

- Academic Notices will be given if homework assignments are not turned in by 8:45 a.m. the morning of due date. (Tardy students should turn in all work immediately upon arrival.)
- Academic Notices must be signed and returned the next school day or a Behavior Detention will be issued.
- Late assignments are due the next school day after an Academic Notice is issued or the grade will be recorded as a ZERO.

If a student continues to acquire Academic Notices, the following may occur:

7 Academic Notices/Quarter

- Parent, student and teacher Brainstorming Session to help improve student's performance. Suggested remediation may include:
 - Students may be asked to attend additional educational/remedial programs.
 - Students may be asked to attend a program on organizational skills.

10 Academic Notices/Quarter

- Behavior Detention will be issued

11+ Academic Notices/Quarter

- Student will be reported to the BOCE with recommendations by the teachers for further action

Definitions:

- N/A

Variance:

- Principal/Pastor

Comments and Examples:

- N/A

ACADEMIC PROBATION

Effective Date: December 2010

Supersedes: None

Sunset Date: December 2012

BOCE POLICY 4.4

Page 1 of 1

Purpose

To identify students that may be in danger of failing in any subject.

Policy

The teacher may place students on academic probation when the student has received 2 “F’s” on a mid-term or quarter report card. Students on academic probation will have extra curricular activities limited as per Board of Christian Education (BOCE) Policy 4.6 *Probation Extra Curricular Activities*. Academic Probation will be carried to the next school year in the event the student receives 2 “F”s in the fourth quarter of the previous school year. Students beginning the school year on academic probation will have two weeks to establish grades in order to determine probation status. Parent/ guardian/ teacher/principal conferences may be conducted regarding the student’s performance. In the event that the grades do not improve, St. John’s reserves the right to ask for withdrawal of the student immediately.

Definitions

- N/A

Variance

- Pastor/Principal

Comments and Examples

- N/A

BEHAVIOR PROBATION

Effective Date: December 2010

Supersedes: October 2005

Review Date: December 2012

BOCE POLICY 4.5

Page 1 of 1

Purpose

To insure that all students have an environment that encourages learning and cooperation in the classroom, by exhibiting Christian behavior to teachers and fellow students.

Policy

Any student who has behavior problems as assessed by a St. John's staff or faculty member, principal or pastor may be placed on behavior probation by the principal or Board of Christian Education (BOCE). Behavior probation can be an indefinite length of time; reviews of the student's progress will be made at regular intervals.

- Students may be placed on behavior probation by the principal. The principal will notify the parent/guardian in writing of this decision. Students, who do not exhibit a significant change in behavior, will be referred to the BOCE.
- Students may be placed on behavior probation by the BOCE. If a student's behavior problems come to the attention of the BOCE, the BOCE may request a special meeting with all parties that may have knowledge about the student's behavior. After gathering and interpreting the information regarding the student's behavior, the BOCE has the authority to place the student on behavior probation indefinitely. If there is no improvement, the BOCE may ask for immediate withdrawal of the student. Attempts to counsel and aid the student in trying to improve his or her behavior will be made. The BOCE shall receive at least a monthly update on the progress of the student from the principal.

Students placed on behavior probation will be asked to sign a **Behavior Contract** at the beginning of the period; the parent, teacher and principal will also sign the contract. The Chairperson of the BOCE will sign the contract if the student was placed on probation by the BOCE.

(Sample attached)

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

**PROBATION/EXTRACURRICULAR
ACTIVITIES**

Effective Date: December 2010

Supersedes: December 2009

Review Date: December 2012

BOCE POLICY 4.6

Page 1 of 2

Purpose

It is the purpose of this policy to help students prioritize academics and learn to balance time commitments while pursuing their God-given gifts and talents through extracurricular activities.

Definitions

Extracurricular Activities are defined as St. John's sponsored Sports (such as volleyball, bowling, track) or Clubs (such as photography, book club), or Music (handbells or choir).

Co-curricular Activities are defined as events that occur outside of school hours that count toward a student's grade.

Events are defined as sports or musical practice, a performance, a game, a club meeting or outing.

Poor Academic Performance is defined as having a *Quarter to Date* grade of 'F' in any subject.

Unsportsmanlike Conduct/Non-Christian Behavior is defined in the Board of Christian Education (BOCE) *Behavior Detention Policy (4.10)*. Please refer to that policy for additional information.

Ineligible three (3) or more times per Season: For sports the 'season' begins two weeks prior to the first game for any particular sport. For clubs and/or music, the 'season' begins with the first meeting.

Policy

It is the policy of St. John's Lutheran School to limit participation in extracurricular activities or events when a student is performing poorly academically and/or exhibits unsportsmanlike conduct or non-Christian behavior at such events. The Coach, Athletic Director, Teacher, Activity Leader and/or Principal will make the decision regarding the student's eligibility

- Students will be required to have an eligibility sheet signed every Monday by his/her teacher(s). Students may obtain signatures from their homeroom teacher in subjects that are taught two times per week or less. Any subject that is given a grade on a report card will be weighted equally to determine eligibility. If a student does not have the eligibility sheet signed, the student must make every attempt to notify the homeroom teacher, activity leader, coach and/or athletic director to assist in determining eligibility. If unsuccessful, the student may be ineligible until a signature from the teacher(s) is/are secured. Parents or guardians are encouraged to sign the eligibility sheet on a weekly basis.

- Sports Participation - Ineligible students will be required to attend practices with their team, but will not be allowed to play in a scheduled game(s) for the week that they are ineligible. Students are expected to be on the bench during those games to encourage team support and unity. The coach can determine the extent of the student participation in practice during their ineligible period.
- Cocurricular Participation – Ineligible students will be required to attend scheduled co-curricular events.
- Club Participation- Ineligible students will be required to attend scheduled meetings with their club. The activity leader can determine if, and to what extent the ineligible student may participate. Students may not be allowed to participate in any off campus events during their period of ineligibility.
- Music Participation: Ineligible students will be required to attend practices, rehearsals and worship services with their ensemble. They will not be allowed to perform in any non-worship context during the week they are ineligible. The director/leader can determine the extent of the student’s participation in practice/rehearsal during their period of ineligibility.
- Students who are deemed ineligible three (3) or more times per season will be subject to two (2) weeks ineligibility for each subsequent infraction, regardless of improvement in grades.
- If a student exhibits unsportsmanlike conduct or non-Christian behavior at an extracurricular activity or event, the student will be subject to the discipline outlined in BOCE *Behavior Policy 4.10*. The principal may consult with the student’s activity director before making a final decision.

Definitions

- As outlined above

Variance

- N/A

Comments and Examples

- Musical performances which take place during a worship service are exempt from this policy.

WIRELESS/ELECTRONIC DEVICES

Effective Date: November 2010

Supersedes: July 2005

Review Date: November 2012

BOCE Policy 4.7

Page 1 of 1

Purpose

To provide guidelines for student possession and use of wireless communication devices/electronic devices during school hours.

Policy

Wireless communication/electronic devices are strictly prohibited during normal school hours and extended care. Devices that are brought to school must be turned off completely, including the “vibrate” mode and be placed in the child’s locker or in a location designated by the teacher. At no time will the child be permitted to carry the device on their person during school hours or while in extended care. Additionally, children will not be able to retrieve messages or communicate from these devices during school hours or while in extended care. The director of extended care may allow these devices on ½ days of school when students are in extended care for a greater length of time than on regular school days.

Violations of the policy will result in the following progressive disciplinary actions:

- 1st offense-Confiscation of device. Device is then to be picked up by the parent/guardian in the school office.
- 2nd and 3rd offense-Confiscation of device. Device is to be picked up by the parent/guardian in the school office. Student will also be given a Behavior Detention.
- 4th offense-Board of Christian Education (BOCE) notified of the problem with recommendations for further action in needed.

Definitions

- Wireless communication devices include but are not limited to: cellular phones, palm pilots, smart phones, iPads, iPhones, iTouch, pagers, electronic gaming devices, etc.

Variance

- Pastor/Principal discretion

Comments and Examples

- N/A

WIRELESS/ELECTRONIC DEVICES

Effective Date: November 2010

Supersedes: July 2005

Review Date: November 2012

BOCE Policy 4.7

Page 1 of 1

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To provide guidelines for student possession and use of wireless communication devices/electronic devices during school hours.

