

# St. John Amelith Lutheran School

## Master Handbook

(Policies and Procedures)

Revised: November 2024



### School Mission Statement:

*Helping Children Grow in Faith, Knowledge and Service*

(based on 2 Peter 3:18)

### School Purpose Statement:

*The purpose of St. John Amelith Lutheran School is to instill in the hearts of our students a greater love and fear of God by providing a Christ-centered education environment. Our school provides an atmosphere in which Christian faith, values, character, and behavior are learned in the context of the daily routine. Each day should bring the students closer to the Savior and teach a healthy respect and love for God, themselves and others.*



St. John Amelith Lutheran School  
Master Handbook

**General Rules for St. John Amelith Lutheran School Students**

1. Students are the responsibility of each and every teacher during regular school hours. This means that students also have a responsibility to each teacher.
2. Students must have an adult supervisor for after school extracurricular events in which they are not participants.
3. No running is permitted in the school building outside of the gymnasium.
4. Children are to play in designated areas - not in hallways or restrooms.
5. Students are to play in defined outdoor school play areas. The following areas are off limits for play at ALL times: trees, church grounds, cemetery, ditches, roof, east side of the school, the north lawn.
6. Children are not allowed in the office or workroom, other classrooms, furnace room, janitorial closets, stage area, chair room, kitchen or under the stage without special permission or direction.
7. Only members of the group assigned to the gym should be present.
8. When more than one group is on the playground, children in grades PS - 4 have priority on the equipment - swings, slide, etc.
9. Playing baseball and tackle football at recess are not allowed.
10. No ball play is allowed in area between school and playground.
11. Snowballing is allowed under supervision in areas away from the school.
12. No gum chewing is allowed.
13. No sitting on tables, desks or food serving counters.
14. Toys, dolls, and animals are not allowed except where permitted for class projects, show-and-tell, etc. This includes any electronic devices. Confiscated playthings may not be returned.



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St. John Amelith Lutheran School  
Master Handbook – Alphabetic Listing of Policies

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## Section Listing

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### Section 2 – Administration Policies

This section contains policies relating to administering the school.

### Section 3 – Curriculum and Instruction Policies

This section contains policies relating to student instruction and academics.

### Section 4 – Student Activities Policies

This section contains policies relating to student participation in extra-curricular activities.

### Section 5 – Students and Student Services Policies

This section contains policies relating to students and the school.

### Section 6 – Staff Policies

This section contains policies relating to providing the school with teachers and support staff.



St. John Amelith Lutheran School  
Master Handbook – Section 1 – General Policies

## **SECTION 1 General Policies**



St. John Amelith Lutheran School  
Master Handbook – Section 1 – General Policies

**Policy Number: 1.01**

**Roles of Board of Christian Education, Principal, and Pastor**

Last Revised: June 2, 2014

**Role of the Board of Christian Education**

St. John Amelith Lutheran School (SJA School) Board of Christian Education is a representative body elected by the Voters' Assembly of St. John Amelith Lutheran Church. Ultimately, it is our local parish which has control over the program of administration and supervision of the school. Since the entire parish cannot function directly in this capacity, the Board of Christian Education was established to carry out all school related desires of our congregation. It is the purpose and role of our Board of Christian Education to exercise general administration and supervision over our school and to ensure that the school is maintained. In addition, the Board of Christian Education is accountable to our local parish and shall be responsive to the educational and financial needs of the school.

**Role of the Principal**

The immediate supervision of the school rests with the principal. The principal acts as the executive officer of the school, who with the assistance of faculty suggests changes and policies for the improvement and welfare of the school. The principal will see to it that policies and wishes established by the Board are implemented. The principal is also the school's educational leader. The principal is the official representative of the school and its teaching staff to the Board, congregation, parents, other parochial/public schools, and the general public. The principal has supervisory and administrative functions.

**Role of the Pastor**

The pastor is the overall spiritual leader of the congregation and school. The Board delegates executive powers to the principal, not through the pastor. In the concern for faculty, students, and parents, the pastor is available for all pastoral consultation as needed. The principal shall keep the pastor fully informed as to the school's activities and problems, counsel with the pastor, and strive to manage and lead the school in accordance with the pastor's spiritual advice based on the Word of God. Both are participants in the team ministry of the congregation. The pastor also offers assistance in the formulation and modification of the school's religion curriculum.



St. John Amelith Lutheran School  
Master Handbook – Section 1 – General Policies

**Policy Number: 1.02**  
**Board of Christian Education**

Last Revised: July 27, 2023

The general objective of the Board of Christian Education of St. John Amelith Lutheran Church shall be to give assistance in the maintenance of the highest levels of efficiency in the fields of Christian and secular knowledge and in the sphere of Christian ethics in the parish and Sunday School.

**The Membership**

The Board of Christian Education shall consist of the six lay people chosen by the Voters Assembly. They will serve for three years. Ex-officio members shall include the pastor, principal, the teachers, and the Sunday School superintendent.

Members must have loyalty to the school, not conflicted by loyalties to staff, other people (including family members), other organizations or any personal interest.

Members must avoid conflict of interest with respect to their fiduciary responsibility. Any member of the Board shall not hold employment within St. John Amelith School or Church. Any member seeking employment with the church or school must first resign from the Board.

**Board Duties**

1. To supervise all Christian education in the congregation such as: parish school, Sunday School, Bible Class, youth, and all extra-curricular activities of the school.
2. To consider matters pertaining to the educational activities of the parish and Sunday School, i.e. changes in curriculum, introduction of new texts and acquisition of necessary materials as recommended by the teachers under the supervision of the principal, and all other such matters which pertain to the parish and Sunday School.
3. To visit the various classes of the parish and Sunday School with regularity. At least one visit by each member per year to the various Sunday School classes is expected and at least one visit by each member to the school is encouraged. Board members are also encouraged to attend Voter's Meetings during the year.
4. To supervise and promote the enrollment of all the children of our church in our Parish and Sunday Schools. Board members should be kept aware of member children not in attendance in our school.
5. To assist in the mission endeavors of the school.
6. To investigate the availability of candidates, consider, and recommend candidates for job openings in our parish school in the event of a vacancy.
7. To consider the recommendation of faculty assignment by the principal and/or re-assignment of various grades to members of the faculty in such manner as will best serve the interests of the school.
8. To consider and study subjects, costs, values, and trends in education in general and particularly with reference to Christian education.
9. To consider matters pertaining to the improvement of the school property in conjunction with the Church Council or Trustees for recommendation to the congregation.



St. John Amelith Lutheran School  
Master Handbook – Section 1 – General Policies

10. To investigate and ascertain whether students are taught and advanced in their respective classes in accordance with normally required standards as outlined in the accepted courses of study.
11. To provide a hearing to any parent, member, or teacher before the Board in any matter pertaining to the areas which are outlined in number one above in accordance with the principles set forth in **Matthew 18,** <sup>15</sup> **“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. <sup>16</sup> But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ <sup>17</sup> If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.**  
The party should take the matter first to the teacher or leader involved. If this does not accomplish a resolution of the problem the matter should be brought to the principal, if it is a school matter, the Sunday School superintendent, if it is related to the Sunday School, athletic director, if it is a sports matter, or the youth director, if it is a matter with the youth. If there is still need for additional involvement, the chairman of the Board should be contacted to make arrangements for a hearing by the Board.
12. To see to it that the school is cleaned annually in the summer.
13. The Board shall ask for permission of the congregation if they wish to spend more than fifty (50) dollars for other than budgeted expenses.
14. To evaluate annually the performance of the principal and the teacher. This is to be done by May. The job description for the principal and teachers shall be a guideline for the evaluation.
15. A special meeting of the Board shall be scheduled when requested by two or more members.
16. Board members will be informed of coaching selections made for athletic teams based on the applications received and recommendation of the Athletic Director under the supervision of the principal.
17. To review these Rules, Regulations and Purpose annually.

### **Policy Number: 1.03**

#### **Policy Adoption Procedure**

Last Revised: August 29, 2006

When adopting or amending policies which will be added to the Master Handbook the Board shall follow the procedures outlined here.

- Policies to be considered are brought to the Board by the Board members, principal, or faculty.
- The proposed policy is under consideration for the course of two Board meetings.
- After discussion, a motion to adopt the proposed policy is made and seconded by Board members.
- The motion is adopted by a majority vote of the Board members present. (A quorum of four voting members being needed.)
- The policy/policy revision is published where appropriate.



St. John Amelith Lutheran School  
Master Handbook – Section 1 – General Policies

**Policy Number: 1.04**  
**Board of Education Positions**

Last Revised: August 20, 2012

Board chairperson and secretary are elected from the membership annually. Additionally, three members shall be selected annually to represent the Board on the Salary Review Committee. Two members shall be selected to join the Principal on the Tuition Assistance Committee.

**Policy Number: 1.05**  
**Handbook Policy**

Date Adopted: 2007

**POLICY STATEMENT:** The Board of Christian Education and faculty will review this Policy and Procedures Handbook on a routine basis. This schedule should provide a complete review of the handbook annually.

**Procedures:**

1. Add new policies and procedures where deemed necessary by the Board, faculty, and principal.
2. Policies and procedures should be a cooperative effort with the Board providing the policy, and the principal creating the procedures to carry out the policy.
3. The most recent version of the handbook can be found on St. John Amelith Lutheran Church & School website.



## **SECTION 2 Administration Policies**



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**Policy Number: 2.01**  
**Child Abuse Reporting**

Last Revised: August 29, 2006

**POLICY STATEMENT:** If child abuse is suspected, employees of St. John Amelith are required to follow the reporting procedures below.

**Procedures:**

1. Notify the principal of your suspicions.
2. Call Children's Protective Services to make a verbal report.
  - Family Independence Agency of Bay County
  - Child-Adult Abuse & Neglect
3. Send a written report within 72 hours (Form 3200) with the following information:
  - Name of Child
  - Description of the abuse or neglect
  - Age of the child and date of birth
  - Address of where the child lives.
  - Names and address of parents
  - Child's guardian
  - Persons with whom the child resides.
  - Identify victim(s)
  - The cause of the abuse or neglect
  - How the abuse occurred
  - Provide a copy of the above report to the principal to be kept on file.
4. Employees of St. John Amelith could go to jail and/or be sued for not reporting their suspicions.
5. Identity of the person reporting is not disclosed by Children's Protective Services

**Policy Number: 2.02**  
**Communicable Diseases Policy**

Last Revised: September 30, 2013

**Policy Statement:** To ensure the health and well-being of our children and staff, children who display the symptoms of a contagious or communicable disease will not be allowed in the building.

**HIV Specific:**

Decisions regarding the type of educational and care setting for HIV positive children shall be based on the behavior, neurological development, and physical condition of the child and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the child's physician, public health personnel, the child's parent or guardian, and personnel associated with the proposed care of educational setting. In each case, risks, and benefits to both the HIV positive child and to others in the building shall be weighed.





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For most HIV positive school-aged children, the benefits of an unrestricted setting outweigh the risks of their acquiring potentially harmful infections and the apparent nonexistent risk of transmission of HIV to others. These children shall be allowed to attend school.

Much is now known regarding the transmission of HIV. HIV can be detected in several fluids and tissue of a person living with HIV. It is important to understand however, that finding a small amount of HIV in a body fluid or tissue does not mean that HIV is transmitted by that body fluid or tissue. Only specific fluids (blood, semen, vaginal secretions, and breast milk) from an HIV-infected person can transmit HIV. These specific fluids must come in contact with a mucous membrane or damaged tissue or be directly injected into the bloodstream (from a needle or syringe) for transmission to possibly occur ([www.cdc.gov](http://www.cdc.gov)).

**Procedures:**

1. Contagious diseases need to be reported to the school office immediately so that the Health Department and other parents can be informed. A school-wide note will be sent to our parents.
2. Infections including, but not limited to lice, scabies, ringworm, pinworms, or other infections caused by skin to skin/direct contact, may return to school upon approval by their PCP (Primary Care Provider) e.g., family physician (MD or DO), Physician Assistant or Nurse Practitioner.
3. Illness with fevers including but not limited to upper/lower respiratory infections, influenza, middle ear infections, viral gastrointestinal (GI) infections with or without vomiting and diarrhea, may return to school when the fever has been gone for 24 hours, or upon approval by their PCP.
4. Bacterial Conjunctivitis (Pink Eye): The student may return to school after antibacterial eye drops or ointment have been applied to affected eye(s) for a full 24 hours or upon approval by their PCP.
5. Any open lesion(s) of staff or student shall be covered to protect from infection and/or transmission.
6. HIV specific:
  - Care involving exposure to the infected child's blood and body fluids shall be exercised by persons who are aware of the child's HIV status. If such blood and body fluids are present, universal precautions will be taken as with any other potentially infectious material, such as use of disposable gloves. Proper hand washing after exposure to blood and body fluids and before caring for another child shall be observed.
  - Other infections, regardless of HIV status, can be present in blood or body fluids in staff or students. Therefore, all schools shall adopt routine procedures for handling blood or body fluids. Soiled surfaces shall be promptly cleaned with disinfectants, such as household bleach (diluted 1 part bleach to 10 parts water). Disposable towels or tissues shall be used, and mops shall be rinsed in disinfectant. Those who are cleaning shall avoid exposure to their own open skin lesions or mucous membranes with the blood or body fluids being cleaned up.
  - Persons involved in the care and education of children living with HIV shall respect the child's right to privacy, including maintaining confidential records. The number of personnel who are aware of the child's HIV status shall be kept to a minimum, to ensure proper care of the child and to detect situations where the potential for transmission may increase (e.g., bleeding injury).



