

Staff & Board Manual



**LIGHTING THE FLAME OF LEARNING WITH GOD'S WORD AS OUR FOUNDATION
AND DEMONSTRATING A CHRISTIAN LIFE WITHIN OUR SCHOOL, FAMILY, AND
COMMUNITY.**

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MISSION AND PURPOSE OF OPERATIONS

The purpose of this manual is to present in a concise and orderly manner the vision, policies, and procedures of Martin Luther School, Joplin, MO.

MISSION STATEMENT

Lighting the flame of learning with God's word as the foundation and demonstrating a Christian life within our school, family, and community.

MISSION PHILOSOPHY

The primary mission of Martin Luther School is to provide opportunity for students to find identity, direction, and power for their lives in Christ by living in grace and in the knowledge of Him as their Lord and Savior. The administration and staff are committed to helping our students develop their God-given gifts and abilities, to make thoughtful decisions, and to take positive action as people of God in society.

We believe a child's life can be influenced most effectively when the church, home, and school will work together. We believe that each has an immediate and direct influence on the developing child. Martin Luther School is an important ministry of Immanuel Lutheran Church in nurturing children in the Christian faith and enabling them, with the help of the Holy Spirit, to reach out and share their faith. We also consider our school to be an extension of the home and a partner with parents in raising their children.

Martin Luther School is vitally concerned with all the needs of the child - spiritual, intellectual, physical, and social. Our staff views each child as an individual uniquely gifted by God. Our task is to help every child discover and develop these God-given gifts to the fullest.

- A. In developing SPIRITUAL potential, Martin Luther School utilizes instruction in God's Word to guide the child to:
 - 1. Recognize himself or herself as a child of God.
 - 2. Acquire knowledge and develop an understanding of God and his love, thereby experiencing new life in Christ and a desire to share the good news of salvation.
 - 3. Recognize others as children of God and to "love your neighbor as yourself."

- B. In developing INTELLECTUAL potential, Martin Luther School utilizes a well-rounded curriculum to guide the child to:
 - 1. Acquire academic knowledge and skills.
 - 2. Develop an inquiring mind, thinking skills, and helpful study habits.
 - 3. Evaluate knowledge and experience in the light of God's Word.

MISSION AND VISION

- C. In developing PHYSICAL potential, Martin Luther School utilizes free play and organized activity to guide the child to:
1. Regard the body as God's creation.
 2. Acquire physical skills appropriate to personal ability.
 3. Establish eating habits and exercise routines that contribute to healthy development.
- D. In developing SOCIAL potential, Martin Luther School offers a caring environment to guide the child to:
1. Develop a positive self-concept that emanates from God's love for the child.
 2. Develop personal responsibility towards self, neighbor, and God's world.
 3. Develop caring relationships by recognizing the rights, privileges, and individual differences of others.
 4. Respect the authority of home, school, and government.

Evangelism Outreach

Martin Luther School is a ministry of Immanuel Lutheran Church. Martin Luther School will purposely engage in evangelism outreach in the congregation and the community. Strategies will include but are not limited to:

- A. Advertising that encourages visitation and enrollment.
- B. Hosting on-site events that are open to the community.
- C. Conducting off-site performances sharing God's Word (through song and word, e.g.).
- D. Examining church affiliation among students' parents and encouraging those parents with no affiliation to visit Immanuel Lutheran Church, thereby sharing the Joy of Salvation through Jesus Christ.
- E. Holding regular chapel services, encouraging parental attendance.
- F. Regularly scheduling student participation in the worship services of Immanuel Lutheran Church.
- G. Ensuring that all representatives of Martin Luther School have a lifestyle, outlook on life, and manner which reflect faith in Jesus as personal Savior.

PASTORAL LEADERSHIP

Jesus establishes our mission in the Great Commission, His command to make disciples of all nations. As His people, we exist to proclaim Jesus as our Savior and to reach out to others with God's love. To that end, we acknowledge that the pastoral office is established by God to preach His Word and to administer the Sacraments of Baptism and Holy Communion -the means of grace by which we grow in faith, receive the forgiveness of sins, and obtain eternal life. Therefore, we look to the pastoral office for leadership and support in our mission and, in turn, respect and support the holy calling of our pastor(s) to lead our congregation and its ministries.

Immanuel Lutheran Church calls a Senior Pastor to provide spiritual leadership and to administer the policies, programs, and activities of the congregation. The congregation has also authorized the office of Director of Christian Education (DCE) to provide additional leadership and support. The pastor, together with the Board of Elders and subject to the approval of the Voters' Assembly, establish the guidelines for church membership, including instruction in the Lutheran faith. The pastor is responsible for providing such instruction not only to adults but also to youth, including confirmation-age students at Martin Luther School. The pastor and DCE is also responsible for promoting a positive spiritual climate within the school by interacting regularly with the school staff and students, serving as Christian role models, leading weekly chapel services as scheduled, and offering other services as their time and talents permit.

Immanuel Lutheran Church also calls a principal to provide administrative leadership for the school and to help promote and coordinate the mission of the school within the congregation. To that end, the principal is expected to respect the pastoral office and to work cooperatively with the pastors.

Mission Ownership

Martin Luther School operates by authority of and under the supervision and control of the voters of Immanuel Lutheran Church, Joplin, MO. The congregation elects a School Board Director, who then appoints a responsible school board to guide the mission and oversee the operation of the Christian Day School.

Statement of Doctrinal Agreement

Martin Luther School will adhere to the confessions and teachings of Immanuel Lutheran Church and the Lutheran Church-Missouri Synod. The Lutheran-Church Missouri Synod acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Confessional Writings of the Evangelical Lutheran Church, contained in the Book of Concord of the Year 1580, to be the true and genuine exposition of the doctrines of the Bible. These Confessional Writings are the three Ecumenical Creeds (Apostles, Nicene, and Athanasian), the unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord.

CERTIFICATION OF RACIAL NONDISCRIMINATION

Martin Luther School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

*** This statement of racial non-discrimination will be published in all school brochures and handbooks dealing with student admissions, programs, scholarships, and contributions.**

*** The following abbreviated statement will be used in written advertising:**

"Martin Luther School admits students of any race, color, or national or ethnic origin".

***A notice of racial non-discrimination must be published at least once per year according to the 75% test:**

Publication of the notice must occur annually during the school's solicitation for students or, in the absence of a solicitation program, during the school's registration period.

If 75% of the enrollment for the preceding three years has consisted of children of Lutheran church members, then the abbreviated statement may be used when advertising in a newspaper of general circulation in the community.

If the 75% test is met, the notice may be published in the church newsletter (or church bulletin) if the newsletter (or bulletin) is mailed to all members of the congregation.

The abbreviated statement may not be used if 26% or more of the students enrolled in the preceding three years come from non- Lutheran homes. Then, the full statement must be published in a newspaper of general circulation that serves all racial segments of the community. The notice must appear in the section of the newspaper most likely to be read

by prospective students and their families, and it must occupy at least three column inches. It must be captioned in at least 12-point bold-faced type as a notice of non-discriminatory policy as to students, and its text must be printed in at least 8-point type. Preference in admissions to children of Lutheran congregations must also be added.

***The school must maintain the following records for at least three years for Internal Revenue:**

Service verification:

1. Records indicating the racial composition of the student body, faculty, and administrative staff for each academic year.
2. Records sufficient to document that scholarship and other financial assistance is awarded on a racially nondiscriminatory basis.
3. Copies of all brochures, catalogs, and advertising dealing with student admissions, programs, and scholarships.

4. Copies of all materials used by or on behalf of the school to solicit contributions.

***Internal Revenue Service Form 5578 will be filed by May 15 of each calendar year to verify compliance with IRS Procedure 75-50.**

***It is interpreted by legal counsel of the Lutheran Church-Missouri Synod that this statement of racial non-discrimination does not preclude giving preference in admissions to children of Lutheran congregations when those arrangements have been previously made.**

ENROLLMENT POLICY & PROCEDURES

A. Admissions Standards

1. Martin Luther School admits students of any race, color, or national or ethnic origin.
2. Enrollment preference (in case of enrollment limitations only) is given in the following order:
 - a. to children of Immanuel Lutheran congregation;
 - b. to siblings of enrolled students and then by families with the longest current enrollment history;
 - c. to children of other Lutheran congregations;
 - d. to all other children.
3. Children entering the two-year-old (toddler) program must be two years old before August 1st of the school year. If space permits, children may enroll after August 1st once the child turns two but knowing they may have to repeat a year in the toddler, preschool, or prekindergarten program.
4. Children entering preschool must be toilet-trained and age three before August 1st of the school year for which the pupil seeks admission. Children entering prekindergarten must be age four before August – 1st; children entering kindergarten must be age five before August 1st.
5. Children entering kindergarten must be five years old before August 1st of the school year.
6. Children entering grade one must successfully complete kindergarten.
7. Martin Luther School reserves the right to determine final grade placement for any applicant or present student based upon educational need.

B. Enrollment Procedures

1. The enrollment procedure consists of the procurement of an enrollment packet (including enrollment form) by the parent/guardian, completion and submission of the enrollment for per child, and submission of the enrollment fee per child (both to the school office). The school will notify the parent/guardian via acceptance letter after all enrollment requirements have been met and the enrollment has been processed.
2. If enrollment limitations apply; in the spring of each year, a *closed* re-enrollment period of two weeks will be offered to families of all current students. At the end of the re-enrollment period, enrollment will be opened to the community.
3. New enrollments will be accepted for any classroom whose enrollment limit has not been reached.
4. Current students will be retained on class rosters pending satisfactory payment of the current year's tuition and the re-enrollment fee (see *Tuition and Fees* policy).

5. Students for whom an enrollment fee has not been paid will be placed on a waiting list until the fee has been paid. Being placed on this waiting list without paying the fee will not reserve a space for the student in his/her class.
6. When a class is filled, a waiting list will be created for the class. To be placed on this waiting list, the enrollment procedure must be completed (see #1 above). Additions to the class will be made according to the enrollment admission standards.
7. Students are accepted at Martin Luther School for one year. Re-enrollment procedures must be completed each year for an enrollment to be maintained for the subsequent year.

C. Enrollment Limits

1. Annual admission will be limited to 20 students in preschool (3-year olds), 20 students in prekindergarten (4-year olds), 20 students in full-day kindergarten (5-year olds), and 15-18 students, space permitting, in elementary, and middle school classrooms.
2. The School Board will consider any additional admission to a classroom whose enrollment limit has been reached on an individual basis. The parent/guardian making such a request will be expected to make that request in writing and/or in person at a regular or special School Board meeting. The School Board will invite the appropriate classroom teacher to be present at the meeting when the exception is considered.

C. Special Needs Students

1. Within enrollment limits, Martin Luther School will attempt to accommodate students with special needs. Prior to enrollment, a parent of a special needs child will need to meet in conference with the principal and classroom teacher to discuss and mutually agree to any accommodations that can be made for the child's education at Martin Luther School. The School Board will arbitrate and have final decision regarding any disagreement about the child's admission.
2. Students whose total battery score on their most recent standardized achievement test is at or below the 30th percentile or one grade level below the norm for children of the same age will be considered students with academic need.

D. Transfer Students

1. Students who transfer from other schools (including home schools) into grade one must have record of successfully completing kindergarten. Students who transfer into grades two and above must have records that indicate grade placement. These records must include a progress report and should also include achievement or other test results from the previous quarter, semester, or year (as is applicable) that verify grade placement, skill levels, behaviors, and attitudes.

- 2.** If achievement test results are not available or current, the parent/guardian must arrange and pay for testing that verifies grade placement. Martin Luther School personnel will be made available to test for placement in core curricular areas: reading, English language, spelling, and math. If Martin Luther School personnel are utilized, the cost of testing will be the current tutoring fee charged by the faculty and must be paid directly to the test administrator before the child's enrollment will be accepted.

TUITION AND FEES

Tuition, as determined by the School Board and subject to the approval of the Immanuel Lutheran Church voters' assembly, is assessed for each child attending Martin Luther School to help offset the cost of educating the child. Tuition is collected at the school office and then deposited in the general account of Immanuel Lutheran Church to help pay staff salaries and benefits, school maintenance and utilities, office costs, and other annual budget expenses approved by the congregation.

A. Tuition and Fees Standard

Martin Luther School families will support their children's education by making prompt and complete payment of tuition and fees.

B. Payment of Tuition

- a. Ten equal monthly payments are to be made by the 15th of the month, August through May, unless other arrangements are made with the school administration.
- b. Other acceptable tuition payment arrangements include paying the tuition in one installment at the beginning of the first semester or paying the tuition in two installments, one at the beginning of each semester.
- c. The school administrator may approve other special tuition payment arrangements, such arrangements always subject to School Board review.
- d. Families are responsible to pay for a full semester of tuition once a student attends a full day of school even if the student withdraws before a semester ends.

C. Tuition Delinquency

A Tuition Committee may be formed and empowered by the School Board to resolve instances of tuition delinquency. The committee will be composed of the School Board Chairperson, two other School Board members chosen by the board, and the school administrator. This committee will prayerfully work with parents to seek compliance with tuition policy. All correspondence with families under review will be processed through this committee.

- Tuition is considered delinquent if it has not been received by the 15th of the month in which it is due.
- Delinquent tuition accounts will be subject to monthly review.
- If payment is not received by the 15th of the month (unless other payment date arrangements have been approved), a payment notice will be sent as a reminder to the person(s) responsible for the payment.
- At 30 days delinquent, the person(s) responsible for the payment will receive written notice regarding the delinquency.
- At 45 days delinquent, the person(s) responsible for the debt may be asked to participate in a conference with the Tuition Committee to review the circumstances

underlying the overdue payments. At this time, the School Board retains the right to rescind the student's enrollment.

- If the current year's tuition and/or fee balances are in arrears at the time of re-enrollment, the child's name will be placed on a waiting list, pending payment of delinquent funds.
- Enrollment for the next school year may be denied if any unpaid balance is not resolved by the June meeting of the School Board. Resolution must be made through the School Board.
- None of the actions delineated in this policy release unresolved debt from further collection action. Report cards, awards, and diplomas may be held until all fees are paid in full or satisfactory agreement has been made with the School Board.

D. Need-Based Tuition Plans

Tuition deductions are available to Martin Luther School families for whom a financial need exists. Need-based tuition plan applications must be submitted at the time of enrollment. They can also be requested from the school office at any time financial circumstances create a need.

1. The total annual tuition deductions based on need will be a budgeted item with a ceiling for each school year and will be figured as a percentage, determined by the School Board, of the total expected tuition for the next school year.
2. The amount budgeted will be made available until the allotment is used up. Tuition deduction requests made after the allotment is consumed must be appealed directly to the School Board, and the enrollment of the child will not be finalized until the School Board considers and rules upon the request.
3. Normally, once the budgeted amount is allotted, no further tuition deductions will be granted unless supplemental funding is found to offset the requested deduction(s).
4. Need-based tuition plan applications filed after the start of the school year should be filed before tuition becomes delinquent.
5. The minimum tuition that will be paid will be a percentage, determined by the School Board, of the applicant's adjusted gross income as reported on the most recently submitted federal 1040 form of all custodial parents/guardians.
6. The school administrator will be empowered to process and approve need-based tuition plans for which applicants agree to pay the minimum tuition, as identified in #5 above, or a higher amount. The administrator will report approved need-based tuition plans at the next School Board meeting after the processing has occurred.
7. Requests for higher tuition deductions must be appealed to the School Board, and the enrollment of the child will not be finalized until the School Board considers and rules upon the request.
- 8.

E. Tuition for Staff Families

Tuition is waived for children of church and school staff members who qualify as full-time workers under the Worker Benefit Plans of the Lutheran Church-Missouri Synod. A \$500 per child tuition credit will be granted annually to all other paid, professional staff members.

F. Tuition Refund Provisions

If, during the course of the school year, a child is withdrawn for any reason, the tuition installment due and paid for that month will not be refunded. If tuition is prepaid beyond the month in which the child is withdrawn, the tuition installments paid for the months not attended will be refunded.

An **ENROLLMENT FEE**, as determined by the School Board and subject to the approval of the Immanuel Lutheran Church voters' assembly, is charged for each child attending Martin Luther School to help offset the cost of educating the child. The enrollment fee is collected at the time of enrollment and then deposited in the operating account of Martin Luther School to help pay the cost of books, other learning materials, student testing, and administrative and classroom supplies.

G. Enrollment Requirement

A child will not be officially enrolled at Martin Luther School until the child's enrollment fee is paid or other satisfactory arrangement is made with the School Board.

H. Enrollment Fee Refund Provisions

- a. After acceptance of a child's enrollment, no part of the enrollment fee will be refunded unless the student subsequently moves out of the Joplin metropolitan area before the first day of scheduled attendance. In such situations, a \$50 handling fee will be charged and the balance refunded.
- b. If a child is not accepted, the enrollment fee will be refunded, less a \$50 processing charge.

SCHOOL CALENDAR·CANCELLATIONS·MAKEUP DAYS

A. School Calendar

The School Board shall prepare annually a calendar for the succeeding school year, specifying the opening date and providing a minimum term of at least 174 days and 1,044 hours of actual pupil attendance.

B. School Cancellation

When it appears that inclement weather or other circumstance will make it impossible to conduct school safely, the Principal, in consultation with the School Board Director, will cancel classes. Any decision by the Joplin R-8 public schools to close because of weather will be considered but not necessarily followed if it appears reasonable that a majority of Martin Luther School parents/guardians can safely transport their children to school.

When school is closed due to such circumstances, an announcement is to be made over prominent, designated radio and television stations--and also on the local. Info-Tel phone line.

C. Makeup Days

The first two canceled school days will not be made up. For any further canceled days, the School Board will schedule makeup days using remaining weekday holidays or weekdays after the scheduled school year.

FACILITIES

USE OF SCHOOL FACILITIES

Because the facilities at Martin Luther School are owned by Immanuel Lutheran Church, the school is used by many congregational organizations as they help carry out the church's ministry. Every effort will be made by the school administration to accommodate the various ministry needs of the congregation. In return, all users of the school are expected to help maintain the school by leaving facilities and everything in them in good order after use.

The following notice will be placed prominently throughout the facility to remind all users of their stewardship expectations:

The facilities of Immanuel Lutheran Church and Martin Luther School are gifts from God. To practice good stewardship, all facilities, and everything in them, are to be used with care and left in good order after use.

During regular school hours, school facilities are used for school purposes. No organization or group of individuals is to be given use of school facilities during regular school hours unless arrangements are made well in advance, permission is granted by the school administration, and such usage does not jeopardize the school program.

The school retains priority rights for off-hours facility usage, as well--especially for the scheduling of meetings and extracurricular parent, student, or family events.

Private Use of School Property

Private use of the school building (gym, kitchen, classrooms, etc.) and/or school property (tables and chairs, athletic equipment, audio-visual equipment, etc.) can be authorized for responsible parties at the discretion of the principal and/or School Board, as long as the use complies with policy established by the Board of Church Properties, School Board, Church Council, or congregation.

Private users of the school building and/or school property assume responsibility for damage control and will be expected to reimburse the school for any damage that occurs to the building and/or property.

Forms for borrowing school property can be obtained in both the church and school offices.

Staff Care of Property

The school staff is expected to follow the guidelines below to help maintain the school facilities, equipment, and materials:

1. Work together to maintain the appearance of storage areas, hallways, and multi-use areas (gym, e.g.).

2. Assume responsibility for all equipment and materials in your classroom or work area. Teachers should number and stamp textbooks on the inside front covers. Stamps are available in the school office.
3. Use care when mounting items on various surfaces to minimize any damage that could occur when removing the items.
4. As the need arises during the day and especially at the end of the school day, teachers should have students pick up large pieces of paper and other items from the floor and also organize the desks and interior of the room so that it has a neat appearance.
5. Use electric lights when necessary--turn them off when a room will be unoccupied for a long period of time (more than three hours) and at the end of the day.
6. Close the windows and lock the doors of your classroom or work area when leaving at the end of the day.

MUTUAL EXPECTATIONS

Parents and students can expect Martin Luther School teachers and staff to do our best to:

1. grow in worship, Bible study, and giving habits to demonstrate that Jesus is our Lord;
2. pray for our students and their families, respect them, and show patience and courtesy;
3. not take our selves more seriously than we ought and to laugh with you;
4. work as team members to provide the best Christian and academic education possible;
5. provide a positive learning atmosphere in our school and classrooms;
6. keep you informed of school and classroom news and events;
7. challenge our students to reach their highest potential, show enthusiasm and interest in them, and be learners with them;
8. not lose sight of the individual child's needs even though we teach groups of children;
9. keep up with education research and be willing to update our methods when it is appropriate;
10. help our students learn to be responsible for their own behavior, work, and choices;
11. carry out effective discipline that follows Christian principles, balancing law and gospel;
12. be objective in our treatment of students and judgment of families and not make inflexible decisions in the heat of anger or frustration - striving to remain calm, collected, and fair;
13. listen with an open mind to your concerns;
14. put in the time appropriate for fulfilling the responsibilities of our ministry - balancing ministry needs with personal growth and family needs.

Martin Luther School expects parents to do their best to:

1. grow in your worship, Bible study, and giving habits - accepting the priority God places on you, the parent, serving as a role model for your child;
2. pray for your child and our staff, respect them, and show patience and courtesy;
3. not take yourselves more seriously than you ought and to laugh with us;
4. accept the responsibility that successful Christian and academic education begins and resides primarily with the expectations you have for your child;
5. provide an atmosphere in the home that encourages learning and allows your child to study and do homework effectively - giving your personal assistance as age and task require;
6. look for and read school communications - and also keep teachers and school informed with information that assists us in caring for your child;
7. read to and with your child, provide encouragement, show enthusiasm and interest in your child's efforts, and be a learner, also;
not lose sight of your child's individual needs within the dynamics of family life;
8. seek to improve parenting and communication practices;
9. help your child develop individual responsibility and accountability;
10. carry out effective discipline that follows Christian principles, balancing law and gospel;

Mutual Expectations

11. be objective in your treatment of your child and judgment of school staff and not make inflexible decisions in the heat of anger or frustration - striving to remain calm, collected, and fair;
12. listen with an open mind to our concerns and to those of your child; put in the time appropriate for helping your child and our school succeed - balancing your child's needs with personal growth and family needs.

After all is said and done, we will all make mistakes for which we will need God's and each other's understanding and forgiveness!

STUDENT RECORDS

A. Requesting Student Records

The parent of a student transferring to Martin Luther School is required to sign a release-of- records form to request the student's previous educational records. The request form is to be both requested from and returned to the school office, from where it will be forwarded to the student's previous school.

B. Release of Student Records

Martin Luther School will release a copy of the educational records of a transferring student upon written request from the student's new school, provided the obligations of the student's family to Martin Luther School have been resolved to the satisfaction of the School Board. The records will be released in a timely manner to the student's new school only.

C. Student Directory Information

Student directory information is designed to be used internally within the school. Student directory information will be provided to the public without parents' specific consent unless the parents have notified the administration (within the deadline set in an annual notice) that they do not want directory information or portions of it to be released.

Directory information shall include, but not be limited to, the student's name, address, and telephone number, date of birth, church affiliation, parent's name, and other similar information.

Prior to developing an annual student directory, or to giving information to the public, parents will be given notice and have the opportunity to deny the inclusion of their child's information in the directory or in the general information distributed about the students. The principal will provide parents with notice annually informing them of their rights under this policy and allowing them to deny the release of directory information. It is within the discretion of the principal to determine the method of notice that will inform parents.

D. Access to Student Records

School public records may be viewed by the public during the regular hours of the administrative office. These hours are 8 a.m. to 4 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to review the school's public records must contact the principal and make arrangements for viewing. Records defined by law as confidential can only be viewed or copied upon receipt of written permission from the person whose confidential records are being requested. The principal is the custodian of all Martin Luther School records and must approve all requests for access. It is the principal's responsibility to respond in a timely manner to requests and to make arrangements for viewing school records as soon as practical, depending on the nature of the request.

