

St. John's Lutheran School



Board of Christian Education Policy Manual

1. Ends (Goals) Policies

1.1. Mission Statement

Equipping the family of God to joyfully and boldly
Make Disciples of Christ as we
KNOW Jesus and one another
GROW to be more like Him
SOW His love in word and deed

1.2. Our Purpose

St. John's Lutheran School exists in Christ to equip and educate students by developing the mind and engaging the heart to impact communities for Christ.

1.3. Board of Education Members

The Board of Education (hereinafter referred to as the "Board") shall consist of five members elected by St. John's Lutheran Church Voter's Assembly.

2. Board of Education Self-Governance Policies

The policies define the way that the board will manage itself.

2.1. Accepting Responsibilities

Board members have a responsibility to each other along with St. John's Lutheran Church & School.

2.1.1. The members of the Board shall:

- 2.1.1.1. attend board meetings regularly, not missing two consecutive meetings.
- 2.1.1.2. attend all voter's meetings & make advance notice if they will not attend.
- 2.1.1.3. participate in board meetings & policy decision-making.
- 2.1.1.4. have a representative at all Board of Administration meetings.
- 2.1.1.5. have at least one representative at all All-Board meetings.
- 2.1.1.6. shall make informed decisions by insisting on thorough & accurate information and accede to all decisions once they have been fully discussed and resolved by the Board. This does not exclude the right of members to hold minority opinions or to express them within the Board setting. However, they should work to change policy rather than hinder actions of the Board or staff.
- 2.1.1.7. shall reflect positively on any ministry area of St. John's Lutheran Church & School towards the general public.
- 2.1.1.8. invest personal energy and skills in the purposes and objectives of the Board, seeking opportunities where individual skills & abilities can be applied.
- 2.1.1.9. relate to other individuals with integrity, honesty, and straightforwardness.
- 2.1.1.10. actively discipline themselves and other members of the Board by identifying Board actions and conditions that run counter to these policies.
- 2.1.1.11. bring to the Principal's immediate attention any condition or action that they believe exceeds a Principal Limitation policy. However, Board members should refrain from defining the appropriate corrective actions.
- 2.1.1.12. agree not to discuss confidential school, church, or family related matters in any non-secure or public locations.

- 2.1.1.13. not make financial gain or receive gifts in-kind as a result of their board participation.
- 2.1.1.14. not create any conflict of interest by being immediately related (parent, spouse, grandparent or sibling) to school employees; if there is a relation, that board member shall refrain from any vote or activity that would create a financial gain or conflict of interest for either party.

2.2. Enunciating Governing Policies and Values

The Board shall maintain written policies of four types.

- 2.2.1. Policies of Ends (Goals): Affirmative statements setting forth school goals
- 2.2.2. Policies of Board Self-Governance: Statements setting forth the style and rules of the Board's own tasks and procedures
- 2.2.3. Policies of Board and Principal Relationship: Clarifying statements about delegations to and monitoring of principal
- 2.2.4. Policies of Principal Limitations: Limiting statements, binding the Principal

2.3. Governing Process

- 2.3.1. Scope of Activities – All activities of the Board, its officers, committee(s) or members shall relate to the specific responsibilities of the Board as formally adopted at Board meetings. The Board members are governed by this principle.
- 2.3.2. Board Training – The Board is responsible for training its members in Board Governance. The members of the Board are required to participate in professional development training at least once a year.
- 2.3.3. Group Action – The Board shall exercise its governing authority as a whole. No individual Board member may exercise such authority except as instructed by the Board.
- 2.3.4. Policy Development – The Board policies are to be active and dynamic. They are meant to be changed and refined regularly, based on the intent of each section, the values of the Board and changing context within which the Board functions.
 - 2.3.4.1. Resolutions – The Board shall pass resolutions for specific actions only where the action will affect solely the Board, specifically required in these policies, by law, or other governing documents.
 - 2.3.4.2. Principal Actions – All Board actions governing Principal actions shall be done through policy development when possible. Any actions taken or contemplated by the Principal, or any which may be or have been approved through the Principal, will only be considered in light of appropriate governing policies. The Board will only review the policies for this soundness as a test of ethical and prudent behavior and will not dictate what are appropriate Principal actions except for compliance with policies. The board shall rewrite policies when appropriate.
 - 2.3.4.3. Policy Review – Any Board member or the Principal may ask for a review of specific policies. However, never does the responsibility for effective and appropriate policies rest with anyone other than the Board.
 - 2.3.4.4. Policy Review Calendar – The Board shall establish an annual policy review calendar to coordinate the review of every policy at least once a year.
 - 2.3.4.5. Board Task Calendar- The Board shall establish an annual calendar of board responsibilities and review at least once a year.