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Violations of the policy will result in the following progressive disciplinary actions:

- **1st offense**-Confiscation of device. Device is then to be picked up by the parent/guardian in the school office.
- **2nd & 3rd offense**- Confiscation of device. Device is to be picked up by the parent /guardian in the school office. Student will also be given a Behavior Detention .
- **4th offense**-Board of Christian Education (BOCE) notified of the problem with recommendations for further action as needed.

Definitions:

- Wireless communication devices include but are not limited to : cellular phones, palm pilots, smart phones, iPads, iphones, itouch, pagers, electronic gaming devices, etc.

Variance:

- Principal or Pastor Discretion

Comments and Examples:

- N/A

ANTI-BULLYING

Effective Date: December 2010
Supersedes: September 2008
Review Date: December 2012

BOCE POLICY 4.8

Page 1 of 3

Purpose

St. John's Lutheran School is committed to providing a safe environment for the children that have been entrusted to our care so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

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

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

St. John's expects students to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of others. Students, parents, and staff of St. John's school should strive to live a life that is pleasing to our Savior and follow his command to "Love one another."

Policy**Definition**

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically it is repeated over time and causes hurt, fear, or discomfort to another person. .

Bullying can take many forms and is both direct and indirect behaviors

- Physical bullying (such as hitting, punching or harm to someone's property)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation or social exclusion)
- Cyberbullying or bullying through note writing (such as sending insulting messages by electronic devices or sending insulting notes to others in the classroom)

Direct bullying behaviors involve behaviors that are observable and that are usually expressed by physical and verbal means. Usually direct bullying involves relatively open attacks on a victim and are "in front of your face" behaviors.

However, bullying behavior is not always hitting, kicking, teasing, or name calling. Children who bully others may use subversive acts that hurt just as much but are harder to detect. Indirect bullying involves "behind your back" behaviors. Examples of indirect bullying are leaving others out on purpose, spreading rumors to destroy another's reputation or getting others to dislike another person.

Bullying is not one time acts of aggression, nastiness, conflict, simple social rejection or assertive behavior.

Bullying Behavior Consequences

Steps taken in regard to bullying behavior are to be used at the discretion of the staff and principal. Action taken is dependent on the severity of the offense and may include , but are not limited to the following. Action taken will be age appropriate when possible.

1st Reported Incident –

- Investigate, talk to student and develop strategy to change behavior Verbal intervention with student and/or counseling on bullying As Needed: recess detention, detention

2nd Reported Incident –

- Repeat 1st reported incident steps and contact parents
- Paper based response
 - research topic of bullying and prepare a presentation
 - watch a dvd related to bullying and write a response
 - review a movie or book and identify acts of bullying within it
- Recess detention, detention, suspension
- As Needed: Extra-curricular activities impacted

3rd Reported Incident –

- Any steps from 1st or 2nd reported Incident, PLUS
- Extra-curricular activities impacted
- Provide assigned community service hours separate from those required by the curriculum
- Meet with student and parent + principal + Board of Christian Education representative
- Possible expulsion

Reporting a Bullying Incident

If there is a concern about a situation, a report may be filed verbally, in writing, or by emailing bullyfree@Stjohnschicago.org

- Written Reports
 - Students and/or their parents or guardians, or school personnel, may report an incident of bullying by filling out a *Bullying Incident Report*. The form can be found in any classroom, in the office or online at www.stjohnschicago.org . Forms can be turned in to the office or to any

- school personnel and they will be promptly forwarded to the classroom teacher and the principal for review and action. Email reports may be sent to **bullyfree@stjohnschicago.org**
- Verbal Reports
 - Students, parents or guardians, and school personnel may make informal reports of conduct that they consider to be bullying by verbal report to a teacher, the principal, or other school personnel. The person who receives the verbal report will document the incident by filling out the bullying report form and forward the report to the classroom teacher and the principal for review and action.
- Confidential Reports
 - Confidential reports of bullying may be made. Students and parents filing reports, either written or verbal, may request that their name be maintained in confidence by the school staff members and the principal. The confidential reports will be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint.

Reporting Obligations

- Report to the Parent or Guardian of the Perpetrator
 - If, after investigation, acts of bullying are verified, the principal or classroom teacher will notify the parent or guardian of the perpetrator. If discipline is imposed, a description of that discipline will be included in that notification.
- Report to the Victim and the Parent or Guardian
 - If, after investigation, acts of bullying are verified, the principal or classroom teacher will notify the parent or guardian of the victim. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying.
- Report to the Board of Christian Education
- The principal must monthly provide the Board of Christian Education a summary of all reported incidents of bullying
- Report to the Proper Authorities
 - Allegations of criminal misconduct will be reported to law enforcement in accordance with BOCE Policy 2.4 Safe School Zone Act

Attachments: 2

STUDENT/PARENT CONTRACT

Student Name _____

Parent/Guardian Name _____

We, the above named student and parent/guardian, have read in full the St. John's Lutheran School anti-bullying policy. In accordance with this policy, we promise to do our best to keep St. John's a safe and caring place. This means that we will:

- treat *everyone* with kindness and respect
- resolve disagreements with others peacefully
- never participate in bullying behavior(s)
- refuse to join in when someone else is being bullied
- report all bullying incidents I am aware of

Student Signature _____ Date _____

Parent signature _____ Date _____

Bullying Incident Report

Person filling out report _____ Date _____

Do you want this report to be confidential? _____ yes _____ no

Location of incident _____

Time of incident _____

Students involved _____

Check all that apply:

_____ kicking _____ hitting _____ pushing _____ tripping

_____ spitting _____ damage of others' property _____ stealing

_____ teasing _____ name calling _____ insulting _____ threatening

_____ spreading rumors _____ rude gestures _____ intimidation

_____ excluding _____ embarrassing _____ hurtful notes

_____ use of technology to be hurtful

Other (explain) _____

Explain details of incident:

For office use only:

Type of report _____ written _____ verbal _____ email

Action Taken by School Personnel

Spoke to accused student: _____ yes _____ no

Spoke to Victim: _____ yes _____ no

Type of Discipline if any: _____

Name: _____ Date: _____

DISCIPLINE

Effective Date: November 2010

Supersedes: July 2001

Review Date: November 2012

BOCE POLICY 4.9

Page 1 of 2

Purpose

To define the steps taken related to discipline of students who break school policies.

Policy

The best type of discipline is self-discipline. All students are entitled to the kind of discipline that results in self-control, emotional stability, and growth in moral/spiritual values. Therefore, different approaches to discipline are needed for different students. All discipline must be adjudicated based on Christian love and in accordance with:

Matthew 18:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.”

Disciplinary Action:

The teacher or staff member will reprimand the student for misbehavior and take appropriate action, as he/she deems warranted. The disciplinary action taken by a teacher or staff member will also be based on the nature and/or severity of the misbehavior, as well as the student’s behavioral record. Action may include (but is not limited to):

- Individual or group “time-out” during recess time (called “time on the fence”).
- Temporary exclusion from an activity or “time out” in the hallway, based on age/grade.
- A note or phone call to the child’s parent(s).
- Behavioral detention.
- Request for a conference with the parent(s).

If misbehavior persists:

The teacher will inform the Principal and document the matter in writing. The principal will review details regarding the matter and will take appropriate action, which can include:

- Requesting a conference with parent(s), teacher and pastor, as necessary.
- Assigning additional, progressive punishment.
- Taking the matter to the Board of Christian Education for adjudication.

Parental Feedback and Involvement:

Similarly (in accordance with Matthew 18), parents are encouraged to approach teachers directly, when they have questions or concerns regarding any disciplinary action exercised by their child’s teacher.

Definitions

- N/A

Variance

- Principal has discretion regarding appropriate disciplinary action to be taken with students and can also bring discipline matters directly to BOCE for resolution.

Comments and Examples

- N/A

PTL FAMILY AND SERVICE HOUR FEES

Effective Date: October, 2010

Supersedes: August, 2009

Review Date: July, 2011

BOCE POLICY 5.10

Page 1 of 3

Purpose

The purpose of this policy is to increase family participation at all St John's events, to help offset initial PTL school year expenses and to accelerate PTL/School long-term projects.