A student's parent may access the student's educational records. Other than the parent, only authorized certified personnel, the student, authorized government officials, and other appropriate authorities in a health or safety emergency may access the student's educational records without the approval or the notification of the student's parent. School personnel will be informed annually about their and parents' rights to access student records and the procedure for doing so under this policy.

Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parent or others only with the student's permission.

Information from the student's educational records, designated as directory information by the school in compliance with board policy, may be released under the procedures delineated in Part C of this policy.

EARLY CHILDHOOD

PHILOSOPHY

The following statements represent Martin Luther School's philosophy for educating young children:

The best education for young children is whole-child education. In the Christian school, whole-child education begins with spiritual nurturing and also includes intellectual, social, emotional, and physical nurturing. Whole-child education also includes laying the groundwork for the development of the basic values which are integral to our society.

The whole-child education given to young children should feature a balance of child-centered and teacher-centered approaches so that the children can act upon their curiosity within a framework of activities and also receive important information from their teachers. Teachers need to identify and help young children meet expected outcomes but at the same time realize that children are individuals who will reach outcomes in their own time and way. Some outcomes may need to be tailored for individuals because each young person is a unique creation.

Teachers need to realize that they play a parental role in working with children. At times, the values they attempt to foster will be compatible with parental values; at other times, the values they attempt to foster will not be supported in the home. Working with parents is important - even essential. The approach taken, however, must primarily foster the child's relationship with a heavenly Father who loves them so much that He sent His child to be their Savior.

Young children need to:

Engage in a variety of experiences that foster whole-child growth. These experiences need to help the child develop and use individual abilities - as well as provide for the use of energy bundled within them.

- a. Engage in experiences that are developmentally appropriate. Teachers who select experiences must consider both the age of the group and the development of each individual child.
- b. Accomplish tasks individually, but they must also learn to. Work cooperatively in small and large groups.
- c. Have suitable time and space to enjoy whole-child, developmentally appropriate short-term experiences and long-range projects.
- d. Have supportive and stimulating environments with furnishings appropriate to their development.
- e. Experience love, hugs, and smiles! Teachers need to take an interest in each child in their care and realize that the positive model they give will help each child learn to act in a like manner.

- f. Express themselves verbally - which means that an adult must learn not to continually speak for the child.
- g. Engage in chore and work experiences appropriate to their age so that they begin to develop responsible attitudes toward their ability to do work.
- i. Engage in service projects so they learn that they have something to contribute to the well• being of others.
- h. Enjoy field experiences so that they expand their view of the world.
- i. Be read to daily to foster a positive attitude about what can be learned and experienced through the written word.
- j. Work and play with manipulatives and other "concrete" objects to develop spatial orientation, mathematical concepts, and the like.
- k. Experience positive physical play so that play and physical health will be important to them throughout their lifetimes. In addition, young children need opportunity to develop both gross and fine motor skills.
- l. Express themselves creatively (dramatically, artistically, musically, and the like) at an early age so that they look forward to future creative opportunities.
- m. Receive firm but loving discipline. They will test and need to know "boundaries" so that they can begin managing their own behavior.
- n. Experience forgiveness for their shortcomings and hear encouragement to try again. They also need to learn how to forgive others, especially peers with whom they have conflict.

CONFIDENTIALITY POLICY

A. Child and Family Records

Child and family records will not be disclosed without written consent of parents or legal guardians, except as needed when child abuse or neglect is suspected and/or reported to authorities. Confidential information is shared only with staff members who need the information to perform their jobs. Parents and legal guardians have the right to examine their child's records.

B. Personnel Records

Personnel records will not be disclosed without staff members' written consent. Staff members have the right to examine their own records.

C. Directory Information

Student directory information (normally published and distributed at the beginning of the school year) is designed to be used internally within the school. Student directory information may be provided to the public without parents' specific consent **unless the parents have notified the administration that they do not want directory information or portions of it to be released.**

Directory information may include, but not be limited to, the student's name, address, telephone number, date of birth, church affiliation, parent's name, and other similar information.

D. Annual Notice

The above confidentiality policy will be printed annually in school handbooks distributed to families. A complete policy regarding student records will be provided upon request to the principal.

MARTIN LUTHER SUPPORT LEAGUE (PTO)

MISSION STATEMENT: The Martin Luther Support League (MLSL) will assist Martin Luther School in educating the whole child and will promote Christian faith and fellowship for our families.

AREAS OF RESPONSIBILITY:

All explicit and other assumed responsibilities of the Martin Luther Support League are always subject to Martin Luther School Board approval. Responsibilities will include the following activities and associated positions:

Christian Growth and Family Education

- Conduct devotional times at MLSL meetings and other functions when possible
- Promote family faith growth and education

Facility Improvement

- Work with the Immanuel Lutheran Church Properties Director and School Board to accomplish the following:
- Organize workers for MLSL-sponsored maintenance projects (Adopt-a-Space program, work days, and the like)
- Help furnish school facilities and grounds

Fellowship Promotion

- Host parent fellowship and provide refreshments for Opening Day
- Sponsor at least one family fellowship event annually
- Co-sponsor Closing Day fellowship

Fund Raising

- The fund-raising coordinator(s) should organize committees to facilitate the following events.
- Sponsor the annual Spaghetti Supper and Rummage Sale
- Sponsor other fund-raising efforts selected by the MLSL Executive Council

Staff and Student Recognition

- Recognize Staff Birthdays
- Work with the school board and faculty to recognize staff service and student achievement

Student Activity Support

- Sponsor the annual Book Fair
- Sponsor Popcorn Days (designate coordinator/s) and buy needed supplies
- Sponsor concessions for athletic events (designate coordinator/s) and buy needed supplies

Volunteer Coordination

- Work with Room Communicators to procure volunteers for MLSL events and activities
- Coordinate label collections and other support programs as needed

School Board Representative

- Act as liaison between the School Board and MLSL to facilitate communication and cooperation

Faculty Representative

- Act as liaison between the school staff and MLSL to facilitate communication and cooperation Principal
- Act as advisor to the Executive Council
- Keep the Executive Council informed about current school activities, needs, and opportunities for service

OFFICERS:

Director

Provide direction and leadership for the Executive Council

- Prepare the agenda for all MLSL meetings
- Preside over all MLSL meetings
- Facilitate communication between Executive Council members

Director-Elect

- Preside over MLSL meetings in the Director's absence
- Facilitate marketing and advertising activities for MLSL-sponsored events
- Facilitate annual updating of authorized users of any charge account
- Facilitate participation in any co-op agency

Treasurer

- Manage MLSL funds and financial accounts
- Provide a financial report at all MLSL meetings

Secretary

- Take minutes at each MLSL meeting and produce a secretary's report for the subsequent meeting
- Work with the Director-Elect to provide the principal with articles for the school newsletter regarding MLSL events

MANAGEMENT PLAN:

A Nominating Committee comprised of the current MLSL officers will use the annual MLSL Participation survey to develop a slate of candidates for the succeeding MLSL Executive Council.

The school parents and staff will elect the MLSL Executive Council at the annual Academic Fair & Achievement Night. The Executive Council will be comprised of the following one-year positions (except the Director-Elect, who will serve as Director the following year):

- Director
- Director-Elect
- Secretary
- Treasurer
- Christian Growth Coordinator
- Facility Improvement Coordinator
- Fellowship Coordinator
- Fund-Raising Coordinator(s)
- Recognition Coordinator
- Student Activity Coordinator(s)
- Volunteer Coordinator(s)

Additional members of the Executive Council will include a School Board Representative, a Faculty Representative, and the Principal. The School Board will elect its own representative, as will faculty. All Executive Council members will have the power to vote, with the Director voting in case of a tie. The Principal will serve as advisor only and will have no voting power.

Each coordinator is encouraged to appoint a Task Committee of at least four members - one each representing PS-PK-K / 1-2 / 3-4 / 5 & up (recommended but not required). This facilitates distribution of the workload, promotes fellowship among school families, and encourages active parent participation.

OFFICER RESPONSIBILITIES:

- Develop an annual program and schedule
- Develop an annual financial plan and submit it to School Board for review
- Provide Coordinators with the annual MLSL Participation surveys to help them fill Task Committees, matching parent interests to service needs
- Oversee the work of MLSL committees
- Review and evaluate the whole program annually
- Promote Christian values by example and management of MLSL events

FUND-RAISING GUIDELINES:

- 10% of all funds raised by MLSL will be tithed to special cause(s).
- 25% of funds will be deposited in MLSL account(s).
- The Director can disperse, with the approval of two other officers (director-elect, treasurer, or secretary), discretionary funds allotted by the Executive Council.
- The balance of funds (65%) from designated fund-raisers will be given to the school's Supply Fund.
- Requests for additional funds can be made to the School Board.

ADMINISTRATION

MISSION OF SCHOOL BOARD

The School Board of Martin Luther School is accountable to the Triune God - Father, Son, and Holy Spirit - and to Immanuel Lutheran Church congregation. The School Board will report regularly to the congregational leadership at Church Council meetings and to the congregation itself at voters' meetings.

The School Board will work as a team with all church and school personnel. This relationship will be characterized by loyalty and cooperation in common cause and ministry for Christ to:

1. Establish, articulate, promote, and oversee the Christian mission of Martin Luther School.
2. Approve curriculum and assure quality in the school's educational program.
3. Develop, articulate, and execute appropriate school policies.
4. Work with the called principal to administrate the school.
5. Provide direction and resources for the smooth daily operation of the school.
6. Maintain a qualified school staff and encourage each person in his/her ministry.
7. Propose the school budget and encourage financial support.
8. Plan for the school's future.
9. Promote the school, especially to encourage enrollment.

MEMBER QUALIFICATIONS

A member of the Martin Luther School Board:

1. Believes without reservation in the Christian Education mission of Immanuel Lutheran Church and is willing and able to contribute to its ministry.
2. Is a good model of Christian living and expresses in daily life his/her readiness to live in harmony with God's Word and will.
3. Attends church regularly.
4. Is a voting member of Immanuel Lutheran Church, in good standing with the congregation.
5. Demonstrates leadership in congregational life.
6. Has a vibrant interest in promoting Christian education.
7. Attends meetings of the School Board regularly, understanding that three (3) consecutive absences from regularly scheduled meetings means forfeiture of his/her seat on the board.
8. Has and utilizes personal competencies to enable the School Board to carry out its multiple responsibilities and deal with the many concerns it faces.

SCHOOL BOARD ORGANIZATION

The School Board will consist of the School Board Chairperson, who is elected by Immanuel Lutheran Church to serve a two-year term, and nine members appointed by the Chairperson for the two-year term. The pastor of Immanuel Lutheran Church and the school principal are advisory members of the School Board.

School Board Officers

The School Board's officers will include the Chairperson, the Associate Chairperson, and the Recording Secretary.

THE CHAIRPERSON

- a. Supervises all board responsibilities and ensures adequate time for handling tasks.
- b. Motivates and encourages the board in performing its duties.
- c. Consults and cooperates with the principal in preparing meeting agendas, delegating the primary responsibility for this task to the principal.
- d. Presides over and conducts the meetings of the board.
- e. Votes to break all ties;
- f. Appoints committees, task forces, and the like as the need arises.
- g. Reports the actions of the School Board to the Church Council and Voters' Assembly.
- h. Presents recommendations of the Board to the Voters' Assembly for action.

THE ASSOCIATE CHAIRPERSON:

- a. Is a voting member of the School Board nominated and elected in a regular School Board meeting to this position.
- b. Works closely with the Chairperson to understand and help supervise the work of the board.
- c. Carries out any of the responsibilities of the Chairperson in the Chairperson's absence.

THE RECORDING SECRETARY

- a. May be a voting member of the School Board nominated and elected in a regular School Board meeting to this position - or may be appointed by the Board Chairperson from outside the School Board and would not have voting privileges.
- b. Will record minutes of each board meeting, especially maintaining accurate records of all actions taken by the board.
- c. Will maintain original minutes of each meeting and be responsible for providing copies to all board members - prior to the next board meeting if possible.
- d. Will handle all correspondence for the board.

- e. Will provide any new board member with a copy of the operations manual
Organizational functions of the School Board include policy-making, supervision, and management. Collectively, the board will:

POLICY MAKING

- Attend to the needs of Martin Luther School and its constituents.
- Receive concerns and reports of individuals and groups.
- Develop adequate and appropriate policies to ensure the continued existence of the quality of the school's spiritual and educational mission.

SUPERVISION

- a. Monitor the overall operation and activities of the school.
- b. Monitor the work of the principal in administering the school.
- c. Report board activity to the Church Council and Voters Assembly.

MANAGEMENT

Provide for the spiritual and educational growth of the School Board.

- a. Provide for the continued spiritual and educational training and growth of the school staff.
- b. Make appropriate recommendations regarding the school's operation to the congregation as is necessary.
- c. Make recommendations to the congregation regarding candidates for any vacancy to be filled with a called church worker.
- d. Contract workers for any position for which a called worker is not required.

More detailed duties of the School Board are defined in the next section, **School Board Duties**.

SCHOOL BOARD DUTIES

The duties of the School Board are divided into nine areas:

Christian Mission · Educational Program · Policy Development · Administration
Daily Operation · Personnel Funding · Planning · Marketing

A. Christian Mission

1. Insure that the school operates in harmony with the congregation's mission and purpose.
2. Encourage the Christian nurture of children, youth, and adults in the school family.
3. Value families as basic units for Christian education and help the Christian Day School extend its mission to strengthen families.

4. Provide for the active expression of Christian love and concern to those in need - especially among school families.
5. Help establish and maintain, in conjunction with other boards, a continuing effort for the recruitment of full-time church workers from the congregation.

B. Educational Programs

1. Monitor the educational program of the Christian Day School to insure that it fulfills the school's mission and meets state requirements.
2. Monitor curriculum selection and analyze the performance of the Christian Day School, encouraging continuous improvement.
3. Work with other boards, committees, and organizations to coordinate educational activities.
4. Encourage special classes, courses, conferences, retreats, and the like for staff, students, and the School Board.
5. Cultivate the improvement and use of the school library.
6. Promote the use of appropriate multimedia aids and cultivate the collection of such media.

C. Policy Development

1. Review and propose policies that guide and direct the principal in the daily management and operation of the Christian Day School.
2. Review and propose policies for directing, supervising, and caring for personnel.
3. Ensure that policies are developed in accord with congregational policies and procedures - and according to legal requirements.

D. Administrator

1. Work with, support, and supervise the principal, the administrator of daily operation.
2. Annually review the principal's job description and evaluate the principal's performance.

E. Daily Operation

- 1 Monitor the daily operation of the Christian Day School to determine whether all constituents are being served - and recommend revisions as deemed advisable.
- 2 Monitor and promote the maintenance and the safety of facilities, janitorial services, disaster drills, inspections, and the like.
- 3 Annually examine the education facilities and equipment and make recommendations regarding upkeep, repairs, and replacements needed - as well as new equipment needed.

F. Personnel

1. Exercise leadership in gathering lists of candidates for personnel vacancies and for properly calling or contracting professional teachers and other staff.
2. Monitor the conduct of the professional staff.
3. Promote the spiritual, emotional, mental, and physical health and welfare of the professional staff and their staff and their families.
4. Annually review and make recommendations concerning the adequate compensation of all professional staff.
5. Maintain a system of recognition for faithful service by all persons involved in the daily operation of the Christian Day School.
6. Encourage the professional growth of the staff through continuing education, conferences, conventions, and the like - and recommend the appropriate funding for the same.

G. Funding

1. Help direct the necessary funding efforts and financial management for the operation of the Christian Day School.
2. Help prepare and submit an annual budget request in the form and at the time requested by congregational leadership.
3. Oversee school-managed accounts.
4. Facilitate and oversee special support programs that contribute financial assistance.

H. Planning

1. Plan regularly for the school's future and prepare recommendations for presentation.
2. Supervise the work of the school's parent-teacher organization and any other support organizations authorized by the School Board.

I. Marketing

1. Promote the school's mission and help communicate the school's activity to members of the school, congregation, and community.
2. Annually analyze the degree of participation in the Christian Day School by the total school age membership of the congregation.
3. Provide for the recruitment of students for the Christian Day School within the congregation and in the community.

Sources:

Abdon, Rev. Donald A. Training and Equipping the Saints. Indianapolis: Parish Leadership Seminars, Inc. 1977.

Abdon, Rev. Donald A. Organizing Around the Great Commission. Indianapolis: Parish Leadership Seminars, Inc. 1977.

Board manual for Lutheran Elementary Schools. St. Louis: LCMS Board for Parish Services. 1987.

SCHOOL BOARD MEETING AGENDA

The School Board Chairperson and the principal cooperatively select agenda items for each School Board meeting. The principal then prepares the agenda in the week preceding the meeting week. The principal will make copies of the agenda available to School Board members at the Sunday worship services immediately preceding the meeting - and the secretary will provide copies of the minutes of the previous meeting(s) at the same time. If available, copies of the treasurer's report for the preceding month will also be provided with the agenda and minutes.

The normal meeting agenda includes:

1. Call to order
2. Opening prayer/devotion
3. Open forum/task force sessions
4. Minutes of the previous meeting(s)
5. Financial report
6. Enrollment report
7. Principal's report
8. Chairperson's report
9. Task force reports
10. Board member input
11. Adjustments to the business agenda
12. Items requiring action or discussion
13. Input for next meeting's agenda
14. Closing prayer/adjournment

The meeting time will be limited to three hours unless extended by an approved motion

OPEN FORUM GUIDELINES

1. An open forum session will be scheduled near the beginning of each regular meeting of the School Board.
2. Unless announced by the School Board Chairperson when convening the open forum or extended by an approved motion, the open forum session will normally be limited to 30 total minutes after the Chairperson announces the opening of the session.
3. The purpose of the open forum is to provide an opportunity for parents and other interested parties to communicate with the School Board - share ideas, ask questions, and/or express concerns.
4. No policy decisions will be made during the open forum.
5. Prior notice to attend the open forum should be given to a School Board member or the principal - but is not mandatory. Such prior notice is strongly encouraged

and will be greatly appreciated because it will help the School Board focus on the need that will be discussed and then respond in a responsible manner.

6. Individuals wishing to share ideas, ask questions, and/or express concerns are to do so directly with the School Board only and are not to defame any individual in the process.
7. The School Board Chairperson will moderate the open forum and may open the floor to reasonable discussion. Again, the integrity of people is to be preserved; and discussion is to consist of ideas, questions, and/or concerns directed toward improving Martin Luther School and/or solving any problem that may have arisen.
8. Should any open forum issue warrant a change in open forum procedures, the School Board Chairperson may entertain a motion to amend any of the above guidelines to better deal with the issue at hand only. Likewise, any School Board member may make a motion to amend any of the above guidelines to better deal with the issue at hand only.

QUALIFICATIONS AND RESPONSIBILITIES OF PRINCIPAL

A. QUALIFICATIONS

1. Membership on the synodical roster of Commissioned Ministers of Religion-Teachers is required.
2. Master's degree with an emphasis in elementary education administration is desired.
3. Valid state teaching certificate or eligibility for meeting the standards for such is expected.
4. Valid state administrative certificate or eligibility for meeting the standards for such is desired.
5. Participation in the work of the church-at-large is expected.
6. Successful classroom teaching experience is expected.
7. Continued growth through professional development is expected.
8. Any alterations to the above qualifications may be made by the School Board.

B. SPIRITUAL LEADERSHIP

It is evident from the school's vision and mission statements that Martin Luther School is a ministry for Jesus Christ conducted in His name.

The principal's important role and function is to provide spiritual and educational leadership in a team relationship with the congregation's pastor(s) and other leadership - so that the school can fulfill its vision and mission according to God's Word and will and under His blessings.

The principal will in all relationships - with students, parents, faculty, church and school staff, and all others associated with the school - seek to speak and abide by the Word and will of God so that God's will may be done, His name be glorified, and His kingdom come.

The principal will - in carrying out the responsibilities assigned by this job description - honor God's name, enhance the ministry of Jesus Christ, and guide the whole-child, educational development of Martin Luther School students.

C. ADMINISTRATIVE LEADERSHIP

The principal will:

1. Be responsible for executing policies adopted by the School Board.
2. Be responsible for administrating the school's religious services and projects, education program, and co-curricular activities.
3. Help prepare the school budget.
4. Prepare and publish a school calendar (with School Board approval).
5. Develop and carry out a continuous school evaluation program.
6. Report regularly to the School Board.

7. Assist the School Board Chairperson in setting the agenda for board meetings.
8. Provide professional leadership and direction to the School Board in the performance of its tasks.
9. Identify, gather, and present needed data for the School Board to make decisions - including input from school staff.
10. Communicate decisions of the School Board to the staff.
11. Administrate the necessary discipline as established in the policy manual to maintain the Christian atmosphere of the school.
12. Recommend classroom and teaching assignments to the School Board.

D. SUPERVISORY RESPONSIBILITIES

The principal will:

1. Stress the distinctive nature and objectives of the Lutheran School and ensure that the entire school program is Christ-centered.
2. Work with the School Board to integrate the programs of the school into the total life and ministry of the congregation;
3. Work to develop a personal knowledge of each child.
4. Ensure that each class is meeting its curricular goals.
5. Visit classes regularly and keep records of the visits, conducting at least one announced and one unannounced visit annually for formative evaluation (and summative evaluation when appropriate) - the results of which are to be reported to the School Board.
6. Be responsible for hallway, lunchroom, gymnasium, playground and other areas of general school activity.
7. Be concerned with all aspects of the teaching-learning process.
8. Assist teachers in establishing goals, developing effective lesson plans, and adjusting to meet unique, individual needs of students.
9. Assist teachers in performing a significant amount of self-evaluation.

E. CLERICAL RESPONSIBILITIES

The principal will:

1. Ensure that reports to local, state, national, district and synodical offices are completed and submitted as required.
2. Oversee the collection of all monies and ensure that accurate financial records are submitted monthly to the School Board.
3. Assist the School Board in preparing board correspondence, documents, and other materials.
4. Ensure that essential records are kept safe and secure.
5. Maintain an inventory of all equipment, material, and holdings of the school.
6. Maintain and secure files for school actions, required reports, policies, correspondence, student records, faculty and staff records, and the like.

F. EDUCATIONAL DEVELOPMENT RESPONSIBILITIES

The principal will:

1. Lead curriculum development, based on knowledge and availability of current materials.
2. Serve as an educational resource for the staff.
3. Evaluate curriculum and make recommendations for improvement.
4. Ensure that all curriculum materials used at Martin Luther School are educationally sound and promote the vision and mission of Martin Luther School.

G. BUILDING RESPONSIBILITIES

The principal will:

1. Be responsible for the overall physical condition of the school.
2. Be responsible for safety conditions and regulations for the school - civil defense, fire regulations, hall conditions, classroom safety, health and safety codes, severe weather procedures, and the like - to ensure the safety of all occupying and using the school.
3. Be responsible for building and equipment maintenance, making recommendations to the School Board for any needed repair, replacement, addition, or deletion.
4. Be responsible for optimum development and use of the school plant for promotion of the total educational program.
5. Perform routine inspections of building, grounds, and equipment - and arrange for maintenance and repair, keeping the School Board advised of repairs made or needed;
6. Ensure that the building and grounds reflect a positive image to the community.

Summary: The principal, together with faculty and staff, will be responsible for creating and maintaining a school environment that will contribute positively to the life, growth, and learning of all students. The building is to be maintained to ensure an attractive, distinctly Christian appearance - and to provide an operationally efficient and hospitable place for all who use the facility.