2.4. Connecting with Owners and Stakeholders

The main responsibility of the Board is to represent the members of St. John's Lutheran Church. This is primarily done through the development of the definition of the Ends (Goals) for the school. It is the Board's responsibility to identify owners and stakeholders of St. John's Lutheran School, and to ask for input on Desired Ends. To fulfill this obligation:

- 2.4.1. The Board shall annually identify St. John's Lutheran School's stakeholder segments.
- 2.4.2. The Board shall plan regular Stakeholder Dialogue sessions with stakeholder segment representatives. Attempts shall be made to include all segments annually.
- 2.4.3. The Dialogues shall center on the three core questions of Ends.
 - 2.4.3.1. Who are the targeted audiences for St. John's Lutheran School?
 - 2.4.3.2. What are the Desired Ends for each of the targeted audiences?
 - 2.4.3.3. What should the cost be for these Desired Ends?

2.5. Strategic Planning

The Board recognizes the importance of having a long-range vision for St. John's Lutheran School, as well as a detailed planning process for achieving this vision. The process for developing and monitoring progress toward this vision will be:

- 2.5.1. The Board, along with the Senior Pastor and Principal will develop a long-range vision statement that accurately reflects where St. John's Lutheran School expects to be in the future.
 - 2.5.1.1. This vision statement must be aligned with that of St. John's Lutheran Church (i.e., not in conflict).
 - 2.5.1.2. The vision will encompass a time frame of five (5) years into the future, with special emphasis on NLSA standards and St. John's School Improvement Plan (SIP). Long-Range Goals include, but are not limited to the following:
 - 2.5.1.2.1. Improve security for the church and school
 - 2.5.1.2.2. Develop (with the Church Board of Elders) the position of Director of Church and School Music
 - 2.5.1.2.3. Determine guidelines for use of the new building to best accommodate the students and class sizes.
 - 2.5.1.2.4. Explore options for tuition scales & determine a 5-year plan to adjust as needed to fund the school and not overburden school families, including a back-up plan for EdChoice & creating a 3rd source funding structure.
 - 2.5.1.2.5. Improve communication & connection between the church & school families.
 - 2.5.1.3. The vision will be detailed enough to clearly communicate where the school is expected to evolve.
- 2.5.2. The Principal will be charged with the responsibility to develop a shorter-range strategic plan, which when complete will describe the actions to be taken within the next 12~24 months, that will move the school closer to its long-range vision.
 - 2.5.2.1. Each year, a process for validating the vision, and development/updating of the strategic plan will take place.
 - 2.5.2.2. The Board will evaluate the reasonableness of the Principal's plan, offer feedback, and ultimately approve the plan. The Board will periodically monitor progress toward the attainment of the plan. They will also periodically review progress with the Senior Pastor, validating the vision & making fine tune adjustments as necessary.

