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**Christ Lutheran School**

**Faculty and Staff**

**Handbook**

***Revised May 2022***

###### Christ Lutheran Church and School

**32312 122nd Ave.**

**Columbus, NE 68601**

**402.564.3531**

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**PURPOSE OF THIS HANDBOOK**

Welcome to ministry at Christ Lutheran! What a privilege it is to work in a ministry that has existed for so many years. We have a tremendous opportunity to share the life-changing message of Jesus with our families and students.

As we move forward with ministry, it is important for use to function as effectively and cohesively as possible. Strong communication and clear expectations accompanied with a great deal of grace, love, and forgiveness will enable this to occur. This handbook has been prepared to serve as a convenient source of information concerning the policies, practices, regulations, and responsibilities all teachers, staff, volunteers or anyone who is a part of Christ Lutheran Church and School. The information presented in this handbook is to guide the staff inits work toward unity and cohesiveness in order to be the most effective possible educational program for the development of every child as possible.

It is hoped that this handbook will prove beneficial to all in this school, the pastor, the head teacher, the teachers, teacher aides, volunteers, etc., in working more faithfully and zealously for the common goal for which our church and school have been founded andstill exist, that is "**to make us wise unto salvation: and to train us in holy, living."**

**CHRIST LUTHERAN MISSION STATEMENT**

The mission of Christ Lutheran Church is to join in fellowship, to praise God and to spread the good news of salvation at home and abroad by worship, Christian Education, and Christian discipleship in service to God and all people so that all can receive the victory through Christ.

**PURPOSE**

We believe that Christian education is a vital aspect of God's mission, commanded by Him, to the Church through the Great Commission.

We believe that the purpose for Christian education is to teach the Christian faith through instruction in God's Word and learning to live a life of discipleship.

We believe that God's people need to learn their proper relationship to God and their fellow men.

We believe that effective education is carried on through quality learning programs that relate the Christian faith to every aspect of life.

We believe the uniqueness of Christian education rests in this:

1. Christian education views the pupil through the cross of Christ.
2. Christian education has the Father's given reasons for educating man.
3. Christian education is empowered by the Holy Spirit for accomplishing its purposes.

We believe the Lutheran School's uniqueness lies in:

1. Adequate time for Christian instruction.
2. The impact of professional teachers who are Christians.
3. The plus of the "Body of Christ."
4. The fact that the Lutheran school tries to educate the whole child (spiritual, mental, social, and physical) in a school setting.

We believe that the family exerts much influence on a child's total education, and that the Church and school works with the adults to equip them for their important role in Christian education.

Following these beliefs, the members of Christ Lutheran Church strive to provide a quality by providing opportunities for a comprehensive school program, which fills the needs of all students. It will also prepare them for their entrance into a high school program. These opportunities are offered regardless of sex, race, ethnic origin, or economic status.

In establishing and maintaining our curriculum, our first and foremost concern is the individual Christian child, and his/her Christian principles. The school is committed to the principle of providing opportunities for each student to attain his/her maximum development within the limits of his/her capabilities.

**COMMUNICATION**

**General Communication**

It is the desire of the administration to keep in contact with all faculty and staff. As all of us work to serve Christ in this place through the ministry of Christian education, it is important that we communicate regularly to better understand goals and to keep everyone on the same page as to how we will reach these goals. The administration will work to meet with staff whenever there are concerns or questions. In addition, the administration will communicate via email on a regular basis.

It is important to work hard to deal with interpersonal issues as they arise. Remember to follow the guide in Matthew 18. Go directly to the person involved. It is very important to talk **with/to** the person directly instead of **about/ around** that person. If this conversation does not help the situation, have another conversation. If this second conversation does not improve the situation, then bring in the administration and all three parties will meet. If this does not improve the situation, then the board may get involved. Please attempt to refrain from gossip and idle conversations. We also want to honor the privacy of students, families, and coworkers as we work together in this ministry environment. Though we may not always agree, it is important to be positive and supportive of each other.

**E-mail**

Teachers should check their email daily for important information that may pertain to them. E-mail should not take the place of face to face communication when the situation or procedure warrants such contact. A teacher’s email account should not be used by classroom parents, aides, or students. Teachers are expected to be prompt in responding to email messages. Everyone has experienced sending an email and receiving no response as if the email was sent into a black hole. To avoid this situation and to establish expectations for all, we will use the following guidelines for communications.

**24 hours** = When a communication requiring a response is received by a faculty/staff member, that person has 24 hours to respond/ acknowledge (“got it”, “work on it”, “thanks”).

**48 hours** = the faculty/staff member has 48 hours to investigate, research, collaborate, seek counsel, and then respond with a solution/answer/more thorough response to the initial communication.

**7** days = the faculty/staff member monitors and reassesses the situation for the next 7days. A week after the initial communication, the faculty/staff member follows up and checks in with the initial person.

**24 : 48 : 7**

If you are not able to check your email for some reason, please set your email to auto-reply that you will be unavailable and give a return date.

**Teacher Notes Home**

It is the expectation that teachers in grades P-4 send home newsletters to keep parents informed of projects, curriculum plans, class happenings, etc. Please always include a copy to the administration so everyone is aware of what is going on. Teachers in grades 5-8 are expected to communicate with families of grade level activities as well.

It is expected that parents are kept informed of academic or behavioral struggles before it becomes a challenge to deal with or to correct. Please do not assume that parents know what is occurring in the classroom. Be proactive in sharing observations as soon as you are able. Please keep the administration informed as well. Remember to keep copies of parent emails; it is important to keep documentation of your communication to parents as evidence of your proactive stance and as documentation of actions taken. Finally, please communicate successes with parents as well. Hearing from the teacher should not be a dreaded experience.

**Weekly Announcements**

Announcements will be emailed to all faculty and staff on a weekly basis. If you have an item to be added to announcements, please email the head teacher by the Thursday the week before you wish the announcement to be included.

**Mailboxes**

Faculty mailboxes are in the office. Teachers should check their mailboxes in a timely manner.

**Faculty Meetings**

Faculty meetings are held once a month after school on early dismissal days. Attendance at these meetings and teacher in-services is required. Please notify administration if an emergency will prevent your attendance.

**Phones**

Please limit the personal use of phones to recess, lunch recess, or prep periods. Please encourage family/friends to not call during faculty devotion or regular school day. If someone calls for you during the day, you will not be called from classes except in an emergency. A message will be taken and relayed to the person called as soon as possible.

**Communicating Assignments**

Teachers are expected to communicate their assignments to students digitally (Gradelink or emailed photo), in print form, or posting items on the board. A written form (either on paper, whiteboard, or posted online) is important for consistency, absent students, and for students who may not catch all verbal assignments.

**School Online Presence**

Christ Lutheran School maintains an active website CLSColumbus.org . CLS also has an actively maintained Facebook page for Christ Lutheran School and Childcare . In addition, the Christ Lutheran Preschool and Christ Lutheran PTL have groups as part of the Christ Lutheran School and Childcare Facebook page. CLS also has an Instagram account through which school activities are promoted. Though there are several online forums, the goal is to have the same message and information available to as many people as possible.

**Teachers and Social Media**

Teachers should note that their presence on social media can and will be scrutinized by outsiders and current families so please be aware of your privacy settings and what you post. Remember that what you post, share, and “like” all reflect on you as a Christian adult, you as a professional educator, and you as a teacher at Christ Lutheran School. Our lives are now very public, and we need to be a good Christian example in our words and actions. Also, be mindful of what may be posted (pictures especially) by your friends on social media.

In addition, please be cautious of engaging with students. It is ill advised to be “friends” with current students. Teachers may NOT post pictures of students to any social media platform on their personal accounts. If you have pictures to share with families, send them to the faculty social media person or the head teacher/principal who will post these pictures on the official CLS social media sites.

**Parent-Teacher Conferences**

Parent/Teacher conferences are conducted at least twice a year with the 3rd quarter conferences being offered optionally. Other conferences are scheduled as the parents or teacher’s desire. If a teacher feels that a child should be retained, the teacher should inform the principal/head teacher as soon as possible. A conference with the parents, teacher, and administration should be scheduled to determine the course of action to follow. Teachers should not wait until the last month of school before discussing the retention of a student. Pupils may be promoted if a promise to go to summer school or have tutoring is completed. *Remember that if you have concerns about a child and the possible need to retain a student, please communicate this to parents early in the 3rd quarter.* This should be a continuing conversation so there are no surprises toward the end of the school year. Never hesitate to include administration in your conferences if you feel it would be helpful.

**General Guidelines for Parent-Teacher Conferences:**

1. Be prepared for your conferences with copies of documentation (i.e. STAR, NWEA, class work samples, recent tests).
2. Greet the parent cordially in a relaxed and friendly manner.
3. Begin with prayer - asking God to be with you, the family and to guide your meeting.
4. Always begin a meeting with the positive – state the child’s strengths, accomplishments, areas of growth
5. Describe the child’s behavior objectively; avoid labeling
6. Let parents talk but bring them back to the point at issue whenever they wander away.
7. Talk less and listen more. Some parents just need to vent and simply letting them talk it out will resolve the issue.
8. Do not argue or state opinions that invite arguments.
9. Avoid discussing other students – behavior or anything else – except as it may be pertinent to the matter at hand.
10. If the parents try to blame other people/children for their child’s issue, bring the parent back to their child’s responsibilities.
11. When the facts are all before the parents, ask for suggestions in solving the situation. State the solution you accept.
12. Let the parents see you as an ally rather than an antagonist.
13. Throughout the conference, take advantage of every opportunity to make the parent feel important and respected.
14. Each conference should leave you and the school more firmly entrenched in the respect of the family by building a relationship cemented by understanding and the common goal of helping the student.
15. Teachers may experience difficult conferences. Try not to let critical comments destroy your self-confidence. Debrief the experience with a member of administration.
16. If any meeting with a parent becomes hostile or verbally abusive, ask to be dismissed from the meeting for a moment. Ask a member of administration to join and close the meeting.
17. Document recurring issues. Save these until the end of the year and turn them into administration.

#### Retention

If a teacher feels that a child should be retained, the teacher should inform the principal/head teacher as soon as possible. A conference with the parents, teacher, and principal/head teacher should be scheduled to determine the course of action to follow.

Teachers should not wait until the last month of school before discussing the retention of a student. Pupils may be promoted if a promise to go to summer school or have tutoring has been documented and then successfully completed.