Policy

The following summarizes the guidelines regarding payment of the PTL Flat Family Fee and the Service Hours Fee at St. John's Lutheran School, and the process for completing Service Hours in order to partially and/or entirely eliminate the Service Hours Fee. (*Note: Actual Service Hours Fee may vary family to family in a given year, due to the varying number of Service Hours completed.*)

- **PTL FLAT FAMILY FEE (PTL Established Yearly Fee)**
This fee is charged at the beginning of the year to help the PTL offset initial yearly expenses and is part of the overall yearly operating budget.
- **FAMILY SERVICE HOURS FEE (PTL Established Service Hours Fee)**
This prorated fee is charged at the end of the year when recorded Service Hours have been completed. The main purpose of the fee is to encourage service at ALL St. John's events and the secondary purpose is to help accelerate the availability of funds for long-term projects.

GUIDELINES / RULES

Reduction/Elimination of the Service Hours Fee shall/can be accomplished in the following manner:

- **St. John's Parents, Aunts, Uncles, Grand Parents, Friends and Extended Family can complete Service Hours. (No Grade School Students qualify.)**
- 16 Service Hours are required per family per year and are reduced/eliminated by each hour of service provided, up to a maximum of 16 hours each year. The Service Hours year begins on August 1st and ends on June 15th of each school year.
- **To receive Service Hours credit you must be physically present and active at the events, as approved by the event Chair/Leader.**
- For those not completing the full 16 Service Hours each year, a proration of the Service Hours Fee will be billed.
- All PTL events, BOCE functions, School functions and Church functions are eligible for Service Hours (i.e. *any/all events where there is a Chairperson, Leader and/or Teacher who is requesting some type of help*). All Teacher requests for Classroom help, Field Trips, Lunchroom help, Naptime help, Recess help, etc... are eligible for Service Hours.

GUIDELINES / RULES CONT.

- Teachers also have the discretion to give each Family up to 4 Service Hours (each year) for at home activities, as specifically requested and approved by the teacher.
- The Chairs of certain events (Grand Parents Day / Soup & Sandwich, Ice Cream Social and Homecoming Dance) shall have the discretion to give each Family up to 4 Service Hours (each year) for at home preparation / food preparation, as specifically requested and approved by the Chair.
- Room Parents will automatically receive 4 Service Hours (*each year; subject to Room Parent guidelines*).
- There is NO LIMIT as to the number of hours that can be worked and/or the number of family members that can participate for any one event, as specifically requested and approved by the event Chair/Leader.
- Families that fulfill their 16 Service Hours each year may donate any additional APPROVED Service Hours they work to other St John's families; to help them in reaching the Service Hours goal.

PAYMENT RESPONSIBILITY

- The PTL Flat Family Fee is due and payable at the beginning of the school year with the initial tuition bill and shall be transferred to the PTL Checking account within 3 weeks of receipt by the school.
- The balance (or proration) of the PTL Service Hours Fee is due and payable at the end of April, or at the time the last tuition bill is distributed by the school to families. The school shall then transfer the fees to the PTL Checking account within 3 weeks of receipt.
- Any subsequent Service Hours completed after the April bill and/or final bill, and through June 15th will be accepted and incorporated into the final reconciliation process, which will be conducted after June 15th by the PTL committee. The PTL treasurer will issue the appropriate refund check directly to each family by no later than July 15th.

SERVICE HOURS RECORDING

- There will be a sign-in and sign-out sheet maintained by the PTL chairperson of each event, Teacher, BOCE event Chair, Church event Chair, School Event Chair and/or Principal to ensure the accuracy of Service Hours recorded.
- A quarterly report will be sent out when report cards go out, to inform those families who have accumulated points where they stand with their Service Hours.

SERVICE HOURS RECORDING CONT.

- The PTL president or designee will reconcile sheets bi-monthly to ensure the timeliness of recording points, as well as to be able to inform any family who should wish to call and check on their status before the quarterly reports go out.
- Teachers are to turn in their Service Hours sheet at the end of each month and place them in the PTL mailbox.
- Event Chairs and Leaders are to turn in their sheets immediately following their events into the PTL mailbox.
- There will be **NO** carryover to the next school year of Service Hours; all Service Hours must be accomplished within the current school year.

DISPUTE RECONCILIATION PROCESS

Any misunderstandings related to recorded/allowable Service Hours, will be handled in a timely and respectful manner, following this protocol:

- Event Chairperson and the questioning party. If not resolved;
- Event Chairperson, questioning party and the PTL Volunteer Chairperson will discuss the discrepancy. If not resolved;
- Event Chairperson, questioning party, PTL Volunteer Chairperson and the PTL President will discuss the discrepancy. If not resolved and as the very last resort;
- PTL President, questioning party and the BOCE will meet to resolve the issue, and to find some final resolution in the most equitable and reasonable manner possible

Definitions

- PTL – Parent Teacher League (St. John’s)

Variance

- Pastor/Principal Discretion

Comments and Examples

- N/A

TUITION AND FEES

Effective Date: June 2011

Supersedes: March 2010

Review Date: June 2012

BOCE POLICY 5.1

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Purpose

Provide guidelines regarding the payment of tuition and fees for St. John's Lutheran School families.

Policy

The following summarizes St. John's tuition/fee policies. (Note: Actual tuition costs may vary slightly in a given year, due to anomalies caused by transitioning from previous rate schedules.) Tuition is reviewed by the Board of Christian Education (BOCE) annually. Recommendations require approval of the Church Council.

TUITION

- Full Time Pre-School (5 full days per week) and Kindergarten through 8th Grade

Families with:	Tuition
One Child	100% of base tuition
Two Children or more	\$600 reduction per child per year off base tuition*
- Half Day Programs/Partial Week
 - 5 half days – 70% of base tuition*
 - 3 half days – 60% of 5 half day tuition*

*Reduction is \$300 per child per year for children in Half Day/Partial Week programs

FEES

- New Student Fee:
 - Preschool – 2nd Grade \$20
 - 3rd – 8th Grade \$45
 - F1 Doc Fees (foreign exchange) \$100/family prior to mailing
- Lunch Program (optional) Paid in advance, monthly
- PTL Base Fee \$25 per family
- PTL Service Hour Fee \$50 per family, reduced or eliminated accordingly, based on service hours accrued
- Band (Grades 4-8) (optional) Billed separately
- Extended Care (optional) Billed on tuition statement August thru April; cash payment required in May
- Confirmation Fees (Grade 7) Billed separately in the Spring
- Spring Pictures (optional) Payment to Company as per their policy

PAYMENT RESPONSIBILITY

- The parent/guardian/relative that signs for fiscal responsibility on the enrollment form shall be held responsible for payment of all tuition and fees.
- Four tuition payment plans are available. Payment plan is chosen at the time of registration. See table below.

Payment Plan	9 month plan	12 month plan	½ year plan	Full year plan
Payment Due Date	15 th of month, August thru April	15 th of month, June thru May	August 15 th January 15 th	August 15 th
Payment Plan Incentive	None	None	\$30 per semester, unless paying by credit card	\$75 per year, unless paying by credit card
Electronic Fund Transfer (EFT) Incentive	\$3per transaction, max one per month	\$3 per transaction, max one per month	\$3 per transaction	\$3 per transaction

- Credit card payments will be accepted for registration, tuition and fees.
 - Credit card payments will be charged a convenience fee per transaction.
 - Credit card payment of tuition for the “Full year plan” and/or the “½ year plan” will be ineligible for the Payment Plan Incentive.
 - Automatic monthly charges can be made by the office provided a signed authorization form is on file. At no time may a family “call in” their credit card number by phone.
- Families are eligible for only one of the Payment Plan Incentives when paying by check or cash.
- A late fee of \$15 may be assessed if payment is received after the 15th of each month.
- A “NSF” fee of \$25 may be assessed for each check which is returned for any reason.
- A “NSF” fee of \$25 may be assessed for any denied Electronic Fund Transfer.
- St. John’s reserves the right to require payment by cash or equivalent.
- Registration Fees are applied towards Education Fees associated with each grade. Registration fees are not refundable unless a child has been placed on a “waiting list” and we were unable to accommodate that child.
- Education Fees for Preschool and Kindergarten include library fee, art supplies, paper and pencils, field trips, snacks/drinks, school annual, administrative fees, and technology fee.
- Education Fees for 1st – 8th include hymnal, bible catechism, daily planner, book rental, workbooks, health supplies, recorders (3rd grade), library fee, art supplies, paper supplies, field trips, physical education fee, school annual, administrative fees, and technology fee. Grade 6 includes Outdoor Education, Grade 7 includes Springfield trip, Grade 8 includes graduation fees and a portion of their class trip.

