

ST. JOHN'S LUTHERAN CHURCH AND SCHOOL

Committed to Jesus Christ and the spiritual growth of all God's children

MONDAY 11TH OF AUGUST 2014

Applicant Details

Please enter your information within the next 40 minutes:

* This online application is protected by a Secure Certificate Authority, which supports up to a TLS1.2 256-bit encryption process. This process can be verified using your browser's security certificate information page. All information provided on this form is secure. For more information on how to access this information, please contact us.

Introduzca su información dentro de los próximos 40 minutos

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Full Legal Name/ Nombre Legal Completo:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First/ Nombre	Middle/ Segundo Nombre	Last/ Apellido
Other Names Used/ Otros Nombres Usados:	<input type="checkbox"/> Check this box to enter other names you may have been known as in the past, such as your maiden name. / Marque esta casilla para darnos a conocer otros nombres como pudo haber sido conocido(a) en el pasado. Por ejemplo, su nombre y apellido de soltero(a).		
Current Address Since/ Dirección Actual Desde:	<input type="text"/>	<input type="text"/>	
	(MM/DD/YYYY)	Street, Apartment, etc./ Calle, Apartamento, etc.	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	City/ Ciudad	State/ Estado	Zip/ Código Postal
Previous Address From/ Dirección Anterior De:	<input type="text"/>	<input type="text"/>	
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	City/ Ciudad	State/ Estado	Zip/ Código Postal
Previous Address From/ Dirección Anterior De:	<input type="text"/>	<input type="text"/>	
	(MM/DD/YYYY)	Street, apartment, etc./ Calle, Apartamento, Etc.	
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	City/ Ciudad	State/ Estado	Zip/ Código Postal
Social Security Number/ Número De Seguro Social:	<input type="text"/>	Enter Numbers Only /Solamente Ingresar Números	
	(###-##-####)	(Required Only for Identity Verification Purposes) / (Esta información es un requisito sólo para verificar su identidad)	
Date of Birth/ Fecha De Nacimiento:	<input type="text"/>		
	(MM/DD/YYYY)	(Required for identification purposes only) / (Esta información es un requisito sólo para verificar su identidad)	
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Gender/ Género:	<input type="radio"/> Female	<input type="radio"/> Male	
Phone Number/ Número De Teléfono:	<input type="text"/>	(###-###-####)	
Email/ Correo Electrónico:	<input type="text"/>		
Confirm Email/ Confirmar Correo Electrónico:	<input type="text"/>		
Drivers License/ Licencia de Conducir:	<input type="text"/>	<input type="text"/>	State/ Estado
	Number/ Número		

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St. John's Direct Contact



Handbook

Welcome!

Welcome to St. John's. The faculty and staff of St. John's are excited about your gifts and talents, and we look forward to your service.

At St. John's, we sincerely believe that God equips all believers to serve in ministry. In 1 Peter 2:9, God calls His followers, "a royal priesthood;" 1 Corinthians 12:1 says that "God gives [spiritual gifts] to each one, just as He determines."

Volunteer Policy

The Board of Christian Education wants to take this opportunity to remind our families that St. John's Lutheran School maintains a volunteer policy for the safety of our students. If you are going to attend ANY field trip, you MUST be background checked in order to be eligible to chaperone. Please understand that if you would volunteer in your child's classroom on a consistent basis, you MUST complete this process. All volunteer coaches for our athletic teams are also required to follow this process prior to a position being awarded.

Any violation of these guidelines may result in the volunteer and/or chaperone being prohibited from volunteering and/or chaperoning in the future.

Responsibilities of Volunteers

For purposes of this handbook, volunteers include chaperones for school field trips. As volunteers at our school, you agree to accept certain important responsibilities. These include:

Partnering with us in the Christian education and formation of young people:

- Praying with us, for us, and our shared community;
- Reading all communications concerning volunteers and asking for clarification where necessary;
- Arriving on time and remaining for the agreed-upon time;
- Sign in on the building log and obtain a Visitor's Pass, which must be visible at all times;
- Sign out on the building log upon departure;
- Notifying the appropriate persons if you are going to be absent or late;
- Understanding that we value your service, but may not always be able to honor your preferences for days, times, and places of service;
- Keeping young people under your supervision safe and appropriately

The following steps will be followed when reporting an allegation of abuse/misconduct:

All allegations of incidents involving improper touching, physical abuse or sexual abuse of a student will be brought to the attention of the appropriate teacher or staff member. Once reported verbally, a brief written report will be completed that will include the information listed below:

- Name of the student involved and the name of the student's parent(s)/guardian(s);
- Name of the volunteer allegedly involved;
- A statement of the allegation of misconduct;
- Date, time, and location of the alleged incident;
- Witnesses and/or other individuals with knowledge and/or information about the allegation.

A call to the Illinois Department of Children and Family Services will be made as required by law.

Background Checks

All volunteers at St. John's must submit to a background check. Background checks includes a U.S. Criminal Record Indicator database search and Social Security Number search.

A U.S. Criminal Record Indicator database check searches electronic criminal files and record databases of government agencies, including sexual offenders' registries. Manual records of some records may also be needed in states or counties that do not keep electronic records. A Social Security Number search verifies an individual's names, state, and last three addresses; this prevents people from providing false identification.

The results of all screening procedures are kept in strictest confidence. Most of these procedures include certain rights for you as a volunteer, such as disclosure of the results. Background checks are completed by "Protect My Ministry." In order to initiate the process, please complete the online application (see screenshot on last page) at:

<https://www.ministryopportunities.org/St.JohnCCh>

Please note that you may not volunteer until the background check has been successfully completed.

stops. Be prepared to move with your shelter if the shaking shifts it around.