H. PERSONNEL RESPONSIBILITIES

The principal will:

1. Take a leading role in securing qualified personnel for the school faculty and staff.
2. Orient new faculty and staff members.
3. Work to create and maintain a cooperative spirit among school personnel.
4. Serve as a liaison between the School Board and school personnel.

5. Approve all admissions, transfers, promotions, accelerations, demotions, suspensions, or expulsions of pupils in line with policies adopted and approved by the School Board - reporting such actions to the board at the next scheduled board meeting.
6. Support teachers in their classroom leadership role - especially in disciplinary problems and decisions.
7. Praise and commend outstanding teacher performance both privately and publicly.
8. Report any personnel problems to the School Board as early as possible.
9. Provide for necessary personnel in-service and training.
10. Conduct staff evaluations on a regular basis:
 - Classroom observations to take place regularly.
 - At least two observations per year - one announced and one unannounced.
 - A written evaluation to be completed for both visits.
 - Suggestions for improvement to be discussed with the teacher.
 - A written remedial plan to be implemented if needed.
11. Conduct weekly faculty meetings and keep records of such.
12. Meet weekly with the entire staff for spiritual growth, prayer, and mutual encouragement.

I. PUBLIC RELATIONS RESPONSIBILITIES

The principal will:

1. Promote clear understanding of the school's distinctive vision and mission, both in the congregation and in the community.
2. Report regularly to the School Board on the school's overall operation.
3. Be responsible for all communication to the school's constituents and to the community (news releases, advertising, and the like).
4. Participate actively in congregational activities, exercising spiritual leadership to promote other congregational ministries and Christian education efforts.
5. Develops plans to actively recruit students for the school.
6. Develop programs for pupil participation in congregational life, and work to bring children and families into a life of worship and service.
7. Exert leadership in offering the services of the school to the congregation and community.
8. Regularly inform the congregation about the vision and mission, value, and accomplishments of the school.
9. Disseminate school news to parents - school activities, accomplishments, and the like.

J. ACCOUNTABILITY OF THE PRINCIPAL

- a. The principal is responsible to the School Board - as well as to the congregation and to God.
- b. The principal will hold a 12-month call.
- c. The principal will maintain a working schedule:
 - On duty Monday-Friday (when in session) from 7:35 a.m. to 4:00 p.m.
 - Variations from the routine to be approved by the School Board ahead of time.
 - Summer hours and vacation to be approved by the School Board.
- d. Any information received from parents of school pupils or school staff regarding the principal's performance or behavior will be discussed by the School Board in the principal's presence.
- e. The entire Board will review the collected information in an executive session of a regularly scheduled board meeting.
- f. At least once per year the School Board will evaluate the ministry performance of the principal at a special face-to-face meeting of the board and principal, scheduled at a mutually agreeable time.
- g. The School Board in cooperation with other church boards and any appointed personnel committee of the church will make appropriate salary recommendations to the Church Council for the principal.

PRINCIPAL'S LEAVE BENEFITS

A. LEAVE DAYS

1. The principal is entitled to 12 leave days per year; leave days may be accumulated up to 45 days.
2. The leave days must be taken in half-day or whole-day increments.
3. Leave days may be used according to the Leaves of Absence policy for the following reasons:
 - Sick leave
 - Child care and pregnancy leave
 - Judicial leave
 - Bereavement leave
 - Personal leave
 - Family event leave
4. When the actual number of leave days exceeds the entitled number of leave days, the principal will be responsible for paying the cost of hiring a substitute to cover any teaching responsibilities.
5. Leave day benefits apply to all school days as well as other work days and education conferences.

B. OTHER PAID LEAVES

Approval is granted for the following leaves. Salary is paid, and the days are not charged to the principal's entitled number of leave days.

1. Short-term continuing education that benefits the school and/or improves the principal's administrative capabilities.
2. Professional meetings and tasks related to the principal's administrative responsibilities.

C. EXCEPTIONS

Any exception to these rules must be requested in writing and approved by the School Board through a personal appearance.

EMPLOYMENT ISSUES

A. Employment at Will

For the employment of any non-called or non-contracted worker of Immanuel Lutheran Church/ Martin Luther School, the employment relationship is one of mutual consent. The employment relationship is terminable at the will of the worker or Immanuel Lutheran Church/Martin Luther School; that is, either you or Immanuel Lutheran Church/Martin Luther School may end this relationship.

B. Equal Employment Opportunity

1. Immanuel Lutheran Church/Martin Luther School is in full agreement with the intent of the Civil Rights Laws. The basis for worker selection, promotion, training, job assignment, working conditions, hours of work, and determination of salary and benefits will be ability and not age, race, color, national origin, ancestry, sex, handicap, or any other factors not considered pertinent to performance.
2. Because the mission of Martin Luther School includes nurturing children in the Christian faith, it is necessary for us to seek out workers with specific religious training and synodical recognition in accordance with the doctrinal viewpoint of the Lutheran Church-Missouri Synod (LCMS). To the extent allowed by Missouri state law, Martin Luther School will use the following guidelines when selecting otherwise qualified candidates for employment:
 - LCMS-trained/Immanuel member (and eligible for state teaching license if teacher).
 - LCMS-trained/non-Immanuel member (and eligible for state teaching license if teacher).
 - Immanuel member (and eligible for state teaching license if teacher).
 - Non-Immanuel member (and eligible for state teaching license if teacher).
 - All others.

C. Immigration Reform and Control Act of 1986

1. Martin Luther School will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.
2. As an ongoing condition of employment, all workers will be required to complete Form 1-9, Employment Eligibility Verification.

D. Personnel Information

1. Martin Luther School requires all workers to supply complete and accurate information. Workers should immediately notify the principal regarding any

change in name, address, phone number, marital status, or any other pertinent information. Original documentation must be supplied authorizing any change in name, Social Security number, or any other legal matter.

2. All workers may review their personnel records upon request.

E. Employment of Minors

The minimum age for employment at Martin Luther School is eighteen (18). The hours of employment and working conditions strictly follow the regulations set forth by federal and state laws.

F. Employment Classification

1. Two classifications of workers are used in determining worker benefits:

Full-time - Any worker who works **more than 30** hours a week and more than 9 months per year.

Part-time - Any worker who works up to, but less than full-time; that is, **30** hours a week or less and nine months a year or less.

2. Part-time workers are not eligible for benefits, unless granted by the School Board.

QUALIFICATIONS AND TERMS OF TEACHERS

1. Teachers listed on the Synodical roster of *Commissioned Ministers of Religion-Teachers* are eligible to receive a call to Martin Luther School.
2. Teachers not on the roster of *Commissioned Ministers of Religion-Teachers* are eligible to teach at Martin Luther School on an annual contract basis.
3. Called teachers must maintain membership in good standing at Immanuel Lutheran Church, Joplin. Contracted teachers are encouraged, though not required, to maintain membership at Immanuel.
4. All full-time teachers will have earned the minimum of a bachelor's degree before beginning their first year of teaching.
5. All full-time teachers are expected to hold at least one of the following teaching certificates: State of Missouri, Lutheran Church-Missouri Synod, or Private School Association.
6. Teachers beginning their first year at Martin Luther School should already have or should apply for a valid certificate during their first year for their call or contract to be renewed.
7. Teachers with homeroom responsibilities are expected to upgrade Missouri state certification as outlined by the Missouri Department of Elementary and Secondary Education.
8. All calls and contracts for homeroom teachers will cover a term of ten (10) months. Terms for part-time teachers or specialists will be established by contract.
9. Call and contract renewals for teachers will be issued on the recommendation of the principal to the School Board. Ideally, renewals will be issued before the end of March, and teachers will return their acceptance forms to the principal by April 30 to indicate their intention to continue teaching at Martin Luther School.

RESPONSIBILITIES OF TEACHERS

ACCOUNTABILITY

- The teacher is accountable through the principal and School Board to the Church Council and reports directly to the principal.

RESPONSIBILITIES

Planning

- Yearly plan due to principal by first school day.
- Weekly lesson plans due to principal by Friday, 3:45 p.m., for the following week.
- Weekly plans should correspond to the long-range plan.

Relations to Students - The teacher will:

- serve as a Christian role model;
- establish a trusting relationship with students;
- use effective techniques for motivating student interest in instructional activities;
- reinforce good conduct and achievement by the pupils;
- be patient, tactful, considerate, and fair in working with students;
- maintain an interesting and orderly classroom.
- Maintain confidentiality

Instruction - The teacher will:

- relate instruction to the goals and curricular objectives of the school;
- use effective techniques, procedures, and materials for student learning;
- integrate Christian teachings into the curriculum.
- Assign schoolwork/homework which reinforces lessons and provides independent practice.

Evaluating Student Achievement and Needs - The teacher will:

- use a variety of sound procedures to assess pupil achievement;
- use diagnostic procedures to identify specific needs;
- counsel with pupils individually as appropriate;
- administer the standardized testing program - and study and utilize the results;
- recommend students for special programs offered by local school districts - keeping records for approximately six weeks concerning the child's specific needs, completing evaluation reports, trying various classroom techniques to meet the needs of the child, and meeting with an evaluation team from the district;
- employ the following grading scale when evaluating student work that can be graded and when determining grades for report cards:

- Grades on FastDirect will be entered within a week of assignment with exception to sickness, emergency, or other principal approved exemptions.

PARENT / TEACHER RELATIONSHIPS

Preschool and Prekindergarten:

- Parent orientation in August to inform parents about school policies and classroom procedures;
- Parent-teacher conferences:
 - Fall - mandatory,
 - Winter/spring - at teacher's discretion or by parent/guardian request;
- Frequent contact with parents - informing them about academic, behavioral, and personality developments.

Kindergarten and Elementary:

- Family visits at home or at school made during the month of August with each currently enrolled student to initiate relationship with student and family;
- Parent orientation or registration day in August to inform parents about school policies and classroom procedures;
- Parent-teacher conferences:
 - Fall - mandatory,
 - Winter/spring - mandatory;
- Frequent contact with parents - informing them about academic, behavioral, and personality developments;
- Other teacher- or parent-initiated conferences as needed.
- Maintain confidentiality

OTHER SCHOOL DUTIES

Keeping Records and Making Reports –

- The teacher will:
 - Maintain accurate records of student attendance and achievement;
 - Make written and oral reports to parents.

Supervising Student Activity –

The teacher will:

- Help supervise the hallway, lunch room, gymnasium, playground, and other areas and activities as assigned and at dismissal.
-

Presence at School –

The teacher will:

- Be visible at school for class preparations, supervision, and interaction with parents, students, principal, and other teachers ;
- arrive (full-time teachers) no later than 7:45 a.m., remain at school during hours of duty, and leave no earlier than 3:45 p.m. unless notifying and receiving permission from principal to do otherwise.

Professional Duties –

The teacher will:

- participate in faculty curriculum studies and other planning/study sessions;
- attend Missouri District Educators and Professional Church Workers' Conferences or other professional conferences as determined by principal and School Board.

Other Duties –

The teacher will:

- Participate in mutually agreed upon events to help provide leadership and supervision - school programs, religious services, projects, and co-curricular activities.

EVALUATIONS

The teacher will:

- be evaluated per school policy;
- complete a short self-evaluation of present year performance and future goals to present to the principal by the end of the school year.

PROFESSIONAL IN-SERVICE GROWTH

- Teachers are encouraged to continue their professional growth through graduate study. The school will pay the tuition costs up to 12 semester hours per year. A \$500 limit can be imposed or as funds are available.
- Faculty members are expected to attend official educators' conferences sponsored by the Missouri District or any meeting for which school is closed

- except for sickness, emergency, or other administration-approved reason - with expenses paid as budgeted.
- Faculty members are required to attend all faculty meetings scheduled by the principal-except for sickness, emergency, or other principal-approved reason.
- Teachers are required to attend any in-service program planned by the principal - except for sickness, emergency, or other principal-approved reason.

SUBSTITUTE TEACHERS

- Substitute teachers must have 60 college hour credits, except in emergency situations. Ideally, they will have a degree in education.
- The list of substitute teachers is subject to the approval of the School Board. (The principal will personally know those on the substitute list.)

TEACHER AIDES

The teacher aide will:

- follow the prescribed lifestyle of the Christian school teacher;
- be assigned to classes as needed;
- be selected jointly by teachers and principal and approved by the School Board.

ACADEMIC FREEDOM

Within the policies adopted by the School Board, the teacher is given discretion about how to teach the approved curriculum most effectively. When someone differs with a teacher's implementation of the curriculum, the problem should be analyzed according to the following steps:

- Present a written report of the concern and then discuss it with the teacher.
- If the problem is not resolved, it should be reviewed by the principal.
- As the final step in resolving the problem, the concern should be placed on the School Board agenda.
- When a teacher desires to deviate from the approved curriculum, it must be approved by the principal.

CURRICULUM

Curriculum evaluation and development are on-going responsibilities of the faculty. Both established and newly implemented programs should be monitored and adjusted to attain maximum effectiveness.

In addition, the faculty will conduct a thorough evaluation of each curricular area on a scheduled cycle, as established by principal and faculty. At the conclusion of the study, the faculty may be asked to present a report to the School Board which includes the following items:

- merits and shortcomings of the curriculum;
- major goals of the curriculum;
- Instructional materials which the faculty recommends for adoption.

Adoption of major goals and curricular materials are subject to School Board approval.

Parent concerns should be handled within the processes of the faculty's on-going evaluation. The principal should also encourage parents to provide feedback to teachers about the curriculum and arrange formal and informal opportunities for parents to give input on the curriculum.

A School Board-appointed curriculum committee will meet as needed to determine progress toward stated curricular goals.

LEAVES OF ABSENCE

SICK LEAVE

1. At the beginning of each school year each **salaried** worker whose **normal workload is a minimum of nine months per year and five days per week** will be credited with a sick leave allowance to be used for absences due to illness, disability, or exposure to contagious disease. The days will be made available to the worker at the rate of one (1) day per month called or contracted.
2. At the time of a worker's termination, the pay for any days of sick leave used but not earned will be deducted from the salary due the worker.
3. The unused portion of sick leave credit will accumulate from year to year -for eligible workers only to a maximum of 45 days. The principal will provide written notice to each worker at the beginning of each school year, or upon request from the worker, stating the total accumulated sick leave credit.

The following absences will be considered sick leave:

1. Absence due to personal illness, disability, or exposure to a contagious disease requiring quarantine.
2. Absence due to attending a seriously ill member of one's immediate family or household. Immediate family means spouse, child, parent, brother, or sister of worker; parent of spouse; or dependent living in the immediate household. Immediate household means those who dwell under the same roof.
3. The School Board or principal may require a worker to furnish a medical certificate from a qualified physician or health specialist to verify an illness, disability, or exposure to a contagious disease. The worker will be advised if such a certificate is required.
4. Sick leave used by a worker will be deducted from the worker's accumulated leave days.
5. Any worker contracted for less than nine months will not earn sick leave credit.
6. A worker who is unable to work because of personal illness or disability and who has exhausted all accumulated sick leave credit will be granted additional leave without pay for the duration of such illness or disability, not to exceed the balance of the school year during which the illness or disability has occurred.
7. The School Board will grant a disability leave to any **salaried** worker covered under this policy who makes written application for such leave - subject to the following restrictions:
 - a. The School Board will authorize pay for only the first fourteen (14) calendar days of such disability. After such time the worker is expected to apply for additional disability compensation through the Concordia

Health Plan or other health plan chosen by the worker. Such application is the responsibility of the worker.

- b. The School Board requires a medical certificate from a qualified physician as evidence of such disability.
- c. Disability must be complete and total.

CHILD CARE AND PREGNANCY LEAVE

The School Board will grant child care leave without pay to any worker who makes written application for such leave provided that the worker can be replaced with an acceptable substitute. Any extension of such leave may be made by mutual agreement of the worker and the School Board.

The School Board will grant twelve weeks pregnancy leave without pay (beyond accumulated sick leave credit) to a pregnant worker who makes written application for such leave. Concordia Plan Services recognizes a pregnancy as a disability.

The School Board will grant disability leave caused or contributed to by pregnancy, childbirth, and/or recovery there from. Disability provisions of this policy will be followed.

JUDICIAL LEAVE

A **salaried** worker called to jury duty or under a subpoena to testify before any judicial or administrative tribunal, will be compensated for the difference between the worker's pay and the pay received for the performance of such obligation.

BEREAVEMENT LEAVE

A **salaried** worker will be allowed a maximum of three (3) consecutive days bereavement leave with pay at the time of a death in the family of the worker or the worker's spouse. An additional two (2) days may be granted by the school administration. For the purpose of bereavement, family means the following members of a worker's family or the family of the worker's spouse: spouse, child, parent, brother, sister, or grandparent.

All workers will be allowed no more than one (1) day, provided a suitable substitute can be found, to attend the funerals of other significant people in their lives - unless permission is granted by the school administration.

PERSONAL LEAVE

A **salaried** worker whose **normal workload is a minimum of nine months per year and five days per week** may utilize two (2) days of paid sick leave annually for personal leave. The worker need not state the reason for the personal leave.

Personal leave will not be granted a worker for the day immediately preceding or following a school holiday or vacation period unless permission is granted by the principal or School Board.

Requests for personal leave must be made verbally or in writing at least 48 hours in advance, except in an emergency, and must be approved by the principal or School Board.

FAMILY EVENT LEAVE

A **salaried** worker whose **normal work load is a minimum of nine months per year and five days per week** will be allowed to use a maximum of two (2) days of paid sick leave when asked to be a personal attendant or to be in attendance at a family event or that of a friend - provided reasonable notice has been given to the principal and arrangements can be made for a substitute.

Allowable special events include birth of children, baptisms, confirmations, graduations, weddings, and anniversaries. Other events for which leave is requested will be considered by the school administration individually.

SUBSTITUTES

A **salaried** long-term substitute will be credited with one (1) sick leave day per month provided service to the school exceeds one month. No other portion of this leave policy applies to a substitute.

COMPENSATION FOR UNUSED LEAVE

No compensation will be given at the end of a school year for leave available to, but not used by, the worker during the past year.

Any worker who terminates his or her service, or whose service is terminated by the School Board, will not receive compensation for any of the unused leave days described above.

LEAVES OF ABSENCE FOR HOURLY WORKERS

The above guidelines apply to hourly workers in regard to lengths of leaves granted for the same circumstances.

Hourly workers will not be compensated for leaves of absence.

PROFESSIONAL DEVELOPMENT

Attendance at Professional Meetings and Conferences

All homeroom teachers are expected to attend the professional meetings and conferences scheduled during their call/contract year. Any teacher who is unable or does not desire to attend a scheduled event must make this request to the principal or School Board prior to the event. Expenses for scheduled professional meetings and conferences will be allotted in the school budget as funds allow.

Attendance at professional events other than those scheduled is generally encouraged - provided attendance does not interfere with professional responsibilities. The opportunity to attend must be requested through the principal or School Board. Expenses for these non-scheduled professional events will be funded by federal professional development funds, the school's professional development fund, or the participants themselves.

Membership in Professional Organizations

Teachers are strongly encouraged to hold memberships in professional organizations such as the *Lutheran Education Association*. Some funding may be budgeted for this purpose; otherwise, teachers will be expected to pay their own memberships.

The school will maintain membership in the *Lutheran Education Association* (and possibly other organizations selected by the principal), and the mailings will be circulated to the teaching staff for their interest and growth as educators.

Professional Development Program

The principal and teachers are expected to complete fifteen (15) clock-hours of professional development annually. Workers will maintain records and submit them to the principal so that they can be included in the workers' personnel files.

Professional Development Funds

The following guidelines have been established to encourage teachers and other staff members to pursue professional development opportunities to further develop their skills and abilities and to gain additional knowledge for better carrying out their responsibilities:

Professional development funds are made available annually, July through June, on a first- come, first-serve basis to fund half of the tuition and other billed fees for college courses - and half of the registration fees for workshops or similar events within a reasonable distance.

Fees for required licensure tests will also be paid from these funds. However, application fees, including license renewal, are the responsibility of the individual worker. Because tuition assistance will be paid for college courses, mileage to these courses will not be reimbursed. Likewise, the cost of books and other materials that become the possession of the worker will not be paid by professional development funds.

While professional development funds are available to all school workers, it is expected that no one worker will dominate the use of the funds to the exclusion of others. Any conflict arising in regard to the use of these funds will be brought to the School Board for review.

JOB PERFORMANCE AND RELATED ISSUES

Job Descriptions

In order to mutually understand what is expected of a new worker and what the worker will be held accountable for, a job description is utilized. Workers will generally be given a job description before they start to work. A job description summarizes your duties and responsibilities and gives you important information about your job. Please read and study your job description carefully and discuss it with the principal if you have any questions.

Martin Luther School reserves the right to revise and update your job description from time to time, as it deems necessary and appropriate.

A. Performance Evaluations

All Martin Luther School workers will have a formal performance review by the appropriate administrative individual or body. Teachers and other staff will be evaluated by the principal, and the principal will be evaluated by the School Board. A copy of the performance evaluation will be placed in each individual's personnel file.

B. Absence and Tardiness

Introduction

It is important that workers are present at the start of their day to promptly begin work. Our school and other staff rely on workers being at their assigned tasks at scheduled times so that the work of ministry can be carried out smoothly.

Absences

Workers should contact the principal as soon as it's determined that they will be unable to report to work as scheduled. In the case of an absence due to illness, calling the principal at home the night before or prior to the scheduled start of the work day allows adequate time to arrange a replacement. In the case of tardiness, a worker (or someone else) should contact the principal as soon as it is determined that the employee will be late.

Tardiness

- a. A tardy or absence is considered "excused" only when the worker calls ahead of time, and the tardy or absence is for a compelling reason. If contact or a call cannot be made ahead of time due to physical limitations, earliest contact is required. The principal will determine what constitutes a compelling reason for an

absence or tardiness. A tardy or absence for a non-compelling reason, and failing to call the supervisor according to policy, will be considered "unexcused".

- b. A consistent pattern of absence or tardiness, whether excused or unexcused, may lead to disciplinary action, up to and including termination.
- c. An employee who fails to call in or report to work for two (2) consecutive days may be considered to have abandoned their job and may be terminated.

C. Outside Activities

All workers are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with, the school/church.

D. Access to School/Church Property

It is important that the school/church have access at all times to school/church property, as well as other records, documents, and files. As a result, the school/church reserves the right to access worker offices, work stations, filing cabinets, desks, and any other school/church property at its discretion, with or without advance notice or consent.

E. Use of School/Church /Cell Telephones

From time to time it may be necessary for workers to make and receive personal calls on school/church phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled break and meal periods. Workers are expected to use good judgment and common sense when it comes to personal phone calls. All costs for long distance calls must be reimbursed by you to the school/church after receipt of bills. Workers who violate this policy may be subject to disciplinary action.

F. Worker Parking

Workers park at their own risk, and the school/church will not be responsible for theft or damage to any vehicles parked on or near school/church property. Also, the school/church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

G. Posted Information

Information is posted for the benefit of workers and others. The school/church reserves the right to monitor posted information, and the principal is responsible for monitoring information posted in the school. You will find posters that explain

state and federal law, as well as updated information about school/church policy and procedures. You are responsible for reading all pertinent posted materials.

TERMINATION ISSUES

The employment relationship between the school/church and workers (excluding rostered and contracted workers) is of an at-will nature. This means that the worker is hired for an indefinite period of time. Thus, the worker is free to leave at any time he or she believes it is in his/her best interest. Similarly, the school/church may terminate the employment relationship whenever it deems appropriate.

A. Resignation

Resignation is initiated by the worker. A two-week notice of a worker's intent to leave employment is generally desired, but not required. Written notice should include the reason for leaving, the last day of work, address where the worker can be reached in the future, and be signed and dated by the worker.

B. Involuntary Termination

Involuntary termination is initiated by the employer. A worker may be involuntarily terminated when the school/church determines that continued employment will not be to the benefit of the worker or school/church. Since the employment relationship of worker (excluding rostered and contracted workers) and the congregation is of an at-will nature, the worker can be dismissed without notice.