- Education Fees may be paid in installments for the following school year starting in June; all Education Fees must be paid in full by September 30th of the current school year.

BALANCE NOTIFICATION

- Bills will be sent via e-mail by the 1st of each month. Bills will be sent home through the child, or mailed if requested.
- St. John's reserves the right to back bill any additions/reductions based on a change in family status.

TUITION/FEE DEFAULTS

The BOCE urges anyone with a financial hardship to discuss options with the Principal, Business Manager, and/or BOCE Chairperson as soon as possible.

- Tuition bills will be sent by the first of each month with a due date of the 15th. After the 15th, a late payment fee is added and a new statement sent out. After the 30th day of the month, all discounts will be forfeited in accordance with BOCE Policy 5.2 – Tuition Discount and Policy 5.5 – Tuition Assistance. After 45 days, the child(ren) will be excluded from class.
- No personal checks will be accepted for late payments.
- All outstanding debt through April 30th should be paid in full by cashier's check, cash or credit card by the first Monday in May.
- The PTL Service Hour Family Fee is due and payable at the end of April, and/or at the time the last tuition/fees bill is distributed to families in April, according to earned service hours. Any subsequent service hours completed after the April bill, and through June 15th, will be accepted and incorporated into the final reconciliation process, which will be conducted after June 15th by the PTL committee. The PTL treasurer will issue the appropriate refund check directly to each family, as needed.
- St. John's reserves the right to hand over any unpaid monies to a collection agency or attorney.
- Student transfer records may be forwarded only after exhausting all collection possibilities and in accordance with state law.

Definitions

- NSF – Non Sufficient Funds

Variance

- Any request must be submitted in writing.

Comments and Examples

Date	Action
December 1	Bill sent via e-mail, thru child or US mail
December 15	Tuition due date
December 16	Late fee applied, new statement sent
December 31	Discounts/financial assistance lost
January 1	Current bill with arrears sent out
January 15	Child excluded from school if December payment not received.

TUITION DISCOUNTS/INCENTIVES

Effective Date: June, 2011

Supersedes: October, 2009

Review Date: June 2012

BOCE POLICY 5.2

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Purpose

- To provide guidelines for tuition discounts and/or incentives regarding how they are applied, and what discounts/incentives are available.

Policy

- All Tuition Discounts/Incentives will be applied in the following order.

Discounts/Incentives will be netted after each discount is applied:

- Multiple Child Discount
- Employee Discount
- Church Discount (St. Johns or Other Christian Church)
- New Family Incentive
- Referring Family Incentive
- Other Incentive(s)

All discounts (except Multi-Child) are predicated on timely payment of tuition.

- Church Discount – St. John’s Members

“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6

-Guidelines that determine whether a family is to receive a tuition discount are outlined below. Any St. John’s member family that has child(ren) enrolled at St. John’s may be eligible for tuition discounts based on their church attendance. Church membership is defined as “Confirmed Members-Baptized persons who, after completing the program of Confirmation Ministry or have completed a program of instruction in the Christian Faith as professed in the teachings of the Lutheran Church, desire to make a public affirmation of their Baptism” as found in the Church Constitution Article VI-Section-A number 3. Special circumstances for individual families may be presented in writing to the AGAPE Committee.

- Attendance of a parent(s)/legal guardian that are members of St. John’s will count toward tuition discounts.
- Church attendance is for any Wednesday night service, any Sunday service, and special worship services, (i.e. Maundy Thursday, Good Friday, etc)-.
- New/transfer members will be eligible for a provisional tuition discount while enrolled in adult confirmation classes and with the approval of the pastor.
- Members transferring into St. John’s will be immediately eligible for a tuition discount based upon their church attendance at their previous church as it relates to our policy.

- In order to assure proper recording of attendance at Church, the member(s) must sign the “Attendance Pew Pad”.
- Tuition discounts for attendance at Church for the period beginning January 1st through June 30th will be applied to the 1st semester of the following school year rates. Tuition discounts for attendance from July 1st through December 31st will be applied to the 2nd semester of the school year.

Attendance per ½ Year	Discount
12.....	\$1,175
18.....	\$1,400

- Church Discount – Members of Christian Churches other than St. John’s
St. John’s Lutheran Church and School will extend a \$950 discount for families that are members in good standing at other Christian Churches that do not have schools and/or if the parent/legal guardian desires to have their child(ren) educated at St. John’s Lutheran School.
 - Each family is responsible for initiation of the process.
 - Each family must provide a signed letter from their home Church pastor that they are members in good standing by June 30th and December 31st of each year.
- Other Incentives – New Family, Referring Family, Other Incentive(s)
The Board of Christian Education (BOCE) recognizes that the best source of recruiting new families is our current families. Therefore, an incentive for current families that recruit new families and to new families that enroll in our Christian day school may be offered. The BOCE will determine the tuition credit in January each year for the next school year.

Current St. John’s Families:

- Families that refer a new family will receive a tuition credit.
- Credit will be applied to the account as directed by the family to their own family, another St. John’s school family, or to Tuition Assistance.
- Families may receive more than one tuition credit if they refer more than one family.

New Families:

- New families will receive a tuition credit.
- Credit will be applied to the account as directed by the family.

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Employee Discount

- A \$1,200 discount for full time teachers, principal, pastor, interns, vicars and other full time professional church workers such as a DCE/DCO, Deacon/Deaconess.
- A \$300 discount for part time St. John's employees.

Definitions

- Tuition Discount – A discount to base tuition, excluding any fees.
- Multiple_Child Discount – A discount to base tuition for multiple children enrolled.
- Full Time Employee – An employee scheduled to work 20 or more hours per week.
- Part Time Employee – An employee scheduled to work less than 20 hours per week but at least 5 hours per week.
- Church Discount – A discount based on church attendance/member in good standing.
- New Family Incentive – An incentive for new families (may vary based on the incentive program)
- Referring Family Incentive – An incentive for families who refer a new family to St. John's School.
- Other Incentive(s) – Any other incentive such as Picnic Scholarship, etc.
- New Family – A family who has not been enrolled at St. John's Lutheran School in the previous 2 years.
- Current St. John's Family – St. John's Lutheran School or Church family.

Variance

- Any appeal must be in writing, addressed to the Principal

Comments and Examples

- N/A

Tuition Discount-Christian Non Members

Effective Date: April 2008

Supersedes: April 2006

Sunset Date: April 2010

BOCE POLICY 8-A-2-a

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Tuition Discount Christian Non Members

St. John's Lutheran Church and School will extend a 20% discount from the base tuition rate for families that are members in good standing at other Christian Churches that do not have schools and/or if the parent/legal guardian desires to have their child(ren) educated at St. John's Lutheran School.

These families must provide a signed letter from their home Church pastor that they are members in good standing by June 30th and December 31st of each year.

The tuition discount will be applied to these families in the same manner as families who are members at St. John's as outlined in policy 8-A-2

TUITION INCENTIVE BONUS

Effective Date: July 2009

Supersedes: May 2007

Review Date: July 2011

BOCE POLICY 8-A-5

Page 1 of 1

Policy

The Board of Christian Education (BOCE) recognizes that the best source of recruiting new families is our current families. Therefore, we are providing an incentive for current families that recruit new families and to new families that enroll in our Christian day school. For the purpose of this policy a new family is defined as not having been enrolled at St. John's Lutheran School in the previous 2 years.

The BOCE will determine the additional tuition credit in January each year for the next school year.

Guidelines**Current Families:**

- Families that refer a new family will receive an additional tuition credit.
- Credit will be applied to the account as directed by the family.
- Families may receive more than one additional tuition credit if they refer more than one family.

New Families:

- New families will receive an additional tuition credit.
- Credit will be applied to the account as directed by the family.

TUITION ASSISTANCE

Effective Date: August, 2010

Supersedes: December, 2006

Review Date: August 2012

BOCE POLICY 5.5

Page 1 of 2

Purpose

To provide guidelines related to financial assistance for both member and non-member families so that they may receive a Christ centered educational program in which the child(ren) can fully develop their God given talents.

Policy

Tuition assistance is available through AGAPE, CLEF and the Henry Knueppel Endowment Fund. Monies are distributed to families in need as determined by the Tuition Assistance Committee after review of the application and necessary forms.