2.6. Board Self-Review

- 2.6.1. Board Self-Appraisal – In order to discipline itself and its efforts, the Board shall conduct an annual self-appraisal. The Board shall commit part of one meeting to discuss the following areas and to identify areas and actions for improvement. The self-appraisal will be conducted around the end of the school year. The self-appraisal shall focus on:
 - 2.6.1.1. The Board's openness and communication among its members
 - 2.6.1.2. The Board's ability & skill in developing & monitoring compliance policy.
 - 2.6.1.3. The Board's adherence to its policies
 - 2.6.1.4. The Board's communication with the Principal
 - 2.6.1.5. The Board's relationship to the Congregation
 - 2.6.1.6. The Board's relationship to its Stakeholder segments

2.7. Board Meetings

- 2.7.1. The Board meets on the fourth Tuesday of every month unless otherwise mutually agreed upon and publically posted for open attendance. Meeting schedule should be posted on school website along with instructions on how to contact the board.
- 2.7.2. Executive members shall consist of the five board members that were elected by St. John's Lutheran Church Voter's Assembly. The board may invite any other persons into an executive session.
- 2.7.3. The agenda will be posted to the FACTS website one week prior to the meeting. The Chairman will send the agenda to the Board 10 days prior to the meeting.
 - 2.7.3.1. Board Agenda Structure
 - The Board intentionally establishes a basic structure for its Board meetings. The structure's purpose is to assist the Board and Principal in processing information in a way that allows them to maintain a policy-based orientation. Additional items can be added as needed, but the basic elements need to be maintained. This Board agenda structure shall work in tandem with the annual policy review and monitoring calendar. The Board agenda structure shall consist of seven basic elements:
 - 2.7.3.1.1. Opening Devotion – Led by one of the board members on rotation to center our meeting on Christ & bring our focus to His greater purpose.
 - 2.7.3.1.2. Open Session – The purpose is to allow for topics of concern to be brought forward to the Board by any school or church member. Public statements shall be limited to 5 minutes per person & not exceed a total of 30 minutes per meeting.
 - 2.7.3.1.2.1. Public statements shall begin with the individual identifying their relationship to the church/school and should be directly and respectfully addressed to the Board. Personal concerns regarding staff members should be addressed directly with the specific staff member and then involve the Principal as needed. If a resolution cannot be achieved, it would then be appropriate to bring the concern before the Board.
 - 2.7.3.1.3. Principal's Report – The purpose is to inform the Board where the school stands and upcoming events which will/may impact the school.
 - 2.7.3.1.4. Policy/Governance Issues
 - 2.7.3.1.4.1. The Board shall follow the policy review schedule as listed in the Board's calendar.

- 2.7.3.1.4.2. The Board shall discuss any new policies raised by the Board or staff and provided in written form to the Board members prior to the meeting.
- 2.7.3.1.4.3. The Board shall have discussions as needed to determine whose responsibility (to be defined by limitations) it is to address issues raised by the Board, the administration, the congregation, or the Board's desired ends (goals) policies.
- 2.7.3.1.5. Informational Items – Any other items of interest or concern to be shared or discussed with the Board.
- 2.7.3.1.6. Executive Session – Any topic that involves sensitive information that is limited to board members only.
- 2.7.3.1.7. Closing Prayer

2.8. Officers of the Board

- 2.8.1. Nominations for the Officers of the Board shall be made from the entire board in session rather than from a nominating committee. The Board shall elect its own officers.
- 2.8.2. The Officers of the Board shall not assume any part of school management.
- 2.8.3. The responsibilities of the officers to the Board shall include the following:
 - Chairman:
 - Establish the agenda, with the Principal, for board meetings in compliance with the policy calendar established by the Board.
 - Preside at all meetings.
 - The Chairman is the official spokesperson for the Board in all matters.
 - Arrange for an annual performance appraisal of the Principal.
 - Discuss and review corrective actions with individual Board members when they violate their responsibilities (Ref. Policy 2.1). When resolution cannot be obtained with an individual board member, the Chairman shall in executive session of the Board, conduct a review of the policy and develop recommendations for any necessary corrective actions. If the board member in question is the Chairman, then the responsibility falls to the Vice-Chairman.
 - Sign any contracts or other instruments which the Board has authorized to be executed, including staff contracts & diplomas for graduating 8th grade students.
 - Act in all areas of Board governance/leadership left unstated within these policies if this action is not in conflict with other Board policies.
 - Appoint any ad-hoc committees required by the Board.
 - Vice-Chairman:
 - Preside at all meetings in the absence of the Chairman
 - Will coordinate and conduct a yearly training or professional development for the board.
 - Discuss and review corrective actions with the Chairman when the Chairman violates board member or Chairman responsibilities
 - The Vice-Chairman will aid the Chairman in communicating with key stakeholder segments.
 - Assume responsibilities delegated by the Chairman.
 - If immediate family member (spouse, child, or parent) of staff member passes (or) if St. John's student, sibling, or parent passes, send memorial.