C. Reduction in Force

When conditions dictate that the school/church must reduce staff, the needs of the school/church will determine which workers will be laid off. Layoffs will be communicated to the affected worker(s) at the earliest reasonable time to allow for productive transition.

D. Discharge

Discharge is an immediate termination from employment initiated by the school/church. Normally, it is for a serious or flagrant offense involving willful misconduct that violates standards outlined in personnel policy, congregation's constitution and bylaws, bylaws of the LCMS, or laws of the state or federal government.

E. Unemployment Compensation

Workers who voluntarily leave the employment of the church/school or are involuntarily terminated are not eligible for unemployment claims.

F. Termination Checks

Termination checks will be released upon return of all building keys and other school/church property which may have been entrusted to the care of the worker.

DISCIPLINE AND GRIEVANCE PROCEDURES

Progressive Disciplinary Procedure

1. **Verbal Warning:**

If a worker fails to follow policies regarding job performance, the worker is subject to disciplinary action, including termination of employment. For major infractions other than one that would result in immediate termination, the worker will first be verbally counsel led about the problem with the intent of clearing up any misunderstanding and establishing future expected behavior. This oral warning will be documented by a supervisor noting when the discussion took place, the issue discussed , and names of all parties involved in the discussion. Continued violation of policies will result in levels of written notification to the worker of unacceptable action, and can lead to ineligibility for salary increases, probation, suspension, or termination.

2. **Personnel Memo**

The second step in the counseling procedure will be a personnel memo. The personnel memo is a tool to help the school/church communicate more effectively with the worker. It may be used to compliment special effort or results, or to advise, warn, or otherwise notify a worker of performance or conduct that is not acceptable. If a worker receives a personnel memo about unacceptable performance or conduct, the worker is encouraged to take advantage of the opportunity to improve, in order to avoid the need for further disciplinary action. The worker will be asked to sign the memo indicating that he/she seen the memo. If the worker does not agree with the content, he/she may so indicate.

3. **Probation**

Continued violations will necessitate the next step to be taken, which will be probation. A letter identifying the reason and the length of the probation must be given to the worker. The memo will also indicate that unless performance improves or compliance with policies is met, the next step will be termination. The worker will be asked to sign the memo.

4. **Termination**

The final step will be termination. Without improvement, this most drastic step must be taken. It is hoped that the progressive counseling procedures as outlined above will encourage and enable the worker to change behavior and improve performance.

The above procedures are intended to be a guide. Depending on the infraction, progressive steps may be repeated or not utilized. Verbal warnings may be repeated or the immediate termination step could be taken.

Non-Renewal of Contract

A contract worker at Martin Luther School/Immanuel Lutheran Church may choose to simply not renew his/her contract due to unsatisfactory performance during a previous contract period rather than initiate a formal dismissal. The school/church may also choose not to renew a contract due to a change in fiscal or personnel circumstances.

Exceptions

It is important to note that the severity of the offense may warrant not following the usual sequence of reminder-warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example, could be given for a flagrant first offense, and a worker's immediate dismissal could result without prior warning or suspension in the case of major acts of misconduct or serious dereliction of duty.

Grievance Procedures

Should any difference of opinion regarding work situations arise between a worker and the immediate supervisor, the procedure below will be followed in an effort to arrive at a conclusion that is satisfactory to both the school/church and the worker.

- 1 The worker is to first orally bring the matter to the supervisor's attention. (A full discussion and understanding of the matter by both the worker and supervisor is essential at this step.)
- 2 If the grievance is not resolved, the worker is to discuss the matter with the School Board Chairperson. If the grievance is still not resolved, the worker will put the grievance in written form and send it to the President of the Congregation who will convene a meeting with the worker and the Chief Elder to discuss the grievance.
- 3 The next steps will be to review the complaint with the Church Council.

PERSONNEL

PROFESSIONAL BEHAVIORAL ISSUES

At Martin Luther School/Immanuel Lutheran Church it is important that all workers work together as a team so that the rights and interests of both the school/church and workers are assured. Common sense, good judgment and acceptable personal behavior on the part of all workers will make Martin Luther School/Immanuel Lutheran Church a desirable place to work.

Martin Luther School/Immanuel Lutheran Church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the school/church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for workers to understand that jokes, stories, cartoons, nicknames, and comments about sexuality and appearance can be offensive to others.

Sexual Harassment

It is the policy of Martin Luther School/Immanuel Lutheran Church to strictly prohibit any conduct which constitutes sexual harassment and to discipline any worker guilty of such conduct.

"Acts of sexual harassment by workers and supervisors are prohibited employment practices and are subject to sanctions and disciplinary measures. "

If a worker believes that he/she is being, or has been harassed in any way, or has witnessed any incident of sexual harassment, the worker should immediately report the facts of the incident or incidents to the principal (or a School Board member if the complaint involves the principal), without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Violation of this policy may result in disciplinary action, up to and including possible termination.

It is the policy of Martin Luther School/Immanuel Lutheran Church to encourage any witness of an incident of sexual harassment to report such incident to a supervisor.

A. Alcohol, Drugs, and Controlled Substances

The use, sale, transfer, possession, or being "*under the influence*" of alcohol, drugs, or controlled substances when on duty is prohibited. (An exception may be made for reasonable alcohol use when alcohol is served as part of a school/church-sanctioned event.) In addition, off-duty conduct which may adversely affect the reputation or interests of the school/church is prohibited. "*Under the influence*" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected worker, other co-workers, the public, or school/church property (*and is a violation of this policy under all circumstances*). Violation of this policy may result in disciplinary action, up to and including possible termination.

B. Smoking

Smoking is prohibited in the building and the areas immediately around all entrances. This policy is established to provide a smoke-free environment for us and for all of our visitors to the building. This includes electronic forms of smoking.

C. Personal Property

Workers should not bring large sums of money, jewelry, or other valuables to work. The school/church will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

If a worker happens to find personal belongings that have been lost by another person, the worker should turn them in to the school or church office.

D. Personal Appearance

A worker's appearance reflects not only on the worker as an individual, but on the school/church as well. We expect each worker to take pride in appearance and strive to achieve a positive business-like image when representing the school/church.

Workers should not wear blue jeans or blue jean shorts unless they have been designated by the principal as appropriate wear for a scheduled activity.

COMPENSATION AND BENEFITS

A. Wage and Salary Review

The wage and salary structure for workers of the school and church are proposed by the School Board, reviewed by the Church Council, and subject to the approval of the voters of Immanuel Lutheran Church.

Individual wage and salary reviews may occur at least once each year for every worker. Salary increases may or may not result from such salary reviews. Worker salary reviews may be held in conjunction with performance reviews.

B. Payroll Deductions

Workers who are not Ministers of the Gospel for tax purposes must have various deductions taken from their pay. These deductions include federal and state income taxes and social security and Medicare taxes. The Internal Revenue Service and each state Department of Revenue publish withholding tables annually based on personal earnings and the number of exemptions claimed by each worker to satisfy income tax withholding requirements. The worker, by use of the W-4 Form, states the number of exemptions claimed and any additional dollars wished withheld beyond the amount indicated in the tax withholding tables. The amounts withheld for social security and Medicare taxes are at a fixed percentage of earnings.

C. Garnishments

Garnishments are court ordered repayments of financial obligations by an individual. When so ordered, the treasurer must deduct the amount from your pay and remit it to the designated entity.

D. Other Payroll Deductions

Other payroll deductions are strictly voluntary and must be requested in writing by the worker. By providing these deductions, the congregation provides their workers with the opportunity to save dollars for their future and to experience current tax savings not permitted through non-payroll deducted savings plans.

Voluntary deductions may include: All-Cause Accident Insurance through the Worker Benefit Plans; Church Extension Fund Payroll Savings, Tax-Sheltered Annuities (TSA), and Flexible Spending Arrangements.

E. Overtime Compensation

Overtime pay will not be routinely authorized. School and church workers are generally not eligible for overtime pay.

DETERMINING WORKER SALARY

Salary Schedule

A. School Worker's Suggested Salary Schedule

1. The salary guidelines recommended by the Missouri District-LCMS will serve as the basis for determining the annual salaries of Martin Luther School teachers and administrators. Wages of other workers will be determined in relation to the required minimum wage. Salaries and wages will recognize education, experience, and individual dedication to the Lord's work. The resulting salary schedule will also encourage further formal education that will enhance a worker's ministry so that it will be more fulfilling for the worker and for the church and school. The salary schedule will not differentiate between men and women.
2. For teachers and administrators, a Bachelor's Degree with no experience is considered base. Using an index scale, the base salary is multiplied by 1.00. A base salary, then, is defined as "that salary paid to a teacher with a Bachelor's Degree and no years of experience."
3. "Emergency teachers" with less formal education than a Bachelor's Degree will have a multiplier less than 1.00 applied to the base. Teachers and administrators with education beyond a Bachelor's Degree will have a multiplier greater than 1.00 that is commensurate with the additional hours earned.

B. Using the Salary Schedule

The base salary recommended by the Missouri District-LCMS will serve as the guideline for establishing a uniform base salary for our salary schedule. After the base salary is established, the following formula is used to determine the salary for teachers and administrators:

Salary = (% x Base) + Additional Compensation

Note: % = multiplying factor for years of experience and education

Procedure for Finding the Percent

1. Move down the years of experience column to the number of full years in Lutheran education.
2. Move to the right to the proper column showing education completed. (Additional hours can only be those obtained after the completion of the worker's initial teacher education program.)
3. The figure at this junction is the percent factor that will be multiplied times the base salary before additional compensation is added.
4. If a call or contract is offered for less than 12 months, determine the salary for one year by dividing the salary determined in #3 by 12 and multiply by the number of months in the call or contract.

Additional Compensation

A. Compensation for Additional Responsibility

The salary schedule will compensate teachers and administrators for responsibility beyond that of a classroom teacher by increasing the base salary by 20% for the principal and 6% for directors of special services (activities, athletics, early childhood, music, student services, and the like).

B. Compensation for Certification and Professional Growth

In addition to compensation for formal education already built into the salary schedule, compensation will also be provided, when financially possible, as an incentive for meeting and maintaining certification standards:

- Other accepted certification only: Add .01 to % (*)

(*) Compensation for certification not cumulative

WORKER ASSISTANCE FUND

The Martin Luther School Board will maintain a financial assistance fund for its workers. This fund is available to all professional school staff for an amount up to 10% of the staff member's annual salary (August 15-August 15). The fund will provide interest-free loans that are to be paid back within a three• year period. A payment schedule will be worked out between the School Board and the individual receiving the loan, but the following amounts are minimum expected paybacks: 1st year - 25%, 2nd year - 35% (60% total at the end of two years), and 3rd year - 40% (100% total at the end of three years). If the individual receiving a loan wishes to use payroll deductions to pay back the loan, payment terms will have to be arranged with the church treasurer. In the event an individual leaves the staff of Martin Luther School, any outstanding loan balance is to be paid in full before the last day of service.

Any professional school staff member interested in applying for assistance through this fund must make the request in writing to the School Board Director or Associate Director. The request will then be submitted to the School Board for approval. The written request should include the amount of assistance requested, the urgency of the need, and a proposed repayment schedule. The reason for requesting the loan is not required. If the need for the loan is urgent, the director or associate director will discuss the request with as many board members as possible, seeking consensus, before issuing an approval. If the request is not urgent, it will be considered at the

next scheduled School Board meeting. A final payment schedule must be established before the request is approved and the loan issued.

The total amount of loans available from the fund at any given time will be determined by the School Board, based on the balances available in unassigned accounts at the time of the request, but **will not exceed \$5,000** without formal School Board action that would amend this policy.

ASBESTOS NOTIFICATION TO SCHOOL PERSONNEL

The asbestos management plan of Martin Luther School is on file in the school administrator's office and is available for review upon request. Please contact the administrator if you have any concerns regarding this issue.

The above statement will be contained in the Personnel & Instructional Policy manual and will also be published annually to inform school families and personnel.

WORKER STATEMENT OF ACKNOWLEDGEMENT

For all workers: This is to acknowledge that I have received a copy of Martin Luther School's personnel policies. I understand that the policies provide guidelines and summary information about worker-related issues, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the school/church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

For non-call/non-contract workers: I acknowledge that both the school/church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment at will relationship will remain in effect throughout my employment with the school/church unless it is specifically modified by an express written agreement signed by me and designated representatives of the school/church. I further acknowledge that this employment-at-will relationship may not be modified by any oral or implied agreement.

Worker's Name (Please Print)

Worker's Signature _____ Date _____

JOB DESCRIPTION: PART-TIME TEACHER

PROFESSIONAL QUALIFICATIONS

1. Has earned at least the Bachelor's degree.
2. Is licensed as a teacher by the State of Missouri or able to meet the standards for such.
3. Continues to advance professionally through continuing education (attending professional conferences with staff as family responsibility and personal schedule permits).

PERSONAL QUALIFICATIONS

1. Associates closely with God through regular study of God's Word, church and communion attendance at own church, and prayer.
2. Evidences a lifestyle that reflects a personal relationship with Christ.
3. Is sensitive to needs and feelings of students, shows Christian concern for all, is respectful of others, and maintains confidences.
4. Is able to clearly articulate the school's mission and philosophy; enthusiastically evidences love for teaching children; publicly compliments and supports co-workers.
5. Has positive self-concept; is open-minded, tolerant, happy in outlook on life.
6. Uses correct oral and written language; is tactful, courteous, warm, self-expressive; is an effective listener.
7. Is physically and emotionally healthy; is poised, punctual, enthusiastic, dependable, loyal, trustworthy, creative, innovative, adaptable, and flexible.
8. Appearance during working hours is tasteful, professional.

RESPONSIBILITIES

Administrative

1. Reports regularly to the principal on the specific areas of responsibility delegated to the teacher.
2. Assists the faculty in developing sound educational recommendations to the Board and congregation.
3. Is responsible for the coordination of special events as mutually agreed upon by teacher and principal.
4. Makes an effort to attend all staff and MLSL meetings.
5. Required involvement in any curriculum study will be limited to subject area(s) taught.
6. Time spent at school before or after scheduled hours is not required but may be used for teaching preparation or carrying out other assigned or assumed responsibilities.

Supervisory

1. Is present at the school for scheduled teaching hours on all regular school days, unless excused by the principal.
2. Is responsible for hallway/bathroom supervision for breaks, change of class, and special events during teaching hours.
3. Effectively supervises students by first establishing a positive teacher-student relationship:
 - a. Communicates effectively with students, evidencing love for them; commends and reinforces good conduct and achievement on the part of the students.
 - b. Understands and respects the rights of students.
 - c. Encourages student concern, leadership, and responsibility for behavior of peers.
 - d. Is effective and fair in handling student discipline, using Christian disciplinary methods, using proper balance of Law and Gospel as the basis for discipline and, fostering a spirit of love and forgiveness in Christ Jesus among students and between students and teachers.

Instructional

1. Relates instruction to the school mission and philosophy.
2. Is concerned about all aspects of the teaching-learning process; constantly evaluates own ability, pupil needs, educational objectives, curriculum, instructional method, and the environment for learning.
3. Knowledge of students:
 - Has determined backgrounds through visits/consultations with students, parents.
 - Reviews the academic record of each student in the classroom.
 - Assesses the ability of each student.
 - Utilizes source materials on age level characteristics and traits of students taught.
4. Planning:
 - Has written lesson plans available at all times and on the last day of the week has provided the next week 1s plans to the principal for approval.
 - Plans annually, semi-annually, and/or quarterly.
5. Methods:
 - Keeps abreast of current methods, trends, and materials as they relate to the instructional program.
 - Enhances instruction with appropriate media aids.
 - Varies teaching procedures and methods.
6. Teaching-Learning:

- Designs all learning experiences to lead the students into a growing relationship with Christ and a life of Christian discipleship.
- Makes provisions for individual differences.
- Uses wholesome motivation constantly.
- Effectively uses diagnostic and remedial procedures.
- Knows how each student is meeting standards/expectations.
- Evaluates student achievement adequately.
- Executes standardized testing programs if testing occurs during teaching hours.
- Classroom arrangement is student-oriented, stimulating, neat and clean, pleasant in appearance and appeal; articles and displays are current, correlate with curriculum, and enhance the teaching-learning process.

Guidance

- Provides the guidance appropriate to the experience and maturity of the student and maintains related information for future reference.
- Reports to parents systematically and frequently--in person, by phone and/or correspondence, at least; presence at parent-teacher conferences welcomed and encouraged.

Clerical

- Can assume voluntary partnership for scheduling field trips and other class outings.
- Prepares necessary routine reports.
- Maintains student academic records for subjects taught, reporting grades in a timely manner as requested.

Promotional

- Promotes a clear understanding of the school's distinctive nature in the community; actively participates in school and community activities to help promote the common well-being of constituents, to help serve people in need, to foster public relationships, and to elect capable and responsible leaders.

Building

- Evidences concern that the building and grounds reflect proper stewardship of the resources God has provided for the ministry of the school.

JOB DESCRIPTION: SUBSTITUTE TEACHER

A. REQUIREMENTS

The following are requested and filed with the principal:

1. Complete application form (with resume', if available)
2. Verification of 60 hours of college credits
3. Copy of the teacher's license (if available)

B. HELPFUL MATERIALS TO BE MADE AVAILABLE BY REGULAR CLASSROOM TEACHER

1. Teaching schedule and lesson plans, including assignments
2. An Up-to-date seating chart
3. Names of monitors, helpers
4. Times and procedures for excusing students from class
5. Procedures for securing supplies and books, and the location of these materials
6. Names of students to call on for assistance
7. Names of students who need special attention
8. Reasonable expectation of papers to be corrected (indicating papers to be completely checked and papers to be turned in)
9. Reasonable access to pupil records
10. Teacher's scheduled duties and disaster drill responsibilities

C. DUTIES OF SUBSTITUTE TEACHER

1. Arrives at the school a half hour before the beginning of the class starting time or as quickly as possible after being called.
2. Goes directly to the classroom and obtains lesson plans and other pertinent information
3. Becomes familiar with disaster drill procedures.
4. Takes lunch/milk counts and attendance--recording information on attendance form, marking attendance register (in pencil only), and sending attendance form to the school office.
5. Carries out the regular teacher's plans as closely as possible
6. Corrects, as directed, all papers with objective answers that have been done under his/her supervision--and leaves them on the classroom teacher's desk
7. Leaves a written report for the regular teacher giving information on work covered; plans/assignments for the next day, if any were made; any pertinent information concerning students; and any other relevant information
8. Checks with the school office/principal to find out if services are needed for the next day

JOB DESCRIPTION: EARLY CHILDHOOD AIDE

A. PERSONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior
2. Appearance during working hours is tasteful, professional
3. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
4. Efficient use of time and organizational skills are employed to carry out responsibilities; a self-starter
5. Willingness to cooperatively accept responsibility is evident

B. RESPONSIBILITIES

Aide to Teacher(s)

1. Be present each school day for assigned time
2. Assist with setting up room for school day
3. Duplicate teaching materials, notices, newsletters, and the like
4. Help gather needed teaching materials per teacher request
5. Help plan and put up bulletin boards per teacher request
6. Prepare snacks
7. Assist with record-keeping of milk
8. Supervise children remaining after general dismissal--until end of aide's scheduled day
9. Assist with clean-up at end of day when not supervising children remaining after dismissal

Aide to Students

1. Help supervise and facilitate creative play and activities
2. Listen to children as they relate information and stories
3. Assist teacher and children with art projects
4. Read stories to the children
5. Help supervise and facilitate physical education activities
6. Assist children with zippers, buttons, shoes, boots, and the like

JOB DESCRIPTION: ATHLETIC DIRECTOR

A. PERSONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior
2. Appearance during working hours is tasteful, professional
3. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
4. Development of spiritual growth and positive participation through athletics is prioritized over winning
5. Development and use of leadership enhances athletic program
6. Efficient use of time and organizational skills are employed to carry out responsibilities
7. Willingness to cooperatively accept responsibility is evident

B. GENERAL RESPONSIBILITIES

1. Coordinate the school's interscholastic athletic program
2. Review athletic policy and program on an ongoing basis for the purpose of making improvements
3. Serve as public relations liaison in regard to athletics
4. Work with the principal and school office to communicate effectively with families regarding schedules and other athletic information
5. Represent our school in the organization of events with other schools and leagues
6. Find, as needed, qualified coaches for athletic teams
7. Support coaches and provide them needed information, including copies of the athletic policy and coach's job description
8. Inventory athletic equipment and supplies at the beginning of the year and in the spring and make recommendations regarding the supply and condition of these items
9. Organize the athletic supply area at the beginning of the year and clean it monthly
10. Distribute needed equipment and first aid supplies to coaches
11. Secure additional equipment and supplies as needed
12. Schedule the use of facilities and grounds for athletic practices and events
13. Secure officials for athletic events hosted by our school and arrange payment for their service
14. Schedule transportation, as needed, for events away from school

C. Preparations for Sports

Season Schedule

- Establish practice schedule; include initial draft in information packet to be sent home with prospective participants

- Acquire league game schedule; copy and distribute to coaches and participants

Registration and Fees

1. Send home information packets that include permission forms - and physical and insurance forms, if needed - to register participants and obtain parental permission, physical and insurance screening
2. Collect permission, physical, and insurance forms - and participation fees, when requested

Equipment and Uniforms

1. Check equipment supply; inflate and mark any balls needed; distribute equipment, as needed, to coaches; request additional equipment as needed
2. Check supply of coaching items: whistles, lanyards, scorebooks, equipment bags, first aid kits, and the like; distribute to coaches, as needed; request additional items as needed
3. Identify uniform sizes and numbers for participants; distribute to coaches or participants; maintain inventory
4. Check scorekeeping equipment; arrange maintenance/replacement as needed
5. Determine need for additional keys; distribute as deemed necessary; maintain records

Policies and Rules

1. Review athletics policy; distribute copies to coaches
2. Review athletic coach policy; distribute copies to coaches
3. Review league rules; distribute copies to coaches

Tournaments

Communicate to principal any plans to host or participate in tournament play

JOB DESCRIPTION: MUSIC DIRECTOR

A. PERSONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior
2. Sufficient professional training for the position has been acquired
3. Appearance during working hours is tasteful, professional
4. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
5. Development of positive student participation is prioritized
6. Development and use of leadership enhances music program
7. Efficient use of time and organizational skills are employed to carry out responsibilities
8. Willingness to cooperatively accept responsibility is evident

B. RESPONSIBILITIES

1. Direct the development, administration, and evaluation of the school music program
2. Teach music classes as scheduled by the faculty
3. Work with the church music coordinator to schedule school groups to sing at church worship services
4. Coordinate the planning, development, and production of the annual school Christmas worship service
5. Plan, develop, and direct--together with the faculty--the annual school musical
6. Consider any other requests for school music (for gatherings, funerals, and the like) and help develop the music for any that are accepted

JOB DESCRIPTION: ACTIVITIES DIRECTOR

A. PROFESSIONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior
2. Appearance during working hours is tasteful, professional
3. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
4. Development and use of leadership enriches student experiences
5. Efficient use of time and organizational skills are employed to carry out responsibilities
6. Willingness to cooperatively accept responsibility is evident

B. RESPONSIBILITIES

1. Coordinate multi-grade and school-wide activities that are selected to be carried out in addition to those organized by classroom teachers and other designated directors (e.g., athletics and music)
2. Facilitate the selection and scheduling of selected events in coordination with administrative staff and faculty
3. Work with the principal and school office to communicate effectively with families regarding student and parent/guardian participation
4. Work with principal and school office to effectively publicize (through school, church, and community media) student events and achievements that promote our school (mission, programs, personnel, students, etc.)
5. Facilitate the selection of fees, transportation, and facilities appropriate to selected student activities
6. Facilitate parent authorization for student participation in selected activities
7. Serve as the liaison for non-athletic, non-music student events that involve participation with other schools
8. Ensure that student activities are judiciously selected and scheduled to enhance our school's mission and curriculum - and to enrich student experiences - without undue burden (time, cost, etc.) to school personnel (including the activities director), students, and families
9. Encourage and solicit help from other staff members, as well as volunteers, to carry out these responsibilities