**EXPECTATIONS OF FACULTY AND STAFF**

**The Congregation’s Expectations**

Teachers should, daily, endeavor to instruct the children to achieve their highest potential. Teachers should always do so in the loving spirit of our Savior as we attempt to integrate the Christian faith into all subject areas and activities. The following are some of the expectations and responsibilities for CLS faculty and staff:

1. Be a witness for Christ to the students through daily example, by maintaining proper dress, language, tact, courtesy, and a loving disposition.
2. As a member of the staff of CLS, it is expected that teachers will take an active interest in the matters of the congregation through regular attendance at worship services, Holy Communion, Bible studies, congregational meetings, as well as specific activities of his/her choice.
3. Be professionally prepared for the courses he/she teaches, maintain accurate records, and communicate as appropriate the progress of each student.
4. Be open and lovingly concerned with the welfare of students, parents, and fellow staff. Be an effective communicator and witness to one another for the edification of the school community.
5. Maintain an orderly and disciplined environment conducive to academic excellence. Provide, when required, individual or group consequences in a Christian manner.
6. Be creative in educational approaches to stimulate the student’s imagination and initiative.
7. Be involved in review of classroom courses, materials, and teaching techniques at the staff level, as well as individually, to enhance the caliber of education offered.
8. Be responsive, considerate, and supportive of the needs of the school’s administration, fellow staff, Parish Board of Education, and congregation.
9. Be knowledgeable of and cooperative in the implementation of school policies.
10. Make efforts each year to expand their professional knowledge by taking graduate courses, attend workshops, read professional journals, participate in conferences, in-service trainings, seminars, and meetings.
11. Teachers are expected to attend and participate in special events that may occur outside of the regular school day such as Back to School Night, Education Sunday, school choir singing in church, PTL Fall Festival, graduation, etc.
12. Teachers should take their radios outside with them to ensure they have a way to communicate with the office in case of emergency.

**New Teacher Orientation**

All teachers new to Christ Lutheran School will undergo orientation training during one of the August meeting days to familiarize them with the policies and procedures of Christ Lutheran School. This training will be done by the principal/head teacher and other appropriate personnel. A teacher mentor from the faculty will be assigned to “first year teachers”. The goal is to give teachers the best chance possible to succeed in the classroom.

# CPR/First Aid Training

CPR/First Aid training is required of all full-time certified teachers every two years. Each staff member will complete a course offered through the American Heart Association, the Red Cross or other official organizations. An Automated Emergency Defibrillator (AED) is located onsite in the baby room of the church. Epi-pen and Blood Borne Pathogens training is taken by the faculty every year. Please give a copy of your CPR/First Aid training certificate to the administrative assistant for your personnel file.

**Background Checks**

***All individuals who work unsupervised with children are subject to providing information to complete a full federal background***. A copy of the background check needs to be given to the administrative assistant so it can be kept on file. This background check should be completed before the school term begins.

**Certification**

The State of Nebraska Department of Education requires all teachers to have a valid certificate appropriate for thegrades to which he/she is assigned. Certificates should be in effect before the school term begins. A copy of each teacher's valid teaching certificate and any other pertinent information are to be kept on file in the office. The cost of certification is the responsibility of the teacher.

**Teacher Work Year**

Teacher will be available for work August 1st unless the 1st falls on a weekend, then it is first Monday in August. The administration will set new school year staff meetings at the end of the previous school year so teachers may plan accordingly for August. Teachers are on a 10 month called-contract which runs from August 1st to the last business day in May. During the August teacher workdays or other teacher workdays, teachers are expected to be on campus at the least from 9am-noon on the days they would normally be on campus (example: if a teacher does not work on Mondays and the work day is on a Monday, the teacher is not required to come in). If a teacher misses a teacher workday, it counts as a used personal day unless other arrangements are made with administration.

**Arrival and Departure**

It is the practice at Christ Lutheran School for teachers to arrive by 7:20 AM and to participate in faculty devotions at 7:30 AM. Teachers are required to stay until 3:45 PM and will monitor their students after dismissal until 3:30 PM on regular school days. After 3:30 PM – send the children to Christ Lutheran Childcare for the After School Program. On early dismissal days, teachers are required to supervise their students until 12:20 PM and then attend meetings or work on school items until 3:30 PM. Occasionally, a deviation from this schedule may be necessary. In such circumstances, the teacher should notify the principal/head teacher prior to the need.

**Keys**

Each teacher receives keys that will open nearly every door in the building. These keys are never to be loaned to anyone. Never unlock the doors for a stranger but refer him/her to the principal/head teacher. The loss of keys should be reported immediately. Keys must be turned in upon termination of call or contract. Teachers are responsible for the locking of doors and windows of their respective classrooms.

**Daily Devotions/Prayer Time**

Faculty devotions will be held on Mondays – Wednesdays and on Friday starting at 7:30 AM. The administration will prepare and distribute the devotion schedule at the start of the August faculty meetings. These devotions are brief and end in prayer. On Thursdays, faculty members meet with his/her prayer partner for a time of Christian fellowship and prayer. The faculty prayer partner list also will be distributed in August.

**School/ Classroom Devotions**

On Mondays, teachers should bring their class to the gym at 8:05 AM for all-school devotions. The all-school devotion is led by the teacher who is also leading faculty devotions for that week.

Tuesday, Thursday, and Friday - each teacher should include in his/her day a daily devotion time including prayer, Luther’s Morning Prayer, the pledges (American and Christian flags), devotion, and Bible reading.

Wednesdays will be all-school chapel except for early dismissal days.

# School Calendar

A school calendar for the year is drawn up each year by the principal/head teacher and is approved by the Board of Education. This calendar is made available before school begins. There are events outside of the regular school day where staff attendance is required. These events include Back to School Night, Education Sunday, school choir singing in church, PTL Fall/Spring Festival, graduation, etc. Please check the school calendar as you plan your appointments and vacation times.

# Christmas Program

A Children’s Christmas Program is presented each year. The program will be held on the following pattern: odd years = Christmas Eve, even years = Sunday evening before Christmas. All teachers are expected to assist with the children before this service and to be present during the service. Permission to be absent must be obtained from the Parish Board of Education.

**Special Duties**

Teachers are asked to assist with at least one special duty throughout the school year. The options include yearbook, leading a PTL event (parent education night or special event), or lead a Bible study. Many hands make the work light. Your expertise and time are greatly appreciated as families see your faith in action.

#### Recess Duty

Teachers and/or aides are expected to supervise classes during the lunch and recess periods. When weather is inclement, the school’s gym may be used as a play area. It is important to remember that the school can be held liable in a court case involving student injury where it can be shown that the injury occurred during a time of inadequate supervision. Although it may seem unnecessary to stand and watch children play, it is necessary. During this time of supervision, teachers are to station themselves in places where they can view the entire play area. Children should not be allowed to play in the woods or behind the gym out of sight of the teacher. Safety of students is the primary concern. Adult(s) MUST be present with children indoors/outdoors.

**General Playground Rules to Enforce with Students** (for all adults supervising students while they are in the care of CLS)

1. Students should use the playground equipment in the manner for which it was designed. (Example: hang *under* the monkey bars, go *down* the spiral slide).
2. Students may not intentionally hurt others. (Example: no hitting or kicking)
3. Students may not throw items at other people or damage property (example: rocks, sticks)
4. Students should use the bathroom either before going out to recess or after recess.
5. Students should stay within sight of the teacher on duty.

**Bulletin Boards and Displays**

Each classroom is provided with bulletin boards. Teachers are expected to keep these display areas current and neat. Consider how a visitor entering your room would interpret your classroom – does it clearly reflect our Christian message and academic focus. Bulletin board ideas include school theme verse, supplemental items for your lesson, pupil work, pictures, or maps relevant to instruction.

# Checking Papers and Grading

Grades for 2-8th will be posted on Gradelink and updated at least weekly. Midterm reports should be sent home the fourth week of each quarter.

As much as possible, teachers should check the papers of the students themselves to be familiar with the type of work each student is doing. When students exchange papers for checking purposes, it is well for the teacher to look at all such papers and periodically spot-checkthem.

An accurate and efficient method of recording daily grades is necessary for documentation of a student’s progress. The school supplies an online gradebook program for teachers to keep attendance and for grading purposes. Lessons plans books or word-processed documents are available for a teacher’s classroom.

# Anecdotal Records

Anecdotal records may be kept by theteacher on each pupil throughout the school year. Only such anecdotes that contain valuable information for future use should be filed in the student’s cumulative folder. The remainder should be destroyed when their value to theteacher has expired. All such records should be kept completely confidential.

## Lesson Plans/Plan Books

It is the responsibility of the teacher to plan an educational program for the children. The approach or method used will vary with each teacher, but the daily program should meet the needs, interests, and normal development of the children. The full school day and year should be utilized as much as possible for instruction.

The nature of lesson plans is to inform the administration and substitute teacher of planned classroom activities.

1. Each teacher is required to keep and maintain a daily plan book (online needs to be printed on Mondays) for classroom use.
2. Information should be clear for someone who is unfamiliar with your classroom.
3. Lessons must be ready by the start of school on Monday of each week. This should not prevent changes on a day-to-day basis as various opportunities present themselves, but it certainly is essential to good lesson preparation and when a substitute is needed.
4. Class preparation is a professional part of each teacher’s responsibilities. It is important for teachers to have the necessary supplies on hand.
5. Lesson plans may be reviewed by the administration upon request.

**Daily Class Schedule**

Each teacher is required to prepare a daily class schedule for distribution to the administration prior to the start of school. In determining the daily schedule, teachers should use the Nebraska Department of Education guidelines for minutes of instruction for the various subject areas. Also, teachers allow for adequate time for the end of day cleanup as described in the dismissal section of this handbook.

**Curriculum and Curriculum Mapping**

The course of study taught at Christ Lutheran is based upon the recommendations of the Nebraska State Department of Education and thus, lesson plans need to align with state standards. To assist us with this process, Christ Lutheran School has access to the Atlas Rubicon curriculum mapping tool. The goal is for teachers to create curriculum maps for at least one subject for each of the grade levels they teach per year until all subject areas are mapped. Teachers also are encouraged to update completed maps to keep them accurate for the current school year.

In establishing and maintaining our curriculum, our first and foremost concern is the individual Christian child, and his/her Christian principles. The school is committed to the principle of providing opportunities for each student to attain his/her maximum development within the limits of his/her capabilities. Christ Lutheran School offers all subjects required by the Nebraska Department of Education to be considered an approved school by the state as listed in Rule 14 as well as the teaching of Lutheran theology. These classes include, but are not limited to

Reading and Language Arts

Mathematics

Social Studies

Science and Health

Physical Education

Art

Music

Lutheran theology

**Curriculum Updating**

The teachers and administration make a concerted effort to review and update the curriculum according to a seven-year (7) curriculum cycle to give our students the best possible education. Towards this end, we work closely with the area public schools to use curricula that will prepare our students for their continued education.