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**Policy Number: 2.03**

**Costume Policy**

Last Revised: July 27, 2023

**POLICY STATEMENT:** Students of SJA School are given the opportunity to dress in costume for classroom parties as well as other school sponsored events. The guidelines for allowable costumes are listed below, including, but not limited to:

- Nothing bloody, gory, satanic, or devilish
- No weapons (guns, knives, ninja equipment, etc.)

Procedures:

1. If a student is unsure whether a certain costume would be acceptable, they are urged to check with the principal **PRIOR** to purchasing/making the costume.
2. If a student comes with a costume which is in violation of the guidelines, they will be asked to remove the costume.

**Policy Number: 2.04**

**Instructional Resources Replacement Policy**

Last Revised: July 26, 2021

**POLICY STATEMENT:** Selecting, replacing and evaluating instructional resources is done by the principal and faculty. Request for instructional resources or equipment must be submitted to the principal. Any purchase must be granted permission by the principal, Board and in some cases the congregation prior to the actual purchase.

Procedures:

Upon receiving a request, the principal must:

1. Investigate, communicate with other principals, and obtain information on what type, model, and company they purchased the item from and whether they are satisfied, and if service is adequate.
2. Call various distributors, obtain brochures and prices.
3. Share information with teachers and Board.
4. Bring prices before the Board for approval before implementation or signing of any contract if the cost to be spent is greater than \$500.00. The Board of Education will make a decision.

Faculty requests:

1. Faculty members submit written/oral requests to principal.
2. As funds become available, the faculty chooses library books and instructional resource materials.
3. Donations and memorials given directly to the school may be used to purchase needed items for the school. Items to be purchased will be approved by the faculty/Board.



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4. Faculty members who share in some of the responsibilities for instructional resource research/purchasing include:
- Religious materials – pastor, principal, teachers
  - Music – music directors
  - Sports – athletic director, teachers
  - Library – teachers
  - General needs – principal

**Policy Number: 2.05**

**Locker Policy**

Date Adopted: August 2006

**POLICY STATEMENT:** Student lockers in the main hallway are for storage of lunches, backpacks, coats, and other student items.

Procedures:

1. Students are not allowed to affix any items to the exterior surface of their locker.
2. Students may attach magnetic items to the interior space of their lockers. Tape is not to be used.
3. No locks are allowed on hallway lockers.
4. Student lockers are subject to search at any time.

**Policy Number: 2.06**

**Lutheran Family Values Policy**

Last Revised: August 29, 2006

**POLICY STATEMENT:** SJA School is operated by St. John Amelith Lutheran Church. St. John Amelith Lutheran Church is a member congregation of The Lutheran Church-Missouri Synod (“LCMS”).

SJA School is a school with a mission but is more than that. St. John Amelith Lutheran Church considers SJA School to be a mission, one form of Christian mission to its members and to the community. LC-MS Christians believe that the purpose of education is not ultimately to prepare people for life in this world, but to “make people wise unto salvation through faith in Jesus Christ.” (I Tim. 3:15).

Christian beliefs, as understood and taught in the LC-MS, pervade everything that is done at SJA School. Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, principal and other school employees whose very presence is a testimonial to the Lutheran faith and way of life.

The LC-MS is a creedal church, with definite beliefs on many points of Christian faith. For instance, the LC-MS affirms the sanctity of human life, including the life of an unborn child; the importance of stable family life and of fidelity in marriage; and abstention from illegal drugs. The LC-MS opposes a



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homosexual lifestyle and cohabitation or sexual relations outside the marital relationship. These are only examples of the LC-MS positions on a number of contemporary questions of conduct and morals.

SJA School expects that the families of its students will not act in a way that is contrary to or disrupts the teachings of the LC-MS in matters of religious faith and personal conduct. Family members who are not LC-MS members are of course not required to believe or confess the teachings or beliefs of the LC-MS. However, family members may not, in a way that may affect the school, promote beliefs that are contrary to those of the LC-MS or otherwise weaken the LC-MS Christian atmosphere at the school. Family members are expected to lead personal lives that do not violate the teachings of Holy Scriptures and of the LC-MS on matters of personal conduct, so that all family members may in their daily lives not undermine SJA School's mission as an LC-MS Christian institution. If a family member of a student or applicant for enrollment challenges LC-MS teachings at SJA School or conducts his or her life in a way that is contrary to those teachings, the student or applicant may be expelled, suspended, or refused enrollment.

LC-MS doctrine and practice are derived from the Holy Scriptures, the Lutheran Confessions, and the applicable resolutions of the LC-MS. For all purposes of this policy the decision of the pastor of what constitutes the beliefs and teachings of the LC-MS and what actions, or conduct constitutes a violation of this policy shall be final and binding. Family members who are unfamiliar with LC-MS beliefs and teachings on any subject should inquire about them from the principal. He or she can refer questioners to appropriate publications or, if necessary, can arrange for the family member to be counseled by a pastor of an LC-MS church.

## **Policy Name: 2.07**

### **Medications and General Health Policy**

Last Revised: August 20, 2012

**POLICY STATEMENT:** The following procedures have been adopted by the Board of Christian Education in accordance with the State of Michigan School Code.

#### **Procedures:**

1. Medical and dental appointments should be made before or after school hours whenever possible.
2. Special health conditions that speak against involvement in P.E. activities will need a doctor's statement to that effect.
3. Do not send any medications with your child. Parents/guardians need to bring all medications, both over-the-counter type and prescriptions, to the school office in person.
4. Appropriate forms must be filled out and signed for administration of all medications, both over the counter and prescription.
5. Any student requiring medication of any kind during the school day will be sent to the office to request their medication which will be given to them by a member of staff. Students are not permitted to attain medication without staff providing it to them.
6. The time, date and name of medication taken during the school day will be documented and kept in the student's file as an ongoing list.



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**Policy Number: 2.08**  
**First Aid Medical Treatment**

Last Revised: August 23, 2022

**POLICY STATEMENT:** All staff members are required to have current Red Cross First Aid and CPR certification.

*2.08a Minor Injuries –*

Acceptable Medical Treatments for Children:

1. Cleaning and bandaging of minor cuts and scratches.
2. Ice packs on minor bumps and sprains.

*2.08b Major Injuries – Emergencies*

All other medical injuries are considered major and will not be treated until a parent is called and then only by a doctor or paramedic. First Aid should only be administered in a situation when no other professionally trained personnel are readily available, and time is of the essence. For any major or traumatic injury, the teacher will:

1. IMMEDIATELY send someone to get the principal or other adult.
2. ALWAYS stay with the child.
3. NEVER attempt to move the child unless leaving the child in a situation will create further injury.
4. COMFORT the child as much as possible.

The person in authority will first notify the parents of any injury if possible. If it is a life-threatening or traumatic injury, paramedics will be called first, then the parents.

Serious injuries will be recorded on an accident report form in the school office. Information will include date and time of incident, type of injury, and any treatment.

**Policy Number: 2.09**  
**Milk, Snack and Lunch Delinquency Policy**

Last Revised: August 23, 2022

**POLICY STATEMENT:** SJA School offers a milk, snack, and hot lunch program. There is a fee assessed for milk, snacks and lunches consumed. If an account goes unpaid for two consecutive months, the child(ren) will be required to bring a cold lunch and skip morning milk and snack until the account is paid.

Procedures:

1. Statements are sent home to each family at the end of the month reflecting actual milk, snack and lunches consumed that month.
2. Families are expected to pay their bill monthly.



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3. Final 4<sup>th</sup> quarter report cards will not be released to families who have an outstanding balance to the milk/snack/lunch program, unless arrangements have been made.

**Policy Number: 2.10**

**Non-discrimination Policy**

Last Revised: April 2006

POLICY STATEMENT: SJA School, run by St. John Amelith Lutheran Church admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to student. We do not discriminate based on race, color, nationality, and ethnic origin in the administration of our educational policies and athletic and other school administered programs.

**Policy Number: 2.11**

**Parental Custody Policy**

Last Revised: August 29, 2006

POLICY STATEMENT: In cases where children of divorced or separated parents attend the school, the parents are required to provide the principal with copies of the Judgment of Divorce (JOD), separation arrangements or other legal documentation which directs parental custodial arrangements.

Procedures:

1. Parents provide the principal with the legal documentation which gives direction to the school as to custodial arrangements or limitations thereof.
2. In cases of dispute, the principal will enforce the terms of the JOD or other comparable legal document.

**Policy Number: 2.12**

**Pet Policy**

Last Revised: July 27, 2023

POLICY STATEMENT: Due to school liability, animal allergies, and animal aversions, no live animals are allowed in the school building unless approved in advance by the principal for a school related purpose. All pets must remain in your vehicle when on school and/or church property.



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**Policy Number: 2.13**

**Board of Christian Education Agenda Policy**

Last Revised: July 27, 2023

**POLICY STATEMENT:** Persons desiring to attend regularly scheduled Board of Christian Education meetings must announce their intent and purpose to the Board chairperson or the principal at least 24 hours prior to the meeting.

**Procedures:**

1. Upcoming Board meeting dates will be advertised in weekly newsletter, church calendar and bulletin.
2. All open Board minutes are available upon request.
3. Concerns will be heard at the beginning of the meeting and then guests will be excused from the remainder of the meeting.
4. Standard agenda format is as follows:
  - Opening of meeting by chairperson
  - Devotions
  - Approval of minutes from previous meeting
  - Parent concerns
  - Agenda additions
  - Reports which may include, but are not limited to
    - Athletic Director
    - Sunday School
    - Youth Leader
    - Teachers
    - Principal
    - Cardinal Strong
    - Budget
  - Old Business
  - New Business

**Policy Number: 2.14**

**Sexual Harassment Policy**

Last Revised: August 29, 2006

**POLICY STATEMENT:** SJA School is committed to maintaining a learning environment and working environment that is free from harassment of any type. Therefore, the following policy is in place.

**DEFINITION:** Sexual harassment is any unwanted and unwelcome sexual behavior which interferes with a person's education or employment by creating a hostile or intimidating learning or work environment. Sexual harassment can be verbal, nonverbal, or can involve physically touching another person. Males and females are both sexually harassed; males harass females; females harass males; males harass males;





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females harass females. People often think they are only teasing when, in fact, their behavior is sexual harassment and is against the law and the policies of SJA School.

## THE LAW

The following Federal and state laws prohibit sexual harassment:

- Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, the Pregnancy Discrimination Act of 1978, and the Civil Rights Act of 1991.
- Title VII of the Civil Rights Act of 1972 and Title IX of the Education Amendments of 1972.
- Final Amendment to Guidelines on Discrimination Because of Sex – November 1980.

Therefore, sexual harassment in the workplace, in buildings and grounds which are a part or extension of SJA School, and during events sponsored by SJA School is unlawful.

## BASIC CIRCUMSTANCES

The following is a partial list of conduct that may constitute harassment:

- unwelcome sexual advances whether they involve touching or not.
- sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding an individual's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, and prowess.
- displaying sexually suggestive objects, pictures, and/or cartoons
- unwelcome leering, whistling, brushing against the body, sexual gestures, and suggestive or insulting comments.
- inquiries into one's sexual experiences.
- discussion of one's sexual activities

## REPORTING

Any student subjected to harassment is strongly encouraged to contact a teacher, principal, or pastor. Complaints will be properly investigated in as confidential a manner as is consistent with the problem.

Any employee subjected to harassment is strongly encouraged to contact the principal, pastor, or chairperson of the Board. Complaints will be properly investigated in as confidential a manner as is consistent with the problem.

## RESPONSIVE ACTION

Any student found to have engaged in harassment is subject to discipline including but not limited to suspension, expulsion, and/or may be required to undergo counseling.





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Any employee found to have engaged in harassment is subject to discipline up to and including discharge administered in a manner consistent with the law and the Constitution of St. John Amelith Lutheran Church.

**Procedures:**

1. The following steps will be followed in the event of reported student harassment:
  - A full statement will be taken from the person(s) registering the complaint.
  - A full statement will be taken from the accused person(s).
  - Statements will be taken from any witnesses to the harassment.
  - The parents of those involved will be asked to meet to explain the situation.
  - Based on the information gathered, a recommendation will be made to the Board.
  - The student and his/her parents will be informed of the decision.
  - The parents will have an opportunity to request a Board hearing.
  - State and federal laws will be adhered to.
2. In the case of an employee the following steps will be followed in the event of a reported harassment:
  - A full statement will be taken from the person(s) registering the complaint.
  - A full statement will be taken from the accused person(s).
  - Statements will be taken from any witnesses to the harassment.
  - The employee and any additional support person will be asked to meet to discuss the situation.
  - Based on the information gathered, a recommendation will be made to the Elders and/or Church Council. In the case of a called employee, action may have to be approved by the Voter's Assembly.
  - The employee will be informed of the decision.
  - The employee will have an opportunity to request a hearing.
  - State and federal laws will be adhered to.

**Policy Number: 2.15**

**Phone and Like Device usage Policy**

Last Revised July 27, 2023

**POLICY STATEMENT:** Students must have a valid reason and obtain permission from the adult in charge before using the phone or like device. Cell phone or like device use by students is NOT allowed during the school day.

**Procedures:**

1. Cell phones or like devices must be kept in backpacks/lockers.
2. If a student is found using a cell phone or like device during school without teacher approval, it will be confiscated and given to the principal.
3. If a second infraction occurs, the student will no longer be allowed to bring a cell phone or like device to school.



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4. SJA School is not liable for lost, damaged or stolen cell phones or like devices.
5. Watches must be put on airplane or school mode during class.

## **Policy Number: 2.16**

### **Tobacco and Alcohol-Free School Policy**

Last Revised: July 27, 2023

**POLICY STATEMENT:** Research suggests that young people are strongly influenced to use tobacco and/or alcohol by the role modeling of adults and peers. The research is also unequivocal that tobacco smoke and/or continual or excessive drinking of alcohol results in serious, ongoing health problems for children and adolescents. Schools should therefore prohibit the use of any tobacco product and alcohol in all school related situations, by any person, at any time, in any location, and at any event. In addition, all alcohol products are prohibited on school premises.