JOB DESCRIPTION: SPECIAL SERVICES DIRECTOR

A. PERSONAL QUALIFICATIONS :

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior
2. Sufficient professional training for the position has been acquired; pursuit of additional education, as needed to meet responsibilities, is desired
3. Appearance during working hours is tasteful, professional
4. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
5. Development and use of leadership fosters care for special needs students
6. Efficient use of time and organizational skills are employed to carry out responsibilities
7. Willingness to cooperatively accept responsibility is evident

B. RESPONSIBILITIES

1. Direct, develop, administer, and evaluate school efforts to care for special needs students (e.g., special education, Title I, Chapter VI, remedial and gifted programs, tutoring)
2. Assist teachers in identifying special needs and developing appropriate strategies to meet those needs
3. Counsel personnel, parents, and students regarding special needs concerns and issues
4. Accompany the principal to or serve as the principal's designee at related meetings, in• services, staffings, and the like
5. Serve as the liaison for regional, district, synodical, or other LCMS efforts and events that promote care for special needs students
6. Develop means for appropriately recognizing the achievements of special needs students
7. Encourage and solicit help from other staff, as well as volunteers, to carry out these responsibilities

JOB DESCRIPTION: EARLY CHILDHOOD DIRECTOR

A. PERSONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior
2. Sufficient professional training for the position has been acquired; pursuit of additional education, as needed to meet responsibilities, is desired
3. Appearance during working hours is tasteful, professional
4. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
5. Development and use of leadership promotes and enriches preschool, prekindergarten, and kindergarten programs
6. Efficient use of time and organizational skills are employed to carry out responsibilities
7. Willingness to cooperatively accept responsibility is evident

B. RESPONSIBILITIES

1. Facilitate the development of preschool, prekindergarten, and kindergarten programs
2. Regularly assess the needs of these programs and propose strategies to meet needs
3. Interact regularly with early childhood personnel (teachers, aides) for their input
4. Facilitate the production of the handbook(s) and monthly newsletters (with calendars) for these programs
5. Facilitate the parent orientation for these programs
6. Facilitate the development of special events for these programs (e.g., field trips, on-site programs, Christmas and spring programs)
7. Coordinate the format for reporting the progress of children in these programs
8. Facilitate the scheduling and format for parent-teacher conferences
9. Work with the principal and school office to effectively publicize (through school, church, and community media) special events and student achievements
10. Serve as the liaison for regional, district, synodical, or other LCMS efforts and events that promote early childhood education
11. Encourage and solicit help from other staff, as well as volunteers, to carry out these responsibilities

JOB DESCRIPTION: DEVELOPMENT DIRECTOR

A. PERSONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior
2. Appearance during working hours is tasteful, professional
3. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
4. Efficient use of time and organizational skills are employed to carry out responsibilities
5. Willingness to cooperatively accept responsibility, organize and lead volunteers, and work with other staff as team player are evident
6. Education and work experience in development areas such as fund raising, grant writing, and public relations are expected

B. RESPONSIBILITIES

1. Develop and implement goals in areas of fund development and marketing to increase the proportion of income from areas other than tuition and congregational subsidy
2. Work with School Board, Martin Luther Support League, school administrator, and key staff and volunteers to develop strategies to accomplish goals
3. Report directly to and meet regularly with school administrator, providing account of fund development and marketing income and expenses
4. Submit quarterly reports to School Board (November, February, May, and August) and attend board meetings as necessary and/or requested
5. Serve on the School Board-appointed marketing team
6. Attend Martin Luther Support League meetings as necessary and/or requested
7. Attend in-service opportunities regularly and attain membership in appropriate, pertinent professional organizations
8. Carry out these specific responsibilities:
9. Seek out and submit grant and foundation proposals
10. Promote matching funds programs (such as those offered by Thrivent Financial for Lutherans)
11. Implement a donor recognition plan
12. Develop an annual fund development and marketing calendar
13. Provide leadership assistance to the major MLSL fund-raising events (Spaghetti Supper, Rummage Sale, etc.)
14. Develop school promotional materials
15. Coordinate media coverage for school activities and development efforts

JOB DESCRIPTION: YOUTH DIRECTOR

A. PERSONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior.
2. Sufficient professional training for the position has been acquired; pursuit of additional education, as needed to meet responsibilities, is desired.
3. Appearance during working hours is tasteful, appropriate for event.
4. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect.
5. Efficient use of time and organizational skills are employed to carry out responsibilities.
6. Willingness to cooperatively accept responsibility, organize and lead volunteers, and work with other staff as team player are evident.
7. Development and use of leadership fosters positive relationships with and among youth.

B. RESPONSIBILITIES

Work closely with the Youth Committee to:

1. Administer (organize, supervise, and coordinate) the youth program.
2. Plan youth activities; supervise or arrange for the supervision of those activities.
3. Provide or help arrange for the Biblical instruction of the youth - through Bible Study on Sunday mornings and integrated into the schedule of youth activities beyond Sunday mornings.
4. Work with the pastor(s) to assure that all study materials are doctrinally sound and educationally appropriate.
5. Build close rapport with the youth; demonstrate personal interest in their lives and their spiritual growth.
6. Promote the involvement of the youth in the church and their participation in worship and the Lord's Supper.
7. Develop and carry out means to reach out to inactive youth.
8. Promote continued contact with youth away from home (at college, in military, e.g.).
9. Help recruit, train, supervise, and evaluate youth counselors and volunteer helpers.
10. Report activity to the Youth Committee and, as desired or requested, to the Church Council and congregation.

JOB DESCRIPTION: TECHNOLOGY FACILITATOR

A. PERSONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior
2. Sufficient professional training for the position has been acquired; pursuit of additional education, as needed to meet responsibilities, is desired
3. Appearance during working hours is tasteful, professional
4. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
5. Development and use of leadership fosters technology development of staff and students
6. Efficient use of time and organizational skills are employed to carry out responsibilities
7. Willingness to cooperatively accept responsibility is evident

B. RESPONSIBILITIES

1. Become familiar with current technology equipment, resources, and uses
2. Serve as a resource for staff members using technology
3. Provide and coordinate individual and group staff development in the area of technology
4. Promote strategies that incorporate technology into instruction
5. Resolve hardware and software issues identified by staff members
6. Work with the educational technology committee to review and develop technology-related policies and planning
7. Gather and summarize data from technology users - staff, students, parents - when such data will foster improved use of technology
8. Recommend hardware and software purchases that promote school improvement
9. Maintain and monitor accurate inventory of technology hardware and software
10. Acquire appropriate knowledge and skills to improve personal efficiency in managing expected responsibilities

JOB DESCRIPTION: SOCIAL WORKER

A. PERSONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior
2. Understands and accepts Scriptural context for human sin and redemption
3. Sufficient professional training for the position has been acquired; pursuit of additional education, as needed to meet responsibilities, is desired
4. Appearance during working hours is tasteful, professional
5. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
6. Develops and maintains relationships that benefit staff and students
7. Efficient use of time and organizational skills are employed to carry out responsibilities
8. Willingness to cooperatively accept responsibility is evident

B. RESPONSIBILITIES

1. Serve as a resource for staff members regarding family and behavioral issues
2. Provide individual and group staff development related to family and, behavioral issues
3. Promote strategies that increase staff effectiveness in dealing with behavioral concerns
4. Provide group education to students regarding family and behavioral issues
5. Promote strategies that help students deal with family and behavioral issues
6. Consult with individual students referred by staff through principal
7. Provide allowable assessment and evaluation services as requested by principal
8. Work with principal and staff to develop effective behavioral practices and policies
9. Provide crisis debriefing services as necessitated
10. Maintain confidentiality level appropriate to each staff/student consultation

JOB DESCRIPTION: ATHLETIC COACH

A. PERSONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior -- be a model of Christian sportsmanship
2. Appearance during working hours is tasteful, professional, and appropriate for activity
3. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
4. Development of spiritual growth and positive participation through athletics is prioritized over winning
5. Development and use of leadership enhances athletic program
6. Efficient use of time and organizational skills are employed to carry out responsibilities
7. Willingness to cooperatively accept responsibility is evident

B. NURTURING RESPONSIBILITIES

1. Provide a Christian atmosphere for the athletes' participation
2. Teach all participants the fundamentals of the sport and help the athletes to improve their skills
3. Encourage athletes to use God-given talents to the best of their abilities
4. Encourage and highlight athletes' strong points
5. Direct and suggest areas of improvement without ridiculing, belittling, or humiliating -• never use abusive language or profanity
6. Teach and encourage the values of teamwork and teammate support
7. Show officials and opposing coaches and teams the proper respect, and teach athletes to do the same
8. Teach athletes to respect equipment, uniforms, and sites of events

C. ADMINISTRATIVE RESPONSIBILITIES

1. Attend all athletic competitions and practices, or find an appropriate substitute
2. Be present at all events until all your athletes have left the premises
3. Coordinate practice and game schedules with the athletic director
4. Notify the school office immediately if any practice or contest must be canceled or rescheduled
5. Procure the necessary equipment, first aid kit, and uniforms from the athletic director
6. Securing participants' permission forms and fees will be the responsibility of the athletic director

JOB DESCRIPTION: LIBRARIAN

A. PERSONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior.
2. Sufficient professional training for the position has been acquired
3. Appearance during working hours is tasteful, professional
4. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
5. Efficient use of time and organizational skills are employed to carry out responsibilities;
a self-starter
6. Willingness to cooperatively accept responsibility is evident

B. RESPONSIBILITIES

1. Help maintain organization of current library collection
2. Catalog and shelve new materials
3. Maintain inventory of educational audio-visual materials in library -- and turn in updates to principal so inventory can be kept and updated on a computer file, printed, and distributed to faculty for potential use in class
4. Advise principal and faculty of recommendations for upgrading library
5. Carry out other responsibilities as mutually agreed upon with principal and/or faculty -• e.g., providing instruction in library use, providing a story time for students, developing a reading enrichment program through the library, supervising a class using the library for such a program

JOB DESCRIPTION: SECRETARY

A. PERSONAL QUALIFICATIONS

- Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior
- Appearance during working hours is tasteful, professional
- Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect -- with confidences maintained professionally
- Communication skills -- speaking, writing, listening -- are sufficient to effectively carry out responsibilities
- Efficient use of time and organizational skills are employed to establish appropriate office routines
- Willingness to cooperatively accept responsibility is evident

B. RESPONSIBILITIES

Daily

- Greet visitors
- Receive and route telephone calls
- Open and distribute general mail
- Distribute mail addressed to individuals
- Oversee the maintenance of all office equipment and supplies
- Help maintain the appearance of the school office
- Serve as the primary channel through which registration occurs--and registration information is disseminated
- Serve as the primary channel through which school and auxiliary communication occurs
- Produce and distribute correspondence as requested by school and auxiliary personnel
- Work with the principal to release school news to families, the church, and the community
- Collect and accurately record tuition payments
- Collect fees, distribute tickets, and maintain daily count for school lunch and milk programs
- Provide teachers with reminder notes and envelopes for students whose lunch and milk tickets expire
- Balance financial accounts for tuition and for lunch and milk programs
- File needed information appropriate to correspondence, record keeping, required reports, transactions, etc.
- Enter appropriate information into computer files for storage
- Maintain appropriate forms for school business
- Maintain student rosters

Weekly

1. Attend chapel services and other special student events, arranging for phone to be answered during time away from office
2. Work with principal to produce and distribute school newsletter
3. Prepare tuition collection for deposit
4. Prepare deposits for lunch and milk programs

Monthly

1. Attend full-staff meetings
2. Work with principal to produce and publish calendar of school events
3. Review and distribute school lunch menu
4. Send reminders to families regarding overdue tuition payments
5. Prepare report of pertinent school business items for school board meeting
6. Prepare copies of school board minutes, treasurer's report and other data for monthly meeting--and file one copy of all items
7. Prepare school milk report for State of Missouri Food Services
8. Report requested financial information to church treasurer

Annually

1. Assist with all registration efforts
2. Prepare annual calendars for school and preschool
3. Help update and prepare handbooks
4. Help prepare needed materials for parent orientations in August
5. Prepare school milk program application report
6. Help prepare and submit Synodical and state reports due in the fall -- and all other reports as requested

As Needed

1. Attend faculty meetings to facilitate school business
2. Arrange for bus transportation for school outings
3. Help produce programs for special events
4. Order all office supplies
5. Prepare miscellaneous deposits
6. Work with principal to send letters to families with delinquent financial accounts
7. Work with principal to send thank you notes for gifts given to the school

JOB DESCRIPTION: AFTER-SCHOOL CARE PERSONNEL - DIRECTOR AND ASSISTANT

A. PERSONAL QUALIFICATIONS

1. Lifestyle, outlook on life, and manner reflect faith in Jesus as personal Savior 2. Appearance during working hours is tasteful, professional
2. Manner of dealing with people of all ages reflects Christian sensitivity, care, concern, and respect
3. Management skills are sufficient to effectively carry out responsibilities
4. Willingness to cooperatively accept responsibility is evident

B. RESPONSIBILITIES

All responsibilities are delegated primarily to the after-school care director. The after-school care assistant will assist the director and assume the responsibilities when the director is absent or occupied. After-school care personnel will:

- Manage the after-school care program to ensure the safe supervision of children placed in the program
- Implement and ensure student and parent/guardian compliance with after-school care policy
- Collect, record, manage, and submit after-school care fees honestly and accurately
- Record participants' attendance daily
- Purchase and provide snacks daily to participants
- Keep accurate record of school milk consumed daily
- Provide and supervise appropriate indoor or outdoor recreation times
- Provide and supervise study time for students who need to do homework
- Expect and enforce appropriate discipline, expressing concerns (as needed and in order) to students, parents/guardians, and principal
- Daily maintain/clean up all areas of use; lock storage areas
- Release students only to registered parents/guardians or designees
- Remain on site until last student is released (responsibility of director; assistant director not contracted for final hour but expected to remain if emergency situation)
- Lock after-school center (room) and all exterior doors - and "arm" the school alarm system upon leaving if the building is unoccupied

CUSTODIAN: Martin Luther School/Immanuel Lutheran Church Youth

PURPOSE OF THE POSITION:

It is the intent of Immanuel Lutheran Church Council to select a person/company for the position of custodian who is responsible for the general condition of Immanuel Lutheran Church and all its associated facilities (excluding the parsonage and outside grounds). This position is intended to be held by a person who will take ownership of the general upkeep of these properties. As a reflection of the church body, these duties will be held to the highest standards of discipline and guidelines. It is the desire of the council, that all involved parties understand the importance and follow through of these guidelines.

This job is overseen as follows: Church and fellowship hall –Pastor/Board of Elders, Youth Building- DCE/Youth Board, School building-Principle/School Board.

All maintenance and building repair completed or in need, will be reported to the maintenance board chairperson as specified by that board's policies and procedures.

The Custodian is responsible for performing minor routine building maintenance when asked to do so by maintenance committee; preparing and arranging facilities for classroom activities, meetings, special functions, and events when asked to do so by the overseer of the respective building; maintain an attractive, sanitary, and safe facility for the use of church members, students, staff, community members and visitors.

In addition to the physical duties of the custodian, it is expected that he/she will complete the duties listed with an attitude of Christian love and concern shown by friendliness, helpfulness, and respect. This position will include interactions and relationships with church, school, and community members in which he/she is expected to handle with an attitude that is reflective of the purpose and mission of Immanuel Lutheran Church. That is, grounded in Christ, guided by faith, and growing to serve.

The job description listed below is to be used as an overall guideline for the custodian as it pertains to the expectations of this position as well as a tool for annual job performance evaluations as reviewed by the individual buildings overseers and their corresponding boards. This list is not limited to its itemized responsibilities.

It is required that the work hours for this custodial position be tracked by time clock to ensure accountability as well as safety for ILC and MLS students/faculty/staff/members. Work is expected to be completed within the week days and Sunday hours between 12pm-7pm, Saturday hours are not limited. The custodian is expected to hold a regular work schedule during the year. Week day holidays off include: Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day. Additional days off need to be approved

by the Principle/Pastor/DCE. The school calendar does not reflect the work schedule of the custodian. Days that school is not in session should be used to thoroughly clean the facilities. Prior to these days when school is not in session, the custodian, principle, and maintenance chairperson will work on a maintenance/cleaning schedule.

Custodian will be required to attend a minimum of one training session per year at the expense of ILC for custodial duties, school/church sanitary guidelines, maintenance and repair, biohazard removal, etc.

CLEANING RESPONSIBILITIES

SCHOOL

(Daily-D, Weekly-W, As needed-N, Twice daily-B, Monthly-M)

Hallways and Entryways

B-Clean and sanitize drinking fountains D-Sweep and vacuum floors
D-Clean and sanitize handles, door knobs, and benches W-Clean hard floors with machine
W-Dust window ledges
N-Clean and replenish hand sanitizer N-Wet mop hard floors
N-Clean windows and other glass surfaces N-Spot clean walls and baseboards
N-Spot clean lockers

Offices

D-Sweep and vacuum floors
D-Empty wastebaskets, recycling, and shredders D-Sanitize phones, door knobs, and handles
W-Dust ledges, shelves, desk, etc. N-Wet mop hard floors
N-Clean windows and other glass surfaces

Classrooms

D-Sweep and vacuum floors
D-Empty wastebaskets and recycling
D-Sanitize phones, door knobs, and handles D-Clean sinks and faucets
D-Empty pencil sharpeners
W-Dust ledges, shelves, desk, etc. N-Wet mop hard floors
N-Clean windows and other glass surfaces
N-Clean blinds

Gym

D-Clean and put away tables after lunch D-Sweep/dust mop gym floor

D-Spot mop gym floor D-Wipe out microwaves W-Sweet stage area
W-Clean hard floors with machine N-Spot clean walls
N-Pick up stage area

Kitchen

D-Sweep floor
D-Wet mop floor
N-Wipe down counters and flat surfaces

Restrooms

B-After lunch check and clean sinks, toilets, urinals, trash D-Sweep floors
D-Empty Waste Baskets
D-Clean and sanitize floors
D-Clean and sanitize sinks, faucets, and wall under soap dispenser D-Clean mirrors
D-Clean and sanitize toilets and urinals (bowl, seats, base, and pipes) D/N-
Replenish paper towels, toilet paper, hand soap, deodorizer
D-Sanitize all handles and door knobs (stalls and doors)
D-Clean partitions and walls around urinal in boy's restrooms W/N-Clean dispensers
(paper towels, toilet paper, hand soap) W-Dust
N-Spot clean walls, partitions, baseboards

CHURCH

(Daily-D, Weekly-W, As needed-N, Twice daily-B, Monthly-M)

Entryway, Halls, Narthex, Nursery

B/N-Vacuum floors B/N-Empty trash W-Dust Narthex
W-Clean glass in doors
W-Clean and sanitize drinking fountain N-Clean windows
N-Spot clean walls and baseboards

Sanctuary

W-Vacuum
W-Dust ledges and other flat surfaces W-Clean windows
M-Polish pews
N-Spot clean walls and baseboards

Restrooms

B/N- Check and clean sinks, toilets, urinals, trash⁴
B/N-Replenish paper towels, toilet paper, hand soap, deodorizer W-Sweep floors
W-Empty Waste Baskets
W-Clean and sanitize floors

W-Clean and sanitize sinks, faucets, and wall under soap dispenser W-Clean mirrors
W-Clean and sanitize toilets and urinals (bowl, seats, base, and pipes) W-Sanitize all handles and door knobs (stalls and doors)
W-Clean partitions and walls around urinal in men's restroom W-Clean dispensers (paper towels, toilet paper, hand soap) W-Dust
N-Spot clean walls, partitions, baseboards

Fellowship Hall

B/N-Vacuum floors B/N-Empty trash W-Clean tables
W-Dust and clean cabinet tops W-Sweep tiled floor
W-Clean and sanitize tiled floor
W-Clean and sanitize sink

YOUTH BUILDING

(Daily-D, Weekly-W, As needed-N, Twice daily-B, Monthly-M)

Main living area

B/N-Sweep floors
B/N-Clean tables and chairs W-Mop and sanitize floors W-Dust furniture
W-Clean and sanitize drinking fountain W-Clean glass in doors
M-Vacuum couch and cushions
N-Spot clean walls and baseboards N-Clean windows

Kitchen

B/N-Sweep floors B/N-Empty trash
W-Mop and sanitize floors
W-Clean and sanitize counter tops and sink N-Spot clean walls and baseboards

Restrooms

B/N- Check and clean sinks, toilets, urinals, trash
B/N-Replenish paper towels, toilet paper, hand soap, deodorizer B/N-Sweep floors
B/N-Empty Waste Baskets W-Clean and sanitize floors
W-Clean and sanitize sinks, faucets, and wall under soap dispenser W-Clean mirrors
W-Clean and sanitize toilets and urinals (bowl, seats, base, and pipes) W-Sanitize all handles and door knobs (stalls and doors)
W-Clean partitions and walls around urinal in men's restroom W-Clean dispensers (paper towels, toilet paper, hand soap) W-Dust
N-Spot clean walls, partitions, baseboards

BI-YEARLY CLEANING (SUMMER AND CHRISTMAS BREAKS)

1. Blinds
2. Strip and polish hard floors
3. Scrub grout in bathrooms
4. Shampoo carpets
5. Clean and sanitize lockers (inside of lockers in summer only)
6. Clean step stools in bathrooms and by water fountains
7. Clean and sanitize trash cans
8. Clean all baseboards
9. Clean windows
10. Touch up paint
11. Clean walls
12. Clean ceiling fans
13. Vacuum refrigerator coils
14. Clean out refrigerator and milk cooler
15. Clean and sanitize classroom desk/tables/chairs

MISCELLANEOUS CLEANING AND DUTIES AS NEEDED IN ALL BUILDINGS

1. Clean light fixtures
2. Change light bulbs
3. Wash cleaning towels (white for toilets/urinals/walls and orange for sinks and all other surfaces)
4. Wash mop heads and dust mop heads
5. Water plants
6. Clean/Replace HVAC filters
7. Signs of vandalism or abuse to facilities should be reported in writing to the Principle/Pastor/DCE/Maintenance committee chair
8. Minor repairs as needed or upon request
9. Ordering and maintaining of supplies and equipment for custodial duties
10. Help in set up of chairs/tables/bleachers/etc. for special events and functions
11. Shut down and lock buildings when leaving

ADDITIONAL COMMENTS

1. All equipment, carts, and cleaning supplies are to be kept out of reach of children and stored in the custodial closet when not in use
2. Plugged cords need to be removed from wall at the wall
3. Clean mop water is to be used for each: kitchen, hallways, bathrooms
4. Mop bucket will be emptied and rinsed out after use
5. Custodial closet is to be kept neat and organized
6. There should be minimal interaction of custodian with MLS students during school hours
7. Wash hands thoroughly after cleaning
8. Be mindful of cords and wet floors where there is traffic during the day

Cleaning Schedule

Monday-School lunch tables, gym floor sweep, restrooms
-Church (halls, narthex, sanctuary, and nursery)
-School after 3:30pm

Tuesday-School lunch tables, gym floor sweep, restrooms
-Gym floor clean
-Check youth building
-School after 3:30pm

Wednesday-School lunch tables, gym floor sweep, restrooms
-Church (fellowship hall)
-School after 3:30pm

Thursday-School lunch tables, gym floor sweep, restrooms
-Youth building
-School after 3:30pm

Friday-School lunch tables, gym floor sweep, restrooms
-Church
-School after 3:30pm

INSTRUCTION**STUDENT ATTENDANCE****Attendance Standards**

Martin Luther School students will be in attendance 90-100% of the scheduled school days.