**Classroom Management**

It is important that each teacher has a well-designed management system for his/her classroom. Some suggested resources include authors Harry Wong, Rick Morris, and Charles Faye (Love and Logic). All students learn differently, and alternative seating can be effective such as wobble chairs, standing desks, or a soft chair. However, please take into consideration that some things should not be allowed in the classroom because they are inappropriate or can damage property such as leaning back on chairs, writing on desks, walk around barefoot, etc.

**Conduct in the Hallways**

Children should be taught to walk quietly through the halls of the school building. The same is to be encouraged for the stairways. There should be no loitering or playing in the halls. Students should not be unattended in hallways during class periods without the express permission of classroom teacher. When class groups leave the classroom from such things as recess, dismissal, PE, the teacher will take his or her class to the intended destination or exit. Teachers should expect students, when passing, to act in an orderly and reasonably quiet way.

**Membership to Professional Organizations**

Membership in one or more of the many associations (such as Lutheran Education Association) available to the teacher can be a valuable aid and is encouraged for the professional growth of the teacher. The dues for such memberships are the responsibility of the teacher.

**Attending Conferences**

By regulation of the Synod, teachers are required to attend the Nebraska District Teachers Conference held every fall. Teachers are expected to attend scheduled workshops, workdays, training and/or In-Service days as scheduled. If teachers wish to attend other conference, they need to check with administration regarding funding and substitute teachers.

**Expectations for Students**

Teachers are encouraged to appoint pupils to assist with certain tasks in the classroom. At the end of each day, students are responsible to keep their respective rooms looking tidy. This includes taking out the garbage and the recycling. Older students assist the younger ones with these two tasks. Students in the middle and upper grades are also responsible for vacuuming and/or daily light duty tasks like straightening books and counter tops, cleaning white boards, etc. It is desirable that children be trained in proper attitudes and responsibilities. All children should have the opportunity to serve.

Students are expected to be considerate of others. This means being quiet in the hallways (walking) and not disrupting others or messing around in the restrooms. This is also true when students are in the church basement for special lunch or school activities. Student who are disruptive may need to apologize to those effected, may lose privileges, and/or may need to clean up messes that they have caused.

**Field Trips**

Field trips are encouraged since they are considered part of the curriculum of the school. They contribute directly to the teaching of the child. A written explanation of the event will be sent home before the date of the trip. The return of a signed permission form is required before the child may go on the field trip.

Funds have been set aside for field trips for each classroom. Remember to ask the administrative assistant about your class’s budget BEFORE scheduling field trips. If you exceed your classroom’s designated amount, you may need to cover the difference yourself without reimbursement. Please be a good steward of our limited resources.

Field trips planned by the teachers are counted as instructional time, as they are considered educational. Field trips that will cost more than your classroom budget must be approved by the head teacher prior to being scheduled.

**Borrowing Materials**

Teachers or other individuals are not to remove from the property, or permit anyone to remove from the property, any equipment without the permission of the principal/head teacher or Pastor. Equipment or materials that have been borrowed should be returned immediately to the owner or church/school after use.

**School Budget and Finances**

The fiscal year of Christ Lutheran School is from July 1st to June 30th. The budget is very tight. Teachers will be allotted a $200 classroom fund allowance from the PTL at the beginning of each year. Teachers may use this to pay for classroom incidentals or special items. If a teacher wishes to spend more than the allotted $200, the teacher must get permission from the administration. Without permission, any overage will be the responsibility of the teacher. At the end of the year, teachers will complete an inventory of items that need to be replaced. These items are not a part of the $200 classroom fund.

**Teacher Absences**

If a teacher should become ill and unable to be present in the classroom, he/she should notify the principal/head teacher by text or telephone by 6:00 AM (or the previous evening, if possible) in order that a substitute may be engaged.

In the event of an anticipated absence, the teacher should complete a Request for Time Off sheet and turn it in to the principal/head teacher at least two weeks ahead of time.

Substitute teachers are here to manage the classroom and keep the children safe. It is unfair to assume that a lot of teaching will happen when the regular classroom teacher is away; however, it is important to have worthwhile activities planned for that time. Please do not expect subs to grade your papers if you are out. Arrange with other teachers to switch duties (lunch recess or other duty) for the day will you be out.

*All teachers are expected to have a substitute folder/binder/crate located in an obvious spot on your desk.*  This folder/binder should include emergency plans, your classroom procedures, class rules, etc. in the event of a last-minute emergency or illness. Arrangements should also be made to have lesson plans, classroom procedures, class seating charts, etc. available to the sub. For planned absences, your lesson plans ought to show what your assignments were the day before and what you had planned to teach, so that the substitute is not at a complete loss as to what should be done.

The school will pay the cost of the substitute whenthe regular teacher is absent due to illness or adeath in the immediate family, and for professional or personal days as per the Sick/Personal Leave & Professional Days policy later in this handbook.

**Sick Leave and Personal Leave**

Each school year a teacher for Christ Lutheran School will be allowed 10 days total (sick or personal). Any personal days taken the last two weeks of school must be approved by the Parish Board of Education at the April meeting. If a teacher needs to self-quarantine, the teacher needs to provide documentation from a medical professional giving this directive. Then the self-quarantine will NOT be considered as part of the 10 sick/personal days.

Any days beyond the 10 days will be deducted from a teacher’s salary (a day’s pay is calculated as follows: Total base salary + additions [Line B on worker’s salary spreadsheet] divided by 200 days). Extra days for an extended sick leave, the teacher may petition the Board to consider extra days. In the event of the need for bereavement leave, the teacher is allowed five (5) bereavement days. Additional bereavement leave may be requested by contacting the Board of Education for an extension of leave. This will be monitored by the principal/head teacher.

Immediate family funeral or emergency leave will be granted to a teacher, as necessary. Such request will be addressed to the principal/head teacher and granted upon the discretionary judgment of the administration.

**Teacher/Staff Member Pregnancy**

Teachers/Staff Members who are pregnant will be granted up to a semester leave without pay. Health benefits will be maintained during this time or until the teacher’s Call terminates if he/she decides not to teach the following semester. The teacher’s/staff member’s position will be guaranteed for the following semester. If the teacher/staff member does not teach the semester following her leave, the Parish Board will assume no legal responsibility for reserving that teacher a position. In every case, the Parish Board will rule on an individual basis.

A teacher/staff member, who has become pregnant, shall report such pregnancy to the Parish board when the doctor has confirmed it. This is to give the board time to find substitutes or a replacement. Further, the Board, upon the advice of the teacher’s/staff member’s doctor, shall decide the date upon which the teacher/staff member shall cease teaching because of such pregnancy.

Teachers may seek out and request attendance at professional activities from the principal/head teacher. Each teacher is granted three professional days. In the case of TECH21, the teacher will be granted a professional day for each TECH21 session. Additional professional days needed need to be approved by the Board of Education.

**Dress Code**

It is our desire that teachers and staff are dressed in a professional manner. With that in mind, there is much freedom given in dress choice. Remember the purpose of these guidelines are to help maintain professionalism and to maintain modesty to honor others.

Female teachers and staff:

1. May not wear shirts, blouses, or dresses that are too tight or low-cut in the front which expose cleavage.
2. May not wear shorts, skirts, or dresses that are too short or tight fitting.
3. Leggings must be worn with a longer style shirt or dress that covers the rear end.

All teachers and staff:

1. May not wear ripped or torn denim styles.
2. May not wear T-shirts **unless** CLS or PTL or Christian themed shirts.
3. May not wear foam or rubber flip flops.
4. Tattoos should be covered while at school or school functions

**Teacher Evaluations**

Teachers will receive feedback from teacher classroom observations throughout the year – both formal and informal. Observations will be conducted by the administration. In addition to this, teachers will be involved in goal setting meetings in the fall with a review of this meeting and a time of discussion regarding performance at the end of the school year. The goal of these events is for improved instruction and personal/professional growth.

**End of the Year Procedures**

After the last day of school, teachers are still under contract until the end of May. During this time, teachers are expected to be on campus from 9 AM-noon each day unless told otherwise (such as on carpet cleaning day). Teachers are asked to complete the ***End of the Year Checklist*** and turn it in to the head teacher before leaving for the summer.

**ATTENDANCE, TARDIES, AND MAKE UP WORK**

#### School Day Schedule

The school hours arefrom 8:00 AM until3:15 PM. Pupils are not to arrive before 7:50 AM and should be picked by 3:25 PM.   If it becomes necessary for pupils to arrive before that time or remain after that time, parents should okay this with the child’s teacher in advance.

*Instructional Time*

The Christ Lutheran School year shall consist of a minimum of 1032 hours instructional time for grades 1 through 8 and a minimum of 400 hours instructional time for kindergarten, as called for in Rule 10.

An instructional hour is defined to be 60 minutes of instructional time.  The time scheduled for assemblies, field trips, holiday parties, and other curriculum related events might be included in the computation of an instructional hour.  Time scheduled for eating lunch and noon recess, weather related dismissals, parent-teacher conferences, staff development meetings, staff meetings, and general student body dismissals shall not be included in the computation of an instructional hour.

The current school day consists of 6 hours and 35 minutes (395 minutes per day).

Preschool is currently set up for instruction on Tuesday, Wednesday, and Thursday mornings from 8:00-11:30am.  Instructional hours per session are 3.5 hours or 210 minutes per day.

**School Attendance**

Teachers should be notified by the school office or by a child’s parent that the student is absent. It is the responsibility of the parent/guardian to notify the school the reason for their child’s absences. If a child contacts the office, the teacher will be notified to arrange for assignments to be gathered.

***If a student misses more than two hours of school for any reason (tardiness, leaving early, pulled out for an appointment) then the student will be marked as ½ day absent. If a student is present for under two hours of school, then the student will be marked as a full day absent.***

Absences totaling up to ten per quarter may be considered excused if the student’s parent notifies the school with a phone call or note as soon as it is known that the student will be absent. Absences verified in writing by a doctor (a sickness or injury that prevents the child from being in school) and a family emergency are considered “excused”. Action will be taken by the Parish Board of Education if a student accumulates more than ten absences per quarter. A letter from the Parish Board of Education will go home expressing concern for the child’s education. Subsequent action will be taken on a per case basis.