Indoor Procedures

The office will keep informed about developing weather conditions. When directed to take cover, move to the interior hallways. Once in a safe location, account for all of the students under your care. Everyone must remain in the designated safety areas kneeling with their heads on their knees and their hands over their heads, facing the walls until directed to move by a staff member or representative of emergency services.

Outdoor Procedures

Upon hearing the outside warning siren, if it is not safe to return into the building, move to the nearest ditch, culvert, or ravine. Individuals should lie flat and cover their heads. Be alert for the possibility of downed power lines.

Allegations of Abuse

St. John's will deal with all allegations of improper conduct involving children with respect and dignity for all parties involved. Opportunities for spiritual and emotional support will be offered to all parties. St. John's will remain unbiased and supportive to all parties. Recognizing that abuse allegations are devastating to both the accuser and the accused, the policies of the Child Protection Plan will be carried out discreetly, tactfully, and without bias on the part of the reporting agent.

All reports or allegations of misconduct will be confidential, and reporting agents will maintain the confidentiality of all parties, to the extent allowed by law, with the exceptions of required reporting to the parents/guardians, legal and social services authorities, school insurance, and legal counsel.

The school will meet all reporting as required by Synodical rules, regulations, policy or other governing instruments applicable to St. John's. Care will be taken to avoid prejudging the situation, but all allegations will be taken seriously.

All parties will be kept apprised of all developments and will be supported and treated with dignity. In every circumstance, volunteers accused of abuse will be immediately relieved of their volunteer responsibilities until the investigation has been completed.

occupied; keeping confidential information that you have gained during your volunteer service that is private to young people and/or their families;

- Discussing concerns and problems with the person(s) most directly involved before contacting legal authorities;
- Promoting St. John's and speaking positively about us.

Volunteers may not bring siblings to the school or on field trips while they are volunteering and/or chaperoning a field trip.

Equal Opportunity

St. John's is in full agreement with the intent of the Civil Rights Laws. It is our firm belief that the basis of volunteer selection for recruitment, promotion, transfer, training, and working conditions should be according to ability not age, race, color, national origin, ancestry, gender, disability, or any other factors not considered pertinent to performance. Furthermore, every person is deserving of your respect.

Confidentiality

Volunteers at St. John's will, to the best of their ability, ensure confidentiality and privacy when it comes to the history, records, and conversations about the students and families of St. John's. The best advice regarding the release of information about the people you serve is *don't!* This is true whether you are simply talking to a friend or family member or to a member of the news media. If anyone requests information from you, your wisest answer is, "School policy does not allow me to give out that information." If someone continues to question you for information, suggest that he or she speak with someone in the office.

The only exceptions to this policy are described below; generally, these exceptions relate to legal information and fulfillment of the church's and school's ministry and mission. Again, these exceptions are provided more for your information. Rather than determining if a valid reason exists for releasing information, you should refer the request to the school office who will determine the validity of the request or seek additional advice about whether the request is legitimate.

- No information requested by an individual outside the school will be provided over the telephone or via email.
- Any release of information or inspection of records must be specifically

authorized by the Board of Christian Education, Principal, or Pastor. Even in these cases, there should be no taking of notes, photocopying or removal of records from the school property.

- Volunteers agree not to discuss any individual's circumstances or records with unauthorized individuals, whether in the process of volunteering or not.

Attire

All volunteers must avoid inappropriate or suggestive clothing. The attire must be appropriate for the activity for which you will be volunteering.

Behavior of Volunteers

At all times, volunteers are expected to speak and behave in a Christian manner. Volunteers are expected to set a positive example in manner, appearance, and behavior.

Safety Standards & Emergency Procedures

St. John's strives to ensure an environment where students and their families feel safe and secure.

General Guidelines

In general, as a volunteer, you should strive to:

- Serve using good and common-sense safety practices.
- Respect the fact that St. John's is a smoke-, alcohol-, and drug-free facility. (*With the exception of wine used for Sacrament and served at the Seder meal and Spring Beef Dinner.)
- Refrain from unsafe acts that might endanger you, the students, the staff, or the other volunteers.
- Use any safety devices provided for your protection.
- Report any unsafe situations or acts immediately to a teacher or staff member.

Fire Prevention

- Turn off electrical equipment when not in use.
- Notify a teacher or staff member of any equipment that has cracked or exposed wiring, is causing a shock or emitting sparks, or appears to be a fire hazard.

Fire Emergency

- Familiarize yourself with the locations of fire exits, alarms, and

extinguishers.

- If you see smoke or fire, pull the fire alarm to alert people in the building. If it is a small fire, use a nearby fire extinguisher.
- If you and your group encounter smoke, stay low.
- If evacuation is necessary, use the closest unaffected exit. Guide the students in a single file line and proceed quickly and calmly to the nearest exit. Do not run.
- Once you have exited the building, move as far away from the building as possible for your safety and make room for emergency vehicles.
- Only as time permits before evacuation of the building, secure area and close doors.

Power Failure

Remain where you are. Emergency lights will activate within one (1) minute. By law, emergency lights are located in strategic areas of the school.

First Aid

First aid supplies are located in every school classroom and the office. Volunteers should become familiar with these locations.

Tornado Safety

In the event of threatening weather, staff will monitor EDSA warning radio for developing information. A weather "watch" means conditions are favorable for the development of specific weather conditions. A weather "warning" means that specific conditions have developed, are confirmed, and are approaching. The City of Country Club Hills' warning siren will be monitored but it should be noted that the siren might not be heard within the building. Note that there is no "all clear" siren. A second sounding means a second threat of severe weather.

Earthquake Safety

In most situations, you will reduce your chance of injury if you:

- **DROP** down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
- **COVER** your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
- **HOLD ON** to your shelter (or to your head and neck) until the shaking