- The committee consists of the Pastor, the Principal, a Board of Christian Education (BOCE) member, and the Business Manager. Meetings will be scheduled monthly.
- Any family with children enrolled at St. John's Lutheran School may apply for tuition assistance at any time during the year. Families should contact the school office or the Business Manager for an application.
- Agape Tuition assistance may not comprise more than ½ of the total cost of the tuition for each family.
- Fees are not eligible for tuition assistance.
- Families must re-apply for each semester of school, and are responsible for initiating the process.
- Families that receive tuition assistance are encouraged to volunteer their time and/or talents to St. John's as much as the family is able.
- Financial assistance will be applied monthly, rather than in a lump sum.
- Families are required to stay current with their portion of fees and tuition for the school year, or else assistance will be withdrawn. See BOCE Policy 5.1 – Tuition and Fees and 5.2 – Tuition Discounts/Incentives.

AGAPE FUND

- Monies from this fund are for active St. John's Church member families who meet the criteria of an active member as outlined in BOCE Policy 5.2.

HENRY KNUEPPEL ENDOWMENT FUND (H.K.)

- Monies from this fund are available to any family that was enrolled in the previous school year, or any new family for the second semester of enrollment.

CLEF FUNDS

- Monies from this fund are available for any family at St. John's. Families receiving tuition assistance from this fund must write a thank-you letter to the foundation. Families will be directed by the Principal regarding whether or not their assistance came from this fund.

Definitions

- N/A

Variance

- Pastor/Principal Discretion

Comments and Examples

- N/A

CLOTHING BOXES

Effective Date: October, 2010
Supersedes: November, 2009
Review Date: October, 2012

BOCE POLICY 5.6

Page 1 of 3

Purpose

To assist the families of St. John's Lutheran Church and School (St. John's) and other Lutheran institutions with tuition expenses, generate income for St. John's Church general fund, the Board of Christian Education (BOCE's) technology fund and/or for other tuition assistance programs as directed by the BOCE, and, as an option to a tuition credit, to benefit other St. John's related uses.

Policy

Clothing box locations that are secured by a family or person directly associated with St. John's for donation box placement by Charity Clothing Pick-Up Services, Inc. (CCPSI), or other company approved by the BOCE, will be eligible for tuition assistance at St. John's through their student's graduation from St. John's, as well as secondary or post-secondary education in the Lutheran school system, i.e. Luther North, Concordia, etc. Families securing placement of clothing boxes prior to or while their child is not an enrolled student at a Lutheran school, may bank their percentage for future use for a maximum of 5 years.

If the Beneficiary Choice portion is directed to another permitted use, those funds will continue to be applied to the directed use for as long as the use still is viable and sanctioned or supported by St. John's and is making use of the funds. When the permitted use no longer meets this criteria, the originating person (or the BOCE should the originating person no longer be affiliated with St. John's) may request the Choice portion go to another permitted use subject to BOCE approval.

Northern Illinois District (NID) or Chicagoland Lutheran Educational Foundation (CLEF) affiliated institutions are invited to participate and operate their own assistance program under the existing St. John's program.

Clothing box locations that are secured by a family or person directly associated with a participating institution will be eligible for tuition assistance as directed by their institution.

Funds received from any particular box that a St. John's beneficiary family has secured will be allotted as follows on a monthly basis:

Standard Per Unit Funds

- 40% Beneficiary Choice or Lutheran Institution
- 10% General Church Fund of St. John's
- 25% Technology Fund of St. John's
- 25% BoCE discretionary fund of St. John's

Administrative Funds

- 10% General Church Fund of St. John's
- 90% BOCE discretionary fund of St. John's

Funds received from any particular box that a participating institution or family therein has secured will be allotted as follows on a monthly basis:

Standard Per Box Funds

- 100% Participating Lutheran Institution (to disperse as per their own policy).

Additional Per Box Funds

- 10% General Church Fund of St. John's
- 90% BOCE discretionary fund of St. John's

Beneficiary Choice portion may be used as follows:

- Tuition credit as described herein.
- Directed to a St. John's Church and School operated or sanctioned purpose, fund, organization, mission, and/or to establish a specific Beneficiary directed fund, subject to BOCE approval.
- Other uses approved at the BOCE's sole discretion.

The following rules apply:

Box location is subject to approval by CCPSI and St. John's. For example, CCPSI may remove boxes from underperforming locations and/or at their discretion. CCPSI and the St. John's BOCE reserve the right to not place boxes at locations deemed inappropriate by CCPSI or the St. John's BOCE.

- No payment is ever paid directly to the beneficiary or person securing a location.
- Tuition credit may be applied to tuition, fees or any other education related expenses.
- Distribution of monies will be credited and/or remitted to the Lutheran Institutions the month following actual receipt of the donation remittance from CCPSI. We have no control over timing of CCPSI's remittances. The program commences with the CCPSI remittance check received on or after 9/10/2008.
- Beneficiary family remains responsible for all tuition, including late fees, and may not make deductions or delay scheduled payments in anticipation of program participation.
- St. John's will forward, on a quarterly basis, the tuition credit portion to any accredited Lutheran school which the student attends after graduating from St. John's, including high school and college. The forwarding of credit is contingent upon the student being currently enrolled in the Lutheran education system and active participation at St. John's or another church.

- Tuition credit will be carried over for up to 5 years in the event the student does not stay continuously enrolled in the Lutheran education system. Excess funds after that time will be distributed to another fund at the discretion of the BOCE when and if the beneficiary family does not indicate a specific organization within St. John's. Extenuating circumstances requiring longer than 5 years may be brought to the BOCE for approval.
- No refund of paid tuition will be issued as a result of tuition credit.
- There may be issues or disputes not yet anticipated or addressed by these rules and will be handled as needed at the sole discretion of the BOCE.
- St. John's cannot guarantee the viability or continuance of the program or a box's location. For example: laws, changes in location, ownership of property, etc. may result in the removal of clothing boxes.
- All aspects are subject to the continuing viability of the program.
- St. John's BoCE reserves the right to revise or discontinue the program and will regularly review results and make adjustments as appropriate, at their sole discretion.
- The Beneficiary Family or individual securing a box location is to receive a copy of, and agree to, this policy in order to participate in the program.
- Families choosing to "bank" their proceeds for future use will have their funds placed in an interest bearing account with the interest to be placed in the BOCE discretionary account.

Definitions

- NID – Northern Illinois District
- BOCE – Board of Christian Education (St. John's)
- Beneficiary – The family benefiting from the placing of a clothing box.
- CLEF – Chicagoland Lutheran Educational Foundation

Variance

- Pastor/Principal Discretion

Comments and Examples

- N/A

FUND RAISING ORGANIZATIONS

Effective Date: October, 2010

Supersedes: January, 2010

Review Date: October, 2012

BOCE POLICY 5.7

Page 1 of 1

Purpose

To monitor fund raising activities by organizations within St. John's Lutheran School and Church. Monitoring these fund raisers will assure that each organization has the opportunity to raise funds, prevent duplication of fund raisers and prevent an undue burden on our families and parishioners who may be solicited by any -organization(s).

Policy

- Organizations that come under the guidance of the Board of Christian Education (BOCE) will be required to submit in writing their proposed fund raisers to the BOCE as soon as possible and/or prior to any fundraising event.
- The appropriate BOCE subcommittee representative will contact the person in charge of each organization regarding their fund raisers before the start of the school year.
- Organizations may add fund raisers only after the approval of the BOCE.
- Chairpersons of fund raising events must complete all income/expense reports as well as depositing of any funds within 2 weeks of the event.
- Additionally, any money that is to be reimbursed for expenses must be submitted with receipt(s) to the treasurer of the organization within 2 weeks. No reimbursement will be given to any individual without proper, timely documentation.
- Monies from events should be counted by 2 individuals and be put in the office safe on the same day. BOCE strongly discourages money leaving the building.
- All organizations are to submit financial reports to the BOCE at least annually.

Definitions

- N/A

Variance

- Pastor/Principal Discretion

Comments and Examples

- N/A

FUND RAISING-8TH GRADE

Effective Date: October, 2010

Supersedes: August, 2007

Review Date: October, 2012

BOCE POLICY 5.8

Page 1 of 2

Purpose

To establish guidelines specifically for the 8th grade class trip and recognition dinner as it relates to fund raising and distribution of monies.

Policy

It is expected that the 8th grade parents and students establish guidelines for fund raising and use of said monies to pay for the end of the year class trip and recognition dinner. The purpose of raising funds is to help off set the costs of these events. Any short fall is to be made up by the parent or legal guardian in order for the child to participate in these events. In the event of financial hardship, the Principal may allow the child to go on the trip with funds raised from the group fund raisers.