Students who are absent because of illness on a day when they are scheduled to participate in an extracurricular activity will not be allowed to participate in that activity.

**Tardiness and Half Day Absences**

Tardiness is defined as arriving to school after 8:00 AM. If a student arrives before 10 AM, the student is marked tardy, **however;** if a student arrives after 10 AM, he will be marked ½ absent. Repeated tardiness indicates a lack of consideration and responsibility. If a student is chronically late to school, teachers should inform parents of their concern. If the problem persists, the student will be subject to a loss of privileges or other action.

**Students Leaving School Early**

No teacher is to give any pupil permission to leave the school grounds at any time. Permission for any child to leave must be obtained from the principal/head teacher or granted upon a request from the parent. Teachers shall permit a student to be excused for dental work, doctor appointments, special trips, and unusual circumstances that may arise, providing personal or written requests are made by the parents. A verbal request by a pupil is not acceptable. Teachers should not send students home unknown to them.

**Make Up Work**

All students who are absent from school for any reason will, as a minimum, have as many days as they were absent to make up their work. Example: If a student is absent for 2 days, he/she will have 2 days from the time he/she returns to make up the work. The teacher may extend the time granted according to their individual classroom rules.

**SCHOOL PROCEDURES & POLICIES**

**Admission Policy**

Application for admittance of a child must be made through the principal/head teacher or administrative assistant/secretary. No other teacher or staff member is authorized to accept a child for enrollment.

Children will be eligible to attend Kindergarten if they turn 5 on or before July 31 of the calendar year in which the child is seeking admission begins. Children in Preschool may attend if they are age three and are potty-trained. The use of pull-ups does not constitute being potty-trained.

The Christ Lutheran Parish Board of Education reserves the right to give preferential treatment when considering admission according to the following criteria:

1. Children of members of Christ Lutheran Congregation.
2. The un-churched, whose parents have a desire to attend adult confirmation classes with pastor and pursue becoming active members of the congregation.
3. Members of sister congregations of the LCMS.
4. Members of other Lutheran churches.
5. Members of other Christian organizations.

Christ Lutheran School admits students of any sex, race, color, disability, 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 sex, race, color, disability, national and ethnic origin in administration of its education policies, admissions policies, and athletic and other school administered programs. An individual’s s IEP or disability needs will be evaluated to see if Christ Lutheran School has the staff or ability to meet said need.

**Homework**

In determining homework assignments for students, teachers should consider the value of each assignment and how it fits into the overall instruction and learning opportunities. Teachers should refrain from assigning “busy work”. Teachers should give feedback, either written or verbal, to help the students grow in their academic skills.

Homework is assigned for several reasons. One reason is to provide appropriate reinforcement of classroom lessons taught during the day. Another reason is to assist students in learning responsibility, use of time, and organizational skills. Homework also prepares students for the incremental year-to-year growth in responsibility which occurs. Teachers should create a late work policy and communicate it clearly to students and parents at the very beginning of the year.

Homework policies are designed to reflect the purposes stated above and the individual personalities of the teachers, allowing for unique needs for a particular classroom setting. Teachers are encouraged to maintain homework policies that are mindful of student/family needs and situations, applying grace when necessary to maintain an appropriate balance of work/study/play. We encourage natural consequences. If, however, a parent drops off homework in the school office after the start of the school day, it is up to the discretion of the teacher whether to count the work late. Note: There may be times when exceptions to homework make-up policies will be made due to extreme family situations. These should be rare, however.

**Classroom Parties**

When it is appropriate to have a classroom party to celebrate special events and/or holidays, teachers should work with parent volunteers and/or the PTL to make sure everything is conducive to the atmosphere in a Christian school and that the experience is pleasant for all of the students.

**Videos/DVDS/Video-Streaming**

Teachers should use caution when selecting programs for viewing in the classroom. When selecting these materials, please keep in mind the content and grade levels which will be involved. If there are controversial issues, please check with administration. Movies not directly connected to your curriculum content need to be on the MCLV license that Christ Lutheran has purchased; otherwise, you are breaking copyright rules. Please preview all movies before showing them in class. Remember that the rating system has changed over time – what used to be PG may now be considered a PG-13 and not acceptable for our students in a classroom setting. As a Christian school, we witness by what we allow our students to see while in our care.

**Student Visits to the School Office**

The atmosphere in the school office should be a professional one. In order to maintain an effective work space, students should be limited to their visits to the office. Please keep band-aids and ice packs in your room to limit the number of nurse visits. If you feel a child is ill, then send the student to the office with a nurse pass. The students should return to you with the nurse pass so you and the administrative assistant are in communication. For children who are “frequent flyers” to the office, keep the nurse passes as documentation and discuss this with the parents. Only teachers/staff members who have taken the medication dispensing training can dispense medicine given to them by the parents of the sick student. Parents are to leave the medication with the trained teacher/staff member with exact instructions as to dosage and times to be taken. *At no time can teachers or staff prescribe or dispense medications (such as aspirin) on their own without written consent from the child’s parents or guardians or without the medication dispensing training.*

**Student Phone Use**

Children are not to use the school telephone without the permission of the teacher. Cell phones should not be used and should be turned off and left in the backpack during the school day.

**Extracurricular Activities**

The Lutheran schools of the Columbus area sponsor a Field Day for all students in grades K-8 during thefirst part of May. All students, grades K-8, are expected to participate.

5th – 8th grade students may take band lessons from the Lakeview High School band teacher. These lessons are scheduled by the homeroom teacher and band teacher. Students are responsible for make up any work missed during the lessons.

**Recycling**

In order to both teach and practice good stewardship of natural resources, it is important to recycle what can be recycled. Paper recycling bins are to be located in each classroom and an aluminum recycling bin is located near in the breezeway between the school and gym as well as near the playground. Teachers should encourage their use in their discussions of taking care of our Earth.

**Beverages in the Classroom**

The consumption of sugary drinks in the classroom by the students is controlled by the teacher and should be confined to very special occasions. Students may keep water bottles at their desks as long as it doesn’t cause a distraction.

### Lost and Found

Lost and Found articles should be turned in at the office. Children should be encouraged to bring found articles to the teacher. Unclaimed money will become part of the mission offering.

**Educational Service Unit**

The ESU#7 provides a wide range of services for all schools in their service area, including Christ Lutheran School. Teachers are encouraged to take advantage of these services including media loans, production, and staff development. The production department should be utilized to make copies for the entire year which is less expensive than our own copier.

# Nebraska District

The Executive for Education and Youth Ministries for the Nebraska District of the Lutheran Church – Missouri Synod visits the school periodically and is always ready to provide help when needed. Counseling is provided by the Nebraska District of the LCMS for the benefit of church workers. Contact the Nebraska District office for information.

#### CLS Choir Singing in Church

The children learn hymns and songs to be sung in the worship services at Christ Lutheran Church as scheduled during the school year. Participation for congregational families will be graded. Parents/students are to notify the Children’s Music Director or their classroom teacher if they are not able to sing or are ill.

**Special Services for Students Who Qualify**

Christ Lutheran maintains a close working relationship with the area public school systems. Through these public schools and the E.S.U. #7 all special services are available to Christ Lutheran School for the students residing in those districts. Christ Lutheran follows the procedures of the local school districts: Lakeview and/or Columbus Public.

**MAPS Testing and STAR Testing**

Christ Lutheran School uses the *Measure of Academic Progress Status (MAPS)* testing for grades 3-8. The Standardized Norm-Referenced assessment instrument will be administered three times a year and the STAR reading assessment at least four times a year for grades 3-8. Reports are sent home for the STAR testing at least twice a year and the MAPS testing results are sent home at the end of the school year.

#### Student Transfers

When pupils transfer to school, they will be registered and enrolled by the school office, the teacher will receive all the necessary information when such students enroll. Teachers have access to the child's cumulative file which is stored in the school office files.

When it is known that pupils plan to transfer from the school, teachers should notify the principal/head teacher immediately. Academic and health records are sent to the new school when requested. Teachers may want to include pertinent information in transfers.

Student information may be delayed if the student’s tuition is not up-to-date.

**Treasures from Home**

Toys, radios, CD players, cell phones, musical devices or other items not needed for schoolwork are not to be brought to school without the permission of the classroom teacher. Such items may be confiscated. Not only do these items cause a nuisance, but they also offer opportunity to be broken or stolen. It is also strongly advised that children do not carry excessive amounts of money, unless sent by a parent for a specific purpose.

**Visitors on Campus**

Visitors are welcome. They should make their presence known by signing in with the administrative assistant in the school office. Parents and those planning visits should exercise consideration; teachers should be contacted in advance of the visit.

**Volunteers on Campus**

Volunteers are an important part of the programs at Christ Lutheran Church and School. All are expected to demonstrate the highest moral character and Christ-like behavior and adhere to policies stated in this handbook. Anyone volunteering at Christ Lutheran School is expected to maintain confidentiality regarding any students they assist. ***Before asking for volunteers, keep in mind that* *all volunteers who may be alone with children must pass a background check****.*

**HEALTH AND SAFETY**

The key to school safety is the clear recognition of all school personnel that legally they stand in *loco parentis* while the child is under school jurisdiction. This means that each person who deals with children must be careful of the welfare of each child in his charge as the parent would be.

**The school is responsible for:**

1. An effective accident prevention program.
2. The establishment of a policy for emergency handling of accidents and sudden illness.
3. Notification of parents.
4. Having a sufficient number of staff members trained in first aid.

**The school is NOT responsible for:**

1. Subsequent treatment
2. Payment of expenses

**Radios**

Radios are provided to teachers and the administrative assistant to communicate in emergency situations or when out on recess duty alone. They are to be used in an event of an injury on campus where staff does not have access to a phone line or to report a security issue. Teachers should take radios with them when they leave the building. The head teacher/principal and administrative assistant will have their radios on during the school day to respond to a call.

## Accidents

A basic supply of first aid materials iskept in the office. In case of an accident, the teacher/staff member should apply basic first aid measures.

In case of serious injury, the principal/head teacher and the child’s parents should be notified immediately. A directory containing information needed to contact parents is kept in the school office. Information concerning which doctor and guardian is to be notified (if the parents, cannot be reached) is in the office.

Action to be taken when delay will NOT be harmful:

1. Render first aid if necessary.
2. Do NOT leave the child unattended.
3. Contact the parent. If the parent cannot be located, contact the secondary or emergency contact or family physician.
4. If neither a parent nor the family physician can be located, have the child taken to a hospital if the situation warrants it.
5. File an accident report.