- Send cards or letters acknowledging important events as needed or suggested, including one-year baptismal birthday cards to St. John's church member, signed by all Board members.
- Secretary:
 - Take attendance and notes at each board meeting (regular and/or special) of all committee reports, discussions, and decisions & prepare written minutes for each member. If absent, the secretary will appoint someone to perform this task.
 - Send copies of each board meeting's minutes to the pastors, principal, and members of the St. John's School Board, as well as keeping the school board minutes current on the school's designated website.
 - Written correspondence as directed by the Board or Chairman.
 - Keep copies of all correspondence sent to and from all Board members as directed by the board.
 - Distribute copies of policy/procedure changes to each Board member and ensure that the school office copy is current and up to date.
 - Maintain the master copy of the current policy manual.
 - Keep a yearly document of all approved BoCE motions.
- Financial Officer:
 - Analyze current tuition structure and financial viability for the upcoming school year. Including looking at affordability for families, budget implications and competitiveness with neighboring (non-public) schools.
 - Assists the Chairman by Reviewing and analyzing financial data, assess financial condition, and ensure that generally accepted accounting principles are followed.
 - Assist the Church Treasurer and Principal in preparing the annual church budget and/or other projects, including input for the salary committee.

2.9. Committees of the School Board

The Board may appoint committees from time-to-time, consistent with the following principles:

- 2.9.1. Committee responsibilities shall flow directly from the Board's description of its job and shall be set forth in a formal written charge with an appropriate period for existence.
- 2.9.2. Committee responsibilities shall not impinge upon responsibilities delegated to the Principal or other staff.

3. Board and Principal Relationship Policies

These policies define the Board's responsibility to the Principal, and the responsibility that the Principal has to the Board.

3.1. Manner of Delegating

The Principal is empowered to take all actions and make all administrative decisions that are deemed necessary to attain school results except (a) violation of law, applicable regulations, orders of courts or commonly accepted educational and professional ethics and (b) violation of specific further constraints stated by the Board in policies constraining executive authority.

- 3.1.1. Except for assignments of its own work (policies) to committees, consultants or officers, the Board shall delegate authority only to the Principal. Any other subordinate party operating with the authority of St. John's Lutheran School shall receive that authority from the Principal or a person assigned by the Principal.
- 3.1.2. The Board shall address only the broadest levels of issues in policies of purpose, governance of constraint necessary as defined by ethics and prudence, leaving all narrower levels to the discretion of the Principal. The Principal may develop guidelines, rules, or procedures and may make decisions in any way deemed fitting as long as the policies adopted by the board are observed.
- 3.1.3. The authority of the Principal shall begin where the explicit pronouncements of the Board end. Except as required by policies or law, decisions of the Principal do not need approval by the Board.
- 3.1.4. Where approval is required by a higher governing policy such as by-laws or legal constraints, the Principal shall bring a recommended action to the Board.

3.2. Actions Requiring Board Approval

This is a listing of the actions that need the Board approval, as delineated through other governing documents or these policies.

3.2.1. Policy Based Approvals

These are the recommended actions that are acceptable as long as they meet existing policies and are reviewed for their adequacy in meeting existing policies and any other Board established governing documents.

- 3.2.1.1. Annual or Revised Budgets
- 3.2.1.2. Recommend the calling or hiring of teaching or administrative positions according to Synodical and/or congregational guidelines.
- 3.2.1.3. Recommend the termination of teaching or administrative positions according to Synodical and/or congregational guidelines only after legal, and Senior Pastor Counsel has been consulted. The Principal may elect to suspend a teacher or administrator while waiting for the arrangement of legal counsel, if he/she deems necessary.