Organizational

All communication, whether by email, meetings etc. must include the principal and homeroom teacher for input and approval.

- The 8th grade parents shall appoint a “Chairperson” to represent the entire 8th grade class.
- The 8th grade parents shall appoint a “Treasurer” for the entire class that will keep the financial records and account balances for each student. The treasurer is responsible for getting financial information from each event chairperson within 2 weeks of the conclusion of the event. The treasurer will communicate with the Business Manager on a regular basis.
- Each class must have a designated Event Chairperson for each fund raiser, who must keep accurate records of income and expenses for that event. Expense and income reports, along with receipts must be received by the class treasurer no later than 2 weeks after the event.

Funds

- \$100.00 of the Education Fees for 8th grade students will be set aside for the purpose of the eighth grade trip and dinner.
- PTL donates a specific amount per student for the Recognition Dinner.
- No more than 5 fund raisers may be held by any one class in any given year (June thru May) for the purpose of paying for the trip and dinner. In the event that the 8th grade falls short of their fund raising goal, additional fund raisers may be held with the prior approval of the BOCE (See Policy 5.7 Fund Raising-Organizations).
- Monies from group fund raisers must be split equally among all participating 8th grade families.
- Monies from individual fund raisers are to be credited to each child’s individual account.

- All monies must be turned into the office for deposit into the eighth grade account. The Event chairpersons must submit the amounts that are to be placed into each student's account to the class treasurer.

Distribution of Monies

- Class Trip
 - ◇ Monies in the student's account should cover the cost of the trip including a stipend of spending money for students.
 - ◇ Parents who raise enough money as determined by the amount in the student's account can have some or all of their trip paid for. The parent is a chaperone of the group, and is expected to chaperone all of the children, as directed by the principal or head chaperone.
- Recognition Dinner
 - ◇ Meal, decorations, gift to the students, meals for all current staff and past teachers, pastors and any incidental expenses.
 - ◇ Decisions regarding Recognition Dinner (i.e. theme, food, decorations) must be made as a group with a simple majority rule and approval of the principal.
 - ◇ Any monies raised above the needed amount, may be used for other class activities, or donated back to the school as a gift from the graduating class.
- Other Expenses
 - ◇ 5% of all group fund raisers shall be set aside for students who may have financial hardship/emergency to be used to pay for that student's trip at the discretion of the principal. In the event that the money is not distributed, the money will be returned to the 8th grade account.
 - ◇ \$15.00 per person is to be made available in cash to the principal or head chaperone on the trip in case of incidental expenses. Any monies left over at the end of the trip will be returned to the general class account.
- Other
 - ◇ Students who are not attending the class trip will have any monies in their account placed in the general class account.

Definitions

- N/A

Variance

- Pastor/Principal Discretion

Comments and Examples

- N/A

SCHOOL BUDGET

Effective Date: April 2011

Supersedes: August 1999

Sunset Date: April 2013

BOCE POLICY 5.9

Page 1 of 1

Purpose

To define the Board of Christian Education's (BOCE) role in the planning of the church's fiscal budget.

Policy

The BOCE will make recommendations to the Budget Committee and/or the Church Council regarding the following:

- Salary changes for employees
- Tuition changes
- Tuition Incentive Programs

Definition

- N/A

Variance

- N/A

Comments and Examples

- N/A

LESSON PLANS

Effective Date: 09/1995

Supersedes: NONE

Sunset Date: 09/1997

BOCE POLICY 6.10

Page 1 of 1

DELETED 08/10

This policy has been deleted from the manual and can be located in the Faculty Handbook.

Purpose

To establish guidelines for preparation of lessons plans.

Policy

- Each teacher is responsible for completing lessons plans for at least one week prior to class.
- Lessons plans are submitted to the office when completed by the teacher.

TEACHER PREPARATION GUIDELINES**BOCE POLICY 6.11**

Effective Date: APRIL 2005

Page 1 of 1

Supersedes: November 1995

Sunset Date: APRIL 2007

DELETED 08/10**This policy has been deleted and moved to the “Faculty Handbook”****Purpose**

To define preparation guidelines for teachers returning to the classroom for the coming school year.

Policy

- The school year follows the schedule published in the annual school calendar.
- Teachers are expected to complete vacations and summer schedules 2 weeks prior to the opening day of school.
- The first teacher preparation day will normally be 2 weeks prior to the first school day.
- Weekdays between the first preparation day and the opening of school are to be used for teacher orientation, faculty meetings, seminars, classroom preparation, lessons plans, and class schedules.
- Parent Information Night is scheduled prior to the first day of school. This information night is intended to give parents information about the school and affords the opportunity to meet with the teachers for information specific to each classroom and teacher.

FACULTY MEETINGS

Effective Date: 09/1995

Supersedes: NONE

Sunset Date: 09/1997

BOCE POLICY 6.12

Page 1 of 1

DELETED 08/10

This policy has been deleted and moved to Faculty Handbook.

Faculty meetings are held regularly (normally twice monthly) during the school year. Common problems are discussed and administrative policies are reviewed so that all faculty members can share in the responsibility of making the final decision. Bible study, religious topics, magazine articles, and book reviews all become part of the program in faculty meetings. Special emphasis is given to evaluating teaching methods and materials.

The principal should be informed before the meeting if a teacher would like to discuss any special topic or problem or is unable to attend.

PROFESSIONAL CONFERENCES

Effective Date: 09/1995

Supersedes: NONE

Sunset Date: 09/1997

BOCE POLICY 6.13

Page 1 of 1

DELETED 08/10

This policy has been deleted and can be found in Faculty Handbook.

There is one regularly scheduled teachers conference during the school year. This conference will either be the Northern Illinois District Teachers Conference or the Lutheran Educators Association Conference. Full time attendance at the conference is required. Mileage, meals and lodging are paid for by the congregation.

During the year there may be other meetings to which the staff are invited, such as meetings concerning the student-teacher program, high school-elementary school coordinating meeting at Luther North, etc. Attendance at these meetings is not obligatory, but teachers are encouraged to attend as frequently as possible upon approval by the principal.

TEACHER COLLECTION OF MONIES

Effective Date: 11/1995

Supersedes: NONE

Sunset Date:

BOCE POLICY 6.14

Page 1 of 1

DELETE 08/10

This policy has been deleted and can be found in the Faculty Handbook.

Purpose

To provide accountability and safety measures for collection of monies from the students by the teachers.

Policy

Teachers may collect and keep money for book orders and special projects. Teachers are liable for any monies collected and not remitted to the school office.

TEACHER CLASSROOM VISITATIONS

Effective Date: 09/1995

Supersedes: NONE

Sunset Date: 09/1997

BOCE POLICY 6.15

Page 1 of 1

DELETED 08/10

This policy has been deleted and moved to the Faculty Handbook.

Teachers are entitled to one-half day for classroom visitation purposes during the school year. This must be approved in advance by the principal.

STUDENT TEACHER SUPERVISION

Effective Date: 09/1995

Supersedes: NONE

Sunset Date: 09/1997

BOCE POLICY 6.16

Page 1 of 1

DELETED 08/10

This policy has been deleted and moved to Faculty Handbook.

In order to have a student teacher, a teacher must have over 5 years of teaching experience.

SUBSTITUTE TEACHERS

Effective Date: 09/1995

Supersedes: NONE_

Sunset Date: 09/1997

BOCE POLICY 6.17

Page 1 of 1

DELETED 08-10

This policy has been deleted and moved to Faculty Handbook.

Purpose

To facilitate the substitute teacher and students day while teaching at St. John's Lutheran School.

Policy

- Teachers are to notify the principal as soon as possible before needed time off or before 7:00 a.m. of the school day.
- Principal or designee will try and secure a substitute teacher for the classroom.
- Substitute Teachers will have available to them:
 - Location/Copies of the Lesson Plan Book –completed for rest of the week.
 - Daily schedule and routing procedure.
 - Class roster and seating chart.
 - Grade Book- for prolonged absences
 - Attendance register , absence and tardy forms
 - All study guides and manuals.
- Substitute teachers will be paid for their time by St. John's Lutheran School. Substitutes should check with the office regarding signing in and out and payment schedule.