Action to be taken when delay will be harmful: (This represents extreme emergencies such as respiratory arrest, severe bleeding, unconsciousness, shock, etc.)

1. Call 911
2. Render first aid. If severe bleeding – use the Stop the Bleed kit located in the front office.
3. Notify parents that 911 has been called and that the child needs emergency services.

Teachers should use extreme caution in the handling of a seriously injured student. An Accident Injury Report is to be completed by the teacher as to how, when, and under what conditions the injury was sustained and then filed with the principal/head teacher.

**Drills – Fire, Tornado, Intruder, and Evacuation of Building**

State Fire Regulations require that schools are to have an average of one fire drill per month or ten times a year. Administration is required to maintain a minimum of two years of completed fire drill records to be kept on site and available for review by the State Fire Marshal Deputy.

CLS has in place plans that are designed to minimize dangers to anyone in the building should an emergency arise. The safety and the welfare of the children is the paramount concern.

* Ten (10) fire drills are conducted during the school year.
* Tornado Drills are practiced 4 times a year between the months of March – September. Evacuation routes are posted and a copy available in each classroom.
* Intruder Drill
* A “Go Bucket” with first-aid kit and emergency contact information will be taken with the class during drills.

Drills will be held with or without notification. Children should leave the classrooms in an orderly manner, single file as soon as the alarm is sounded. There should be no talking or running. Children are to remain in line and behave inan orderly manner when they are outside the building. Teachers are to make a count of all children outside to make sure that no one is left in the building. Teachers need to exit with their classroom “go bucket”, clipboard with their class roster, and radio.

The entire procedure will be discussed with teachers before the opening of the school term. Teachers should, in turn, instruct the class in the proper method of carrying out a fire drill.

**Mandatory Reporting of Abuse**

Per State of Nebraska statue, all certified staff of Christ Lutheran School reports to the Department Health and Human Services or the Columbus Police Department all instances of suspected child abuse. The requirement is mandatory and within 48 hours of reported abuse. Each report should contain as much information as may be obtained including: name, age, address of suspected abused child, name and address of parents, guardians or those legally responsible for child, description of injuries and any evidence, name, age and condition of other children in the home, name and address of person making report.

**Medication**

Teacher must go through medication dispensing training before giving any medication. No oral medication will be given without written parental consent. All medication, including cough drops and over-the counter and/or non-prescription (e.g. Tylenol), should be given to the teacher for dispensing as the parent’s note stipulates. A note will be sent home notifying parents when medication has been dispensed. The school shall keep and maintain accurate records of administration of medication by school staff.

**Human Growth and Development with a Christian Worldview**

Christ Lutheran School follows Lutheran belief that the primary responsibility for Sex Education is in the Christian home. CLS teaches the Christian biblical world view regarding sex, gender, and human reproduction. In addition to science and religion class, the school will invite a licensed doctor (Dr. Anderson) to lead discussions regarding human reproduction. This guest speaker event will be for the 5th-8th grade class.

**Substance Education**

Christ Lutheran Church and School is a smoke-free, drug-free campus. Modeling of good health choices is important. There is no smoking**,** alcohol or illegal substance use in or on the church/school facilities or grounds or school functions.

*Drug and Alcohol Education and Prevention Program*

"Train up a child in the way he should go" . . . This directive is also Christ Lutheran School's ultimate goal, and it includes training in the proper care of our bodies as gifts of God. "Do you know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body". . . We are desirous at Christ Lutheran School to educate all students to the spiritual, legal, social, and health consequences of drug and alcohol use and abuse.

Each teacher (Grades K-8) will use drug and alcohol educational materials provided by the Lutheran Church-Missouri Synod and federal, state, and local government agencies and incorporate them in their religion, science, and health classes so that age appropriate drug and alcohol education is thoroughly taught to each child.

The possession and use of illicit drugs and alcohol is a sin and against the law. Therefore, any unlawful possession, use, or distribution of these substances by students or teachers will be referred to local agencies for appropriate counseling and rehabilitation.

Each family of Christ Lutheran School will receive a copy of school’s policies on drug and alcohol use and abuse when they receive the copy of the Parent and Student Handbook, with the understanding that compliance with the policy is mandatory.

#### Safety Committee

Christ Lutheran School has a Safety Committee which consists of one (1) teacher, one (1) Parish Board of Education member, one (1) trustee, and one (1) congregation member. They will review all safety policies once a year during the summer months prior to the beginning of the fall term.

# DISCIPLINE

**School Discipline Policy**

The Word of God shall be the basis of discipline in our school. Firm, loving, Christian discipline is our goal. Self-discipline on the part of the students should be strongly encouraged by parents and will certainly minimize the number of problems in this area.

Students should understand that any teacher in the building has the authority to correct their misbehavior at any time. Students are expected to conduct themselves in a Christian manner at all times. According to the Fourth commandment, every student is to be obedient to all teachers or any other authorized personnel who are given such responsibility. Under no condition are students to jeopardize the safety and well-being of themselves or others in the building.

If a teacher is having difficulty enforcing discipline, the head teacher shall be consulted. If further help is needed, the parents and finally, the Parish Board of Education shall be contacted.

Suspension is available as a disciplinary measure. It is seldom used and only in the most serious instances or when other means have consistently failed. The rules governing suspension are as follows:

A. A student may be suspended from attending school for one day at the discretion of the head teacher. A Parish Board of Education member must be contacted prior to the suspension.

B. Suspension periods exceeding one day shall be imposed only by the Parish Board of Education. The Parish Board will set conditions for re-admittance in each case at the time of suspension.

C. The Parish Board will meet with the teacher, head teacher, and parents prior to a longer period of suspension. The Parish Board will set conditions for re-admittance in each case at the time of the suspension.

**Bullying**

The Parish Board of Education recognizes the negative impact that bullying has on student health, welfare, safety, and the school’s learning environment and prohibits such behavior on school property or at school sponsored events. Bullying is defined as an intentional and repeated form of aggression toward a person or persons physically, verbally, or emotionally and usually involves an imbalance of power. Bullying causes physical and/or psychological discomfort or harm.

Students who are involved in bullying may be forced to serve time before or after school; be suspended in-school or be suspended out-of-school. Multiple instances of bullying will result in expulsion.

**CHURCH AND SCHOOL CONNECTIONS**

**Religion**

The courses of studies at Christ Lutheran School are presented in the light of God’s Word and from a Lutheran understanding. Religious material provided by the school must be used for teaching religion classes. Additional materials used in teaching religion must be cleared by the administration. It is our goal to present a Gospel-centered presentation of God’s Word, encourage regular Bible reading, prayer, and classroom discussion to foster understanding. If you have a question regarding an item in the curriculum, please discuss this with the administration or pastor.

**Chapel**

Chapel services are conducted on Wednesday in the sanctuary (unless there is a special event) beginning at 8:15 AM. Chapel is an opportunity for students, teachers, and parents to join together in worship of God. Chapel is an extension of what is done on a daily basis within each classroom. Throughout the year, individual classrooms will lead chapel at least once per semester. Teachers work with the administrative assistant to plan the songs for the service. There will be no Chapel on early dismissal Wednesdays.

A Chapel Schedule is prepared by the principal/head teacher. Each classroom is expected to lead at least one chapel each semester. Chapel services usually take the place of the religion lesson for that day.

The students attend Chapel in “Chapel Families” which consist of a leader who is in the upper grades and then a small group of younger students. The Chapel Families are created and posted before school begins. It is helpful to keep a copy of the list posted in the classroom. Teachers should be ready to leave for chapel by 8:10 AM. The upper grade students will come to the classroom to pick up their group. The older students are responsible for being the acolytes and collecting the chapel offering each week as well.

An offering designated for special mission projects is to be taken during each Chapel service. These projects change quarterly. An offering envelop is provided for each student by the administrative assistant. Please discuss and encourage the students to bring a chapel offering.

# Church Attendance

All children are encouraged to attend church and Sunday School. It is expected that parents who are interested in the spiritual welfare of their children to the extent that they have them enrolled in a Christian school will also see that they and their children attend church, Sunday School, and Bible classes. Teachers are to keep track of worship attendance in order to record it on the report card.

**Confirmation Instruction**

The 5th- 8th grade students receive their confirmation instruction during the religion period three days each week except Chapel day. The pastor teaches this class. All 5th - 8th grade students are required to attend.

**Bibles**

All students in grades 2-8 need a Bible for religion class. Each year students in the 2nd grade as well as the Preschool students receive a Bible as a gift from the school.

**EQUIPMENT AND FACILITIES**

**Copy Machines**

Only adults can use the copy machine per contract with our service provider.

**Computer and Technology Usage**

Students need to be supervised while using any technology. Be certain to have students completely log off and shut down all devices at the end of the day. Students are not allowed to alter computers in any way. Students who misuse technology will lose their computer/technology privileges for a set amount of time. If the issue is recurring, then the student, teacher, and administration will meet to discuss the matter with the parents.

**Textbooks**

Textbooks and other resources issued to students become the responsibility of the student and a fine will be assessed for excessive wear or damage not to exceed the replacement value of the book. If a book is lost, the fine will equal the cost of book replacement. All textbooks and codes for online curriculum access are the property of Christ Lutheran School.

Teachers should take note of damage to textbooks *before* handing them out to students. If you loan out personal or class library books or materials, please keep track of these items as well. If these items are lost or not returned, please notify the parents that they need to either pay the replacement cost or order a replacement themselves and return it to you.

**School Property**

With care, damage can be kept at a minimum. Where damage to desks, books, furnishings, etc. is the result of willful, negligent, or disobedient behavior, parents will be expected to pay for the repairs or replacement.

# Cleaning and Maintenance

Daily light cleaning should be completed by the students in each class with some teacher assistance as needed. A custodian is hired to clean on a weekly basis during the school year. Larger tasks or problems that need attention may be reported administration who will pass it along to the Board of Education or Trustees. Major cleaning will take place in the summer primarily by parents. During the summer cleaning, teachers also assist regarding locating and storing of materials and desks.

Gym Use

Only members of Christ Lutheran Congregation may sign out the keys to use the gym. At least one member of the congregation must be present when the gym is being used. This person is responsible for making sure that all rules pertaining to gym usage are followed, cleaning up after the group is done, turning off lights and heaters, locking all doors, and he/she accepts responsibility for any damages done to the building while his/her group was using the gym. There must be no slam dunking or hanging from the rims. A suggested donation of $10-25 would be appropriate.