3.2.2. Board Decision

These are the decisions that are left to specific board action because of their unique nature, or requirement of the board or other governing bodies:

- 3.2.2.1. Board Policies
- 3.2.2.2. Removing Board members
- 3.2.2.3. Recommend to the Board of Administration the Calling, selecting, or removing of the Principal according to Synodical and congregational guidelines.

3.2.3. Board Special Funds Approval

Any funds distributed out of Board Special Funds must have an official motion and passed by majority vote.

3.3. Principal Accountability

The Principal shall be accountable to the Board of Education for:

- 3.3.1. The achievement of St. John's Lutheran School Ends (Goals)
- 3.3.2. Compliance of principal and staff actions within the limits established in Principal Limitations Policies
- 3.3.3. Provisions for adequate counsel to the Board through principal and staff reporting, including social, legal, or other changes relevant to the Board's decision areas
- 3.3.4. A relationship with the Board that is based on integrity and honesty and straight forwardness to the Board

3.4. Exceeding Principal Limitations

From time to time, Principal Limitations Policies will be exceeded. When this happens, the Board shall ensure that action is taken to rectify the violation of policy. The Board shall strive to take no authority for the correction of exceeded principal limitations, but rather shall work through the Principal. The Principal is to take the initiative and responsibility to monitor for, inform of, and correct exceeded limitations, as well as to develop preventative systems.

- 3.4.1. Notice of Exceeding a Limitation – The Principal shall give an immediate written notice to the board once a limitation has been recognized to have been exceeded. If the limitation has been exceeded for an excessive period of time and has gone unnoticed, the Principal shall develop a better monitoring system.

3.4.2. Corrective Action

If the exceeded limitation is immediately recognized and correctable, the Principal shall take the necessary action within policies and report the results to the Board. If the exceeded limitation is not immediately correctable, the Principal shall establish a schedule for corrective actions, reporting such scheduled action and gaining from the Board approval of a deadline for completion of the correction. The Principal shall continue to report in a timely fashion on the action taken and the results until the exceeded limitation is corrected. The Principal shall give immediate notice when it is recognized that a deadline will be missed and implement a new plan of action if the delay is deemed excessive. The Principal is not to be limited in the resources, whether internal or external to the organization, that he or she may employ to correct the exceeded limitation except through the Limitation Policies. However, the Principal is accountable for the results of the use of the resources at all times. The Principal shall develop or improve processes to avoid recurrence of any exceeded limitations. The Board shall review any limitation policy that has been exceeded, for its soundness as a test of ethical and prudent behavior. The Board shall not dictate what appropriate Principal actions except for compliance with policies are. The Board shall rewrite policies when appropriate. The Board shall not approve one-time exceptions to policies. If an action is acceptable under certain conditions, then those conditions shall be stated in the policies. The only corrective action the Board shall take is to recommend to the Church Council the release and replacement of the Principal. After a number of occurrences of an exceeded limitation, whether through missed deadlines, or as a result of exceeding a number of different limitations, the Chairman will conduct a performance evaluation of the Principal, report the

evaluation to the Board, and facilitate a discussion with the full Board. The Board shall recommend the release of the Principal, when appropriate, for unsatisfactory performance.

3.5. Means of Monitoring

The St. John's School Board shall employ these avenues of monitoring.

3.5.1. Principal Reports

These are statements and overviews that provide information and counsel to the Board on programs, trends and developments that may affect its work and which report on Principal compliance with Board policies.

3.5.1.1. The Principal shall update the Board on actions and events that have occurred since the previous Board meeting.

3.5.1.2. The Principal shall report information concerning possible future changes which could affect the operation of the school. The report shall include, at least yearly, conditions and trends that would affect the school.

3.5.2. Direct Monitoring

3.5.2.1. The Principal shall report at the regularly scheduled Board meetings on the Desired Ends (Goals) of St. John's Lutheran School.

3.5.2.2. The Principal shall provide to the Board new St. John's Lutheran School organizational structures as they are developed with an explanation of the responsibilities assigned.