#### **DEFINITIONS:**

- “Any tobacco product” includes spit tobacco, cigarettes, electronic cigarettes, vapes, cigars, or any other kind of tobacco or smoking product.
- “All alcohol products” includes anything containing alcohol in a solid or liquid form.
- “Any person” includes students, staff, visitors, all groups using school property, and any other persons. Because the State Board of Education believes that public education’s responsibility extends to the health and learning of all students, alternative and vocational programs are included in this prohibition.
- “Any time” means 24 hours per day, seven days per week, and 365 days per year.
- “Any location” includes the school’s property, grounds, buildings, and vehicles, even when school is out of session, or the event is sponsored by another organization.
- “Any event” includes all school sponsored events, whether on or off school property.

#### **Procedures:**

1. SJA School prohibits tobacco and alcohol advertising or promotion on signs, clothing, caps, bags or through sponsorship of school events. Studies suggest that tobacco advertising and promotion influence tobacco and alcohol use. Schools should therefore prohibit tobacco and alcohol advertising or promotion.
2. It is the responsibility of the principal to:
  - Communicate this policy verbally to students, employees, family members, and visitors, at school events, through signage, and by any other means available.
  - Develop and implement procedures for consistent and fair enforcement.
  - Treat violators who are students or employees with disciplinary action in the same magnitude and manner as violations of other school policies.
  - Ensure that visitors who violate the policy discontinue using the tobacco or discard the alcohol product or leave the premises.
  - Include the expectation that the prohibition will be enforced in contracts with outside groups who use the school building.



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- Coordinate with local law enforcement agencies on enforcement of the Youth Tobacco Act and the Michigan Penal Code related to tobacco use.
- 3. SJA School encourages and helps students and employees to quit using tobacco or alcohol. Schools should therefore provide access to developmentally appropriate cessation programs and/or information about community cessation programs.
- 4. SJA School builds on existing local Board policies related to coordinated school health programs, comprehensive school health education, and management of asthma.

**Policy Number: 2.17**

**Transportation Policy**

Last Revised: July 27, 2023

Policy Statement: Children must be picked up at the end of the school day unless a parent/legal guardian request other arrangements.

Procedures:

1. Changes to normal daily transportation practices require parental/legal guardian notification to the teacher involved.
2. Students walking or riding bikes to or from school must have written permission from a parent/legal guardian.
3. Bicycles are to be used only for transportation to and from school. They are to be parked during school hours. Children must wait until a teacher or principal dismisses them from the school before departing.

**Policy Number: 2.18**

**Tuition Policy**

Last Revised: July 27, 2023

POLICY STATEMENT: Tuition is charged for attending SJA School. The same tuition rate is charged for member and community families. Payment is expected on the 15<sup>th</sup> of each month from September through May, with an initial payment at registration in August.

Procedures:

1. Those needing tuition assistance must apply prior to registration. Special circumstances will be addressed if required. All applications are reviewed confidentially by the principal and two Board members.
2. Families who have not paid by the end of the month will receive a reminder from the principal.
3. Quarterly, bi-monthly or other payment plans can be established between the principal and the family.
4. If two consecutive months of non-payment occur, the principal and parents must draft a payment plan which is then approved by the Board. *Reference Payment Plan Form*



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5. Final fourth quarter report card will not be released to families who have an outstanding balance. As well, student records may be held due to payment not being received in full.
6. If payment arrangements are not made, unpaid balances may be forwarded to collections 90 days after the last day of attendance. Approval of the Board is required before outside collections action is taken.

**Policy Number: 2.19**  
**Building Security Policy**

Last Revised: October 30, 2007

**POLICY STATEMENT:** The principal is responsible for all procedures relating to building security.

**Procedures:**

1. A log shall be maintained to account for sign in or sign out of students that arrive or leave at times other than scheduled school starting and ending times.
2. A visitor log will be maintained during school hours.
3. A critical incident plan will be administered by the principal.
4. Building access will be granted with the assistance of the trustees.
5. Administer exterior surveillance and locking procedures for interior and exterior doors as required.



## **SECTION 3 Curriculum and Instruction Policies**



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## **Policy Number: 3.01**

### **Assignment Policy**

Last Revised July 27, 2023

**POLICY STATEMENT:** The students of SJA are expected to complete their assignments and submit work on time. It is required that assignments be completed properly and neatly within the guidelines of the assignment.

If a student does not comply with the assignment guidelines and has repetitive late assignments turned in, a meeting will take place between the parents and the teacher. If the issue continues, the principal will meet with the parents.

There will generally be homework each evening. The amount depends on the grade level, ability, and grade appropriate time management skills. Parents can help by providing encouragement and a place conducive to studying. Open communication is encouraged between parents and teachers to relay homework related concerns.

For students with a specialized education plan outside of the standard curriculum.

#### **Procedures:**

1. All staff shall be informed of the students who are using a specialized education plan and will be provided with a copy of the education plan by the principal.
2. It is the responsibility and expectation of all staff members to follow specialized education plans that shall be provided for students needing them.
  - K – 2<sup>nd</sup> grade Homework Policy  
See your classroom teacher for homework policy.
  - 3<sup>rd</sup> – 4<sup>th</sup> grade  
Student's work is expected to be turned in on time.
    - Student work is due the day after it is assigned unless otherwise stated. If a student is absent, he/she will be given one extra day for each day absent to turn in homework given during the time of absences. Work turned in after this time will be considered late. Late work should be turned in as quickly as possible to avoid an accumulation of daily assignments given when the student is present.
    - If work is incomplete, late, or missing, the student will receive HD (Homework Discipline) as defined by the teacher.
      - Each assignment can only count toward one HD.
      - HD will take place during a recess period.
      - Late work will be accepted until the unit deadline. Deadlines will be determined by the pace of the unit and may change at any time.



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- Late work turned in after the deadline will not be given credit.
- 5<sup>th</sup> – 8<sup>th</sup> grade Homework Policy
  - Student work is due the day after it is assigned unless otherwise stated. If a student is absent, he/she will be given one extra day for each day absent to turn in homework given during the time of absence. Work turned in after this time will be considered late. Late work should be turned in as quickly as possible to avoid an accumulation of daily assignments given when the student is present.
  - **5<sup>th</sup> & 6<sup>th</sup> Grade:** Each day an assignment is late, there will be a 10% reduction in grading up to three days resulting in a 30% reduction in grading. An assignment turned in four days late will result in a 0% grade.
  - **7<sup>th</sup> & 8<sup>th</sup> Grade:** Any assignment turned in one day late will result in a 30% reduction in grading. Any assignment turned in two days late will result in a 0% grade.
  - Any assignment in 5<sup>th</sup>-8<sup>th</sup> which is not turned in will result in an incomplete until the work is turned in. The work still must be turned in to receive a grade for the class. The grade will change to an “F” once the work is turned in.
  - All students must contact their classroom teacher to schedule make up tests and quizzes. It is not the responsibility of the teacher to pursue the student to complete make up work.
  - Late assignments will be logged in Fast Direct.

## **Policy Number: 3.02**

### **Academic Dishonesty**

Last Revised: July 27, 2023

**POLICY STATEMENT:** Access to the Internet enables students to explore many avenues of information and possibly exchange messages with Internet users throughout the world. Families are warned that some material accessed via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to Christian people. While our intent is to make Internet access available to further educational goals and objectives as well as to apply technology to the practice and proclamation of the Gospel, students may find ways to access other materials. We believe that the opportunities for collaboration exceed the disadvantages. But ultimately, parents and others responsible for minor students are responsible for establishing and communicating the standards that their children should follow when using media and information sources.

#### **Procedures:**

1. Every student will be held accountable to do their own work.
2. Computers and other forms of internet access are provided for students to conduct research and communicate with others.
3. SJA School takes precautions to restrict access to controversial materials.



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4. General school rules apply.
5. Access to Internet services is given to students who agree to act in a considerate and responsible manner and document as such on the form provided.
6. Access is a privilege, not an automatic right. All school accounts are monitored through “BARK”.
7. The principal, media supervisor, teacher, or system administrator have permission to access student files if there is suspicion as to inappropriate content located in a student file.
8. No student may use an Internet feature without the direct personal supervision of the classroom teacher, teacher’s aide, or other authorized personnel. Direct supervision means that the teacher (or other qualified individual) is present in the classroom or lab and is actively monitoring the work of the student.
9. Students must alert a teacher immediately if they come across something on the Internet that makes them uncomfortable or is inappropriate. Students are responsible to also close out of or back out of a website that is not appropriate.
10. Within reason, freedom of speech and access to information will be honored following Christian standards.

The following actions are not allowed:

- invading the privacy of another person’s file.
- sending or displaying offensive material or pictures.
- using obscene language.
- harassing, insulting, or verbally attacking others in print or online.
- damaging computers, computer systems, or computer networks. Students will be responsible for restitution for all costs incurred.
- destroying data of another user.
- plagiarism and/or copyright infringements.
- employing or using the Internet for commercial purposes.
- other violations deemed unacceptable by the general standards of our faith and our school policies.
- having food or beverages in the computer area.
- giving out personal information such as photos, address, telephone numbers, parent’s work address or telephone number, or the name and location of our school without permission.
- entering social networking websites including but not limited to Facebook, Twitter, blogging, and the like.
- filling out questionnaires without permission from a teacher or principal; and
- filling out any order forms or purchasing anything on the Internet.

Violations may result in a loss of access as well as other disciplinary or legal action.





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**Policy Number: 3.03**  
**Internet Conduct Policy**

Last Revised: July 27, 2023

**POLICY STATEMENT:** Access to the Internet enables students to explore many avenues of information and possibly exchange messages with Internet users throughout the world. Families are warned that some material accessed via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to Christian people. While our intent is to make Internet access available to further educational goals and objectives as well as to apply technology to the practice and proclamation of the Gospel, students may find ways to access other materials. We believe that the opportunities for collaboration exceed the disadvantages. But ultimately, parents and others responsible for minor students are responsible for establishing and communicating the standards that their children should follow when using media and information sources.

**Procedures:**

1. Computers and other forms of internet access are provided for students to conduct research and communicate with others.
2. SJA School takes precautions to restrict access to controversial materials.
3. General school rules apply.
4. Access to Internet services is given to students who agree to act in a considerate and responsible manner and document as such on the form provided.
5. Access is a privilege, not an automatic right.
6. The principal, media supervisor, teacher, or system administrator have permission to access student files if there is suspicion as to inappropriate content located in a student file. Students should have no expectation of privacy when using access granted by the school. Even when used away from the school, these accounts are still monitored by the school.
7. No student may use an Internet feature without the direct personal supervision of the classroom teacher, teacher's aide, or other authorized personnel. Direct supervision means that the teacher (or other qualified individual) is present in the classroom or lab and is actively monitoring the work of the student.
8. Students must alert a teacher immediately if they come across something on the Internet that makes them uncomfortable or is inappropriate. Students are responsible to also close out of or back out of a website that is not appropriate.
9. Within reason, freedom of speech and access to information will be honored following Christian standards.

**The following actions are not allowed:**

- invading the privacy of another person's file.
- sending or displaying offensive material or pictures.
- using obscene language.
- harassing, insulting, or verbally attacking others in print or online.
- damaging computers, computer systems, or computer networks. Students will be responsible for restitution for all costs incurred.



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- destroying data of another user.
- plagiarism and/or copyright infringements.
- employing or using the Internet for commercial purposes.
- other violations deemed unacceptable by the general standards of our faith and our school policies.
- having food or beverages in the computer area.
- giving out personal information such as photos, address, telephone numbers, parent's work address or telephone number, or the name and location of our school without permission.
- entering social networking websites including but not limited to Facebook, Twitter, blogging, and the like.
- filling out questionnaires without permission from a teacher or principal; and
- filling out any order forms or purchasing anything on the Internet.

Violations may result in a loss of access as well as other disciplinary or legal action.

**Policy Number: 3.04**

**Sporting Event Cancellation Policy**

Last Revised: August 29, 2006

**POLICY STATEMENT:** When SJA School closes due to inclement weather, any sports events scheduled for that day will also be canceled.

**Procedures:**

1. If one or the other participating school is canceled, no games will be held that day.
2. The athletic director is responsible for notifying the other participating school that SJA School was canceled and that our policy dictates our students do not participate in sporting events on such days.
3. This policy is uniformly stated and agreed upon by all the principals at the request of the athletic directors of the participating members of the Bay-Midland Athletic Association.

**Policy Number: 3.05**

**Field Trip and Class Trip Policy**

Last Revised: July 27, 2023

**POLICY STATEMENT:** SJA School participates in educational opportunities for students which sometimes occur in locations off campus.

**Procedures:**

1. Notification from staff shall be at least 14 days in advance of the field trip which will be included in classroom communication.
2. Individualized permission forms will be provided to families for each field trip.



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3. A destination site may not be further than a 30 miles radius from SJA School with the exception of the 6<sup>th</sup> grade trip to camp and the 7<sup>th</sup> and 8<sup>th</sup> grade educational class trip.
4. Any exception for educational outing distance must be approved by the Board of Christian Education.
5. Michigan Vehicle Code Section 257.710e Act 43, effective July 1, 2008, states that children under the age of 8 must ride in a properly installed car seat or booster seat, unless they are 4ft 9in tall.
6. All Preschool students must be transported to offsite locations by a parent, legal guardian or parent designated adult which must be communicated to the teacher by the parent.
7. Only age-appropriate movies or music are to be played in vehicles transporting students to and from educational outings.
8. Only SJA School students within the grade levels participating may attend educational outings. Any exceptions to this procedure must be approved by the teacher in advance on day trips only.
9. Only SJA School students within the grade levels participating may attend overnight educational outings with no exceptions.
10. No more than two adults per student are permitted to attend overnight educational outings space permitting.
11. All students shall remain with the same driver on the way to the location and on the way back from the location.
12. Drivers are not permitted to smoke while children are in the vehicle or der the influence of alcohol or any other substance.
13. All students and parents must follow the itinerary planned for the trip.