#### Supplies

Marking pencils, white board markers, tape, clips, pins, etc., are available for all teachers. These supplies are located in the office. Teachers should notify administration when any regular supplies are exhausted or near exhaustion. This is especially true of the color copier toner cartridges which take time to replace.

**RECORDKEEPING AND CONFIDENTIALITY**

**Online Grading System**

Teachers of grades 2-8 have use of the online grading system. Parents of students in grades 2-8 will have access to an on-line grading system that provides information regarding their child’s grades. This system is web-based and can be accessed 24 hours a day from any computer with internet access. Parents will be provided a username and password that will be used to access their child’s information.

**School and Church Attendance**

All teachers must complete attendance each day for school and church. An accurate record of absence and tardiness is to be recorded each day. The record of attendance and tardiness is to be reported on the pupil’s report card, which is sent to the parents and/or guardians four times a year.

If a student misses more than two hours of school for any reason (tardiness, leaving early, pulled out for an appointment) then the student will be marked as ½ day absent. If a student is present for under two hours of school, then the student will be marked as a full day absent.

If a student has missed ten or more days in a quarter of school, the teacher must inform the administration. The head teacher/principal will report this to the Parish Board of Education.

**Report Cards**

Report cards are issued for each quarter. An important part of this report deals with Christian attitudes and behavior. Teachers should speak with parents on all matters that may need a more thorough explanation than thereport card can offer.

**Student Records**

Each student has a master record on file in the school office. This record is made up of all pertinent information regarding name, address, telephone, health record, MAPS scores, accommodation forms, and a complete academic record of all grades given during the child’s attendance in school. ***It is the responsibility of each teacher to record grades and other pertinent information on the permanent record for each student by May 25th***. Master records should NOT leave the school office.

**Ethical Obligation of the School in Regards to Records**

The Code of Ethics of the National Education Association states that the school has the obligation to:

1. Respect the right of every student to have confidential information about him/herself withheld except when the release is to authorized agencies or is required by law.
2. Refrain from discussing confidential and official information with unauthorized persons. *See the section about FERPA.*

**Role of Teacher Aides**

Teacher aides are to be used for instruction - either for work with individuals or groups. It is the classroom teacher’s responsibility to prepare materials for teacher aides and provide lesson plans or directions of what should be taught or reviewed. Teacher aides are to be used as effectively as possible to maximize in-person instruction. Although we trust our aides, considering them to be professionals, the confidentiality issues surrounding student files and teacher email/computer assess would necessitate that we restrict aides from the student files. Teachers, please be sensitive to issues in which you should limit access to confidential student/family information with volunteers and aides who are in your classroom. ***See the Personnel Section regarding FERPA.***

**Role of Volunteers in the Classroom**

We welcome volunteers to assist in a variety of teacher-directed activities within the classroom. Volunteers should be engaged with the students or completing projects what are general in nature. Volunteers should not be left alone with students unless they have completed the background check. They also should not file personal papers or items related to specifics students and they should not be grading papers.

There are times when parent volunteers overhear conversations about academic progress. They sometimes take it upon themselves to make a phone call to the child’s parents on their own cell phones to alert the other parent (friend) in an effort to be helpful. If you are aware of this happening, please remind them that the teachers need to make the call as part of confidentiality. ***See the FERPA section.***

**Photo Release**

Parents are asked to sign a photo release for each child during the registration process. The release allows CLS to use their child’s image in photography and videography for use in school publications and for assignments to create multimedia projects. The consent remains valid until it is revoked. If a family declines the photo release, teachers will be informed and NO photos may be taken of the child including group photos, field trips, class projects, etc. Only formal yearbook photos will be allowed for that student.

**Background Check and Fingerprinting Policy**

All people on the Christ Lutheran Church payroll as well as Sunday School teachers, classroom volunteers, and youth group helpers (anyone who is with children for a period of time) must submit to a background check through Protect My Ministry and fingerprinting per state guidelines. They must be cleared before working with children. This background check will be kept on file in the office.

#### Health and Retirement Benefits

Christ Lutheran Church and School participates in the Concordia Health, Retirement, and Disability plans of the Lutheran Church - Missouri Synod. Teachers receive benefits for themselves only.

The administrative assistant, teacher aide, children’s music director, and any part-time person worker over 20 hours for more than five months will receive benefits pending the decision of the Salary Review Committee.

Retirement benefits are available to full time faculty and staff and possibly to part-time teachers (depending on hours worked). Benefits may be available from the Concordia Retirement Plan, the Concordia Retirement Savings Plan and the Social Security Administration, depending on the arrangement selected by the worker. Benefits from the Concordia Retirement Plan are only available if the employee is vested in the plan.

If a worker wishes to make any changes to their benefits (such as changing contribution amounts to retirement plans to health saving accounts) the worker must notify the administrative assistant and current church volunteer in charge of overseeing the benefits. This should be done via email before making changes on the Concordia Portal.

#### Payday

Faculty and staff are paid once each month. The church treasurer issues checks on the 15th of the month. For those teachers paid hourly, time sheets are due by the 6th of each month (for the previous month) for hourly workers. Please sign the time sheet and put it in the head teacher’s mailbox. Payroll deductions will be made for those teachers desiring to contribute to a retirement annuity plan or any such plan.

**Jury Duty**

The performance of jury duty is a civic obligation of all citizens. Upon receiving a jury notice, the employee should immediately inform the head teacher/principal and the administrative assistant. If you are called in for duty and are dismissed from such duty prior to noon, you are expected to report for work for the remainder of the day. As an employee, you will receive the difference between your regular wage and your jury duty pay for each scheduled work day you serve on a jury. This benefit is available for full-time workers and 10-month teachers.

**Outside Employment**

When a person accepts full-time employment with Christ Lutheran School, the worker’s first responsibility shall be to the Congregation and to the efficient fulfillment of the duties assigned to the worker.

The Congregation offers no objection to a worker accepting employment outside of CLS, provided however, that the work is done outside of the “normal” hours of the job with Christ Lutheran School and the “outside” work is of such a nature that it will not affect the efficient performance of the employee’s regular duties with CLS nor reflect unfavorably on the congregation and the position that the worker holds in the congregation.

**The Family Educational Rights and Privacy Act (FERPA)**

Since people employed by Christ Lutheran are around children and may hear conversations regarding student academic progress, it is important for all to understand the rights of students as outlined in FERPA.

This law affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Christ Lutheran School receives a request for access.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Christ Lutheran School to comply with the requirements of FERPA.

Under FERPA, Christ Lutheran School may disclose directory information without consent, unless the parent or eligible student has requested the school district not disclose directory information about them. The parent or eligible student has ten calendar days from the date of the annual publication of FERPA to submit a written request to the school regarding the non-disclosure of directory information. "Directory information" means information contained in an education record of a student that would not generally be considered harmful which includes, but is not limited to, the student's name, address, telephone listing, and electronic mail address.

FERPA requires that school use a reasonable method to identify and authenticate the identity of parents, students, school officials and any other parties to whom they disclose personally identifiable information from education records. Christ Lutheran School’s method for verification of identity will include requiring photo identification for any individual who seeks educational records in person. Requests for records in writing will be made on the letterhead of the school or agency making the request.

**POLICIES**

**Adverse Weather**

All full time employees will be paid for an absence from work due to adverse weather conditions that may exist. This determination will be made by the day school head teacher for the school and Childcare Director for the CLECC.

**Military Leave**

Employees who are members of the National Guard or Reserves shall be entitled to a leave of absence. The employee will receive from Christ Lutheran the difference between his/her regular wage and the military wage for each scheduled work day while on military duty. Such leave of absence shall be in addition to any other regular leave.

**USERRA Rights:**

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) outlines for employers their responsibilities regarding military service of employees. Reemployment rights extend to persons who have been absent from employment because of "service in the uniformed services." "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, or absence from work for an examination to determine a person's fitness for any of the above types of duty.

Uniformed Services consist of Army, Navy, Marine Corps, Air Force or Coast Guard or reserves of any of these, Army National Guard or Air National Guard, Commissioned Corps of the Public Health Service, or any other category of persons designated by the President in time of war or emergency.

**Reemployment:**

Reporting to work or applying for reemployment depends upon length of the training or service, whether voluntary or involuntary:

1. **Service of 1-30 days**: Must report to Christ Lutheran by the beginning of the first regularly scheduled workday that would fall eight hours after the end of the calendar day. If, due to no fault of the employee, timely reporting back to work would be impossible or unreasonable, the employee must report back to work as soon as possible.
2. **Service of 31-180 days**: Application for reemployment must be submitted no later than 14 days after completion of a person's service. If submission of a timely application is impossible or unreasonable through no fault of the person, the application must be submitted as soon as possible. If the 14th day falls on a day when the offices are not open, or there is otherwise no one available to accept the application, the time extends to the next business day.
3. **Service of 181 or more days**: Application for reemployment must be submitted no later than 90 days after completion of a person's military service. If the 90th day falls on a day when the offices are not open, or there is otherwise no one available to accept the application, the time extends to the next business day.
4. **Fitness Exam**: Absence from work in order to take a fitness-for-service examination is the same as above for persons who are absent for 1-30 days, regardless of the length of absence.
5. **Disability incurred or aggravated**: Deadlines are extended for up to two years for persons who are hospitalized or convalescing because of a disability incurred or aggravated during the period of military service. The two-year period will be extended by the minimum time required to accommodate a circumstance beyond an individual's control that would make reporting within the two-year period impossible or unreasonable.
6. **Unexcused delay**: Reemployment rights are not automatically forfeited if the person fails to report to work or to apply for reemployment within the required time limits, but the employee will be subject to Christ policies regarding unexcused absences.

**Reinstatement to a Job:**

Except with respect to persons who have a disability incurred in or aggravated by military service, the position into which a person is reinstated is based on the length of military service:

1. If military service lasted 1-90 days the employee must be promptly reemployed in the following order of priority:

(1A) In the job the person would have held had the person remained continuously employed, so long as the person is qualified for the job or can become qualified after reasonable efforts by Christ to qualify the person or,

(1B) In the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, only if the person is not qualified to perform the duties of the position referred to in 1A after reasonable efforts by Christ to qualify the person.

1. If the employee cannot become qualified for either position described above (other than for a disability incurred in or aggravated by the military service) even after reasonable Christ efforts, the person is to be reemployed in a position that is the nearest approximation to the positions described above (in that order) which the person is able to perform, with full seniority. With respect to the first two positions, Christ Lutheran School does not have the option of offering other jobs of equivalent seniority, status, and pay.