3.5.2.3. The Principal shall provide to the Board an annual communications plan for St. John's Lutheran School.

3.5.2.4. The Principal shall provide to the Board the funding strategy as it is developed.

4. Principal Limitation Policies

These are the constraints placed on the Principal's efforts to achieve the Ends Policies. The Mega-Limitation is further defined by the sections that follow it. These sections are not mutually exclusive; they do not limit actions independently. Each section is further limited by all other sections. Unless restricted in the Principal Limitation Policies, all actions are acceptable.

Mega-Limitation: The Principal of St. John's Lutheran School shall not act at any time in a manner that is immoral, unethical, imprudent, or that is inconsistent with its charter documents.

4.1. Operational Planning

With respect to planning for the future, the Principal shall not endanger the focus or stability of the organization.

4.2. Curriculum/Programming/Scheduling

With respect to developing and improving curricular and extracurricular programs the school provides, the Principal shall not jeopardize the value of the educational process. Accordingly, the Principal shall not cause or allow curriculum, programming or scheduling that:

- 4.2.1. Fails to allow faculty to provide opportunities for students to succeed and grow in all areas of student life.
- 4.2.2. Is not faithful to God's Word and in accord with LCMS doctrine.
- 4.2.3. Does not have input from parents and staff.
- 4.2.4. Does not include specific evidence of success proven through standardized measuring tools and evidence prior to and during implementation (e.g., observations & feedback).
- 4.2.5. Does not include curriculum mapping and consideration of state standards.

4.3. Supervision of Instruction

In fulfilling instructional supervision responsibilities, the principal shall not fail to:

- 4.3.1. Develop and implement a plan for supervision of instruction.
 - 4.3.1.1. Complete 1 "walk through" in each classroom in each half of the year, & a yearly evaluation of each teacher by the end of April.
- 4.3.2. Analyze, diagnose & address test scores with faculty to be included in the principal report for the June or July board meeting.

4.4. Organizational Structure

In defining or reorganizing the organizational structure of St. John's Lutheran School, the Principal shall not allow that structure to:

- 4.4.1. Have a neutral or negative impact on the organization

4.5. Human Resources

With respect to developing and enhancing the skills and abilities of the individuals that are in ministry for St. John's Lutheran School, the Principal shall not fail to maintain and encourage a collegial relationship among faculty and staff. In order to accomplish this, the Principal shall not allow personnel policies or actions that:

- 4.5.1. Fail to ensure that the faculty and staff exhibit the skills and preparation needed to implement the desired outcomes through all curricular and extra-curricular activities
- 4.5.2. Fail to create a Christian environment in the classroom that is conducive to learning.
- 4.5.3. Fail to recommend the hiring of faculty and staff within Board guidelines/policies.

- 4.5.4. Fail to recognize personnel for superior performance and anniversaries.
- 4.5.5. Fail to ensure that all personnel are treated with dignity and respect.
- 4.5.6. Employ any person without first conducting a complete background check.
- 4.5.7. Fail to provide a written evaluation of each teacher semi-annually (by December 1st and 2nd evaluation by April 1st) and to hold post conference within five days of the evaluation to be included in the teacher's permanent personnel file.
- 4.5.8. Fail to bring a recommendation for an open teaching or administrative position to the Board for final approval.
- 4.5.9. Permit the hiring of any relative of the principal without first seeking the approval of the Board and/or Church Board of Administration.
- 4.5.10. Do not ensure/enforce Ohio certification/licensure for all school staff and volunteers as necessary.

4.6. Recruitment and Public Relations

In relating to and communicating the actions and intentions of St. John's Lutheran School, the Principal shall not compromise the mission and outcomes of the organization. The recruitment and public relations efforts of St. John's Lutheran School shall not:

- 4.6.1. Fail to communicate St. John's Lutheran School's efforts and purpose to the congregation and public at large.
- 4.6.2. Reflect negatively to the general public on any service area of St. John's Lutheran School.
- 4.6.3. Discriminate on the basis of race, color, sex, national or ethnic origin.
- 4.6.4. Fail to provide for follow up on families not affiliated with any Christian church to ensure that they have been spiritually served.
- 4.6.5. Fail to include a comprehensive recruitment and admissions plan.
- 4.6.6. Fail to conduct and report to the Board on exit interviews within one month of withdrawal.