### **Policy Number: 3.06**

#### **7/8 Educational Class Trip Fundraising Guidelines**

Last Revised: August 23, 2022

**POLICY STATEMENT:** The 7<sup>th</sup> and 8th grade educational class trip is an encouraged component of our 7<sup>th</sup> and 8th grade curriculum at SJA School. Students and chaperones are expected to pay for the cost of the trip. To help meet that need the school sponsors fundraisers each year which are offered to 5th-8th grade students only. The actual cost of the trip varies year to year depending on the number of participants, transportation expenses and site visit costs.

#### **Procedures:**

1. Participation in school sponsored fundraisers for the 7<sup>th</sup> and 8th grade educational class trip is optional. There are designated school sponsored opportunities for students to participate in if they wish each year beginning in the 5th grade. The profit from each child's individual fundraising efforts is tracked and held in account for the class trip in their 7<sup>th</sup> or 8th grade year.
2. Individual fundraised earnings in excess of the cost of the educational class trip up to \$50 above the cost of the trip can be used by the student as spending money, while on the trip. Any funds raised by school sponsored programs above and beyond the cost of the trip plus the additional \$50 spending money will be retained in the school held in the educational class trip grant fund.
3. Occasionally a student who has accumulated class trip earnings does not make the trip. In any instance, including but not limited to severe illness, death in the family, or injury which would



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prevent the student from participating, all funds raised by school sponsored activities will be rolled into the grant fund. Any funds contributed directly by the family by their own personal fundraising efforts outside of school sponsored activities would be returned to them in full.



## **SECTION 4 Student Activities Policies**



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**Policy Number: 4.01**  
**Athletic Eligibility Policy**

Last Revised: July 27, 2023

**POLICY STATEMENT:** Students must maintain academic eligibility to participate in any school sponsored extra-curricular sports, including practice, which require an ongoing time commitment.

**Procedures:**

1. Students who have outstanding work or unresolved HDs may not be eligible to participate in practices or games.
2. Students who have an “F”, “I”, or two or more class grades lower than a “C-” may be ineligible for participation in extracurricular sports. An academic reevaluation will be made on an individual basis.
3. Disciplinary problems deemed so by the teacher and the principal will result in a minimum of one week of ineligibility. After a clear demonstration of the student’s improved behavior, the student will be declared eligible.
4. The student athlete must attend school at least a ½ day on game dates to be eligible. In cases of emergency (e.g., funeral) the athletic director reserves the right to determine eligibility.
5. An unsportsmanlike type of technical foul will result in the player being removed immediately from the game and not be permitted to play in the next scheduled game.
6. Any exceptions to this policy must be approved by the teacher, principal, and athletic director.

**Policy Number: 4.02**  
**Home Schooling Participation Policy**

Last Revised: August 29, 2006

**POLICY STATEMENT:** In order to participate in school activities at SJA School, a child must be enrolled in SJA School. This includes school sports teams, band, choir, handbells, and any other activities not open to guests and the general public.

**Policy Number: 4.03**  
**Two Deep Athletic Leadership Policy**

Last Revised: June 2, 2014

**POLICY STATEMENT:** All events that involve student athletes in attendance shall require two adults aged 18 years or older. At least one adult must be approved by the Board.

**Procedures:**

1. The athletic director will inform each coach for all sports of this policy, and it is the athletic director’s responsibility to ensure that the policy is followed.



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2. The Board approved coach is responsible for ensuring that sufficient two-deep leadership is provided for all activities.
3. All co-ed sports must have one male and one female leader present at all activities.
4. Single gender teams must have at least one adult of that gender present at all activities.

**Policy Number: 4.04**  
**Guidelines for Dances**

Last Revised: September 26, 2007

Our goal is to provide a positive Christian environment in which our students may interact and socialize with fellow students from our neighboring Lutheran schools. The principals of the Bay/Midland area have adopted the following guidelines, and we encourage compliance.

1. A minimum of five adult (over the age of 21) chaperons is required.
2. Only students in grades 7 and 8 from invited Lutheran schools and host school congregational members are allowed. Picture id will be required.
3. If students leave the building, other than in an emergency, they are not allowed to return.
4. Chaperons are asked to make regular tours of the premises and dance area to ensure that all students remain in the designated area(s) under adult supervision.
5. Christian discretion will be used for musical selections. Any D.J. used will be made aware of our Christian morals, and that music with sexual references, vulgarity, or other unacceptable content is not permitted.
6. Students should not wear clothing with prints or pictures that are offensive, including but not limited to alcohol and/or tobacco logos or wording.
7. Students should not wear clothing with wording across the seat of the pants.
8. Tank tops must have straps at least 3 fingers wide (no spaghetti straps allowed), and midriff is not to be exposed with any shirt.
9. Skirts/shorts must reach fingertip length, measured on student when standing.
10. Dress code evaluation will be made at the time of check-in for the dance and throughout the evening.
11. All students are to conduct themselves in an appropriate Christian manner.
12. The times of the dance are from 7:00p.m. until 10:00p.m.
13. Each school is allowed to host one dance annually. Additional dances must be approved by the principals of the Bay/Midland area.
14. Students in violation of these guidelines will have their parents contacted and be asked to leave.

(The above guidelines were approved Sept. 11, 2007, by the Bay/Midland Lutheran Principals) Rev. 10/15/07.



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**Policy Number: 4.05**  
**Athletic Guidelines Policy**

Last Revised: July 27, 2023

**POLICY STATEMENT:** The following procedures provide the guidelines utilized in establishing a Christ-Centered athletic program at SJA School.

Procedures:

**Purpose of Athletics at SJA School**

- To help children discover and develop their God-given talents and abilities, so that they may use them to His glory.
- To learn teamwork and working together to accomplish a task.
- To become disciplined and determined in all aspects of life.

**Bay-Midland Lutheran League**

SJA School is a member of the Bay-Midland Lutheran League. The league is made up of six Lutheran schools in the area. The schools in the league are:

- St. John Amelith
- St. Paul Frankenlust
- Zion Bay City
- Zion Beaver
- St. John Midland
- Immanuel Bay City

The league may offer the following sports:

1. Co-ed Soccer
2. Co-ed Volleyball
3. Boys' Basketball
4. Girls' Basketball
5. Co-ed Track
6. Cheer/Pom
7. Pee Wee Basketball
8. Pee Wee Soccer
9. Wrestling

**Parent Responsibilities**

- To set priorities for church, Bible study, homework, peer relationships, entertainment, and family time.
- To transport children to and from games.
- To pick children up from practices in a timely fashion.
- To support the coaches.
- To be respectful fans at home and away events.
- To make sure the child has turned in athletic forms.





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- To willingly volunteer time in areas of need.

### **Player Responsibilities**

- To comply with SJA School's academic requirements.
- To faithfully attend practices and games.
- To be on time for practices and games.
- To give 100% effort at practices and during games.
- To be respectful to coaches, officials, and opposing players.
- To be a positive example of God's Word on and off court/field.

### **Coach Responsibilities**

- To be respectful to players, parents and officials.
- To be positive toward players and game situations.
- To build up rather than tear down.
- To have a good working knowledge of the sport being coached.
- To be able to focus on improving athlete skills and teamwork.

### **Coaching Selections**

Coaches are selected in good faith that they are knowledgeable of the sport they are coaching. Also, that they can establish and maintain a positive relationship with their players. The school encourages giving the parents the opportunity to coach. All coaches volunteer their time and should be given respect for their time. If there is an issue with a coach, please approach them in a Christian manner. If the conflict does not get resolved, contact the athletic director.

### **Parent Meeting**

The first practice for each individual sport will have a mandatory meeting with the athletic director, parents, players, and the coach. The sports standards and guidelines form, and the upcoming season will be outlined.

### **First Aid Administration**

In case of an emergency, SJA School supports anyone who is trained to administer first aid to an individual. The coaches are knowledgeable of our first aid procedure. In case of a medical emergency the athletic director or principal should be notified quickly along with a school accident form to be completed. The first aid kit goes along to every sporting event.

### **Treatment of Uniforms**

Please refrain from wearing uniforms for leisure activities. Uniforms should be turned in to the coach or athletic director within a reasonable amount of time at the conclusion of a sports season. If a uniform is turned in and is in poor condition or if it is lost, the family will be financially responsible for that uniform.



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**Policy Number: 4.06**

**Volunteer Policy**

Date Adopted: July 27, 2023

Parental involvement in the school is a vital aspect of St. John's educational program. Parents have graciously assisted in the daily operation of the school and their help is always welcome.

All volunteers in St. John Lutheran School must fill out a Volunteer Form each year, before working with our students.

REQUIRED: to strengthen the home and school partnership, each family is expected to volunteer a minimum of 20 hours per year at our school or church. Please contact the school office or one of the teachers to schedule your volunteer hours. Once you have completed your hours, fill out the Volunteer Tracker Form on-line (a link can be found on Fast Direct under the "Links" section on top). These hours are checked and reported to the Board of Education.

**Policy Number: 4.07**

**Background Check Policy for Volunteers**

Date Adopted: August 12, 2023

**POLICY STATEMENT:** Anyone who will be working with children directly for a school sponsored activity, including but not limited to field trips, class parties and dances, must have a background check on file with the school.

**Procedures:**

1. The background check will be valid for the period of one year, beginning with the start of school.
2. Background check permission forms will be available at the start of the school year.
3. Any paid employee from St. John Amelith Lutheran Church and School who has direct contact with children will be required to have fingerprint and background checks.



## **SECTION 5 Students and Student Services Policies**



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## **Policy Number: 5.01**

### **Attendance/Tardy Policy**

Last Revised: July 27, 2023

It is the policy of SJA School to expect our students to be in attendance, on time, every day school is session. We want your child in school, and school attendance assists with student success. In accordance with State of Michigan law, it is the parent's responsibility to have their child in attendance whenever school is in session.

#### **Procedures:**

1. A student who arrives at school after the start of school is tardy.
2. Students arriving after the start of school must be signed in at the office as either excused or unexcused tardy.
3. Kindergarten through 8<sup>th</sup> grade students who miss a total of 117 instructional hours (approximately 18 school days) of an academic school year for any reason may not be advanced to the following grade. Any exceptions to this procedure will be considered for review which will include parent, teacher, principal, and Board of Christian Education.
4. If a child will not be in school, it is the parents' responsibility to contact the school office or the teacher no later than 8:15 a.m every day.
5. If a child has 9 absences per semester, a meeting will be set up with the teacher, principal, and parent.
6. Students are expected to be at school, on time and ready to start their day by 8:00am. Students are disruptive and disrespectful to both teachers/staff and other students when they are tardy.
7. A total of three unexcused tardy arrivals will result in a ½ day absence or if missing three class periods that will also result in a ½ day absence as well.
8. Attendance records will be reported to the Board of Education periodically or upon request.
9. Preschool-8<sup>th</sup> grade students must be in attendance for at least half of the school day to participate in any school sponsored extracurricular event after school or that evening. However, if a student is sent home sick at any point in the school day the student is not allowed to return for extra-curricular events. In cases of emergency (e.g., funeral), the principal reserves the right to determine eligibility.

## **Policy Number 5.01.1**

### **Vacations During the School Year**

1. Vacations during the school year are discouraged. If such vacations cannot be avoided, or it is a life learning opportunity, St John Amelith allows a maximum of five consecutive school days excused with a minimum of one-week notice given in writing. Any additional vacation days are considered "unexcused."
2. A one-week written notice must be given to the teacher: however, homework may be requested prior to, or after return. Teachers are not required to put together homework in advance. Makeup work is due in accordance with the late homework discipline policy. The



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teacher will give and grade all makeup tests missed during the absence. These must be taken within one week after the student returns.

### **Policy Number 5.01.2**

#### **Excused Absence Policy**

Students coming to school late or leaving early must have a written or verbal excuse. Tardy/late arrival, partial attendance (leaving early or middle of day) without a written, verbal, or doctor's excuse (five or more days) are considered "unexcused." If the number of excused absences becomes excessive, it will be at the discretion of the involved staff members, principal and/or Board of Education as to whether they may become considered unexcused.

### **Policy Number: 5.02**

#### **Care of Property**

Last Revised: August 20, 2012

**POLICY STATEMENT:** SJA School strives to keep facilities in proper order and repair. All who use SJA School's facilities are expected to care for its furnishings wisely.

Procedures:

1. Any abuse of property or furnishings will result in a monetary assessment determined by the principal and head trustee to cover repair or replacement costs.
2. All hardcover school textbooks are to be covered with a non-adhesive book cover.

### **Policy Number: 5.03**

#### **Classroom Size**

Last Revised: April 27, 2009

**POLICY STATEMENT:** Class size should not exceed 20 students in kindergarten, 25 students in first and second grade combined, or 30 students per classroom in grades 3 through 8. If class size exceeds this guideline for two consecutive years, the Board in dialog with the principal will reevaluate and recommend alternate grade combinations to members of the faculty, in such manner as to serve the best interests of the school.



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## Policy Number: 5.04

### Discipline Policy

Last Revised: July 27, 2023

**POLICY STATEMENT:** Acceptable behavior is expected by each student each day. Any persistent disobedience or repeated unsatisfactory behavior can result in temporary suspension from school, in-house suspension, or expulsion. The principal will document all cases of such infractions as they occur.