(b) Persons returning from military service of 91 or more days are reemployed in the following order of priority:

(1A) In the job the person would have held had the person remained continuously employed, or a position of like seniority status and pay, so long as the person is qualified for the job or can become qualified after reasonable efforts by Christ Lutheran School to qualify the person or,

(1B) In the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, or a position of like seniority, status, and pay for the duties which the person is qualified to perform, only if the person is not qualified to perform the duties of the position referred to in 1A after reasonable effort by Christ Lutheran School to qualify the person.

(2) If the employee cannot become qualified for the position either in 1A or 1B of this section: in any other position of lesser status and pay, but that most nearly approximates the above positions in that order that the employee is qualified to perform with full seniority.

The reemployment position with the highest priority in the reemployment schemes reflects the "escalator" principle - each returning service member actually steps back onto the seniority escalator at the point he/she would have occupied if he/she had remained continuously employed.

**Multi-Cultural/Gender-Fair Curriculum Policy**

The Parish Board of Education of Christ Lutheran School affirms its commitment to provide equal educational opportunities to all students attending our school regardless of their sex, race, disability, or socioeconomic background.

The Board of Education and Faculty will work in conjunction with the State of Nebraska’s Board of Education adoption of the Multicultural/Gender-Fair Curriculum Rule so that students and staff gain an understanding and appreciation of:

* The cultural diversity of the United States which reflects the contributions by and roles open to Americans of all races and cultures.
* The historical and contemporary contributions of women and men to society.
* The historical and contemporary contribution to society by persons with disabilities.

The curriculum will promote experiences in multicultural as well as gender-fair activities which prepare the students to live in today’s society while honoring all people as children of God.

**Health Immunization Policy**

Immunization records are kept according to state regulations.

All students entered into grades Kindergarten through 8th grade are required by state law to be immunized against Diphtheria-Tetanus-Pertussis (DTap/DPT/DT/TD) (3 doses); polio (3 doses); measles, mumps, and rubella - MMR (2 doses); Hepatitis B vaccine (3 doses or 2 doses of adolescent vaccine if student is 11-15 years of age); 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age separated by at least one month or written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted, if the child has had varicella disease, they do not need any varicella shots. **For 7th grade only – 1 dose of Tdap (must contain pertussis booster).**

All students entered into Preschool are required by state law to be immunized against Diphtheria-Tetanus-Pertussis (DTap/DPT/DT/TD) (4 doses); polio (3 doses); measles, mumps, and rubella - MMR (1 dose); Hepatitis B vaccine (3); 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age separated by at least one month or written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted, if the child has had varicella disease, they do not need any varicella shot; pneumococcal (4 doses or 1 dose of pneumococcal given on or after 15 months of age.

All students entering Kindergarten and seventh (7th) grade are required to have a physical prior to the beginning of the new school year. A form signed by the child’s doctor must be sent to school to be kept in the child’s permanent file. These forms are available at the school. In addition, all Kindergarten students are required to have a School Vision Evaluation. This form will be kept on record in the child’s permanent file.

Exemptions for the immunizations and physical requirements are obtainable for medical or religious reasons. An exemption form is available from the school.

### Wellness Policy– per the Special Milk Program Guidelines

Christ Lutheran School is committed to the optimal development of every student. CLS believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and healthy-promoting learning environments at every level, in every setting, throughout the school year.CLS participates in the USDA child nutrition program Special Milk Program (SMP) which outlines the quality and type of milk which is available for student purchase. Students are given the opportunity each quarter to purchase milk for the upcoming quarter.

### Wellness Plan:

The primary goal of nutrition education is to influence students’ eating behaviors. Building nutrition knowledge and skills helps children make healthy eating and physical activity choices. To accomplish goal, Christ Lutheran School will develop this policy to encourage and educate students on the benefits of maintaining healthy choices throughout life.

**Nutrition Education Goals:**

* Students will receive...
  + Nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
  + The message of making healthy choices will be consistent throughout the school, classrooms, and other areas where the message can be presented.
  + Health education about making healthy decisions the other curricula areas.

**Physical Activity Goals:**

* Students will be given opportunities …
  + For physical activity during the school day through physical education classes, recess periods, and the integration of physical activity into the academic curriculum. Outdoor recess will be offered when weather is feasible for outdoor play.
  + The school will encourage parents and guardians to support their child’s participation in physical activities and will work to offer physical activities in family events.
* CLS recognizes that students are most attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Christ Lutheran teachers work to provide short (3-5 minute) physical activity breaks to students during and between classroom time at least three days per week.

**Nutrition Guidelines for All Foods and Beverages Available at School:**

* Food and beverages utilized for the once a month hot meal catered by parents will represent good choices for a balanced and nutritional diet.
* Healthy choices and nutritional food value will be a consideration in selecting school-sponsored activities.

**Goals for Other School-Based Activities:**

* The school will…
  + Maintain the classroom area to ensure that it is a clean, safe, and enjoyable meal environment.
  + Arrange a lunch schedule that provides adequate time for heating of meals, for students to eat, and for clean-up following the meal.
  + Provide drinking fountains in the school buildings and students will be given opportunity to have water throughout the day.
  + Scheduled near the middle of the school day with adequate time for students to eat before needing to leave the classroom area.
  + Provide all students with opportunities for physical activities at recess and other times when physical education is scheduled.

**Staff Wellness and Health Promotion:** CLS will encourage and support staff in actively promoting and modeling healthy eating and physical activity behaviors.

**Review:** Christ Lutheran School will review the Wellness Policy every three (3) years beginning with the school year 2017. CLS will evaluate compliance with the Alliance for Healthier Generation’s model wellness policy. This Wellness Policy is available in the annual Faculty, Staff, Volunteer Handbook and Student Handbook and can also be found at [www.christcolumbus.org](http://www.christcolumbus.org) website under the School tab.

**Implementation and Evaluation:**

* The wellness policy will be implemented at Christ Lutheran School by the school staff. Teachers will be responsible for operating the policy and reporting any problems to the head teacher.
* The head teacher will be responsible for overseeing the implementation of the wellness policy.
* Through observation, and reports from the teachers, the head teacher will report any difficulties with the implementation of the wellness policy to the Board of Education.
  + *Adopted June 13, 2006.*
  + *Reviewed and modified August 8, 2017.*
  + **Review and modified May 27, 2020**

**Reduction in Force (RIF)**

The following procedure for reduction of school staff at Christ Lutheran School shall be implemented when the Board of Education determines that a reduction is necessary. This reduction may be necessary because of declining enrollment, program changes, or budget considerations.

**Process:**

1. On the basis of reasonable cause, i.e., declining enrollment, program changes, or budget constraints, the Board of Education formally decides that a reduction is necessary; this is communicated to the school staff.
2. The principal/head teacher shall present to the Board of Education the grades, areas, programs, or positions, which should be considered for reduction. The Board of Education shall determine which specific reductions are to be recommended and report this recommendation to the Church Council and to the Voters’ Assembly.
3. The principal/head teacher shall pursue alternatives to termination, such as staff reassignments due to a vacancy caused by resignation, retirement, etc. When any such reassignment may affect the assignments of other teachers, changes shall be made by consensus and mutual consent to the extent possible. However, the best interests of the school and congregation shall be the over-riding concern. The Christian Day School Board shall make the final decision regarding reassignments after hearing the recommendation of the principal/head teacher.

**Procedures:**

* 1. Documentation of the need for reduction in force shall be directed and reviewed by the Board of Education. This documentation must clearly define the basis on which RIF is being considered, and must be shared with all faculty members involved.
  2. The principal/head teacher will determine the most probable positions for elimination, and ultimately the individuals affected, and make recommendation for Board approval.
  3. The following criteria will be used in identifying and selecting faculty whose positions are to be eliminated:
* Faculty member's expertise necessary for the program.
* Faculty member's professional training and degrees and appointment status.
* Potential for the use of the individual's abilities.

The principal/head teacher shall use all of these factors in identifying which teacher or teachers shall be terminated:

* Effectiveness of teacher.
* Ministry beyond the classroom.
* Professional conduct (punctual, prepared, relationship with students, colleagues, administrators).
* Quantity and quality of demonstrated extra-curricular leadership.
* Compliance with policies and administrative requests (including professional growth).
* Person to maintain critical program.

**Appeals :**

Personal Rights

1. The Parish Board of Education will serve as the appeals committee for any faculty member who wishes to contest the intention to release him/her. The issues in the hearing shall include only the following:
2. Did one or more of the criteria for reduction in force exist?
3. Was the criteria properly applied?
4. A written appeal must be filed with the principal/head teacher as per the appeals policy within fifteen (15) days. Failure to file the appeal within the stated time period shall constitute a waiver of the hearing. A hearing shall be scheduled at a mutually convenient time within sixty (60) days. Within one week after the hearing, the committee shall make a recommendation to the principal/head teacher as to whether the procedural provisions of this policy have been met.
5. Faculty and staff who are honorably dismissed are entitled to continue health insurance benefits plan. They have a period of sixty days to notify the office of their decision to continue "at cost." The office will notify the employee of the monthly rates, changes in coverage, etc., and continue to keep benefits in force as long as payment is received from the individual.

**Grievance Procedure**

It shall be the policy of Christ Lutheran School that all school staff, teachers, and volunteers support the Mission of Christ Lutheran Church and School and its educational policies and philosophy.

* Grievances must be in writing, stating the specific facts.
* Request, in writing, an appointment with principal/head teacher and President of the Board of Education and/or an appearance at Board of Education’s monthly meeting.
  + Pastor will be involved. Administration, Pastoral and Board decisions are conclusive.

**Resignations**

An employee who is resigning is requested to give a minimum of two weeks-notice in advance of the effective date. The resignation should be submitted in written form to the immediate supervisor and should include the reason for the resignation and the effective date. The last day worked will be used in determining final pay. Called workers should also request a peaceful release from the congregation with a letter to the Parish Board of Education.

**SECTION II - NOTE: Christ Lutheran Childcare Community employees are responsible to also read the CLECC Employee Staff Handbook.**

**Equal Employment**

Christ Lutheran School is in full agreement with the intent of the Civil Rights Laws. It is our firm belief that the basis of employee selection for hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be according to ability, not age, race, color, national origin, ancestry, gender, disability, or any other factors not considered pertinent to performance.