4.7. Church Relations

The Principal shall not:

- 4.7.1. Jeopardize the school's affiliation with the Lutheran Church-Missouri Synod.
- 4.7.2. Fail to serve the congregation fairly and adequately.

4.8. Non-Lutheran Church Relations

To provide for coordination and effective use of resources, and in response to the broader ecumenical mandate, the Principal shall not leave non-Lutheran Church relations unexplored and undeveloped. The Principal shall not:

- 4.8.1. Fail to explore opportunities for increased funding from outside sources
- 4.8.2. Fail to explore consultations or relationships with other Non-profit organizations, service agencies or governmental groups that may benefit St. John's Lutheran School.
- 4.8.3. Fail to explore opportunities to interact with other denomination's schools, (e.g. Catholic) or public schools, for shared educational or athletic activities.

4.9. **Financial Condition**

With respect to operating St. John's Lutheran School in a sound and prudent fiscal manner, the Principal shall not jeopardize the long-term financial strength of the organization. The Principal shall not:

- 4.9.1. Fail to establish and monitor effective internal controls over spending.
- 4.9.2. Fail to keep an accurate inventory assessment of school equipment.
- 4.9.3. Use restricted contributions for any purpose other than that specified by the donor.

4.10. **Funding**

In developing funding for future as well as current needs, the Principal shall not allow funding activities or policies that:

- 4.10.1. Fail to develop an annual fundraising strategy, as well as a long-term financial development plan.
- 4.10.2. Allow grants/gifts to be accepted that are in opposition to the stated Desired Ends.
- 4.10.3. Fail to follow donor intent when managing or distributing donor gifts.
- 4.10.4. Are not coordinated through the principal's office.
- 4.10.5. Appeal to congregational members without approval of the pastor.
- 4.10.6. Spend anticipated (not yet received) donations for specific needs without Board approval.

4.11. **Facilities/Property**

The Principal shall not jeopardize the quality and utility of the buildings, land, and other physical assets of the congregation. The Principal shall not allow facilities that:

- 4.11.1. Do not play a part in the overall strategic plan.
- 4.11.2. Operate without a facilities/property plan, which covers at least:
 - 4.11.2.1. Safety
 - 4.11.2.2. Government Regulations
 - 4.11.2.3. Security
 - 4.11.2.4. Audits on the previous items on an annual basis.
- 4.11.3. Exceed the budget constraints when acquired.

4.12. **Operations**

The Principal shall not imperil the ability of the organization to function in an effective and efficient manner. The Principal shall not allow organizational practices that:

- 4.12.1. Do not provide for the health and welfare of students, faculty, staff, and visitors. These actions shall not fail to include:
 - 4.12.1.1. The prohibition of tobacco, liquor, illegal substances, and dangerous items in school buildings, and on surrounding church properties.
 - 4.12.1.2. The right to search students, lockers, and other personal effects in a manner consistent with the law.
 - 4.12.1.3. The adherence to Ohio and federal laws regarding the reporting of injuries or disability from physical abuse or child neglect.
 - 4.12.1.4. An annual review by staff and faculty of first aid & CPR procedures/ safety standards.
 - 4.12.1.5. The notification of contagious disease outbreaks to all possible affected parties.
- 4.12.2. Do not provide for a fair and balanced enrollment without board approval. These actions shall not fail to include:

- 4.12.2.1. For Kindergarten & Pre-School,
 - 4.12.2.1.1. Maximum class size
 - 4.12.2.1.1.1. Max ratio for 3-Year Pre-school – 8:1; 4-Year Pre-school – 9:1 Alt-Kindergarten – 10:1. Exceeding the enrollment limit is not permitted unless by special exception as approved by the Board.
 - 4.12.2.1.1.2. Max class size for Kindergarten is 25. Exceeding the enrollment limit is not permitted unless by special exception as approved by the Board.
 - 4.12.2.1.2. There shall be a priority system (ending 2 weeks following priority enrollment opening) for accepting Pre-School & Kindergarten students as follows:
 - 1. Children of members of St. John’s Lutheran Church.
 - 2. Children with brothers and/or sisters currently enrolled.
 - 3. Children enrolled during the previous year.
 - 4. Children from a neighboring LCMS church.