#### Procedures:

1. Classroom discipline is at the discretion of the teacher.
2. The need for anything beyond regular classroom discipline will result in notification of principal and parents. Disciplinary action may/will occur but is not limited to the following infractions:
  - Refusal to cooperate with any staff member.
  - Continued harassment of fellow students
  - Talking to any staff member in a disrespectful way
  - Persistent disregard of school guidelines
  - Repeated failure to complete schoolwork
  - Fighting/bullying
  - Sexual harassment
    - In cases of sexual harassment, the due process follows the steps defined in the sexual harassment policy.
  - Possession of alcohol, cigarettes, drugs, knives, or firearms is cause for immediate suspension at which point the Board of Christian Education will become directly involved in determining the next step.
3. If this misbehavior continues, or is of a very serious nature, the **teacher** will follow these steps:
  - Have a teacher-parent-student meeting to discuss the problem and suggest definite alternatives of behavior.
  - Meet with teacher-parent-principal if the situation is not resolved. This may be requested by either the teacher or the parent.
  - If still unresolved, the teacher-parent-principal-Board will meet. The Board of Christian Education's decision is final and will be submitted to the parents in writing.
4. If a **parent** has questions or concerns of a teacher or situation, they will refer to Matthew 18 vs.15-17 and proceed as follows:
  - Arrange a parent-teacher consultation.
  - Arrange a parent-teacher-principal meeting.
  - Meet with parent-teacher-principal- Board of Christian Education.
5. Disciplinary action may consist of a warning, in-house suspension, suspension, or expulsion. In-house suspension, carried out in the office, may be instituted at the discretion of the teacher and principal.
  - Parents and the Board chairperson will be notified of such action.
  - Before a child is permitted to return to class, it will be necessary for either parent or both to come to school with the child for consultation with the teacher and the principal.



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- If misbehavior continues, further disciplinary action, including possible suspension or expulsion, will be taken.
6. If misbehavior continues, suspension may be warranted and recommended by the principal.
- A student shall be suspended from school only by recommendation of teacher and principal to Board chairperson.
  - If it is the judgment of the principal and teacher that a student should be recommended for suspension, the following procedures shall be followed in an expedient manner in the best interest of the student:
    - The principal shall make such a recommendation to the Chairperson of the Board together with a written justification and the necessary supporting student data justifying the recommendation.
    - The chairperson and principal will review the case and discuss it with the parents.
    - If the chairperson or representative from the Board of Christian Education concludes that the student should be denied the privilege of attending school, and all school related activities, the student and parent or guardian will be notified.
    - Parent may request a meeting with Board of Christian Education regarding the suspension.
7. If further disciplinary action is required, expulsion may be warranted.
- A student shall be expelled from school only by recommendation of teacher and principal to Board chairperson.
  - If it is the judgment of the principal and teacher that a student should be recommended for expulsion, the following procedures shall be followed in an expedient manner in the best interest of the student:
    - The principal shall make such a recommendation to the chairperson of the Board together with a written justification and the necessary supporting student personnel data justifying the recommendation.
    - The chairperson and principal will review the case and discuss it with the parents.
    - If the chairperson or representative from the Board concludes that the student should be expelled, the student and parent or guardian will be notified of the following:
      - The nature of the recommendation.
      - The date, time, and place the recommendation will be presented to the Board.
      - The right to be present and participate in the proceedings in person; and
      - The right to have a special hearing with the Board if desired.
  - The information furnished to the Board shall include the following:
    - a record of all preliminary procedures.
    - the recommendation that the student is to be expelled.
    - the justification for the recommendation including documentation of incidents; and
    - tuition refund recommendation, if applicable.



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**Policy Number: 5.05**

**Dress Code Policy**

Last Revised: July 27, 2023

**POLICY STATEMENT:** Keeping with the principle that God does set standards for Christian modesty and appearance in Holy Scripture, our school expects its students to avoid extremes in clothing that attract undue attention with the emphasis on neatness and good grooming. Parents need to take an active role in monitoring the clothing that their children wear to school. The enforcement of this code during school hours is the responsibility of the teacher and principal.

**Procedures:**

1. If children do not have the proper outer attire for the weather, then they may not be allowed to go outdoors.
2. Children should not wear clothing with print or pictures that are offensive for school attire including but not limited to alcohol and/or tobacco logos, skulls, and wording across the seat of the pants.
3. Tank top straps must be at least 3 fingers wide.
4. Midriff, chest/cleavage, and derriere, as well as undergarments such as camisole or bra straps are not to be exposed when the student goes through the normal activities of a school day (bending, stretching, raising their hand, sitting, jumping, etc.)
5. Clothes must not be frayed, ripped or dirty.
6. Pants need to be worn at the waist and may not be skintight. Capri pants (cuffs below the knee) can be worn year-round. Leggings must be covered by a shirt, skirt or dress measuring six or fewer inches from the floor when kneeling and otherwise meet the dress code.
7. Shorts may only be worn in April, May, June and August, September, October. Shorts or skirts lengths must measure three fingers wide or less when kneeling on the floor.
8. Shoes for gym play must be athletic shoes or have a suitable sole that does not make marks on the floor.
9. If a student is in violation of clothing guidelines, other clothing will be provided.
10. Female students may wear pierced jewelry in their ears only. Male students shall not have any visible piercings. Male students must be clean shaven.
11. Additional infractions will result in the parents being called to bring appropriate clothing or the student being sent home.





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**Policy Number: 5.06**

**Early Arrival/Late Pick Up Policy**

Last Revised: August 23, 2022

**POLICY STATEMENT:** All children arriving at SJA School before 7:45a.m. must go into the Morning Care Program and all children staying after school must go into the After Care Program.

**Procedures:**

1. The Morning Care Program will open at 6:30 a.m. and the After Care Program closes at 6:00 p.m. unless other arrangements have been made with the care giver.
2. There is a cost for this program to be paid to SJA School according to the specified fee schedule. Monthly statements of account will be provided through Fast Direct on the final care day of that month.
3. If a family does not pay their early arrival bill on or by two school days following receipt of bill, their child(ren) will not be allowed to return to the program until the bill has been paid.
4. Parents will sign in their child at the time of drop off.
5. Childcare tax statements will be provided upon request in January.
6. Discipline problems will be handled according to school policies.
7. Students of staff members, arriving prior to 7:45a.m., are required to remain in their parent's classroom/office until 7:45a.m. unless enrolled in the Morning Care Program.

**Policy Number: 5.07**

**Enrollment Policy**

Last Revised: August 20, 2012

**POLICY STATEMENT:** SJA School is maintained to help children grow in faith, knowledge, and service. Tuition assistance is available to those in need. SJA School does not discriminate based on race, color, nationality or ethnic origin in administration of its educational policies, admission, athletics and other school administered programs. Special needs children will be considered on an individual basis by the teacher, principal, and Board of Christian Education.

**Procedures:**

1. Students entering SJA School for the first time must provide the school with proof of immunizations or an immunization waiver form, birth certificate and completed health examination form.
2. Kindergarten students must provide a completed health examination and verification of vision screening test.
3. SJA School follows State of Michigan guidelines for the enrollment age of kindergarten students.
4. Kindergarten students may be enrolled in either the half-day or full-day program. If a commitment to full-day Kindergarten is made, the child is expected to be present regularly for the full day. If after a reasonable trial period, the parent or teacher feels the child is not ready for full day, a conference should be held with the parents, teacher, and principal to discuss the situation. If



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mutually agreed upon, the child may be enrolled in the half-day Kindergarten program for the remainder of the school year.

5. It is the responsibility of the principal and teacher to place students entering SJA School from other schools in the appropriate grade.
6. Any new student to SJA School is under a six-week probationary period with close observation of academic, social and behavioral choices.

**Policy Number: 5.08**

**Promotion and Retention Policy**

Last Revised: July 26, 2021

**POLICY STATEMENT:** It is the policy of SJA School that a child who has attended classes regularly and achieved satisfactory performance according to individual ability will be promoted to the succeeding grade. However, if a decision to retain a child is made, it will be done in consultation with the parents, teacher, and principal.

**Procedures:**

1. Consideration shall be given to the child's chronological age, mental development, social development, academic achievement, and physical development.
2. Consideration for retention may be based upon the teachers' or parents' recommendations or failing grades or missing 117 instructional hours of a Kindergarten – 8<sup>th</sup> grade academic year.
3. If retention is being considered, parents are to be advised no later than the third marking period.
4. If a child's parents do not agree with the decision to promote or retain a child, they may request a special hearing with the Board. The Board will review all the facts and make the final decision.
5. It is the principal's responsibility to carry out the final decision on any matters of promotion and retention.

**Policy Number: 5.09**

**Student Academic Evaluation Policy**

Last Revised: July 27, 2023

**POLICY STATEMENT:** SJA School believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. A system has been established to report student progress which shall include written reports and parent conferences with teachers and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

**Procedures:**

1. Report cards are sent home with students four times yearly.
2. Students and parents will receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status. Mid-terms are sent home during each marking period with children in grades 1 – 8.



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3. Parent-Teacher Consultations are held after the first quarter and additionally at parents' or teacher's request.
4. Parents may view results of achievement and ability testing which is done each year.

For students with a specialized education plan outside of the standard curriculum.

Procedures:

3. All staff shall be informed of the students who are using a specialized education plan and will be provided with a copy of the education plan by the principal.
4. It is the responsibility and expectation of all staff members to follow specialized education plans that shall be provided for students needing them.

### **Policy Number: 5.10**

### **Blood Borne Pathogens Exposure Control Plan**

Last Revised: August 29, 2006

In accordance with the OSHA Blood borne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

#### **Exposure Determination**

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category: NONE

In addition, if the employer has job classifications in which some employees may have occupational exposure, then a listing of those classifications is required. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks/procedures for these categories are as follows:

<u><b>Job Classification</b></u>	<u><b>Tasks/Procedures</b></u>
Principal	Rendering first aid
Secretary	Rendering first aid
Teachers	Rendering first aid
Custodians	Cleaning



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### **Implementation Schedule and Methodology**

OSHA also requires that this plan also include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

### **Compliance Methods**

Universal precautions will be observed at this facility to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized:

Personal protective exam gloves provided for employees use when rendering first aid and/or cleaning bodily fluids.

The listed controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Every Friday, the secretary will check the supply and reorder as necessary.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility hand washing facilities are located:

- |               |                    |
|---------------|--------------------|
| A. Classrooms | C. Kitchen         |
| B. Restrooms  | D. Cook's restroom |

After removal of personal protective gloves, employees shall wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

### **Work Area Restrictions**

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops where blood or other potentially infectious materials are present.



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Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. Methods which will be employed at this facility to accomplish this goal are:

- A. Prompt and approved method of administering first aid.

**Personal Protective Equipment**

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Protective clothing will be provided to employees in the following manner:

<b>Personal Protective Equipment</b>	<b>Task</b>
Gloves	Administering first aid, cleaning bodily fluids - provided in office

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. The following protocol has been developed to facilitate leaving the equipment at the work area:

1. Place gloves in disposable bag in boiler room.
2. Place face shields in plastic bag in boiler room.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available from: SECRETARY (in the office)

Gloves will be used for the following procedures:  
Administering first aid, cleaning bodily fluids.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

This facility will be cleaned and decontaminated according to the following schedule:  
Schoolrooms/Office - As Necessary.



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Restrooms/Hall - Daily.

Decontamination will be accomplished by utilizing the following materials:

Wash with bleach solution, rinse with water.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis: Daily by custodians.

Any broken glassware which may be contaminated will not be picked up directly with the hands. The following procedures will be used:

Swept into metal container and disposed of in acceptable manner.

#### Regulated Waste Disposal

Regulated waste other than sharps shall be placed in appropriate containers. Such containers are located in: BOILER ROOM

#### **Hepatitis B Vaccine**

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign a waiver which uses the wording in Appendix A of the OSHA standard.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.

Principal of school has responsibility to offer vaccine, maintain waiver records.  
Employee's choice will be honored to administer vaccine.

#### **Post-Exposure Evaluation and Follow-Up**

When the employee incurs an exposure incident, it should be reported to: SECRETARY

All employees who are in an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.



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The follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted then the appropriate action can be taken, and the blood sample discarded.
- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The following person(s) has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy: **PRINCIPAL**

### **Interaction with Health Care Professionals**

A written opinion shall be obtained from the health care professional who evaluate employees of this facility. Written opinions will be obtained in the following instances: and

1. When the employee is sent to obtain the Hepatitis B vaccine.
2. Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
2. That the employee has been informed of the results of the evaluation; and
3. That the employee has been told about any medical condition resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information)

### **Training**

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:

Training for employees will include the following an explanation of:

1. The OSHA standard for Blood borne Pathogens.
2. Epidemiology and symptomatology of Blood borne diseases;





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4. Modes of transmission of blood borne pathogens.
5. This Exposure Control Plan, i.e., points of the plan, lines of responsibility, how the plan will be implemented, etc.).
6. Procedures which might cause exposure to blood or other potentially infectious materials at this facility.
7. Control methods which will be used at the facility to control exposure to blood or other potentially infectious materials.
8. Personal protective equipment available at this facility and who should be contacted concerning Post Exposure evaluation and follow-up.
9. Signs and labels used at the facility; and
10. Hepatitis B vaccine program at the facility.

Principal will be responsible for obtaining necessary training using the best available format.

All employees will receive annual refresher training. (Note that this training is to be conducted within one year of the employee's previous training.)

**Record Keeping**

All records required by the OSHA standard will be maintained by: PRINCIPAL

**Policy Number: 5.11**

**School Library Policy**

Last Revised: July 29, 2008

POLICY STATEMENT: SJA School provides its students with a library. Students are expected to treat the books carefully and return them in a timely manner.

Procedures:

1. Students may have no more than three books checked out at a time.
2. Parents are responsible for the replacement costs of lost or damaged books.