Attendance Records

1. Teachers assigned to classes at the beginning of the school day will record both daily attendance and lunch/milk counts. Daily attendance is recorded in the teacher's grade book or attendance register - and on a daily attendance form that is sent to the office after attendance is taken. Teachers will keep all written excuses through the end of the school year.
 2. The following guidelines will be used to record student absences:
 - Arrival within 15 minutes after class day starts
 - Late to class (more than 5 minutes after previous class ends)
 - Absent the first or last class period
 - Absent more than one period up to half of the class day
 - Absent entire class day
- Tardy
- 1/4 day absent, 1/2 day absent, 1 day absent
3. Teachers may record minutes students are tardy, and accumulated minutes will be counted as absences analogous to the guidelines above.
 4. A master attendance record for each school day will be maintained in the office by an assigned monitor. The attendance monitor will call the parent/guardian of any student for whom the reason for absence is unknown. The attendance monitor will consult regularly with the principal about attendance concerns and patterns.

Absence Excuses

- a. When a student is to be tardy or absent, the parent/guardian is expected to speak to the child's teacher, call the school office, or send a written note before or on the day of the absence - or before or upon the child's return. A verbal or written excuse is required for the absence to be excused (see below).
- b. The parent/guardian of an absent student for whom no notice of absence has been received will be called by school personnel to determine the reason for the absence. Our school attempts to account for our students daily.

- c. If any restriction in activity is required upon a student's return to school (or at any time), the parent/guardian is expected to speak to the child's teacher, call the school office, or send a written note identifying the restriction.

EXCUSED AND UNEXCUSED ABSENCES

An EXCUSED ABSENCE is an absence for which:

The parent/guardian has made a decision not to have the child attend school. (AND)
The parent/guardian has informed the child's teacher or the school office as described above.

An UNEXCUSED ABSENCE is an absence for which:

The child is absent without parent/guardian decision *-i.e.*, the child is truant. (OR)
The parent/guardian has not informed the child's teacher or the school office.

If the child's teacher or the school office has not been informed before, on the day of, or during the absence, contact with the teacher or the school office must be made verbally or in writing upon the child's return to have the absence excused. A student with an unexcused absence will not be allowed to participate in any other school activity on both the day(s) of the absence and the day of the return.

Attendance Delinquency

1. Attendance reports will be included with the student's report card and will express concern about the effect of chronic absence.
2. A child with seventeen (17) accumulated absences, excused or un-excused, will be placed on attendance probation. Continued concern about a student's chronic absence will be brought to the School Board's attention.
3. A child exceeding twenty-five (25) accumulated absences, excused or unexcused, may not be promoted to the next grade. Extended absences due to medical reasons (long-term illness, injury, surgery, or the like) may require a professional caregiver's excuse for consideration.
4. A child accumulating ten (10) unexcused absences will not be promoted to the next grade.

For truancy the following procedures will be followed:

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- a. 1st Occurrence: The parent/guardian, upon being contacted by the principal and mutually having determined the child was truant, will be responsible for disciplining the child.

- b. 2nd Occurrence: The principal will report the incident to the School Board Director, who will convene a conference of School Board, principal, parent/guardian, and the child to discuss the situation and determine an appropriate course of action.
- c. 3rd Occurrence: The parent will be asked by the School Board to enroll the child in a different school.

MAKE-UP WORK

- a. Make-up work will be expected from students under all circumstances related to absences. The number of extra days to complete the work for full credit equals the number of days the student has been absent. The teacher has the right to deduct 10-50% credit for late work and to give zero credit for work not completed.
- b. The responsibility for making up work lies with both the parent/guardian and the student. The older the child (third grade and up), the more the responsibility belongs to the child. This responsibility requires the parent/guardian and/or student to approach the child's teacher(s) to obtain make-up assignments, to seek any needed help from the teacher, and to ensure the work is done well and in a timely manner.
- c. Make-up work requested on the day a child is absent will be available for pick-up after 4:00 p.m. on the same day.
- d. Teachers also reserve the right to place students in in-school detention (during recess, for example) when students are chronically tardy (more than twice in a week) and/or to complete make-up work.

Church and Sunday School Attendance

1. On the first day of the school week teachers will also record church and Sunday School attendance for the preceding Sunday because we believe attendance at divine worship and Bible instruction is a proper response to God for His love, grace, and mercy to us.
2. In the interest of caring for the spiritual well-being of each family, Sunday attendance reports will be included with the student's report card and will express concern about the effect of chronic absence.

STUDENT DISCIPLINE

Christian discipline is the application of self-control and orderliness motivated by Christian attitudes - our need for the Gospel and our acceptance of the Law. Therefore, teachers and parents are to guide and nurture children according to the teachings of Christ, the Master Teacher, who, for the sake of the Gospel, fulfilled the Law in our place but did not abolish it.

Learning and playing individually and in a group both require discipline. Christian discipline is established when Christian parents and teachers follow Biblical principles to positively guide and nurture children so that they develop self-discipline - that is, self-control and responsibility for their behavior.

Self-discipline occurs when children learn to control their behavior and are not dependent on others to identify when behavior is proper or improper. Self-discipline is developed over time. Some children acquire it quickly. Others need considerable help from parents, teachers, and other advisors before they develop good control over their behavior.

Self-discipline is associated with self-concept. Therefore, it is essential to build a child's self-concept as the child learns to be responsible and to control behavior. Hence, rules and punishment by themselves do not adequately change a child's behavioral pattern. Improving a child's sense of worth in the eyes of God must accompany any plan that seeks to modify a child's behavior.

Establishing and maintaining a disciplined environment at Martin Luther School, then, is the shared responsibility of parents, students, teachers, and principal. The following sections describe these expectations and define the process of communication when behavioral problems persist.

A. DISCIPLINE STANDARD

- Martin Luther School students will behave in a manner that reflects Christian training and does not disrupt or distract from the educational process.
- Martin Luther School students will RESPECT:
 - + God and His Word
 - + Those in authority
 - + Classmates and other people
 - + Their bodies and God-given talents
 - + The learning process and the classroom environment
 - + Their school, personal property, & the property of others

Each elementary and middle school student - together with parent/guardian and teacher - will sign a Covenant for Christian Respect prior to the first day of attendance, agreeing to abide by this standard.

B. PARENT RESPONSIBILITY

The primary responsibility for educating the child rests with the parent. Martin Luther School exists to help parents carry out their God-given responsibilities. The home, then, is the prime environment in which teaching responsibility and respect begins.

It is each parent's responsibility to help create a home environment that is conducive to a child's growth and development, providing opportunity for the child to enjoy:

- **Optimal physical health:**
 - Balanced diet Adequate sleep
 - Regular health and dental checkups

- **Stimulating learning**
 - environment: Productive study area Consistent study time
 - Study given priority over entertainment

- **Parental support:**
 - Development of a positive work ethic
 - Transportation for timely and regular attendance
 - Homework reviewed so that it is completed neatly and on time

When a child enters school, this process becomes a shared responsibility that reinforces Christian values in the home and school.

Because the relationship between a child and teacher is so important to the educational process, it is vital that each teacher has the unwavering support of the parent and the home. If a disagreement does occur between a parent and a teacher, it should not be discussed in front of the child at home or at school. Instead it should be resolved privately and discreetly so that respect for the teacher is maintained. (See "Communication Process for Behavior Problems" below.)

C. STUDENT RESPONSIBILITY

- Students are expected to respect all adults in the school: Teachers, principal, pastors, secretaries, custodians, volunteers, guests, and others.

- Students are expected to respect property and materials. This includes respect for school/church property, their possessions, and the possessions of others.

- Students are expected to respect all other students to help maintain a cooperative learning environment. Older students are expected to help and set a good example for younger students.

D. TEACHER RESPONSIBILITY

- Teachers are expected to develop and maintain good relationships with students by reinforcing positive behavior that encourages rather than discourages the child. Teachers are expected to provide a variety of learning experiences to stimulate student interest and motivation. Teachers must understand and accept the uniqueness of all students, treat them as persons valued by their Lord, nurture them in the Christian faith, and help develop their God-given abilities. Teachers must be aware of their own values and establish trust with students by avoiding double standards that imply, "Do as I say, not as I do!"
- Teachers must create a disciplined environment by setting reasonable expectations that are fair and consistent. Maintaining a disciplined environment in the classroom, hallways, playground, and church is the joint responsibility of all teachers.
- There are a variety of teacher styles that can effectively fulfill these responsibilities. Teachers are given the right to employ discipline procedures that effectively maintain discipline as long as the procedures are consistent with the expectations described above.

E. PRINCIPAL RESPONSIBILITY

- The principal is responsible for establishing and maintaining a well-disciplined environment in the school. This responsibility includes supervising school-wide activities - movement of groups, transportation, emergencies, safety drills, school pictures, performance practices, and the like.
- The principal is expected to maintain a supportive relationship with the teachers, facilitate the development of a disciplined environment, and to express confidence in the teachers when concerns are raised about discipline.
- In dealing with a behavioral problem, the principal is expected to help identify and analyze the problem, help establish procedures for handling the problem, and enlist the assistance of resource people as needed.

IMPLEMENTING SCHOOL DISCIPLINE

Martin Luther School will guide and nurture student behavior by employing Smart Discipline, a discipline program developed by Larry Koenig, Ph.D., Executive Director of The Up With Youth Company, Baton Rouge, LA, the author of *Smart Discipline in the Classroom* (1994), and *Love and Logic*.

Smart Discipline provides teachers with a variety of strategies for handling student behavior. The strategies are designed to:

- Fit each instructor's teaching style and personality
- Prevent misbehaviors and encourage cooperation
- Motivate a student to want to learn
- Motivate a student to stop disruptive behaviors
- Be quick and easy to use

Smart Discipline is adaptable to our vision for nurturing faith and educating the whole child. Teachers initiate Smart Discipline by establishing classroom rules that promote the well-being of all students. They adapt and synthesize classroom rules such as the following, providing 5-6 simple rules for their students to follow.

- Speak to teachers and fellow classmates with respect
- Raise your hand for permission to speak
- Remain attentive at all times
- Ask permission before leaving your chair
- Resolve disagreements without hitting
- Hand in assigned work on time
- Keep your eyes on your own paper during tests
- Respect the property of others
- Be on time
- Keep all objects to yourself

Smart Discipline provides a variety of strategies for three levels of discipline to meet the different needs and personalities of children:

- To build positive relationships teachers can:
- Welcome students
- Express appreciation to students for desired behavior privately, by whispering, or by note
- Express appreciation to parents for their children's positive behavior by letter or phone call
- Ask students individual questions that help the teacher get to know each student personally

- Transpose what could be critical comments to a more positive tone and verbalization
- Pay attention to student strengths and point them out privately, by whispering, or by note
- Verbalize predicted student success
- Make appointments to discuss individual student concerns in private
- Ask other teachers to observe students around school and report good behavior
- Help students understand misplace behaviors

Teachers can employ "Plan A" strategies, or quick and easy methods to strengthen the teacher-student relationship and to gain immediate cooperation:

- Make eye contact with a misbehaving student and shake head lightly
 - Walk over and stand by a misbehaving student while continuing to teach
 - Walk over and place hand on a student's shoulder while continuing to teach
 - Walk over and whisper simple request, break eye contact, and move away
 - Take time to think before acting
 - Coolly and calmly change the location of a student engaged in misbehavior
 - Exercise a quiet signal
 - State clearly what the teacher needs students to do
 - Point out behavior teacher is observing, giving information to students to consider
 - Privately label a student with a positive trait and the related expectation the teacher has in mind
 - Give students reasonable choices
 - Respect the struggle some students have controlling behavior and request future cooperation
 - Answer questions (not sarcastically) with questions for students to consider
 - Ask other teachers what discipline strategies work best for them
- Teachers can employ "Plan B" strategies, or methods which take more time to turn around attitudes and behaviors of specific children when "Plan A" methods have not produced satisfactory results.
- Write a note to a misbehaving student describing the problem and requesting the desired action the student should take
 - Privately express strong feelings about inappropriate behavior
 - Arrange a face-to-face mini-counseling session with a misbehaving student, providing an opportunity for the student to talk about the problem
 - Schedule a cooperative planning session with a misbehaving student, soliciting the student's thoughts about how the problem can be solved
 - Chart student behavior and involve the student's parent(s) in the process
 - Quietly move a misbehaving student to a designated time-out location
 - Change volume and tempo of speech by lowering voice and slowing down speech

INSTRUCTION

- Use the help of another student in dealing with a student creating a problem
- Utilize participation in activities for leverage in seeking a student's cooperation

- When documentation of misbehavior is deemed necessary, the "Plan B" strategy of "Charting Behavior and Consequences" with behavior charts can be used. Consequences employed (with teacher discretion) for this planned procedure to shape student behavior include:
 - Time out in classroom
 - Loss of assigned privilege
 - Time out in hall
 - Time out in another classroom
 - Lunch at time-out table
 - Time out in principal's office
 - Extra assignment
 - Modification of or exclusion from recess
 - Conference with teacher
 - Call home to parent
 - Conference with principal (and teacher, if available)
 - Conference with teacher, principal, and parent
 - Modification of or exclusion from activities

LOSING TIME FROM PE ART OR MUSIC IS NOT ALLOWED

STUDENTS MAY MISS UP TO FIVE MINUTES OF RECESS. MORE THAN FIVE MINUTES MUST BE APPROVED BY THE PRINCIPAL.

AFTER-SCHOOL DETENTION

- When misbehavior is chronic, teachers may place students in next-day, after-school detention that runs from 3:20 to 3:45 p.m. On the day the after-school detention is assigned, the teacher will send home a notice with the child that identifies the reason for the detention and the number of detention days assigned. Severe or repeated misbehavior may warrant more than one day of detention.

- All incidents for which students are assigned detention must be served individually. Multiple incidents on the same day, for example, may not be served simultaneously. The child must serve the current detention before being readmitted to school the following day.

- The principal will schedule teachers to supervise after-school detention. Therefore, office copies of detention reports are to be handed to the principal by the issuing teachers as soon as possible.
- Students serving detention will not bring any items to the detention. The students will remain seated without talking.
- Parents will be expected to pick up their children on time at the end of the detention period. Students whose parents are more than five minutes late will be placed in After-School Care at the drop-in rate.

COMMUNICATION PROCESS FOR BEHAVIORAL PROBLEMS.

- In spite of all our expectations, children may still misbehave - sometimes deliberately, sometimes unintentionally. When a student continues to misbehave, the teacher will contact the parent in order to secure home cooperation in dealing with the situation and to develop a home and/or school plan for handling the situation.
- Teachers may speak to the parent face-to-face, call the parent, or write a note. In addition, teachers may use the following duplicate forms:
- Notice of Concern - used to provide information about student behavior (or academic) problems, usually without consequences. Teachers may enforce consequences, including detention if a student fails to return a signed copy of the form as requested.
- Detention Notice - used to assign a detention when misbehavior is serious or chronic, but still manageable in the opinion of the teacher. Consequences for accrued detentions are listed below.
- Discipline Report - used to inform parent that misbehavior has reached a level that is significantly serious or chronic. Consequences for accrued discipline reports are listed below.
- When a student has a concern about discipline, he/she should discuss it with the teacher. If the problem is not resolved, the student or parent should present the concern to the principal.
- When parents observe or hear about incidents at school that concern them, they should first contact the supervising teacher. Seeking answers and solutions to such concerns, first with the teacher and, if needed, with the principal, will eliminate damaging accusations and hearsay. Once again, it is vital that parent concerns not be discussed in front of children.
- In summary the steps to be taken in resolving any difficult situation are:

- Teacher and child
- Teacher and parent (and child if both deem appropriate)
- Teacher, child, principal
- Teacher, parent, principal
- Teacher, parent, principal, School Board
- School Board meeting

F. SERIOUS DISCIPLINE OFFENSES AND CONSEQUENCES

- Discipline incidents deemed serious by school personnel will be reported in writing to the parent for signature and for cooperation in disciplining the child and bringing an end to the misbehavior.
- Incidents that will be reported to the parent/guardian for signature can include but are not limited to:
 - Willfully using the Lord's name in vain
 - Participating inappropriately in worship
 - Inappropriate language, gestures, and/or actions defying authority
 - Inappropriate language, gestures, and/or actions that harass and/or physically harm classmates or others
 - Inappropriate dress in defiance of the school dress code
 - Behavior that disrupts learning and/or disturbs others
 - Willfully refusing to participate in class activities
 - Willfully stealing or destroying property
 - Possession and/or use of alcohol and/or drugs
 - Possession of weapons, including pocketknives

Consequences for incidents reported to the parent for signature are as follows:

- A student accumulating three (3) discipline reports requesting parent signature will be placed on discipline probation.
- The next incident will bring immediate suspension until a conference with student, parent, teacher, and principal can be convened. The student must express a desire to comply with school rules to be re-admitted.
- One more incident will again bring immediate suspension until a conference with student, parent, teacher, principal, and School Board representatives can be convened. Again, the student must express a desire to comply with school rules to be re-admitted.
- One more incident will again bring immediate suspension and will require the student to enroll at another school, pending any appeal to the School Board.

- The principal is given the authority to immediately suspend a student for any incident - regardless of the number of previous incidents - for which a School Board-level conference is necessary to consider, in light of the serious nature of the offense, termination of the student's continued enrollment.

G. PROGRESSION OF DETENTION AND DISCIPLINE REPORT CONSEQUENCES

Consequences for detentions, which can be issued for chronic misbehavior, will be:

1st detention		time after school
2nd detention	=	time after school
3rd detention	=	time after school + in-school suspension
4th detention	=	time after school + in-school suspension + discipline report
5th detention	=	time after school + in-school suspension + discipline report
6th detention	=	time after school + in-school suspension + discipline report +discipline probation
7th detention	=	out-of-school suspension until student-parent teacher principal conference can be arranged
8th detention	=	out-of-school suspension until student-parent-teacher- principal- school board conference can be arranged
9th detention	=	student enrolls elsewhere

Consequences for discipline reports, which can be issued for an accumulation of four or more detentions and for serious offenses, will be:

1st discipline report		detention + in-school suspension
2nd discipline report		detention + in-school suspension
3rd discipline report		detention + in-school suspension + discipline probation
4th discipline report		out-of-school suspension until student-parent-teacher- principal conference can be arranged
5th discipline report		student enrolls elsewhere

The principal is given the authority to immediately suspend a student for any serious offense, regardless of the number of previous incidents.

RETENTION

In an attempt to provide all students with the opportunity to achieve success in school, retention may be required. The following procedure will be followed:

1. Consideration will be given to all of the following areas of a student's development:
 - Classroom performance
 - Attitude, work habits, and behavior
 - Test results
 - Apparent mental, physical, social, and emotional maturity
 - Attendance and health
 - Previous retention
2. If a problem presents itself before the first regularly scheduled parent-teacher conference, the classroom teacher will be expected to discuss the situation with the parent at that time.
3. If a problem presents itself after the first but before the second parent-teacher conference, the classroom teacher will be expected to notify the parent in writing of any deficiency and to request a conference with the parent.
4. By the middle of the third quarter, the classroom teacher will submit in writing to the principal the name of any student being considered for retention and the reason for such consideration.
5. The principal will then convene a staffing before the end of the third quarter that includes the parent and all teachers working with the student. A decision regarding retention will be made at this staffing.
6. Should the parent disagree with the decision, an appeal may be made to the School Board. The principal, classroom teacher, and parent will be expected to attend the regular or specially called School Board meeting at which the appeal will be considered.

Date: ___/___/___

Student: _____ Grade: _____ Birthdate: ___/___/___ Age: _____

Gender: (check) M F Ordinal Position: (circle) 1st 2nd 3rd
Youngest Only Team Members:

ACADEMIC PROGRESS AND SCHOOL HISTORY YES/NO

1. Does the student read below minimum grade level expectations?
- 2.
3. Does the student perform below minimum grade level expectations in math?
4. Did the student perform below average on the most recently administered standardized test?
5. Is the student's school attendance record irregular?
6. Has the student attended several schools?
7. Has the student been retained previously?

WORK HABITS AND SKILLS

1. Does the student have difficulty progressing independently?
2. Does the student have difficulty following directions?
3. Does the student exhibit a lack of concentration?
4. Does the student exhibit a lack of motivation for learning?

HEALTH AND PHYSICAL MATURITY

1. Does the student's health record indicate a health problem?
2. Did the student's most recent vision screening indicate a vision problem?
3. Did the student's most recent hearing screening indicate a hearing problem?
4. Does the student have a speech impediment?

5. Does the student have a visible physical disability?
6. Does the student have a history of serious illness or accidents?
7. Does the student have difficulty with muscle control and coordination in work and play?
8. Is the student's size a consideration?

SOCIAL MATURITY

1. Is the student's behavior a problem?
2. Is the student's adjustment to or acceptance in the class a problem?
3. Does the student seek older playmates?
4. Does the student seek younger playmates?
5. Does the student prefer "solo" play?

LIBRARY: OPERATING GUIDELINES

1. A library schedule will be developed annually by the faculty to accommodate both classroom visits to the library and individual student use of the library.
2. A librarian will be contracted--or a volunteer appointed--by the School Board annually to oversee the operation of the library.
3. The librarian will annually procure volunteer library workers to staff the library for scheduled library hours.
4. The librarian, with help from library workers, will organize the library in a manner that effectively meets the needs of students and will teach the organization scheme of the library to the students.
5. Two library workers will be on duty for classroom visits. The classroom teachers will escort their classes to the library but will not be expected to supervise the visits. The classroom teachers, however, must remain in their classrooms at the time of class visits in case any student must be escorted back to the classroom by a library worker due to lack of cooperative use of the library.
6. Library time is to be used for: (a) checking out books and/or other media available for general student use, (b) story time provided or arranged by a library worker or teacher, research for a student assignment or project, and/or (d) individual silent reading.
7. Behavior that enhances the above purposes of the library will be expected of students using the library. Any student not behaving in a cooperative manner will be escorted back to the classroom by a library worker.
8. Whenever possible and appropriate to grade, story time will be done weekly for classroom visits.
9. Generally, teachers will escort their classes to the library for classroom visits, and library workers will escort the students back to their classrooms after their visits.

MEDIA SELECTION AND REVIEW COMMITTEE

A. APPOINTMENT OF COMMITTEE

A Media Selection and Review Committee will be appointed annually by the School Board. The committee will include one School Board member, the school librarian, one parent who is not working in the library, and two faculty representatives chosen by the faculty. The principal will serve as advisor to the committee.

B. PURPOSE OF MEDIA SELECTION AND REVIEW COMMITTEE

The Media Selection and Review Committee will:

Select materials for the library according to the following criteria:

Library materials must reflect Christian values or share literature or information that does not undermine Christian values.

Library materials must uphold our school mission to nurture children in their faith and to develop their abilities to the fullest, including the ability to read, listen, and view with Christian discernment.

Remove materials from the library according to the following criteria:

Materials can be removed from the library if they are outdated and scheduled to be replaced with current volume(s) or if they are unread in the past three years.

All materials removed from the library will be turned over to the faculty for potential use in classroom libraries.

Removed materials not used in classrooms can be donated to charity or sold at a school garage sale.

Generally be convened by the librarian when it is time to select or remove materials- but can also be convened at the request of any member of the committee or the School Board. The School Board will make the final decision in any matter unresolved by the Media Selection and Review Committee or appealed to the School Board.