Notes – Each application will be time stamped will be received in order of submission. Other children may be admitted at the discretion of the Principal and/or Board of Christian Education.
 - 4.12.2.1.2.1. Once the priority enrollment period is complete, applications and class preferences are taken on a first-come, first-serve basis.
- 4.12.2.2. For Day-School (1st~8th),
 - 4.12.2.2.1. Maximum class size is 25. Exceeding the enrollment limit is not permitted unless by special exception as approved by the Board.
 - 4.12.2.2.2. There shall be a priority system (ending 2 weeks following priority enrollment opening) for accepting incoming grades 1-8 students as follows:
 - 1. Children of members of St. John’s Lutheran Church.
 - 2. Children enrolled during the previous year.
 - 3. Children with brothers and/or sisters currently enrolled.
 - 4. Children from a neighboring LCMS church.

Notes – Each application will be time stamped will be received in order of submission. Other children may be admitted at the discretion of the Principal and/or Board of Christian Education.
 - 4.12.2.2.2.1. Once the priority enrollment period is complete, applications & class preferences are taken on a 1st-come, 1st-serve basis.
- 4.12.3. Allow the school, during normal school hours, to operate without the presence of the Principal or his designee.
 - 4.12.3.1. The Principal shall develop, implement, and maintain a communication plan which includes notification of who on the list is to be notified in case of emergency.

4.13. **Agency Policies and Procedures**

In managing interaction between St. John's Lutheran School, other organizations and individuals, the principal shall not fail to establish and implement organizational policies and procedures that:

4.13.1. Protect the rights of the students and employees and St. John's Lutheran School

4.13.1.1. Fail to recognize that the families/parents/guardians have a vested interest in the outcomes of St. John's Lutheran School.

4.13.1.2. Fail to recognize that the students have a vested interest in the outcomes of St. John's Lutheran School.

4.13.2. Provide for overall organizational effectiveness

These policies shall not fail to include policies and procedures for:

4.13.2.1. Health and Safety

4.13.2.2. Continuing Education of faculty and staff

4.13.2.3. Staff grievance procedure regarding the principal

4.13.2.4. Conflict of Interest

4.13.2.5. Controls for Spending

4.13.2.6. Expulsion

4.13.2.7. Athletic Program

4.13.2.8. Student counsel

4.14. **Extracurricular Activities**

The Principal shall not allow any extracurricular program or school-sponsored activity (where school sponsored is one that uses the St. John's Lutheran School name and/or is one that practices, meets, or plays during school hours) that does not require and enforce a proper balance of the activity in relation to academics, other extracurricular activities, church involvement and home life.

5. **Sunday School (SS) Program**

5.1. **Committee**

The SS committee shall consist of the following members – SS superintendent, assistant SS superintendent, member liaison from BoCE, Pastor(s) as advisors

5.1.1. **Superintendent terms** – 3 year terms appointed by BoCE

5.1.2. **Duties included (but not limited to the following):**

5.1.2.1. Ensure teachers are set for every class offered.

5.1.2.2. Order curriculum with support & input from Pastor(s)

5.1.2.3. Investigate feasibility of starting new classes when requested or needed

5.1.2.4. Coordinate schedule & communicate to Church secretary for notes & news.

5.1.2.5. Facilitate the following annual events:

- Easter Egg Hunt
- SS in the woods
- Christmas Eve Service (children's message)

5.1.2.6. Communication with school families to invite students to participate in SS & all activities organized by the SS program

5.1.2.7. Give updates as needed at quarterly Voter's Meetings & annually to BoCE.

5.1.2.8. Keep attendance and report to Pastor(s) annually for synod report.