**Policy Number: 5.12**

**Inclement Weather Policy**

Last Revised: August 23, 2022

POLICY STATEMENT: If SJA School will be closed due to inclement weather, it will be posted on all local broadcast television and radio stations.

Procedures:

1. Our school will be shown in the listings as **ST. JOHN AMELITH**. St. John Amelith must be noted among the cancellations to verify closure for that specific day.
2. If classes are canceled, all efforts will be made to post no later than 6:30 a.m. that day.





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3. If classes are canceled, all after school extracurricular events will also be canceled, including sporting events.
4. SJA School will not have a delayed start for any weather-related reason. Classes will either be in session or canceled for the entire day.

**Policy Number: 5.13**  
**Code of Christian Conduct**

Last Revised: July 26, 2021

**POLICY STATEMENT:** The Code of Christian Conduct for all children, parents, and guests in attendance at any St. John Amelith activity includes speaking and acting in accordance with the Word of God and showing respect for others at all times.

**Procedures:**

1. Any individual (child or adult) who acts or speaks in a contrary manner to these expectations, may be asked to leave the activity by any St. John Amelith staff member, teacher, or Board of Education Representative.
2. If an incident is reported after the offending individuals have left the venue, the Board of Education may call a special meeting. The Board will document testimony and follow up with whatever action may be deemed appropriate.



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### **Master Handbook Acknowledgement**

After reading the handbook in its entirety, please sign this document and return it to the school office.

I confirm that I have been given a hard copy of the St. John Amelith Lutheran School Master Handbook, have read it thoroughly, understand it and will adhere with the policies set forth in this handbook by the Board of Christian Education. I have been notified that the most recent version of this handbook can be found at the St. John Amelith website of [www.amelith.org](http://www.amelith.org). Updates to this handbook will be provided as they are made.

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **SECTION 6 Staff Policies**



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**Policy Number: 6.01**  
**Background Check Policy**

Last Revised: September 26, 2007

**POLICY STATEMENT:** Any leader or assistant leader, who will be working with children directly for a school sponsored activity, must have a background check on file with the school.

**Procedures:**

4. The background check will be valid for the period of one year, beginning with the start of school.
5. Background check permission forms will be available at the start of the school year.
6. Any paid employee from St. John Amelith Lutheran Church and School who has direct contact with children will be required to have fingerprint and background checks.

**Policy Number: 6.02**  
**Staffing Policy**

Last Revised: August 20, 2012

**POLICY STATEMENT:** The congregation will seek to engage as teachers in its school such men and women as have successfully completed training in one of the Lutheran Church Missouri Synod's Universities.

**Procedures:**

1. If a Synodically-trained teacher, qualified for a specific position, is not available, planned completion of the prescribed colloquy will be a preferred condition for employment. (See Colloquy Policy)
2. All teachers must meet the state certification requirements, prescribed for their level and type of responsibilities, before being offered a position.
3. The congregation will extend Calls to teachers eligible for Calls, pay equitable salaries to its teachers as specified to make further study and professional growth possible (Handbook LC-MS 7.05d).
4. The congregation will not discriminate based on age, sex, or race in its employment policies or practices. (LC-MS Convention Proceedings 1973 7-15, Title IX of Education Amendments of 1972, Title VII of Civil Rights Act of 1964).
5. A Call Committee shall be appointed by the Board of Christian Education. The Call Committee shall include the principal; one representative each from the Board of Christian Education, staff, and Council; and two members at-large. All Call Committee members must be members of SJA Church.
6. For calls with Tenure, Calls without Tenure, and Contracts, the Call Committee shall:
  - Contact the Superintendent of Schools of the Michigan District LC-MS to inform him of the vacancy.
  - Request the District Superintendent to furnish a list of candidates with qualifications to meet the needs.



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- Issue request for nomination of candidates from members of the congregation. A period of two to three weeks should be allowed, with appropriate publicity.
- Screen the candidates obtained from the congregation for proper qualifications before forwarding the list to the District Superintendent.
- Review list of candidates, identify viable candidates, and conduct an interview(s) with selected candidates.
- Recommend a candidate to the Board of Christian Education and Voters' Assembly.
- Request the Church Council to hold a special voters' meeting for the purpose of issuing a Call.
- Prepare the list of candidates and short resumes of each for presentation at the Call meeting. At the discretion of the Call Committee, the list of candidates presented to the congregation may be limited to top candidates (those contacted and interviewed) as well as any congregational nominations that may not have been included among the top candidates.
- At the Call meeting no nomination of candidates will be allowed from the floor.
- After sufficient discussion the presented list is voted on.
- The vote shall be by ballot, which will include all names on the presented list.
- A simple majority shall be required to Call a teacher.
- Vote counts are not to be announced.
- The Call shall be made a unanimous vote. The unanimous vote is done to show that despite an individual's personal desire, all are in agreement that the majority of the congregation represented at the meeting has spoken and the congregation as a whole comes together to support the Call to the candidate in a unified manner.
- Phone the individual to whom the Call has been extended. This will be followed by a letter providing as much information as possible about the Call and the situation within the congregation and community. Should the candidate return the Call, the above procedure shall be repeated.
- Calling a teacher from another Lutheran school after July 15th for the upcoming school year is discouraged and should be avoided. A Call or contract should be utilized that will not impact another Lutheran school, leaving them minimal time to fill a position.
- When the Call Committee selects candidates to be interviewed, they should encourage the candidate to inform their current administrator that they have been contacted by another congregation to participate in an interview. This in no way reflects on the person's desire to leave an existing congregation. It is a willingness to listen to an opportunity the Lord may be providing for them to follow His path.

7. Colloquy Policy - Hiring New Full Time Contract Teachers

A non-Synodically trained contracted teacher will start colloquy training within two years after being hired, or when classes are available. Inform individual at the time of hiring that the school's desire is to have Synodically trained teachers, and if classes are passed up within the first two years (or when available), employment may not be offered to continue teaching for the following school year.



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St. John Amelith Lutheran Church will pay the cost of each colloquy course/class after successful completion.

A reimbursement penalty will be enacted to the said individual under the following stipulations:

1. Unsuccessful completion/Failing to complete course/class
2. Started training but wishes not to retain employment for four years
3. Will not continue training
4. Employment is terminated by the Board of St. John Amelith Lutheran Church within the first four years

Reimbursement penalties may or may not be enacted under certain hardships or circumstances. An appeal must be made to the Board of Christian Education of St. John Amelith Lutheran Church. The Board will then decide on a recommendation to present to the Church Council for approval at a Voters' meeting.

### **Equal Employment Opportunity (Non-Discrimination)**

St. John Amelith Lutheran Church believes that discrimination is non-scriptural and that employment opportunities should be available to men and women equally. Furthermore, we believe that such opportunities should be available equally to persons of any race. We, therefore, do not discriminate based on age, sex, or race in administering our educational policies, programs, activities and employment practices.

### **Policy Number: 6.03**

#### **Principal**

Last Revised: August 23, 2022

**POLICY STATEMENT:** The principal is the spiritual, educational, and administrative leader of the school. The principal shall demonstrate abilities in teaching and administration and must set an example of Christian conduct and attitude.

The responsibilities of the principal include:

1. Administration of Board Affairs
  - The principal, along with the chairman of the Board, shall represent the school at Voters' meetings and wherever else representation of the school is necessary.
  - The principal shall be responsible for implementing and executing school policies adopted by the Board of Christian Education. The principal shall provide leadership and assistance in developing new policies.
  - The principal shall prepare and administer the annual school budget in cooperation with the Board.



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- The chairman shall prepare the agenda for Board meetings with the assistance of the principal.
- The principal shall report to the Board regarding all aspects of the school's operation.

2. Administration of the School Office

- The principal shall be responsible for preparing the annual school calendar and handbook for distribution.
- The principal shall arrange for the prompt filing of all reports required by regulating agencies.
- The principal shall maintain an accurate inventory of all school equipment, books, and supplies.
- The principal shall keep essential school records in a safe and secure place.
- The principal is responsible for the ordering and purchasing of all school equipment and materials.
- The principal shall provide for the regular reporting of school activities to students, parents, the congregation, and the community.
- The principal shall administer and supervise the Lutheran Schools Accreditation Self-Study program.
- The principal shall keep current all accounts regarding the Hot Lunch program as well as filing all forms as required for that program.

3. Administration of the Facility

- The principal is responsible for the physical condition of the school. The principal shall recommend to the appropriate boards any needed maintenance, replacement of, or additions to existing equipment or physical facilities.
- The principal shall be responsible for the safety conditions of the school.
- The principal, working together with the athletic director and the hall committee chairman, shall be responsible for scheduling use of the school building and facilities.

4. Supervision of the Staff

- The principal shall work to create a cooperative spirit among staff members, dealing according to Matthew 18:15-17, enlisting the aid of the Pastor and the Board when necessary.
- The principal shall take a leading role in securing personnel for the school who are qualified.
- The principal shall take charge of orienting and assisting new staff members.
- The principal shall arrange and conduct regular and purposeful meetings of the teachers.
- The principal shall make evaluative visits to classes regularly and discuss the visit with the teacher in a positive manner, with the goal of helping each teacher.
- The principal shall annually review the performance of each staff member and, consequently, discuss the review with the staff member followed by discussion with the Board.



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- The principal shall represent the needs and interests of the staff before the Board.

5. Supervision of the Curriculum

- The principal shall help teachers plan and execute a quality educational program.
- The principal shall supervise the teaching-learning process by determining the course of study in consultation with the staff and the Board, constantly reviewing teacher ability, educational objectives, student needs, instructional methods, and the environment of the school.
- The principal shall direct the standardized testing program and provide for the recording and reporting of results.
- The principal shall lead the teachers in curriculum development and mapping.

6. Supervision of Children

- The principal shall make arrangements for the testing of children that have been identified by teachers or parents as having special needs. The principal shall enlist the aid of outside agencies as needed.
- For students with a specialized education plan outside of the standard curriculum.  
Procedures:
  - a. All staff shall be informed of the students who are using a specialized education plan and will be provided with a copy of the education plan by the principal.
  - b. It is the responsibility and expectation of all staff members to follow specialized education plans that shall be provided for students needing them.
- The principal, along with the staff, is responsible for enforcing the standards of behavior which have been adopted for the school. When student discipline problems do arise, the principal shall deal with them fairly.
- The principal is responsible for the admission, transfer, promotion, acceleration, demotion, suspension or recommendation for expulsion of children from the school according to established policies. The principal is also responsible for attendance.

While these areas are the responsibility of the principal, the principal may delegate individual duties as needed.





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**Policy Number: 6.04**

**Director of School Music**

Last Revised: August 20, 2012

- Choral Program
  - Train and direct choir
  - Select and purchase music.
  - Plan and organize for concerts.
  - File and maintain music inventory.
  - Set up entrants for Lutheran Music Festival
- Handbell Program
  - Train and direct school handbell choirs
  - Select and purchase music.
  - Care for and maintain music and equipment.
  - Maintain music library.
  - Set up entrants for Lutheran Music Festival
- Instrumental Program
  - Plan and organize for concerts.
  - Maintain music library.
  - Care for and maintain music and equipment.
- Miscellaneous Areas
  - Attend music conferences when available.

**Policy Number: 6.05**

**Band Director**

Last Revised: August 20, 2012

Instruct 5<sup>th</sup>-8<sup>th</sup> grade band students twice a week for 45 minutes each.

1. Evaluate school instruments' condition for potential repair needs.
2. Maintain appropriate music for the band program so that each band student has their own materials.
3. Coordinate an "instrument fitting" session with area music center, if needed, or hold an in-house instrument experimentation time for the band students.
4. Oversee individual instrument progress for each student as well as the band as a whole.
5. Prepare the band for a minimum of two performances each school year.
6. Issue midterm and quarterly progress reports for each student.
7. Set up entrants for Lutheran Music Festival



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**Policy Number: 6.06**

**Director of Athletics**

Last Revised: August 20, 2012

The Director of Athletics will coordinate and supervise all facets of athletics at SJA School.

**Responsibilities of the Athletic Director**

1. Chain of command
  - Reports to the principal
  - Meets with the principal on a regular basis.
  - Advises principal of coaches' concerns and league matters
  - Addresses questions and/or concerns of coaches and/or parents while adhering to the Lutheran Elementary Athletic Directors Handbook
  - Reports to the Board on the athletic program
  - Publicly supports the decisions of the coaching staff.
2. Communication
  - Maintains communication with parents, student athletes, faculty, and congregation.
  - Serves as a resource person for the school and congregation in athletic matters.
3. Documents
  - Maintains written athletic philosophy of the school.
  - Maintains a coach's and athletic handbook.
  - Prepares a map directory for school use.
  - Maintains readily accessible file of permission slips, medical cards, and annual physical forms.
4. Equipment
  - Maintains an inventory of all athletic equipment and provides for storage during the off season.
  - Purchases athletic equipment and uniforms as needed for each school sport.
  - Maintains medical kit.
  - Collects statistics/scorebooks at the end of each sport season.
  - Provides the appropriate materials/equipment necessary in maintaining courts and fields.
5. Finances
  - Oversees school athletic finances or tabulate athletic department money.
6. Meetings
  - Attends league athletic directors' meetings as scheduled.



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- Meets with the entire staff of coaches to review changes in policies and/or procedures and to determine needs for the coming year.
- Meets with the coaching staffs of the individual sports prior to the start of their seasons.

7. Personnel

- Openly solicits applications for coaching/assistant coaching positions for the various school sports and makes recommendations to the Board which gives final approval.
- Evaluates the athletic program and the athletic staff as necessary.
- Arranges for concession/admission coordinator/committee.
- Responsible for communicating information and distributing resources to the coaching staff.
- Directs the use of volunteer involvement in the athletic program.
- Provides recognition for coaches and volunteers.