REVIEW OF RESOURCES: COMPLAINT AND REVIEW PROCEDURES

A. INITIATING A COMPLAINT

When materials contained in the educational program of Martin Luther School are challenged as to merit, they will be carefully reviewed in light of specific objections which have been raised. A complaint form will be available in the school office and will be sent to the complainant, together with a brief letter from the principal regarding the procedure to be followed. The complainant should be notified by the principal that the form has been received and review of the objectionable material is commencing.

B. ROLE OF MEDIA SELECTION AND REVIEW COMMITTEE

The Media Selection and Review Committee will meet as a complaint is filed. The committee will hold a private session with the concerned party, who will be required to submit written documentation of the concern. The review committee will decide whether an open hearing will be conducted on the issue and announced to the parents of Martin Luther School children.

If an open hearing is conducted, the procedures listed below will be followed:

1. Persons who wish to testify on the issue will submit written documentation of their positions to the committee.
2. The committee will have the right to question presenters but are not to discuss the merits of the argument.
3. The committee will reconvene upon completion of the testimony to consider the testimony and documents received and to make an evaluation of the material in question.
4. At the completion of their deliberation, the committee will make a report to the School Board, with supporting documentation and suggested course(s) of action.
5. The committee will submit all accumulated documentation, notes, testimony records, and meeting minutes to the Board for filing.

If the committee decides not to hold an open hearing, it will accept written documentation and hear testimony from any concerned person, for or against the material in question, prior to meeting to evaluate the material. Persons who give testimony will be asked to submit their concerns in writing. Such documentation will be considered when evaluating the material. Steps 3-5 from above will then be followed.

The School Board will make a final decision in the matter after the Media Selection and Review Committee has completed its work.

MATH LEAGUE

Math League, an enrichment program to challenge middle and upper grade students with high mathematics ability, will be offered annually at Martin Luther School if a qualified instructor/sponsor is available. Students participating in **Math League** must meet **two of the three following criteria:**

1. Academicability.

- a. Students must have scored a minimum of 90% (national percentile ranking) on the math composite of their most recent standardized test--or score a grade equivalent two grades higher than the norm on the math composite of the same test.
 - b. In addition, students must have received an **A** in math for the previous quarter.
- 2. Teacher recommendation.** The recommendation must come from the student's previous or current math teacher.
- 3. Parent recommendation.** The recommendation must come from one parent/guardian of the student.

Students will be enrolled in Math League according to the following procedures:

1. Returning **Math League** participants will automatically be enrolled if they still meet two of the three criteria.
2. New students in fifth grade and above will be enrolled as soon as they have met two of the above criteria.
3. Students in fourth grade will be enrolled after the first quarter if they meet two of the above criteria.

DRESS CODE FOR EARLY CHILDHOOD

A. Dress Code Standard

Martin Luther School students will dress in a manner that reflects Christian training and does not disrupt or distract from the educational process.

B. Parental Responsibility

Dress can influence the attitudes and study habits of students within a classroom. Parents/guardians have prime responsibility for selecting or approving clothing for children to wear to school. Standards of neatness, cleanliness, size suitability, decency, and weather appropriateness must be considered. While clothing is to be neat, clean, and modest, it must also be functional for daily school activity - including physical education and play.

C. Specific Cosmetic and Clothing Issues

Tasteful use of age appropriate jewelry and makeup is permitted. Students are not to have unnaturally colored or dyed hair. Only ear piercing may be visibly displayed. Other forms of body piercing and visible tattoos are not acceptable at school. Hats may be worn to and from school and at recess - but not during the school day. Girls should wear tops that cover their waists and wear shorts under dresses and skirts. Spaghetti straps are not allowed. On cold days, students may not be allowed to play outside if they do not have coats, headwear, and hand wear appropriate for the conditions.

D. Footwear

Footwear that is practical for daily, safe play is our standard. We want children to be safe in play and also maintain our gym floor. Students should wear gym shoes every day, leave a pair of gym shoes at school, or bring gym shoes on days when they wear other footwear.

This will ensure safer footing in both indoor and outdoor play. On days when snow is on the ground, children may not be allowed to play in the snow unless they are wearing boots or have a second pair of shoes at school.

E. Addressing Inappropriate Clothing and Appearance

School personnel (especially principal and teachers) reserve the right, in regard to clothing and appearance that do not meet these guidelines, to:

1. Call the parent/guardian to bring a different clothing item.
2. "Mask" an inappropriate message.
3. Remove an inappropriately dressed child from the classroom.

Dress Code for K-8

Martin Luther School has adopted a school uniform policy for the purpose of promoting a positive effect on our school climate. Uniform policies have long been used in various schools to project an atmosphere of uniformity, pride, loyalty, and equality among the student population. The uniform policy enhances school spirit and pride, presents a positive school image to the community, promotes student achievement, and creates an orderly learning environment.

When a student has a dress expectation problem, they will be guided to solve the problem in a loving way before attending/returning to the classroom.

GENERAL GUIDELINES FOR ALL STUDENTS

- Clothing must not be torn, frayed, or dirty.
- Hats, headscarves, and sunglasses may not be worn in the building.
- Permanent or temporary tattoos are not permitted.
- Writing on the skin is not permitted.
- Appropriate under garments are to be worn at all times.

Sweatshirts, and Fleece

- Purchased from Martin Luther School
- Variety of solid colors
- Stitched or printed with Martin Luther School logo

Shirts and Blouses

Solid navy blue, solid white, solid yellow, solid grey, solid red shirts with collars.
Shirts must have collars and sleeves.

Martin Luther Shirts, sold through the school, do not need collars, and maybe worn everyday

Slacks, Capris, Shorts, Skorts, Skirts, Scooters and Jumpers

- Solid color khaki, navy, black, gray
- Tailored or elastic back casual dress or dress slacks-twill or corduroy
- Worn at the natural waistline
- Skirts/scooters/skorts/jumpers/shorts worn at an appropriate length (3 inches above the knee)
- Athletic or spandex shorts must be worn under skirts and jumpers
- Grades 5-8: Items with belt loops require solid color belts that are elastic, leather, or leather-like

Shoes

- Tennis shoes ONLY
- Non-marking soles
- No wheels

PE. shoes must be tennis which tie or velcro

Hair and Accessories

- Boys' hair may not extend past eyebrows in front
- Girls' hair accessories are modest and not distracting
- All hair remains one of the four natural colors: black, brown, red, or blonde
- Earrings may be worn by girls only and do not extend below the ear lobe

Additional Notes

- Solid-color sweaters may be worn.
- MLS provides a full line of uniform apparel for interested families. Only the vendor issued shirt is required.
- Every Friday is MLS Spirit wear Friday unless noted otherwise. MLS Spirit t-shirts may be worn.
- General rules for skirts, scooters, skorts, jumpers, and shorts include mid-thigh & not more than 3" above the knee.
- No hats or sunglasses inside during the school day or by participants at extra-curricular activities.
- Jackets do not require a MLS logo, but they may not be worn inside the classroom
- All fleeces and sweatshirts worn on campus must have a MLS logo, and they may be worn inside the classroom.

In addition, we have identified one day every month as a non-uniform day, entitled "Casual for a Cause" days. On these days, students may opt to come to school dressed in non-uniform – but appropriate! – clothes along with a \$1 bill to donate to a specified cause. This variable cause can range from a chapel mission project to a special student assembly to another yet to be determined suitable cause. On these days, it is our intention to hold our students to a Biblical, high standard for their dress. MLS encourages parents to see that their children dress in a God-pleasing manner for school. MLS maintains the position that parents have the responsibility for determining the school dress of their own children as long as it: -jeopardizes neither their own child's health and safety, nor that of others, -does not disrupt the teaching/learning process or create school disorder, -is not immodest in any respect -does not call attention to themselves.

The teachers and principal have the responsibility for seeing that each student stays within the limitations of dress and appearance set by these four boundaries of health, safety, order, and modesty. Teachers will communicate their concerns to the principal. The principal may have the student change inappropriate clothing or contact the parent. If there is any question as to whether a parent should allow their child to wear a particular item of clothing to school, we recommend that the item in question not be worn.

ACADEMIC STANDARD

A. Academic Standard

Martin Luther School students will complete school work to the best of their ability and will maintain a cumulative grade point average of 2.0 (out of 4.0) - or better.

B. Academic Probation

1. Quarter grades will be averaged to determine grade point averages. Students not maintaining a cumulative active grade point average of at least 2.0 will be placed on academic probation.
2. An exception will be made for a student who has completed all work and has, in the judgment of the teacher, done it in a satisfactory manner.
3. Students on academic probation will not be eligible to participate in extracurricular activities.
4. Students who finish the year on academic probation may not be promoted to the next grade.

COMPUTER AND INTERNET ACCESS

Purpose of Policy: To provide guidelines for responsible computer and Internet use.

Internet Access Allowance: Students at Martin Luther School will be allowed to use the school's computers under the supervision of school personnel or other approved adult to gain access to the Internet. This access is sanctioned for designated computers that are connected to the Internet and are equipped with the appropriate dial-up capabilities to our local Internet Service Provider. To gain access to the Internet, students must obtain parental permission and sign and return the *Computer and Internet Access User Agreement and Parental Permission Form*.

Rationale for Guidelines: Internet access enables students to explore many avenues of information and to exchange messages with other Internet users. While adult supervisors will guide students toward appropriate Internet sites, families are warned that the Internet contains items that are illegal, defamatory, inaccurate, and offensive to Christians. While our intent is to make Internet access available to further educational goals and objectives and to apply technology to the practice and proclamation of the Gospel, students may accidentally or attempt purposefully to access offensive materials. We believe that the benefits of accessing information resources and opportunities for collaboration will exceed the risks if students use the computers under adult supervision and in compliance with this policy. Ultimately, though, parents/guardians of minor children are responsible for establishing and communicating Christian values, including the standards that children should follow when using media and information sources. To that end, each family has the right to decide whether or not to apply for access.

CONDUCT CODE FOR COMPUTER AND INTERNET ACCESS

General Guidelines: Computers are provided at Martin Luther School for conducting research and communicating with others. Teachers may permit students under their supervision to use the Internet to the extent they deem appropriate to accomplish school tasks. Staff and students who use school computers are expected to conform to the guidelines of this policy and to maintain Christian standards in accessing the Internet.

Use of Martin Luther School computers and access to the Internet during non-school hours may be granted or denied by the principal and other approved personnel to the extent that such use is needed for school tasks and cannot be provided during the regular school day. Internet access is not permitted during After-School Care, unless specifically approved by the principal.

All users are expected to understand that Internet access is a privilege, not a right. Access to Internet services is given only to those who agree to act in a manner that reflects Christian values. Maintaining that access requires evidence of responsible

Internet use and can be revoked for inappropriate conduct. Examples of inappropriate conduct include using the Internet for unlawful or malicious activities, including the misrepresentation of oneself, Martin Luther School, and Immanuel Lutheran Church in communications. Sending, forwarding, or soliciting offensive or harassing statements is prohibited in both public and private messages.

All users should use the Internet responsibly and refrain from any practices that would jeopardize computer security. Users must abide by existing confidentiality, information security, and software licensure policies in their use of the Internet. Users must comply with copyright laws by refraining from sending or receiving any copyrighted material over the Internet.

Within reason, freedom of speech and access to information will be honored. However, computer storage areas are school property and therefore subject to search. The principal and other adult supervisors reserve the right to review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Martin Luther School computers.

SPECIFIC GUIDELINES

In addition to the general guidelines above, users must abide by the specific guidelines that follow.

1. Do **not** interfere with another person's computer work by degrading or disrupting any system hardware or software component, vandalizing or trespassing in another's files, or using another's work and calling it your own.
2. Do **not** give out personal information without permission from an approved adult supervisor. Examples of such information are your name, address, telephone number, parent work address or telephone number, and name and location of our school.
3. Do **not** enter chat areas without permission.
4. Do **not** fill out and submit questionnaires without permission.
5. Do **not** fill out and submit forms accompanying advertising without permission.
6. Use the **BACK** button to leave any controversial or offensive site. Immediately report the occurrence to your adult supervisor.

E-MAIL AND DOWNLOADING GUIDELINES

Requesting E-Mail Addresses

Requests for Internet E-Mail addresses must be cleared by the principal.

User File Transfer Responsibilities: Users may not download files nor open attachments to E-mail unless cleared by the principal (or appointed technology coordinator) to do so.

User E-Mail Responsibilities: Users must not send any sensitive information without approval from the principal. Internet E-Mail is not a secure communication channel. The guideline noted in the **User File Transfer Responsibilities** should be followed for any files requiring downloading or received as attachments to E-MAIL. E-Mail should be checked routinely and unwanted messages deleted promptly.

**COMPUTER AND INTERNET ACCESS:
User Agreement and Parental Permission Form**

As a student user of the computers at Martin Luther School, I have read and understand the Conduct Code for Computer and Internet Access. I understand that Internet access and e-mail are privileges which may be revoked, temporarily or permanently, at any time if I do not follow the given rules. As a user of Martin Luther School's computers, I hereby agree to comply with all designated rules and guidelines.

Student signature: _____ Grade: _____ Date: _____

As a parent or legal guardian of the student signing above, I grant permission for my child to access computer services, such as Internet access and E-mail, at Martin Luther School. I have read the Conduct Code for Computer and Internet Access. I understand that it is impossible for the Martin Luther School staff to monitor or restrict all controversial materials because, if found, they will most likely occur during normal research or communication. Should I become concerned about what my child is accessing on the Internet, I understand that I can terminate this approval by contacting the Martin Luther School principal.

Parent/guardian signature: _____ Date: _____

ATHLETICS**A. Philosophy**

Interscholastic athletics can be an integral part of the school's educational program when carried out in proper perspective. Competition is recognized as an essential characteristic of athletics; however, winning does not determine the total value of the athletic program. Values of participation, teamwork, and sportsmanship are expected to prevail. Participants should have the opportunity to enjoy the physical activity of athletics and to grow in physical ability, self-confidence, self-respect, and respect for others. Athletics should also promote high standards of behavior and moral development, and they should provide learning experiences that will allow participants to accept physical activity as a worthy and healthy, life-long leisure-time pursuit. To those ends, then, Martin Luther School participates in interscholastic athletics with Lutheran, private, and public schools.

B. Organization of teams and playing time

Martin Luther School will sponsor interscholastic teams at the 7-8, 5-6, and 3-4 grade levels -or combinations of these grades -as opportunities are available. Participants will receive playing time in all non-tournament events, provided they are academically eligible, have been regular in practice attendance, and have cooperatively shown a willingness to improve their individual and team skills. Teams will be allowed to compete for tournament titles without constraints placed on playing time; however, coaches will do their best to provide all participants with the opportunity to experience tournament play.

C. Weekly event limit

Teams with students in grades 5 and up are normally limited to four (4) practices and/or events per week (with a weekend tournament counting as one). Teams with students below grade 5 are normally limited to three (3) such events. This is to allow for facility use for all teams and to recognize that families have other activities in their lives in addition to school athletics.

D. Non-school participants

Students who do not attend Martin Luther School, but wish to participate in Martin Luther School athletics, will be given consideration according to the following criteria:

1. The student must be a member of Immanuel Lutheran Church.
2. The student must be attending Sunday School (and Midweek School if in grades 6-8).
3. The student must have and maintain a 2.00 GPA (or better) in academic work.

4. A written request from the student's family to the School Board must be made prior to the start of the season for which inclusion is requested.
5. Consideration will be given when the number of Martin Luther School participants is inadequate to fill a roster.
6. Each case will be reviewed individually by the School Board.

E. Eligibility

1. Participants remain eligible by:
 - a. meeting classroom expectations of teachers and maintaining a 2.00 GPA or better;
 - b. employing Christian conduct during practice and games, as well as in school and other places;
 - c. displaying a cooperative attitude;
 - d. initiating solutions to problems - not creating them;
 - e. attending practices and games regularly (parental excuse provided for any absence).
2. Academic eligibility will be determined at each reporting of grades. A student not maintaining a 2.00 GPA at the end of a midterm or quarter will be ineligible until the next reporting of grades. The participant will not be allowed to practice or compete during the period of ineligibility.
3. It will be the responsibility of the athletic director in consultation with the principal to notify the family and coach of any participant declared ineligible. It will be the family's responsibility to work with all authorities involved to develop a program of remediation if it is necessary.
4. The school administration reserves the right to individually review all instances of ineligibility to determine what action best serves the individual in relation to the school's mission.

F. Participation fee

A participation fee set by the school administration is requested of each participant to help establish a fund for gifts for coaches to thank them for their time and efforts.

G. Athletic director

The School Board will hire an athletic director who will work with the board and principal to oversee the athletic program and carry out the established policies. A job description outlining the duties of the athletic director is found in the school's Operations Manual.

H. Athletic coaches

Coaches will be appointed by the athletic director and will be persons who subscribe to the mission and policies of Martin Luther School, especially to the philosophy of athletics detailed in this policy. A job description outlining the duties of coaches is found in the school's Operations Manual and will be provided to coaches by the athletic director at the time their appointment is discussed with them.

I. School Board Review

Any of the above policy for which conflict arises will be mediated by the School Board.

CODE OF ETHICS FOR ATHLETICS

Martin Luther School desires that student-athletes blend individual talents into team effort, learn self-control in emotional situations, graciously accept both victory and defeat, and enjoy participation in athletics both now and in the future. To these ends, then, the purposes of our athletic program are:

1. to provide a positive, Christian atmosphere for our students to participate in interscholastic athletics;
2. to promote the qualities of good sportsmanship;
3. to teach the participants the fundamentals of sports and to allow them to practice these skills so that they advance in ability;
4. to ensure that equal opportunities are provided for both boys and girls;
5. to ensure that young athletes have the opportunity to compete against others within their own age and ability group;
6. to promote school spirit by providing quality athletic contests which generate enthusiasm and pride;
7. to promote parental involvement and spectatorship.

To ensure a positive environment and experience for all involved in an athletic contest, we prescribe and will uphold the following guidelines for spectators:

1. Be models of good sportsmanship.
2. Cheer enthusiastically for your team when appropriate, and no booing, please.
3. Show the officials of the game and opposing coaches and teams proper respect.

May all we think, say, and do be to the glory of God!

School Telephones

School telephones are designated for official and emergency use only. During school hours, parents/guardians are requested to call the school only when necessary. When an emergency does arise, school personnel will handle messages in a manner appropriate to the situation.

Students needing to use a school telephone must secure the permission of a member of the school staff. Parents/guardians should observe the same courtesy when they want to use a school phone.

Cell Phones

Cell phones may not be used by students during the school day. Teachers should not use cell phones during times they are directly responsible for instructing and/or supervising students - except for emergencies or for teaching opportunities.

HEALTH AND SAFETY

IMMUNIZATIONS

Students enrolled at Martin Luther School are required to have on file at the school office-- before attending class--verification that they have received such tests and immunizations as are deemed necessary by, or are otherwise in compliance with the rules and regulations of. The Missouri Department of Health.

ADMINISTRATION OF MEDICATION

Parents are requested to administer all medications at home. Any medication specifically prescribed for chronic illness, prescription or over-the-counter, requiring administration during school hours may be given by trained school personnel according to the following procedures, which must be adhered to strictly.

Procedures:

1. A physician must provide a written request that the medication be given during school hours. The request must include the name of the prescription, reason for medication, schedule and route of administration, adverse effects, and any emergency instructions that may be applicable. Forms for such requests are provided by the school office and must be renewed annually.
2. A signed parental permission form, also provided through the school office, must be submitted by the parent requesting that the school staff administer the medication. This form must also be renewed yearly.
3. Medications must be brought to the school in the original container, appropriately labeled by the pharmacy or physician, and is to include only that medication to be given during school hours. **The parent guardian must administer the first dose.**
4. A log will be kept of all medications administered by school personnel. The log will include the student's name and grade, the date and time the medication is given, the dosage amount, and the signature or initials of the staff member administering the medication.
5. All prescription medications will be kept in a locked cabinet or drawer in the student's classroom or school office.
6. Routine non-prescription medication will not be administered by school personnel.
7. No medication will be administered as part of any first aid measure unless recommended for a life-threatening situation.
8. All medication must be picked up by the parent when no longer required and/or at the end of the school year.

ILLNESS PREVENTION RULES

In order to prevent the spread of illness throughout the school, the rules will be followed.

A child must not come to school if he/she:

- has fever or has had fever in the last 24 hours.
- Fever is defined as an oral temperature of 100 degrees Fahrenheit or above.
- A child documented as having a fever at school will not be admitted the next day.
- is vomiting or has vomited in the last 12 hours.
- has a rash (other than allergic).
- has a red or sore throat.
- has reddened, running or swollen eyes (again, excluding allergic conditions).
- has an infection requiring antibiotics and has not yet been on the medication for a full 24 hours.
- Taking antibiotics for 24 hours reduces communicability.
- Time is the issue, not the number of doses.
- has diarrhea.

LICE CONTROL

Any child identified as having head lice at school will be immediately isolated and must be picked up by the parent/guardian as soon as possible. The child must be treated with a suitable product suggested by a physician or pharmacist and must be nit free to return to school.

COMMUNICABLE DISEASES

Parents are required to report communicable diseases to the school office. Common communicable diseases that are to be reported include: strep, head lice, chicken pox, measles, mumps, and rubella.

EMERGENCY ILLNESS AND INJURY

Emergency Care

Martin Luther School requires parents/guardians to provide emergency information for the care of their children. In the event of an emergency, a member of the school staff will contact the parent/guardian. If the parent/guardian--or any designee of the parent/guardian--is unavailable, the school will acquire needed assistance through local emergency services.

PARTICIPATION IN PHYSICAL ACTIVITY

When a child is unable to participate in physical activity such as physical education and recess, the parent/guardian must provide the classroom teacher with a written note or direct verbal message stating the reason the child is unable to participate in physical activity or is unable to go outside. A written note or direct verbal message to the classroom teacher is also needed for the child to resume participation.

EXPOSURE CONTROL PROGRAM FOR BLOODBORNE PATHOGENS

Policy Statement and Scope

It is the policy of Martin Luther School to provide a safe and healthful workplace for our employees. This policy and procedure will provide a method to safeguard our employees from being occupationally exposed to blood and other potentially infectious materials (OPIM) during first aid and emergency situations. It is also the intent of this policy to comply with federal OSHA requirements listed in 29 CFR 1910.1030.

This policy applies to all individuals who in a first aid or emergency situation have the potential for being exposed to blood and OPIM when responding solely to injuries resulting from workplace incidents. This policy also applies to custodial personnel who are directly responsible for the cleanup of an incident site after an accident or injury.

GENERAL PROGRAM MANAGEMENT

Responsible Persons

The principal, teachers, and custodial staff are central to the effective implementation of our Blood borne Pathogens Program.

The Principal will be responsible for the overall management and support of our facility's Blood borne Pathogens Program. Activities delegated to this position include but are not limited to:

1. Primary responsibility for implementing the Exposure Control Program for the entire school;
2. Working with employees to develop and administer any additional blood borne pathogens related policies and practices needed to support the effective implementation of this plan;
3. Looking for ways to improve the Exposure Control Program, as well as to revise and update the plan when necessary and to assure that a new plan is adopted by the board and signed annually;
4. Collecting and maintaining suitable reference materials;

5. Acting as the school liaison in the event of an OSHA inspection;
6. Conducting periodic checks to insure compliance with the Exposure Control Plan and the availability and caliber of the equipment for use in the event of an incident;
7. Maintaining an up-to-date list of personnel requiring training;
8. Accessing and assisting staff to access education and training provided by the Missouri District School Health Consultant, as necessary.

The Teachers and Custodial Staff have the most important roles in our Blood borne Pathogens Program, for the ultimate execution of much of the program rests in their hands. In this role they must perform the following:

1. Know which tasks they perform that may have occupational exposure;
2. Attend the training sessions;
3. Plan and conduct all procedures in accordance with our work practice controls;
4. Develop good personal hygiene habits.