PAYMENT of SUBSTITUTE TEACHERS

Effective Date: 09/1995

Supersedes: NONE

Sunset Date: 09/1997

BOCE POLICY 7-B-5a

Page 1 of 1

Purpose

This policy has been deleted and added to policy 6.17 which has been deleted and moved to the Faculty Handbook.

St. John's will pay for substitute teachers. Teachers shall not pay for their own substitutes.

FACULTY TUITION REIMBURSEMENT

Effective Date: December 2010

Supersedes: August 1999

Review Date: December 2012

BOCE POLICY 6.19

Page 1 of 1

Purpose

To define policies related to reimbursing faculty members for tuition and fees required for continuing professional education.

Policy

- Certified personnel who have completed one school year of service at St. John's may be eligible for reimbursement up to \$350.00 per fiscal year for approved education courses.
- Teachers must submit a request for reimbursement to the principal prior to the start of the course. The request must include the course and title number.
- The principal will review and approve/disapprove the request as appropriate and inform the teacher of the resultant decision. If the request is not approved, teachers may appeal the principal's decision to the Board of Christian Education (BOCE).
- Tuition reimbursement shall be paid upon approval of the request with the condition that the class be completed and passed.

Teachers shall provide "proof of passing" to the principal upon course completion.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

NON-DISCRIMINATION-TEACHERS

Effective Date: December 2010

Supersedes: August 2009

Review Date: December 2012

BOCE POLICY 6.1

Page 1 of 1

Purpose

To define policies related to employment of teachers.

Policy

- St. John's Lutheran School does not discriminate on the basis of race, color, sex, age, handicap status, national or ethnic origin in employing teachers who serve the Christian Day School.
- As a parochial (Church affiliated) school it reserves the right to employ teachers who meet the guidelines specified in the constitution and by-laws of St. John's Lutheran Church. St. John's prefers to call teachers with a Lutheran teaching diploma or colloquy.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

CHILDREN OF STAFF MEMBERS

Effective Date: 11/1995

Supersedes: NONE

Sunset Date: 11/1997

BOCE POLICY 6.20

Page 1 of 1

DELETED 08/10

This policy has been deleted and moved to the Faculty Handbook.

Staff members' children may be allowed in the staff member's classroom and/or office before the classroom times begins and after the teaching day ends. Children should not be present in the classroom or office when the staff member is teaching, having parent-teacher conferences, or conducting private school business in their classroom or office.

HIRING-TEACHERS

Effective Date: December 2010

Supersedes: October 2007

Review Date: December 2012

BOCE POLICY 6.2

Page 1 of 1

Purpose

To hire the most qualified teachers for St. John's Lutheran School by seeking input from various people within St. John's.

Policy

- Principal will request from the Northern Illinois District, as well as Concordia Universities a list of candidates for position as soon as the principal becomes aware of the need to fill a teaching position.
- Vacancies will be posted via the church and/or school publications for potential candidates for the position for a minimum of 2 weeks.
- After all resumes are received an ad hoc committee will be formed for the review of resumes and interviews. The ad hoc committee will consist of:
 - Principal
 - Teacher
 - BOCE member
 - Parent of St. John's who has a child(ren) enrolled currently.
- Principal will contact and schedule interviews with viable candidates.
- Ad hoc committee will discuss and recommend to the Board of Christian Education (BOCE) which candidate they feel is the best choice.
- If the teacher can be called, the congregation will convene for a meeting to offer the call.
- Contract teachers will be hired by the BOCE after a meeting is called to discuss the ad hoc committee recommendations.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

TEACHER QUALIFICATIONS

Effective Date: December 2010

Supersedes: November 1995

Review Date: December 2012

BOCE POLICY 6.3

Page 1 of 1

Purpose

To define policies related to teacher qualification requirements.

Policy

- St. John's teachers must have a Baccalaureate degree in education from an accredited institution.
- Teachers must hold a current state teaching certificate.
- St. John's prefers that teachers obtain an Illinois teaching certificate.

Definitions

- N/A

Variance

- Principal/Pastor

Comments and Examples

- N/A

Purpose

To define policies related to full time contract teachers not synodically trained.

Policy

- Full Time contract teachers not synodically trained will be required to pursue their synodical certificate through the LCMS colloquy program. Upon their hiring, teachers will be informed by the principal of the following:
 - By the end of the second year of employment with St. John's Lutheran School, the Board of Christian Education (BOCE) will draft a letter regarding the pursuing of the teacher's synodical certificate.
 - By the end of the third year, the teacher will provide evidence to the BOCE that the courses for completion of the certification process have been started. The teacher is to submit evidence of completion of courses toward certification at the end of the next year. Status of the above will be reported to the principal at the annual performance review. The principal will report the status to the BOCE.
 - The teacher will have until the tenth year of employment to complete the process. Should the teacher not act in good faith to complete the courses, which he/she committed to take, the teacher may be dismissed upon written recommendation by the principal to the BOCE. Should special circumstances arise in the life of the teacher, he/she may petition the Church Council for an additional year to complete the process.
 - Upon successful completion of each course, a teacher needing financial assistance may approach the BOCE to see if funds are available for full or partial reimbursement.

- Should the school need to hire additional faculty and be unable to locate synodically trained teachers who meet their needs, the Congregation may, through voters meeting, approve the contracts of additional non-Lutheran educated teachers up to 50% of the faculty.

Definitions

- **Colloquy Program**-The colloquy program for the Lutheran teaching ministry is a means by which graduates of non-synodical colleges and universities may be included on the LCMS roster of certified teachers. Inclusion on the synodical roster as a Minister of Religion, Commissioned, entitles the teacher to receive calls to teach at other LCMS schools. It also carries other rights and responsibilities, as well as privileges within the Synod. The colloquy adds a Lutheran religious dimension to the work of a person who is already credentialed to serve as a teacher.

Variance

- Principal/Pastor

Comments and Examples

- N/A

FACULTY EVALUATIONS

Effective Date: December 2010

Supersedes: October 2007

Review Date: December 2012

BOCE POLICY6.5

Page 1 of 1

Purpose

To define the policies related to evaluating faculty performance.

Policy

- At the beginning of each school year, the Principal shall select an appropriate faculty evaluation instrument, coordinating the selection with the BOCE **and set high level goals for the upcoming school year.**
- All teachers will do a self evaluation each year prior to a performance review with the principal. Evaluations should include strengths, weaknesses and **individual** goals for the coming year.
- **The principal will meet with the faculty in September and January to discuss goals and progress.**
- The Principal shall evaluate faculty performance and summarize the results for the **BOCE at the June meeting.**
- Teachers new to St. John's will have a performance review and a post observation evaluation with the principal during their first 90 days of employment at St. John's. Summary of the performance review will be provided to the BOCE.
- Principal shall do a self evaluation and be evaluated by all teacher(s) each year. Evaluations shall be given to the BOCE at the **July** board meeting.
- Written evaluations shall be placed **in each faculty member's personnel file** after their meeting with the principal, or with the BOCE for the principal.

Resources: The Instructional Leader's Guide to Informal Classroom Observation
By: Sally Zepeda and/or Performance Based Evaluations for Teachers
Copies located in principal's office

Definitions:

- N/A

Variance:

- Principal/Pastor

Examples and Comments:

- N/A

DISCIPLINE- TEACHERS

Effective Date: December 2010

Supersedes: August 2008

Review Date: December 2012

BOCE POLICY 6.6

Page 1 of 1

Purpose

Teacher discipline is used to promote positive changes in performance and assist in developing an effective and competent teacher.

Policy

- The following steps are intended to be a guide. The progressive steps may be repeated or not utilized depending on the infraction. The principal will notify the Board of Christian Education (BOCE) of any teacher that may be having performance and/or behavior problems. The principal has the authority to place a teacher on immediate leave pending a review and decision by the BOCE.
 - **VERBAL WARNING-** The teacher will be verbally counseled by the principal with the intent to clear up any misunderstanding and establish behavior and /or performance expectations for the future. Documentation of the content of the discussion including date, time and place will be made by the principal and placed in the faculty member's file.
 - **PROBATION-**Continued violations will result in probation for the duration of the teacher's contract. Called teachers will be placed on 30 days probation or until a Voter's meeting can be held. The principal will draft a letter with the date and signatures of both parties. The letter will include that the next step may be termination. The teacher has the right to rebut the contents of the letter in writing.
 - **TERMINATION-**After gathering of facts and deliberation, termination is the sole responsibility of the BOCE for non-called teachers. The teacher will be afforded an opportunity to address the BOCE. A termination letter will be drafted by the principal with specific information ie: turning in keys, returning property of St. John's, grade books, attendance at school/church functions, etc. Any teacher terminated will receive a severance package consisting of one-month's pay.
 - Teachers that are called by the congregation are subject to the above guidelines, however any decision regarding their ability to teach or remain in the classroom is the sole responsibility of the congregation as set forth in Article 13-"Removal from Office" in the Church Constitution.
 - St. John's reserves the right to not renew contracts.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

SUPERVISION OF STUDENTS

Effective: December 2010

Supersedes: August 1999

Review Date: December 2012

BOCE POLICY 6.7

Page 1 of 1

Purpose

To define responsibility for ensuring proper supervision of students.