Because we are a church body, certain positions demand extensive understanding of and commitment to the doctrinal view of The Lutheran Church-Missouri Synod. For such positions, it is necessary for us to seek out individuals with specific religious training and/or synodical recognition. In addition to the extent allowed by State Law for all positions, the congregation may give preference in hiring on the basis of religion, including persons who are members in good standing of a Lutheran Church--Missouri Synod congregation.

The position of pastor, associate pastor or positions identifying ordained clergy status as a requirement at Christ are required to be held by ordained ministers of The Lutheran Church-Missouri Synod. Based on religious belief, only males are ordained ministers in The Lutheran Church-Missouri Synod. Therefore, for those positions, females will not be considered for employment.

**Americans with Disabilities Act (ADA) Policy**

Christ Lutheran Church & School complies with Title II of the Americans with Disabilities Act (ADA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. "No otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by Christ Lutheran. Christ Lutheran also provides reasonable accommodation for such individuals in accordance with these laws.

Complaints with respect to employment should be addressed to the Pastor, Principal/head teacher, or President of the Parish Board of Education. Christ Lutheran does not need to process ADA complaints from applicants for employment.

Complaints with respect to access to facilities, programs, and activities or with respect to communications should be addressed to the Pastor, Principal/head teacher, or President of the Parish Board of Education

Christ Lutheran School treats AIDS, HIV infections, and other chronic infectious diseases as disabilities in accordance with our policy on Equal Employment Opportunity and the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. A chronic infectious disease is defined as a persistent condition which is communicable in nature and is capable of producing serious illness in another person. This includes, but is not limited to, AIDS, Tuberculosis, Hepatitis B, or any other serious communicable disease that, due to its transmissibility, poses a significant risk to the health or safety of other individuals in the workplace or to members of the public.

An employee with a chronic infectious disease whose medical condition has adversely affected job performance will be treated no differently from an employee who has a similar disability from a different cause. No individual having a chronic infectious disease will be discriminated against in regard to job application procedures, hiring, advancement, discharge, compensation, training, or other conditions of employment.

**ADA Grievance Procedure**:  
A complaint, filed either in writing or verbally, shall contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

A complaint must be filed within thirty days after the complainant becomes aware of the alleged violation. An investigation, as may be appropriate, follows a filing of complaint. The Executive Board, or stated designee, conducts the investigations. These investigations will be thorough but informal, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the committee, or its designee, and a copy forwarded to the complainant no later than thirty days after its filing. The Administrative Assistant maintains the files and records of Christ Lutheran School relating to the complaints filed. The complainant can request a reconsideration of the complaint. The request for reconsideration must be made to the Pastor, Principal/head teacher, or President of the Parish Board of Education within ten days of the date of the issuance of the initial determination. Employment related reconsiderations must be in accordance with Christ Lutheran School’s grievance procedure.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

This policy shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Christ Lutheran complies with the ADA.

**Blood-borne Pathogens**

OSHA has mandated regulations pertaining to the handling of bodily fluids. This includes all bodily fluids: blood, vomit, urine, and any other fluids which are emitted from the body. This includes sores on the surface of the skin which have substances oozing from them.

Any caregiver aiding another person (especially students), shall follow OSHA guidelines pertaining to the handling and disposal of blood-borne pathogens.

The caregiver shall wear rubber gloves. Any paper toweling or cloths containing blood shall be disposed of in the garbage in the normal way, unless it is “saturated.” Saturated cloths and toweling shall be encased in a plastic bag and taken to a collection site for the same (usually such places as the nearest hospital). Any sharp object which has punctured the skin shall be placed in a container provided for that purpose. These, too, shall be disposed of at the nearest collection site.

Rubber gloves shall be provided for all caregivers. These rubber gloves shall be removed from the hands by holding the open-end portion and removing them inside-out off the hand. Also provided for caregivers, at the request of the caregiver, shall be a series of inoculations immunizing the same against hepatitis-B.

**Sexual Harassment**

Christ Lutheran Church and School seeks to maintain an environment free from sexual harassment. Sexual harassment is contrary to the religious and oral tenets of Christ Lutheran Church and School. In addition, such harassment can negatively affect a person’s sense of well-being and dignity.

Christ Lutheran School and its affiliates, which include employees and organizations, are under the auspices of Christ Lutheran Church when pertaining to this policy.

It is a violation of Christ Lutheran Church guidelines for any member, adult, youth, or child, or any person engaged by Christ Lutheran Church, including, without limitation, staff, employees, volunteers, and any person conducting business with Christ Lutheran Church, to sexually harass any member or any person who is involved in worship, the educational programs of the church, or any other activity of Christ Lutheran Church or School.

Christ Lutheran Church and School defines sexual harassment as including the following behavior: Unwelcome sexual advances, coerced sexual relationship, requests for sexual favors, unwelcome touching, fondling, obscene jokes, insults, suggestive remarks and all other verbal or physical conduct of a sexual nature, when:

* 1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s participation in any program or opportunity;
  2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individuals participation in any program or opportunity; or
  3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment or unreasonably interfering with an individual’s performance, study, or other worship/educational opportunity.

Whether conduct constitutes sexual harassment will vary depending upon the particular circumstances. Sexual harassment is not limited to physical acts. Sexual harassment could include behavior that is experienced as intimidating, hostile, or offensive, particularly when it reoccurs or when one person has authority over the other.

Any person who feels that he or she has been the victim of sexual harassment, and any employee, member, volunteer, or other person witnessing an incident of sexual harassment is encouraged to report the incident immediately. Reports, complaints, problems, grievances, and questions should be reported to the Christ Lutheran Church personnel listed below.

All reports of sexual harassment will be investigated. If the accused asks whom the complainant is, he/she will be informed. Appropriate action will be taken with regard to all substantiated complaints of sexual harassment and the complainant will be advised of the action taken. If the result of the investigation does not substantiate the complaint, both the complainant and alleged offender will be so advised in writing. Christ Lutheran Church and School will take such action as it deems appropriate depending upon the circumstances and degree of authority it has over the offender and in accordance with the disciplinary policies and procedures applicable to the person who committed the act of harassment.

Christ Lutheran Church and School expressly prohibits any form of retaliation against any person for filing a complaint under these guidelines or for assisting with the investigation of a complaint.

Any person who desires to initiate a complaint or discuss this policy may contact one of the following persons: Chairman, Board of Elders or President of the Board of Education.

If the Chairman, Board of Elders, or the President of the Board of Education, is the offending party, or if the reporting person is uncomfortable reporting the incident to either of them, it should be reported to the principal/head teacher. If the principal/head teacher is the offending party, or if the reporting person is uncomfortable reporting the incident to her, the complaint should be reported to either the Chairman, Board of Elders, or the President of the Board of Education.

The person who receives the report will in turn report the incident to the other two individuals identified for the purpose of initiating the investigation.

**Sexual Harassment Regarding Minors**

Sexual Harassment of students by any student, officer, administrator, or employee of Christ Lutheran School is strictly prohibited. Sexual harassment is a violation of both state and federal law.

In the student context, sexual harassment includes any unwelcome conduct of a sexual nature directed at or to a specific student or students, or conduct that has the purpose or effect of unreasonably interfering with a student's work or performance, or which creates an intimidating, hostile, or offensive environment.

Both verbal and nonverbal conduct occurring outside the context of Christ Lutheran’s authorized curriculum may constitute prohibited sexual harassment. Specific types of conduct which are prohibited include, but are not limited to, jokes, statements, or comments, whether derogatory or complimentary in nature, which either explicitly or by implication, contain or can reasonably be interpreted to contain or refer to matters of a sexual nature; physical contact, touching, or physical interference; and visual conduct such as gestures, pictures, posters, cartoons, drawings or other written, printed or published materials of a like or similar nature, which either explicitly or by implication, contain or can be reasonably inferred to contain or refer to matters of a sexual nature.

Christ Lutheran School cannot prevent violations of this policy, unless the staff observes such behavior, or the staff is told of violations. If you have any reason to believe that you or any other student has been sexually- harassed, you should immediately report the violation to your classroom teacher. If you feel that your classroom teacher does not give you satisfactory results, or if you feel that your classroom is part of the problem, or you are for any other reason otherwise uncomfortable in discussing the matter with that individual, then please contact Pastor, the principal/head teacher or any other teacher of your choice.

Except to the extent disclosures are required by law or are necessary for investigation or disciplinary action, all complaints will be kept strictly confidential. You can be assured that you will not suffer any negative consequence as a result of bringing your concerns to the attention of the staff. All complaints will be promptly and thoroughly investigated. If the investigation reveals that you or others have been the subject of sexual harassment, appropriate disciplinary action will be immediately taken against the individual or individuals involved.

**Weapons Policy**

It shall be the policy of Christ Lutheran School, Columbus, Nebraska, to disallow the presence of all firearms on school property. This shall include, but not be limited to, students who knowingly carry firearms, explosives, or other destructive devices onto school property on their person or property. This shall also include any school-sponsored event. Failure to comply with this policy shall activate the following scenario:

1. The student shall be immediately and automatically suspended.
2. The incident shall be reported to the Platte County Sheriff’s Office.
3. The incident shall be reported to the Board of Christian Education who shall rule on continued suspension or expulsion.
4. The Parish Board of Christian Education may hear an appeal and have the authority to amend their previous decision.

This policy is in compliance with the federal Gun-Free Schools Act, Title XIV, Part F of 1994 Improving America’s Schools Act (IASA) Amendment of the Elementary and Secondary Education Act.

**Alcohol, Tobacco, and Drug Policy**

Alcohol, tobacco, and drugs are prohibited at Christ Lutheran School. No person shall use or possess these items on campus.

**Asbestos**

Christ Lutheran complies with the Environmental Protection Agency for handling asbestos. Inspections indicate that there is some friable asbestos in some floor tile and linoleum. At this point, our management plan does not call for removal, but continued surveillance. If the floors are maintained in good condition, there should be no danger of fiber release. A copy of the management plan is available in the school office.

**Water Tests**

Samples of drinking water of Christ Lutheran School’s water fountain and sinks have been tested by the State of Nebraska and have been determined to be safe. Copies of these tests are available in the school office. Aaron Cattau is serving as our Certified Water Operator and conducts the necessary water tests.

**ACKNOWLEDGEMENT OF RECEIPT**

*Please sign and return this page to the Principal/Head Teacher. It will be kept on file in the office.*

I hereby acknowledge receipt of the Christ Lutheran Faculty and Staff Handbook. I recognize that it is my responsibility to read and become familiar with its contents.

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Name

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Signature Date