A. Availability of the Exposure Control Plan to Employees

To assist employees with their efforts, our school's Exposure Control Plan is available at any time for review. Employees are advised of this availability during the first staff meeting after it has been approved by the School Board and signed. Copies of the Exposure Control Plan are kept on file in the principal's offices, and a duplicate copy is filed in the office of the Missouri District School Health Consultant.

B. Plan Review and Update

To keep our Exposure Control Plan up-to-date and to comply with OSHA regulations, the plan will be reviewed and updated before being approved by the School Board and signed by the Board Director. This will be accomplished:

1. Annually, before school commences each fall;
2. Whenever new or modified tasks and procedures are implemented which could affect occupational exposure of our staff;
3. Whenever our employees' job descriptions are revised such that new instances of occupational exposure may occur;
4. Whenever we establish new positions within our staff that may involve exposure to blood borne pathogens.

Exposure Determination

OSHA requires employers to conduct an exposure determination concerning which employees may incur occupational exposure to potentially infected material. This determination is made without regard to the use of personal protective devices and the employee is considered exposed even if they are wearing personal protective devices. At Martin Luther School the following personnel have the possibility of an occupational exposure to blood borne pathogens:

A. High Risk: None

B. Occasional exposure (low risk):

1. Principal
2. Secretary
3. Teachers (designated first aiders)
4. Aides and after-school personnel (designated first aiders)
5. Custodians

C. Job Classification Task

Principal:

- 1st aid for lacerations, abrasions, direct abrasions, other Lesions, injuries or incidents where blood may be present.
- First aid for avulsed teeth.
- Clean up of accident sites.
- Clean up of vomitus.

Secretary (as above)

Teachers (as above)

Aides and after-school personnel (as above)

Custodians:

- Clean-up of first aid areas.
- Clean-up of accident sites. Clean up of vomitus.
- Cleaning restrooms.

Methods of Compliance

We understand that there are a number of areas that must be addressed in order to effectively eliminate or minimize exposure to blood borne pathogens in our facility. These areas consist of the following:

A. Universal Precautions

Universal Precautions will be observed at our faculty in order to prevent contact with blood or other potentially infectious materials. All blood or OPIM will be considered infectious regardless of the perceived status of the source individual.

Gloves

1. will be worn when touching blood or other body fluids, mucous membranes, non-intact skin, or handling items or surfaces soiled with blood or other body fluids. Gloves will be disposed of after a single use.
2. Hands or other skin surfaces will be washed immediately if contaminated with blood or other body fluids. Hands will also be washed immediately upon glove removal.
3. Any contaminated items such as razor blades, knife blades, broken glass or equipment will be disposed of in a puncture and leak-proof container after having been treated with a 1:10 bleach solution for 30 minutes.
4. To minimize exposure to body fluids during CPR, non-reflexive breathers or other disposable aids will be used.
5. If clothing is contaminated, it is to be removed as soon as possible.
6. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lens are prohibited at the time first aid is performed.

B. Engineering Controls

Engineering controls help to eliminate or minimize employee exposure to blood borne pathogens. At our school the following engineering controls will be utilized:

1. All materials used to cleanse or treat bleeding areas or areas with OPIM will be soaked in a 1:10 bleach solution for 30 minutes and then disposed of in a lined waste receptacle.
2. Non-permeable containers will be used to dispose broken glass, exacto blades, or other sharp objects used in art or science classes.
3. Non-permeable containers and other appropriate disposal bags (quality zip-lock bags) for potentially infectious waste will be utilized.
4. Hand-washing facilities are readily accessible to the employees who may incur exposure to blood or OPIM. If it is not possible to have readily accessible hand-washing facilities, hand cleansers and/or towelettes will be provided. Hand-washing facilities are provided in all restrooms or areas where first aid may be dispensed.

C. Personal Protective Equipment

Personal protective equipment is our employees' "last line of defense" against blood borne pathogens. Our school provides, at no cost to the employees, the personal protective equipment they need to protect themselves against exposure. This equipment includes but is not limited to:

1. Disposable latex or PVC gloves.
2. Resuscitation masks, with one-way valves, for all persons trained to administer CPR

The principal is responsible for ensuring that all designated first aiders and staff have appropriate personal protective equipment available.

Personal protective equipment is chosen based on the anticipated exposure to blood or OPIM.

To insure that personal protective equipment is not contaminated and is in the appropriate condition to protect employees from potential exposure, our school adheres to the following practices:

1. All personal protective equipment is inspected periodically and replaced as needed.
2. CPR masks are replaced as soon as possible after use.

To insure equipment is used as effectively as possible, our employees adhere to the following practice When using their personal protective equipment:

- All potentially contaminated equipment is removed prior to leaving the area.
- Disposable gloves are replaced as soon as practical if they are torn, punctured, or otherwise lose their ability to function as an exposure barrier. Reusable utility gloves are used only once and then are soaked in a 1:10 bleach solution for 30 minutes, rinsed, and allowed to dry before reuse.

D. Housekeeping

Maintaining our school in a clean and sanitary condition is an important part of our Exposure Control Plan. Our cleaning staff employs the following practices:

1. Any surface or equipment contaminated with blood or other body fluids will be cleaned as soon as possible.

2. Employees will use paper towels to remove the visible materials and then decontaminate using a 1:10 bleach solution (i.e., 1 cup bleach to 10 cups water).
3. Cleaning products and materials used to clean any area where blood or OPIM are involved will be treated for 30 minutes with the same 1:10 solution before being discarded or rinsed and washed.

The Principal works with the Board of Church Properties for setting up our cleaning schedule and insuring its effectiveness within our school.

Hepatitis B Vaccination, Post-exposure Evaluation and Follow-up

A. Hepatitis B Vaccination

To protect our employees as much as possible from the possibility of a Hepatitis B infection and to comply with OSHA regulation 29 CFR 1910.1030, Hepatitis B immunization will be offered to all employees determined to possibly be at risk of exposure to blood or OPIM. This will be offered at no cost to them.

1. Employees who decline the Hepatitis B vaccine will sign a waiver (provided at the time of training). Employees who initially decline the vaccine, but who later wish to have it, may request and receive it at no cost to the employee.
2. The principal will be responsible for keeping the recorded consent/waiver forms.

B. Post Exposure Evaluation and Follow-up

1. If one of our employees is involved in an incident where exposure to blood or OPIM may have occurred, we will immediately:
 - a. Investigate the circumstances surrounding the incident;
 - b. Insure that our employee receives medical consultation and treatment (if necessary) as quickly as possible.
2. The principal will be appraised of every exposure incident that occurs in our school and as necessary will investigate the incident, including:
 - a. Where, when, and how the incident occurred;
 - b. What potentially infectious material was involved;
 - c. Source of the potentially infectious material;
 - d. Circumstances surrounding the incident;
 - e. Personal protective equipment being used (if any);
 - f. Action taken.

3. This information will be evaluated and documented.
4. Our follow-up process consists of:
 - a. The employee is provided with documentation regarding the routes of exposure and circumstances under which the incident occurred.
 - b. The employee is referred to their own Primary Health Care Provider.
 - c. The Primary Health Care Provider is expected to provide the employee and the school with a written copy of his/her recommendations.
 - d. Recommendations of the Primary Health Care Provider are implemented at no cost to the employee.

Labels and Signs

No biohazard labels, tags, or marked containers should be needed in the school. However, custodial staff will be provided with plastic liners for all waste receptacles, as well as disposable PVC or latex gloves for use when closing and disposing of waste receptacles. Universal precautions will be observed in the closure and disposal of all waste products, and waste products will be disposed of daily.

Information and Training

- A. All employees determined to have potential for exposure to blood borne pathogens will attend a yearly training program. The training sessions will be conducted by the Missouri District School Health Consultant. This training will be done in a classroom setting and will include personal instruction and employee handouts. Time will be allotted to provide the attendees ample opportunity to ask questions and interact with the instructor.
- B. The principal is responsible for seeing that all employees who have any potential for exposure to blood borne pathogens receive this training.
- C. Training will be provided to all principals and designated first-aiders, and custodians at the time of hire and at least yearly thereafter.
- D. Training will include but not be limited to those topics listed on the blood borne training and retraining sheets.

Recordkeeping

- A. The Missouri District School Health Consultant will maintain training records containing the following information for 3 years:
 1. Dates of all training and retraining sessions.
 2. Contents/summary of training sessions.
 3. Name and qualifications of the instructor.
 4. Name and job titles of the attendees.

INSTRUCTION

- B. The principal will maintain records concerning specific employees attending training sessions, immunizations received, immunization waivers, exposure incidents, and follow-up. These will be kept for 30 years after termination of employment of the employee.

- C. All training and employee records are available for examination and photocopy by employees and their representatives, as well as OSHA and its representatives.

CHILD ABUSE REPORTING

Martin Luther School abides by the Missouri State Child Protection and Reformation Act (RSMO 210) and requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child to report their concerns to the Missouri Department of Family Services.

WORKING WITH EXTERNAL AUTHORITIES AND AGENCIES**A. Police Department**

When a police officer desires to contact a student, the officer will be requested to confer with the student at a time when the student is not under the jurisdiction of the school. The following steps will be taken to cooperate with the police department:

1. The officer will be expected to provide proper identification.
2. The principal will contact a custodial parent or guardian to communicate the interest of police authorities to question the student.
3. If a custodial parent or guardian is contacted, the parent or guardian must be present or give consent for the principal to be present during the conference if it is to be held at the school.
4. If all efforts to contact a custodial parent or guardian are unsuccessful, the principal will instruct the police to contact the custodial parent or guardian and conduct the questioning when the student is not under the jurisdiction of the school.
5. Whether or not parent consent for questioning is granted, a police officer (or other authorized law enforcement official) may take a student into custody or make a lawful arrest of the student if the officer possesses either an order signed by a judge of the juvenile court authorizing the officer to take the student into custody or a warrant to arrest the student.
6. An officer of the juvenile court need not have a warrant if the officer has reason to believe that a student has committed a violation of law. The officer's oral statement regarding the violation will be considered sufficient, although a witness to this effect is desirable. If the student is arrested or taken into custody at school, the principal is expected to make every effort to notify a custodial parent or guardian immediately.

B. Department of Social Services

The same procedures will be followed in working with the Department of Social Services, except in cases in which a custodial parent or guardian is suspected of child abuse or neglect. In such cases, the parent or guardian will not be contacted, and the principal will monitor the questioning and any transfer of custody that takes place at school.

FIELD TRIPS

Martin Luther School students will take field trips to enrich their school experiences. The safety of students in travel will be given prime consideration when planning field trips. Whenever possible, contracted bus transportation, or authorized means of public transportation, will be utilized.

Use of Private Vehicles

When contracted or authorized public transportation is not available, the use of privately owned vehicles will be allowed and the following specific guidelines followed:

1. Drivers will be limited to parents, guardians, other school family members at least 21 years of age, and school and church personnel.
2. All drivers must submit copies of their driver's license and proof of insurance prior to driving for a field trip.
3. Drivers with cell phones are requested to submit cell numbers prior to driving for a field trip.
4. All drivers and passengers must be properly restrained in the vehicles in which they are riding.
5. Drivers may take only as many students as they have available seat belts.
6. Students under age 13 will not ride in the front seat of a vehicle unless driven by the student's own parent or legal guardian.
7. Missouri Child Passenger Restraint Law will be followed when transporting students:
 - a. Students weighing less than 40 pounds, regardless of age, must be secured in a child passenger restraint system (commonly referred to as a car seat) appropriate for the child.
 - b. Students less than 8 years old who weigh at least 40 pounds but less than 80 pounds, and are less than 4'9" tall, must be secured in a child passenger restraint system or booster seat appropriate for the child.
 - c. Students who are at least 80 pounds or taller than 4'9" must be secured by a vehicle safety belt or booster seat appropriate for the child.
8. Preschool students will not take field trips.

INSTRUCTION

9. These guidelines will be integrated into field trip permission forms or a copy furnished to each field trip driver. Teachers will assign students to drivers and will retain written records and permission forms for a minimum of 30 days.

10. Students will ride with assigned drivers both to and from a destination unless a student's parent or guardian makes arrangements directly with the student's teacher to assume responsibility for the child's return.

**MARTIN LUTHER SCHOOL
Joplin, Missouri**

**PARENT OR LEGAL GUARDIAN CONSENT FOR FIELD TRIP, OFF-SITE
EVENT, OR OTHER OUTING**

I, the undersigned, as parent or legal guardian, hereby allow and authorize my child (name as follows) _____ to participate in the field event detailed below.

With this signed agreement I absolve my child's teacher, Martin Luther School, and any and all members of its governing boards of any responsibility for the safety, welfare, health, and well-being of the child named above. I understand that the teacher/supervisor will take what can be called reasonable care for children in his/her custody and that the children are subject to the teacher's clear instructions, I understand that is my responsibility to determine whether and how my child can be transported. When transportation is by private vehicle, I understand that:

- It is my responsibility to determine whether my child requires a booster seat or car seat;
- It is my responsibility, and not the school's or the driver's, to provide a booster or car seat, if needed;
- If my child is under 13, my child may not ride in the front seat unless driven by me;
- If my child is 13 or older, my child may ride in the front seat unless I indicate otherwise on this form;
- My child must wear a seatbelt, and wear it properly.

I assume personally and exclusively all responsibility and liability for accident, injury, etc., which occurs beyond those areas covered in the School Accident Insurance Policy, which may occur to the above named child during the time of the specific activity as set forth below. In the event of a medical emergency when a parent/legal guardian is unable to be reached, I give permission for emergency room personnel to initiate treatment.

Destination: _____

The trip begins at _____ (time) on ____/____/____. And the students should be back at school at _____.

Approximately _____ (time) on ____/____/____.

My child's teacher, _____ and other adults will accompany the group.

I accept the form of transportation to be used and allow my child to be transported as identified below: Automobile driven by authorized, licensed, and insured adult I

INSTRUCTION

can drive__ (# of) students with seat belts for each child, understanding that school policy prohibits me from transporting a child under 13, other than my own, in the front seat.

_____My child, 13 or older, may **not** ride in the front seat.

I will provide a_____car seat or __booster seat for my child.

Bus: _____

Other: _____

Cost of the Field Event: \$_____ (include with permission form)

Lunch needed: Yes No

Parent/Legal Guardian Signature: _____ Date Signed: __

—

This signed and returned form *due* _____ allows your child to participate.

OK to return by fax: (417) 624-2774 -parent/legal guardian hand-written signature required.

After-School Care Policy

After-school-care is available to Martin Luther School students only.

1. Our program, which consists of supervised child-care, operates on school days from 3:05 PM until 6:00 PM. Supervision begins at 3:05 PM for afternoon prekindergarten students and at 3:20 PM for all other afternoon students.
2. The pre-registered cost is \$4.00 per hour, up to \$8.00 per day for one child -with a \$14.00 per day maximum per family. For hourly payments, a ten-minute allowance is made before the next hour is charged. Checks payable to *Immanuel Lutheran Church*.
3. Weekly prepayment is preferred. Expected attendance should be registered and payment made with the After-School Care Director by Friday of the previous week. Prepayment is generally not refunded but will be credited when a child is absent.
4. A child's involvement in organized activities should be taken into consideration when the parent/guardian registers and prepays for the child's attendance for the following week. Payment would not be expected for those days when the child is attending an organized activity and is, therefore, not present for after- school care.
5. If prepayment is not made the latest date that a payment is due is the last day of the week the child is attending after-school-care.
6. Drop-in after-school care (no pre-registration) is available at a cost of \$5.00 per hour - up to \$10.00 per day per child. Any advance arrangements made by the parent/guardian with the After-School Care Director will be appreciated.
7. A student may be assigned to after-school care if not picked up by 3:35 PM by his/her parent/guardian (or designee of the parent/guardian). The parent/guardian is then charged the drop-in rate, unless the child is previously registered for after-school care.
8. Payment for children of staff members using after-school care is not required only when staff members are attending a regular or special meeting or activity convened or authorized by the principal.
9. Snacks are provided at no extra charge to each child in after-school-care.
10. Neither Martin Luther School nor the After-School Care Director is responsible for items lost after school.
11. Homework time is provided for students who need to complete schoolwork during after-school care.
12. The same person or persons - parent(s)/guardian(s) or designee(s) of the parent/guardian - must pick up after-school care students each day unless prior verbal or written notice is given directly to the After- School Care Director (or school secretary) by the parent/guardian.
13. Students must be picked up no later than 6:00 PM. Late charges will be assessed (payable immediately to the After-School Care Director) according to the following fee schedule:

6:01 - 6:05 PM \$ 5.00

6:06 - 6:10 PM \$10.00
6:11 - 6:15 PM \$15.00 Etc.

14. A student's continued enrollment in after-school care is dependent on continued enrollment at Martin Luther School and appropriate behavior while in our care. Please note: If a student consistently misbehaves, the After-School Care Director will contact the parent/guardian. If the problem continues, the principal will contact the parent/guardian, and the student may be removed from the program.

This policy - including fees charged for care - is subject to change as deemed necessary by Immanuel Lutheran Church voters, its Church Council, and/or the Martin Luther School Board.

Martin Luther School offers a school lunch program for full-day kindergarten, elementary and middle school students. Milk purchased by Martin Luther School is also offered. A student may also bring his/her own beverage, but refrigerated space will not be provided unless a health need exists - or arrangements have been made with and permission granted by the student's homeroom teacher. The school will work with parents to provide an alternative beverage if one is required for health reasons.

Components of the lunch program include the following:

1. A single lunch provided by the food service is currently sold at a daily cost decided by School Board and Caterer
2. Martin Luther School sells lunch tickets to allow the parent/guardian to purchase lunches in volume.
3. Checks for lunch tickets are payable directly to *Martin Luther School*.
4. Martin Luther School releases weekly or monthly menus to allow the parent/guardian and the child to choose the meals the child wishes to eat. Students must declare their intention to eat school lunch at the beginning of the day when attendance and lunch/milk counts are taken by the classroom teacher - or at the office if a child is late to school.
5. Martin Luther School provides a cook to prepare and serve meals, collect and wash eating utensils, and clean up the kitchen.

Components of the milk program include the following:

1. Martin Luther School currently offers milk at a cost decided by the government.
2. Milk is used by preschool, prekindergarten, and kindergarten classes as a beverage to accompany snacks, and students who will be present for lunch can choose to drink milk with their school lunch or lunch they bring from home. Tickets can be purchased for all students in the same manner lunch tickets are purchased. Milk tickets allow the parent/guardian to purchase **more milks at one time**.
3. Checks for milk tickets are payable directly to *Martin Luther School*.
4. Again, the student must declare his/her intention to drink school milk at the beginning of the day when lunch/milk counts are taken - or at the school office if arriving late.

Additional information parents/guardians should know:

1. Teachers handle lunch and milk tickets once the tickets have been purchased and sent from the school office to the classrooms. Teachers mark the students' lunch and/or milk tickets as they take and record daily lunch and milk counts, along with attendance, soon after classes begin. Teachers also prepare reminder notes for students who have 3-4 lunches and/or milks remaining on their tickets.
2. Attendance and lunch/milk counts are due in the school office by 8:30 AM. Any student arriving later than 8:30

- a.m. must report to the office for an admittance pass and report lunch and milk intentions to the school secretary.
3. The secretary provides each day's lunch count to the school cook as soon after 8:30 a.m. as the count can be totaled.
 4. Meal prayers are said in the classrooms before classes dismiss for hand washing and come to the lunchroom (gym).
 5. Lunch is served at staggered times as established in the master schedule.
 6. Routines are developed and led by classroom teachers for students to pick up milk at the milk cooler and food trays at the serving counter - and then to return food trays and dispose of throwaway items after lunch.
 7. The price of lunch and milk is the **same** for children and adults, including school and church personnel. Parents who wish to eat lunch with their children should pay at the school office prior to lunch on the day they are visiting or arrange with classroom teachers to use their children's tickets.
 8. Lunchroom set-up, cleaning and take down, as well as cleaning the floors of the eating area, are the responsibility of Martin Luther School. Therefore, the gym may be vacated before and after lunch as needed. This policy - including fees charged for these services - is subject to change as deemed necessary by Immanuel Lutheran Church voters, its Church Council, and/or the Martin Luther School Board.

Martin Luther School Health and Wellness Plan

Martin Luther School promotes and supports wellness, good nutrition, and regular physical activity as part of the total learning environment. We support a healthy environment where children learn and participate in positive dietary and lifestyle practices. We contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential. The goals of our wellness policy are as follows:

Nutrition Education Goals

- Students in all grades receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Nutrition education is offered in the school dining room as well as in the classroom, with coordination between the food service staff and teachers.
- Students receive consistent nutrition messages throughout the school, classrooms, dining room, homes, community and media.
- Health education curriculum standards and guidelines include both nutrition and physical education.
- Nutrition is integrated into the health education or core curricula (e.g., math, science, language arts).
- Nutrition education activities are coordinated with the school wellness program.

- The school provides training to enable teachers and other school staff to promote and provide nutrition education.
- The school conducts nutrition education activities and promotions that involve parents, students, and the community.

Physical Activity Goals

- Students are given opportunities for physical activity during the school day through daily physical education (PE) classes, daily recess periods, and the integration of physical activity into the academic curriculum. Our goal is to provide a minimum of 200 total minutes of physical activity per week for all full-time students.
- Students are given opportunities for physical activity through a range of co-curricular activities including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
- The school works with the community to create ways for students to walk, bike, roller blade, or skateboard safely to and from school.
- The school encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- The school provides training to enable teachers and other school staff to promote enjoyable, lifelong physical activity among students.

Nutrition Standards for All Foods Available on School Campus during the School Day

- All foods served will be done so with consideration toward nutrition, content, variety, appeal, taste, and safety.
- The school sets guidelines for foods and beverages in a la carte sales.
- The school sets guidelines for foods and beverages sold in vending machines, snack bars, school stores, and concession stands.
- The school sets guidelines for foods and beverages sold as part of school-sponsored fundraising activities.
- The school sets guidelines for refreshments served at parties, celebrations, and meetings during the school day.
- The school makes decisions on these guidelines based on nutrition goals, not on profit-making.

Goals for Other School-Based Activities Designed to Promote Student Wellness

Dining Environment

- The school provides a clean, safe, enjoyable meal environment for students.
- The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- The school makes drinking fountains available so that students can get water at meals and throughout the day.
- The school encourages all students to participate in the school meals program and protects the identity of students who eat free and reduced price meals.

Time to Eat

- The school ensures an adequate time for students to enjoy eating healthy foods with friends in schools.
- The school schedules lunch time as near the middle of the school day as possible.
- The school schedules lunch and recess so that children will come to lunch ready to eat.

Food or Physical Activity as a Reward or Punishment

- The school discourages the use of food as a reward or punishment in schools.
- The school minimizes the exclusion of students from recess or other physical activities as a form of discipline or for classroom make-up time.

Consistent School Activities and Environment

- The school emphasizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- The school provides a comprehensive environment for developing and practicing lifelong wellness behaviors.
- The school ensures that all events with food provide healthy food alternatives.
- The school provides opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.

INSTRUCTION

- The school provides regular, scheduled, supervised activities that utilize the school's physical facilities.
- The school encourages and provides opportunities for parents, teachers, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
- The school provides information and outreach materials about Food and Nutrition Services programs such as Women, infants, and Children (WIC) to students and parents.
- The school encourages all students to consume well-balanced meals both at school and at home.

Goals for Measurement and Evaluation

The school acknowledges the critical role student health plays in academic stamina and performance, adapting the school environment to ensure basic nutrition and activity needs are met. The School Board therefore authorizes a School Wellness Committee with the purposes of:

- Developing guidance to this policy
- Monitoring the implementation of this policy
- Evaluating policy progress
- Serving as a resource to school constituents

Revising the policy as necessary, subject to School Board