Policy

- Students shall be supervised at all times by a responsible adult.
- Teachers are responsible for supervision of their students from the beginning of class time until the time students are dismissed from class. Teachers shall not leave their classrooms during class hours except for emergencies and scheduled free periods.
- When students are transferred from one activity to another, adult supervision shall be maintained at all times. The adult responsible for releasing the students to a new activity shall be responsible for supervising the physical transfer **until the transfer is complete**. This includes ensuring that a responsible adult is immediately available to assume full responsibility for supervising the students.

Definitions

- N/A

Variance

- Principal/Pastor

Comments and Examples

- N/A

TEACHER'S SCHOOL DAY

Effective Date: 08/1999

Supersedes: NONE

Sunset Date: 08/2001

BOCE POLICY 6.8

Page 1 of 1

This policy has been deleted and can be found in the faculty handbook.**Purpose**

To define the hours teachers are required to be available for teaching.

Policy

- Teachers school day begins at 8:00 a.m. and ends at 3:30 p.m.
- Teachers are expected to attend morning devotions and staff meetings before the students arrive at 8:30 a.m.
- Teachers are to call the principal if extenuating circumstances prevent them from being at school by 8:00 a.m.
- Teachers are expected to give advance notice of any changes in schedules due to personal issues, so that coverage of the classroom can be obtained.

DAILY SCHEDULE

Effective Date: 11/1995

Supersedes: NONE

Sunset Date: 11/1997

BOCE POLICY6.9

Page 1 of 1

This policy has been deleted and can be found in the faculty handbook.

Purpose

To define policies related to teachers daily schedule.

Policy

Each teacher is to make 3 copies of the daily schedule for his/his classroom. One copy is to be placed into the plan book. Second copy is to be put into the substitute folder. The third copy is to be sent to the office by the first day of school. In the event of a schedule

change, be sure all copies are changed. **DELETE ALL OF THIS**

Change to:

- Three copies of daily schedule are to be distributed as follows:
 - One copy in lesson plan book.
 - Copy for substitute teacher folder.
 - Copy in office by the first day of school.

It is the responsibility of the teachers to update all 3 copies in the event of any changes.

SCHOOL MATERIAL/SUPPLIES

Effective Date: December 2010

Supersedes: February 1994

Review Date: December 2012

BOCE POLICY 7.1

Page 1 of 1

Purpose

To define guidelines related to school materials and supplies.

Policy

- Purchasing of regular school supplies and teaching aids will be handled by the principal.
- Additional or unusual requests for supplies must be submitted in writing to the principal.
- Textbook changes are made by the decision of the staff, principal and communicated to the Board of Christian Education (BOCE). Request for changes in textbooks outside the regular cycle shall be brought to the principal in a timely manner in order to get input from teachers and the BOCE.
- Teachers shall not request money from students for regular supplies, materials or other purposes without the permission from the principal.

Definitions

- N/A

Variance

- N/A

Comments and Examples

- N/A

INTERCOM

Effective: December 2010

Supersedes: January 2010

Review Date: December 2012

BOCE POLICY 7.3

Page 1 of 1

Purpose

To define policies related to the intercom during school hours.

Policy

- The intercom is used for daily devotions, announcements and prayers by the principal or designee.
- The intercom is used in case of emergency or for urgent announcements as determined by the principal or designee.
- Students are prohibited from using the intercom unless specifically authorized by the principal/designee.

Definitions

- N/A

Variance

- Principal/Pastor

Comments and Examples

- N/A

FOOD PREP KITCHEN GUIDELINES

Effective: December 2010

Supersedes: July 2009

Review Date: December 2012

BOCE POLICY 7.5

Page 1 of 1

Purpose

To provide policies related to kitchen guidelines and food preparation.

Policy

- In accordance with state laws, in order for food to be prepared for student use, there must be a certified sanitation person on the premises.
- Food preparation for student use must adhere to the following rules:
 - Food preparers are to wash their hands frequently.
 - Food is to be stored at the correct temperature for that food.
 - Servers need to wear disposable gloves. Gloves are the responsibility of the organization to have for the volunteers.
 - Volunteers with communicable diseases (cough, fever, runny nose, etc) may not serve or prepare food.
 - No smoking is allowed in the building and within 15 feet of any entrance.
 - Kitchen should be thoroughly cleaned after each use.
 - Refrigerated/frozen items should have date and name of organization clearly marked on the packaging. Failure to do so may result in the items being disposed of.

Resources: Servsafe Manual located in the office.

Definitions

- N/A

Variance

- Principal/Pastor

Comments and Examples

- N/A

SOCK HOP GUIDELINES

Effective Date: December 2010

Supersedes: October 1994

Review Date: December 2012

BOCE POLICY 7.6

Page 1 of 1

Purpose

To set standard guidelines for dances held at St. John's Lutheran School.

Policy

- All dances must be approved by the school administrator according to the guidelines set by the Board of Christian Education (BOCE) .
- Students will only be permitted if there is a permission slip signed by the parent or guardian which includes the student's name, address, telephone number and an emergency contact number.
- Dances will be limited to students up to and including eighth grade.
- There will be a minimum of (8) adult chaperones for all dances.
- The adult coordinator for the sponsoring group will not leave the premises until after the dance is over.
- The adult coordinator for the sponsoring group will instruct the chaperones to make periodic bathroom checks, to discourage running in the halls, and to limit access to parts of the building being used for the dance only. No one should be on the second or third floors or in the stairways above the first floor at any time.
- The adult coordinator from the sponsoring group will provide a financial disclosure of all monies collected and spent related to the dance within 2 weeks.
- Failure to follow these guidelines may eliminate an organization from any further dances on St. John's property.
- If a chaperone encounters a child with a disciplinary problem, the permission slip is to be marked and turned into the principal.

Definitions

- N/A

Variance

- Principal/Pastor

Comments and Examples

- N/A

SOLICITATIONS BY OUTSIDE FIRMS

Effective Date: December 2010

Supersedes: August 1999

Review Date: December 2012

BOCE POLICY 8.1

Page 1 of 1

Purpose

To define the policies related to solicitations of students by outside firms.

Policy

- Students shall not be exploited through use of commercial promotions, promotional materials, surveys, advertising, etc.
- No solicitations, promotions, or requests for information shall be made to students without prior approval by the Principal or Pastor.
- Commercial or other non-St. John's promotional materials shall not be sent home with students, except where the material(s) are for products, services, or information, that enhance or augment the development of student's God given talents, are likely to be of interest to our parents and students, and preferably where the provider is supportive of St. John's.
- Where it may not be clear to the reader that these criteria have been met, the piece should be accompanied with an explanation (maybe in the Parent Friday Bulletin) of the reason it's being sent home.
- In similar fashion, where appropriate, a disclaimer should be issued indicating that St. John's is not endorsing the product or service, nor requiring that a purchase be made.

Definitions

- A provider that support's St. John's is one that sponsors us or our events (A-Thons, picnic, etc.), that advertise in our publications, that actively promote the school and/or church (make our flyers and other information available to their customers), etc.

Variance

- Office Manager may approve in Principal and Pastor's absence.

Comments and Examples

- A pizza restaurant, while they might support us, their ad or coupon would be of no educational value, so wouldn't qualify, whereas offering information about park programs, or from instructional type of businesses (sports, music, etc.) may - provided they meet the other criteria too.
- An explanation that might accompany a survey being sent home could be: "We are asking parents to complete the *Home Reading Habits Survey*. All responses are confidential and the provider, XYZ Readers, will only store the aggregate information and will not retain any personally identifiable information. As a thank you for completing the survey, XYZ Readers will be giving St. John's 10 Free "X"s, 10 free "Y"s, and as many "Z"s as we need."