8. Rule and Policy Enforcement

- Monitors the enforcement of school, league, and athletic department policies and rules.
- Provides rules and other unique regulations of the sport to coaches.
- Monitors scholastic eligibility of student-athletes.

9. Scheduling

- Schedules athletic events for the coming seasons
- Schedules referees/officials for each home game through a coordinator
- Coordinates practice schedules
- Schedules appropriate gym/field/court use with the appropriate person/committee

10. Specific Tasks

- Helps prepare facilities for scheduled events as per Lutheran Elementary Athletic Directors Handbook Yearly Duties B-4
- Secures student releases from class as needed.
- To develop, modify and complete the athletic director's timeline as needed.
- Design, advertise, sell, and distribute family season passes.
- Ensure that coaches see to the dry mopping of the gym floor after each indoor practice.

11. Supervision

- Administers all home games/contests.
- Oversees/coordinates home invitationals.
- Directs and oversees the end-of-year all sports athletic recognition.
- Organize any summer camps or clinics.
- Develops a plan for dealing with medical emergencies.



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12. Teams and Sports

- Organize and promote school athletic teams.
- To determine the number of teams necessary, and their composition, in such a manner as to carry out the philosophy of the athletic department.
- If needed combine a team with another school and inform the Board of the situation
- Make any recommendations regarding moving players up from a lower grade to provide enough members in accordance with league rules.

**Policy Number: 6.07**

**Morning Care and After Care Program Provider**

Last Revised: July 27, 2023

**POLICY STATEMENT:** The morning care and after care provider respectively, shall supervise students arriving between 6:30 a.m. and 7:45a.m. and between 3:00 p.m. and 6:00 p.m.each day that school is in session. Certain exceptions for early drop off or late pick up may be arranged between the parent and the care provider. The following expectations will be required of this position:

**Procedures:**

1. Obtain CPR/First Aid Training as required by the state.
2. Obtain the required TB Testing
3. Obtain a physical as required by the state.
4. Consent to a background check
5. Have prepared a daily schedule of activities and events which the students may be participating in
6. Provide rules/consequences which will be in effect during the morning care and after care time.
7. Be familiar with SJA School Critical Incident Procedures as well as emergency fire exit plan.
8. Be familiar with the SJA School handbook which would be in effect for the morning care program as well.
9. Assist in cleaning and setting up in the school the week before school starts as well as clean up and take down the week after school ends.

It is the responsibility of the principal to fill this position with the support and approval of the Board of Education.



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**Policy Number: 6.08**

**Job Description: Preschool – 8th Teacher**

Last Revised: July 27, 2023

**Spiritual Purpose**

- Faithfully teach the Word of God as proclaimed in the canonical books of the Old and New Testament and as confessed in the symbolical writings of the Evangelical Lutheran Church and incorporated in the Book of Concord, particularly as summarized in Dr. Martin Luther's Small Catechism.
- Exemplify the Christian faith and life, to function in an atmosphere of love and order, characteristics of the Body of Christ at work, and to lead others toward Christian maturity.
- Show a due concern for all phases of ministry, especially to work for the promotion and improvement of all efforts in Christian education.
- Exemplify Christian discipleship and witness to live in Christian unity with co-workers, parents, and students, and to seek earnestly the advancement of the kingdom of God.

**Duties**

- Cooperate with auxiliary services which provide curriculum development, guidance, health, clerical and janitorial services.
- Maintain continuous study, refinement, and revision of courses and curricula offered.
- Care for, discipline and instruct students in Christian conduct.
- Comply with the General School Laws of the State of Michigan.
- Maintain continuous professional growth through graduate courses, professional workshops, seminars or conferences.
- Cooperate with the principal in the complete school program.
- Maintain continuous spiritual growth.
- For students with a specialized education plan outside of the standard curriculum.

Procedures:

- a. All staff shall be informed of the students who are using a specialized education plan and will be provided with a copy of the education plan by the principal.
- b. It is the responsibility and expectation of all staff members to follow specialized education plans that shall be provided for students needing them.

**Accountability**

Teachers are accountable to the principal and the Board of Christian Education.

**Evaluations**

Teachers are evaluated annually by the principal. Evaluations shall be complete by the end of May each year.

**Faculty Termination**

Faculty members may be removed from office for the following reasons:



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- Professional incompetence
- Incapacity for the performance of duty
- Refusal to cooperate.
- Neglect of or refusal to perform duties of office.
- Conduct unbecoming a Christian
- Advocacy of false doctrine or failure to honor and uphold the doctrinal position of Synod.
- Discontinuance of a curricular area or program
- Reduction of the size of the faculty to maintain financial viability.

## **Policy Number 6.09**

### **Job Description: Preschool Teacher's Aide**

Last Revised: July 27, 2023

#### **Day to Day Responsibilities**

- Assist the director and classroom teacher in guiding a preschool program with a Christian emphasis.
- Assist the classroom teacher in the general supervision and management of the preschool classroom.
- Assist in preparing the learning environment, help with daily snacks, help with general housekeeping tasks, attend to children needing individual attention, assist the teacher in the supervision, and assist the teacher in any other way needed.
- Report directly to the preschool teacher
- Will act as preschool teacher in the absence of the regular teacher as needed.

#### **Additional Responsibilities**

- Obtain CPR/ First Aid Training as required by the state.
- Obtain the required TB Testing
- Obtain a physical as required by the state.
- Assist in the preparation of materials for the preschool teacher.
- Accompany preschool teacher on home visits when available.
- Attend conferences and appropriate seminars.
- Assist in cleaning and set up of classroom the week before school starts as well as assisting in clean up and take down of the classroom the week after school ends.

#### **Job Requirements**

- Preferable Church Affiliation – Lutheran
- High School Diploma or GED
- Be subject to a yearly evaluation.
- Be subject to a criminal background check as required by the state.
- Be available while preschool program is in session.



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### **Job Application**

- Submit a resume which includes the applicant's philosophy for working with children.
- Fill out and sign the appropriate application form.
- Submit to an interview with the Board.
- Agree to the terms of termination.
- This position is paid hourly.

### **Policy Number: 6.10**

#### **Job Description: Sunday School Superintendent**

Last Revised: August 20, 2012

#### **Primary Duties**

- Arrange for staffing the Sunday School
- Order materials at least one month before class begins.
- Hold staff meetings during the Sunday School year with the Pastor for teacher training.
- Open school for Sunday School classes
- Put rooms back in order and return material to the Sunday School cabinet after Sunday School classes are over.
- Lock up all rooms and school doors after classes.
- Coordinate all Vacation Bible School arrangements.
- Report at Board meetings.

### **Policy Number: 6.11**

#### **Job Description: Youth Director**

Last Revised: July 27, 2023

#### **Primary Duties**

- Attend Board meetings as a resource and for informational purposes.
- Supervise the youth ministry program including...
  - Encouraging worship attendance
  - Education
  - Spiritual Development
  - Evangelism
  - Missions
  - Fellowship
  - Affirmation of youth
  - Support of families of youth

#### **Accountability**

- Youth Director is accountable to the Board of Christian Education.



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**Policy Number: 6.12**

**Job Description: Auxiliary Personnel**

Last Revised: June 2, 2014

The supporting staff of SJA School shall include the secretary, the cook, and the school custodian. Because these people come in contact with the students, parents and visitors to the school, they must reflect Christian values and be chosen with great care.

The cook is accountable to the principal. The cook is hired based on ability to plan and prepare nutritious and appealing meals and the ability to work with teachers and students. Salary for the cook is determined by the Salary Review Committee.

The custodian is accountable to the Board of Trustees. The secretary is accountable to Pastor and principal.

**Policy Number: 6.13**

**Job Description: Head Cook**

Last Revised: September 30, 2013

It is the responsibility of the principal to fill this position with the support and approval of the Board of Education.

**Qualifications**

- Knowledge of food service operations
- Knowledge of quality and quantity food production
- Knowledge of standardized recipes
- Knowledge of operational standards and procedures
- Be able to effectively manage and supervise the operations of the kitchen and kitchen helpers.
- Physically able to remain standing/walking for long periods of time and repeatedly lifting boxes in excess of 25 pounds.
- Be reliable, punctual, dependable, honest, and self-motivated.
- Hold current Serve Safe Certification, or agree to take necessary training to achieve it.

**Responsibilities**

- Responsible for food service operations
- Ordering food supplies
- Prepare and serve school meals that meet USDA meal standards in an atmosphere of efficiency, cleanliness, and Christian attitude.
- Plan and prepare monthly meal menus.
- Plan for the storage and use of leftovers
- Keep records of quantities of food prepared, left over, and used.
- Responsible for cleaning the kitchen daily.
- Report any faulty equipment which needs to be repaired.





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- Report, in writing, any accident(s) occurring in the kitchen.
- Conduct on-the-job training and supervise helpers.
- Take a physical inventory of all food and supplies each year.
- Attend food service programs when possible.

### **Evaluation**

- Performance will be evaluated annually by the school principal.

### **Salary and Hours of Work**

- Generally, 8am-1pm each day school is in session.
- Salary and hours are to be reviewed annually.

### **Procedure for hiring the head cook.**

- The principal will solicit applications for the position of a head cook and (or) assistant cook for SJA School.
- The applications will be reviewed by the principal and one other qualified expert.
- The two or three most qualified applicants will be interviewed and will be given a copy of the job description.
- Principal will make a recommendation to the Board for final approval.

## **Policy Number: 6.14**

### **Job Description: Cook's Helper**

Last Revised: September 30, 2013

It is the responsibility of the principal to fill this position with the support and approval of the Board of Education.

### **Qualifications**

- Knowledge of food service operations
- Knowledge of operational standards and procedures
- Demonstrates aptitude for successful performance of the tasks listed under responsibilities.
- Physically able to remain standing/walking for up to two hours at a time.
- Be reliable, punctual, dependable, honest.

### **Responsibilities**

- Serve school meals under the direction of the head cook in an atmosphere of efficiency, cleanliness, and Christian attitude.
- Assist in the cleaning of the kitchen daily.

### **Evaluation**

- Performance will be evaluated annually by the head cook and school principal.



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**Salary and hours of work**

- Approximately 2 hours of work per day
- Salary and hours to be reviewed annually.

**Policy Number: 6.15**

**Staff Guidelines**

Last Revised: July 27, 2023

**POLICY STATEMENT:** The following guidelines have been established in coordination with the teachers and Board of Christian Education to ensure a standard of consistency and professionalism at SJA School.

**Procedures**

1. Student files must be accurately maintained. The following items must be placed in each student's file no later than June 15.
  - Student school picture on the front of the student folder.
  - A copy of both the detailed and parent versions of achievement test results (1st-8th grade)
  - Final report card (K-8)
2. Personal cell phone usage must be kept to a minimum when direct supervision of students is required.
3. Student supervision is a critical component to moving students in an orderly and safe fashion throughout the classroom and school.
  - Teachers are asked to lead the line at lunch time so that students are not in the lunchroom unobserved.
  - When going outside or to the gym, students also need to be under teacher supervision.
  - If a student has a recess privilege taken away, the child must still be under adult supervision either with the teacher or in the office.
  - It is suggested that each classroom have a rotation of students who have the task of running errands to or from the office so that the teacher does not leave the group unobserved. Phones are provided in each classroom if the teacher needs to speak to the secretary or principal directly.
  - Hand washing before lunch can be done in classrooms at the sink or using hand sanitizer.
4. End of day release procedures are as follows:
  - All students will be released to rides once the vehicle has pulled up along the sidewalk.
  - Each teacher is expected to observe their students leaving the facility to vehicles and must enforce student expectations to stay on sidewalk, not to cross the parking lot traffic to their rides.



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**Policy Number 6.16**  
**Playground Supervision Policy**

Last Revised: August 11, 2023

- Staff shall refrain from cell phone use while tending to the children at recess unless it is a school-related purpose.
- Each teacher is responsible for their students to be sure they stay at the age appropriate designated playground.
- Teachers shall ensure the playground equipment is used properly as intended.
- Children are not permitted to go toward the road beyond the south side of the pavilion.

**Policy Number: 6.17**  
**Staff Dress Code**

Date Adopted: July 27, 2023

**POLICY STATEMENT:** Keeping with the principle that God does set standards for Christian modesty and appearance in Holy Scripture, our school expects its staff to avoid extremes in clothing that attract undue attention with the emphasis on neatness and good grooming. This policy shall align with a “Smart Casual” dress code for staff and will be up to the principal to uphold.

**Procedures:**

1. Staff should not wear clothing with print or pictures that are offensive for school attire including but not limited to alcohol and/or tobacco logos, skulls, and wording across the seat of the pants.
2. Tank top straps must be at least 3 fingers wide.
3. Midriff, chest/cleavage, and derriere, as well as undergarments such as camisole or bra straps are not to be exposed when the staff member goes through the normal activities of a school day (bending, stretching, reaching, sitting, etc.)
4. Clothes must not be frayed, ripped or dirty.
5. Pants may not be skintight. Leggings must be covered by a shirt, skirt or dress measuring six or fewer inches from the floor when kneeling and otherwise meet the dress code.
6. Shorts may only be worn in April, May, June and August, September, October. Shorts or skirts lengths must measure three fingers wide or less when kneeling on the floor.
7. Female staff members may wear pierced jewelry in their ears only. Male staff members shall not have any visible piercings.



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**Policy Number: 6.18**

**Staff Time Off Policy**

Date Adopted: August 23, 2023

Vacations: This vacation schedule is for fulltime salaried called and contract employees of St. John Amelith Lutheran Church and recognizes prior service in other congregations and Lutheran schools.

<b>Service/Experience</b>	<b>Days of Vacation</b>
1 - After 4 months	5 days
2 - After 8 months	5 additional
3 - After 10 months	5 additional days
4 - After 1-19 years	20 days/year
5 - After 20 years	25 days/year

Days of vacation are based on prior service including the first-year worker's vacation which is based on a 1.25 vacation day earned per month. Days of vacation are not normally carried over to the next calendar year except for very unusual circumstances. When not used, they are forfeited. The above schedule is designed to permit first year workers to have some vacation days even before the completion of a full year's service. The above schedule is designed to permit first year workers to have some vacation days even before the completion of a full year's service.

For teachers, a vacation day, exclusive of paid holidays, personal paid leave weekends, sick leave, etc. includes all days a called teacher is not actively on duty (on the job). For example, if a teacher elects to take days off duty (on the job). For example. If a teacher elects to take days off duty during the school's Christmas or Easter breaks, such days are considered part of the teacher's annual vacation days, not in addition to them.

Teacher vacation days are approved in advance and recorded by the school administrator. In the summertime, as during the school year, the principal is responsible and accountable for the work activities and schedule of the 12-month teachers.

Teachers also receive 3 personal days and are not accumulated from year to year. Any additional days would not be paid. When school is in session, if a class is absent or released early, teachers must be on the job to be paid, unless there is less than one (1) hour left in the school day.

**Sick leave, Hospitalization, and Disability**

Sick leave, hospitalization and disability shall be granted in accordance with Concordia Worker Benefit Plans. Teachers, principal, teacher aide(s) shall be allowed up to four (4) paid sick days per year and are not accumulated from year to year. One (1) calendar day equals one (1) working day.



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## **Funeral Leave**

Three (3) days are allowed for funeral leave for immediate family. Immediate family shall include spouse, children (including step children), parents, brothers, sisters, mother-in-law and father-in-law. The allowance for grandchildren, sister-in-laws, brother-in-laws, daughter-in-laws, son-in-laws and grandparents is one (1) day. Exceptions may be authorized by the appropriate boards, or principal if the boards are not available.

## **Policy Number: 6.19**

### **Confidentiality**

Date Adopted: August 23, 2023

Confidentiality is of the utmost importance to maintain a trusted environment for everyone. Situations needing confidentiality include, but are not limited to the following:

- Information discussed in Board and Church Council meetings.
- Salary information.
- Family financial information.
- Student financial assistance.
- Student home or family issues.
- Student disciplinary action.
- Health issues.



## **SECTION 7 Forms**



## Hepatitis 3 Vaccine Declination Form (Mandatory)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to vaccinate with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine. I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date

(Appendix A to section 1911.1030, Blood borne Pathogens, of Title 29 of the Code of Federal Regulations.)



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**Child Wellness Acknowledgement**

- My child (\_\_\_\_\_) is in good health with activity restrictions noted below:  
\_\_\_\_\_
- My child's immunizations are up-to-date or appropriate waiver is on file.

**Annual Parental Signature**

**Parent Signature**

**Date Signed**

**School Year**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**(See other side for Child Information Record)**

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. o The licensing notebook is available to parents during regular business hours. o Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).





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### Refusal to Consent to Child & Adolescent Vaccination: Birth through 18 years

This is a tool for provider practices to use for documentation in the patient's medical record. This is not an immunization waiver form. Contact your local health department for more information. Remember to document vaccine refusal in the Michigan Care Improvement Registry (MCIR).

Name of Child: \_\_\_\_\_ Child's ID# or DOB: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

My child's health care provider, \_\_\_\_\_, has advised me that my child (named above) should receive the following vaccines:

Recommended Vaccine	Declined	Reason for Refusal
Diphtheria/Tetanus/Pertussis: DTaP		
Diphtheria/Tetanus: DT or Td		
<i>Haemophilus influenzae</i> type b: Hib		
Hepatitis A: HepA		
Hepatitis B: HepB		
Human Papillomavirus: 9vHPV		
Influenza		
Measles/Mumps/Rubella: MMR		
Meningococcal Conjugate: MenACWY		
Meningococcal B: MenB		
Pneumococcal Conjugate: PCV13		
Pneumococcal Polysaccharide: PPSV23		
Polio: IPV		
Rotavirus: RV		
Tetanus/diphtheria/pertussis: Tdap		
Varicella (chickenpox): Var		
Other:		

I have read the Centers for Disease Control and Prevention's (CDC) Vaccine Information Statement(s) explaining the vaccine(s) and the disease(s) they prevent. My child's health care provider has explained to me and I understand the following:

- The **purpose** of the recommended vaccine(s).
- The **risks** of disease and the **benefits and potential risks** of the recommended vaccine(s).
- The **possible consequence(s)** of not allowing my child to receive the recommended vaccine(s) may include contracting the illness the vaccine is intended to prevent and spreading the disease to others.
- My child's health care provider, the American Academy of Pediatrics, the American Academy of Family Physicians, the CDC, and the Michigan Department of Health and Human Services **strongly recommend** that the vaccine(s) be given.

My child's health care provider has answered all my questions.

I know that I may change my mind and accept vaccination for my child in the future.

I accept sole responsibility for any consequences that result from my child not being vaccinated.

I acknowledge that I have read this document in its entirety and fully understand it.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



Adapted from the American Academy of Pediatrics (AAP)

Revised: 1/9/2019



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**CHILD INFORMATION RECORD**

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission		Date of Discharge	
Name of Child (Last, First, Middle Initial)				Child's Date of Birth	
Address (Number and Street, Building/Apartment Number)			City	State	Zip Code
Parent/Legal Guardian's Name		Home Phone ( )	Parent/Legal Guardian's Name (Optional)		Home Phone ( )
Home Address (if not child's address)		Cell Phone ( )	Home Address (if not child's address)		Cell Phone ( )
City	State	Zip Code	City	State	Zip Code
Email Address (optional)			Email Address		
Employer Name		Work Phone ( )	Employer Name		Work Phone ( )
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ( )		
Hospital Preferred for Emergency Treatment (optional)					
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)					

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.

See Reverse Side

<b>Emergency Contact &amp; Release of Child:</b> List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)		
1.	( )	( )
2.	( )	( )
3.	( )	( )
<b>Release of Child Only:</b> List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)		
1.	( )	2. ( )
3.	( )	4. ( )

<b>Parent/Legal Guardian Initials:</b>
I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.	
Signature of Parent or Guardian	Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.	

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.



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**School Accident Report Form**

**GENERAL INFORMATION**

School \_\_\_\_\_ Student ☐ Employee ☐

A. Name \_\_\_\_\_ Last First Middle Initial

B. Grade \_\_\_\_\_ Position \_\_\_\_\_ C. Age \_\_\_\_\_ D. Sex - Male ☐ - Female ☐

**ACCIDENT INFORMATION**

A. Time of Accident \_\_\_\_ a.m. \_\_\_\_ p.m. Date \_\_\_\_\_ B. Supervised Activity? ☐ Yes ☐ No

C. If yes, person in charge \_\_\_\_\_

D. **Nature of Injury** (may be completed after medical examination)

- |                                   |                                      |   |                                  |
|-----------------------------------|--------------------------------------|---|----------------------------------|
| 1. <input type="radio"/> Abrasion | 4. <input type="radio"/> Burn        | 7. <input type="radio"/> Fracture       | 10. <input type="radio"/> Sprain |
| 2. <input type="radio"/> Bruise   | 5. <input type="radio"/> Concussion  | 8. <input type="radio"/> Laceration/Cut | 11. <input type="radio"/> Strain |
| 3. <input type="radio"/> Bump     | 6. <input type="radio"/> Dislocation | 9. <input type="radio"/> Puncture       | 12. <input type="radio"/> Other  |

**E. Part of Body Injured**

**I. Head**

- 1. ☐ Scalp
- 2. ☐ Back
- 3. ☐ Front
- 4. ☐ Eyes
- 5. ☐ Ear
- 6. ☐ Nose
- 7. ☐ Mouth
- 8. ☐ Tooth
- 9. ☐ Neck

**II. Trunk**

- 1. ☐ Chest
- 2. ☐ Abdomen
- 3. ☐ Back

**III. Arms**

- 1. ☐ Shoulder
- 2. ☐ Upper Arm
- 3. ☐ Elbow
- 4. ☐ Lower Arm
- 5. ☐ Hand
- 6. ☐ Fingers

**IV. Legs**

- 1. ☐ Hip
- 2. ☐ Upper Leg
- 3. ☐ Knee
- 4. ☐ Lower leg
- 5. ☐ Foot
- 6. ☐ Toes

**F. Kind of Accident (1)**

- 1. ☐ Animal bite or insect bite
- 2. ☐ Collision with student (bump, etc.)
- 3. ☐ Contact with hot or toxic substance
- 4. ☐ Fall or slip
- 5. ☐ Fighting
- 6. ☐ Struck by auto, bike, etc.
- 7. ☐ Struck by object (swing, etc.)
- 8. ☐ Student collided with object
- 9. ☐ Other \_\_\_\_\_

**G. Where Accident Happened (1)**

- 1. ☐ Athletic Field
- 2. ☐ Cafeteria
- 3. ☐ Classroom
- 4. ☐ Gym
- 5. ☐ Hallway
- 6. ☐ Playground
- 7. ☐ Restroom
- 8. ☐ School Bus
- 9. ☐ Stairway
- 10. ☐ To or from school
- 11. ☐ Vocational/Shops/Labs
- 12. ☐ Other \_\_\_\_\_

<https://www.elsd.us/Downloads/accidentform.pdf>



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**CONTRIBUTING CAUSES**

**A. Environmental Factors (1)**

1. ☐ Crowding
2. ☐ Doors
3. ☐ Drinking fountain
4. ☐ Equipment
5. ☐ Floors
6. ☐ Hard surface
7. ☐ Lighting
8. ☐ No handrail
9. ☐ Weather
10. ☐ Other \_\_\_\_\_

**B. Human Factors (1)**

1. ☐ Active game
2. ☐ Fatigue
3. ☐ Fighting
4. ☐ Horseplay
5. ☐ Lack of training/experience
6. ☐ Preoccupation
7. ☐ Running
8. ☐ Violation of rules
9. ☐ Other \_\_\_\_\_

**C. Agents (1)**

1. ☐ Animal or insect
2. ☐ Electricity
3. ☐ Fire
4. ☐ Gases
5. ☐ Liquids
6. ☐ Recreation equipment
7. ☐ Pencil
8. ☐ School equipment
9. ☐ Vehicle
10. ☐ Other \_\_\_\_\_

**ACCIDENT DESCRIPTION**

Describe the accident in your own words. Please give all details so that this accident report may be used to prevent other similar accidents.

\*\*\*\*\*  
**POST-ACCIDENT INFORMATION**

A. Was first aid given? ☐ Yes ☐ No By Whom: \_\_\_\_\_

Description of first aid: \_\_\_\_\_

B. Was parent or other responsible person notified? ☐ Yes ☐ No By whom: \_\_\_\_\_

If no, explain \_\_\_\_\_

C. Advised on tetanus immunization? ☐ Yes ☐ No

D. ☐ Injured, sent home. If so, was he/she accompanied? ☐ Yes ☐ No

☐ Injured, sent to physician. Name of physician \_\_\_\_\_

☐ Injured, sent to emergency room. Name of hospital \_\_\_\_\_

E. Days absent from school or work \_\_\_\_\_  
\*\*\*\*\*

**ACTION TAKEN**

**A. Instructional**

1. ☐ Discussed at staff meeting
2. ☐ Discussed in each class as part of regular instruction
3. ☐ Discussed with parent
4. ☐ Personal instruction given to injured
5. ☐ Personal instruction given to person in charge
6. ☐ Presented as a subject of assembly program

**B. Policy or Corrective Action**

1. ☐ Environmental changes affected
2. ☐ Notified school safety committee
3. ☐ Safety rules amended to prevent recurrence
4. ☐ Safety specialist visit to assist in safety program
5. ☐ Suggest closer supervision
6. ☐ Other \_\_\_\_\_
7. ☐ No action taken

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Other Witnesses: \_\_\_\_\_

<https://www.elsd.us/Downloads/accidentform.pdf>



St. John Amelith Lutheran School  
Master Handbook - Section 6 - Staff Policies



Gerald A Gauthier II, Pastor  
Jonathan Korpi, Principal

## Reference Payment Plan Form

Student Name \_\_\_\_\_  
Parent Name \_\_\_\_\_  
Tuition Amount \_\_\_\_\_  
Hot Lunch Amount \_\_\_\_\_  
Extended Care (Before/After) \_\_\_\_\_

By signing this agreement I agree to pay my outstanding balance for the tuition, hot lunch and extended care, according to the following schedule, terms and conditions.

I agree and accept responsibility for monthly payments of at least \$ \_\_\_\_\_. Payments are due before the \_\_\_\_\_ and will continue until this account is paid in full. If the account is not paid in full we will have to withhold your child's report card and student records.

I further understand and agree that if I do not follow through with any portion of the above stated schedule of payments, terms and conditions and/or if any installment is delinquent 10 days, this account will be declared due in full. If after 10 days not paid in full, it will be turned over to a collection agency.

I have completely read this agreement and fully understand the repayment plan that has been put in place.

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Board of Education Signature: \_\_\_\_\_



St. John Amelith Lutheran School  
Master Handbook - Section 6 - Staff Policies

**Master Handbook Acknowledgement**

After reading the master handbook in its entirety, please sign this document and return it to the school office.

I confirm that I have been given a hard copy of the St. John Amelith Lutheran School Master Handbook, have read it thoroughly, understand it and will adhere with the policies set forth in this handbook by the Board of Christian Education. I have been notified that the most recent version of this handbook can be found at the St. John Amelith website of [www.amelith.org](http://www.amelith.org). Updates to this handbook will be provided as they are made.

Name: \_\_\_\_\_

Date: \_\_\_\_\_