



# Faculty-Staff Handbook

St. John's Lutheran School- Sauers

Adopted by Church Council November 2020  
Approved by Voters' Assembly \_\_\_\_\_

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## MISSION STATEMENT, PHILOSOPHY, ROLES

When God calls us to faith and new life in Christ as individuals, He also calls us to live that new life as His holy people in service to one another to the glory of God. We understand our purpose together to be threefold:

1. To honor God with our words and actions and cultivate spiritual growth through worship, preaching, teaching, the administration of the Sacraments (Baptism and Holy Communion), and personal devotion and prayer.
2. To reach outward to the Community and the world with the good news of salvation which is in Jesus Christ alone.
3. And to show the love of Christ and our true concern for all the members of this congregation, our communities, and the world.

Therefore, St. John's Lutheran School exists to educate each child in a Christ-centered environment for a life of service to God and man. In order to achieve that goal:

**We understand** that the parent's first responsibility is to provide their children with a Biblically sound Christian education. St. John's Lutheran School is a valuable assistant to the parent in this vital work. Parent and school staff must be mutually supportive partners for the best educational results.

**We understand** that children have different strengths and weaknesses and develop at different rates. We acknowledge that children had different learning styles and a variety of interests and backgrounds. Our teachers attempt to understand children and their learning styles. The teacher's concern for the individual child's interests and needs provides a positive setting for growth in all areas of learning.

**We understand** that to receive the maximum benefit of St. John's educational program, it is imperative that students engage in the learning at school, follow through with classroom expectations at home, and carry out all school activities in a respectful manner.

**We understand** that our teaches, who have worked diligently to attain their educational training/degrees/teaching licensure, and who have been called to their vocation in Christian education, are to be given the highest regard and respect for their dedication to fulfill the church's mission through her school. Trusting those to whom we have entrusted our children's care is a vital component of successful school experience.

## **SCHOOL BOARD'S ROLE**

The School Board of St. John's Lutheran School meets monthly. The School Board is the primary policy-making body for the school. Faculty wishing to address the Board is welcome to do so at the regular meetings. Teachers who have concerns should first address their concerns with the principal before taking those concerns to the Board. The Board welcomes good communication with the faculty but sees the principal as the primary liaison between the faculty and the Board.

## **DISTRICT'S ROLE**

St. John's Lutheran School is a part of the Indiana District of the Lutheran Church-Missouri Synod. The Education Executive of the Indiana District is available to support schools and church workers. The Curriculum Consultant is available to assist schools and leads professional development throughout the year. New teachers should speak with the principal regarding the services that the Indiana District can provide.

## **EXPECTATIONS**

### **School Hours**

The school day begins at 8:00 AM and closes at 3:10 PM for students in grades K-8. Preschool hours are from 8:00 AM to 11:00 AM.

Teachers are expected to be at school from 7:30AM- 4:00PM, except for days when there are morning devotions (7:15AM) or when a teacher has late bus duty (4:15PM). If a teacher needs to leave the school during the work day, he/she must receive advanced permission from the principal.

### **Teacher and Devotions**

The teaching staff meets on the first day of the week at 7:15am for devotions. Pastor leads the devotion and the principal provides announcements and a schedule of events for the week.

### **After School Meetings**

Teachers are expected to participate in weekly faculty meetings after school. The first Tuesday of the month is reserved for a business meeting. The remaining Tuesday meetings provide opportunities for professional growth and to work on various school-wide projects. The principal will provide the teachers with a schedule of meetings and topics at the beginning of each month. If a teacher needs to leave early or is unable to attend one of these meetings, he/she must have a conversation with the principal prior to the meeting or leaving the building for the principal to plan for this absence.

After school meetings will be documented and saved in a shared Google Drive spreadsheet. Teachers can refer to this for license renewal.

### **Summer Meetings**

Teachers are expected to participate in year-end meetings and beginning of the year meetings. Year-end meetings provide an opportunity to recap the year and plan for the coming school year. Beginning-of-the-year meetings provide an

opportunity to complete mandated trainings, make schedules, and review new policies and procedures. The principal will schedule these meetings.

It is expected that teachers are present at school registration. If he/she will not be in attendance during the entire registration period, he/she must develop a schedule and receive approval from the principal.

### **Dress Code**

Teachers should wear clothes that are neat, clean, in good repair, and appropriate in a Christian school setting. Clothes advertising alcohol, drugs, sex, or any other objectionable, controversial, or immoral subject are inappropriate for school year. Bare midriffs, tight or short shorts and skirts (more than three inches above the knee), halter tops, tank tops, low cut shirt, or flannel (pajama type) pants are not allowed. Male teachers may not wear earrings or other body piercing jewelry during the regular school day, while on the school campus, or on school sponsored activities. Female teachers may wear earrings, but other body piercing jewelry may not be worn during the regular school day, while on the school campus, or on school-sponsored activities. The principal will have the final say as to what is acceptable.

### **Communication with Families**

St. John's will conduct Parent-Teacher conferences twice a school year, mandatory in the fall and at the request of the teacher or parent in the spring. Additional conferences may be held at the request of the teacher or parent at other times throughout the school year.

It is required that communication between teachers and families remain professional. Often, it is easiest to talk through an issue than exchange text messages or email messages. It is the responsibility of the teacher to involve the principal if miscommunications arise between parents and teachers.

Ideas for communication with families include classroom newsletters, emails, classroom webpages, and Google Classroom announcements. Teachers are encouraged to avoid text messages with parents and students.

## **Professionalism**

Teachers are professionals. They should speak professional about students and coworkers.

## **Social Media Policy**

*Adopted by the School Board, October 2020*

### Definition of Social Media and Applicability

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, photo sharing sites, blogs, e-mails, Internet websites, Internet forums, wikis, and mobile device applications. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Google+, Flickr, Skype, Facetime, and Snapchat.

Personal social media use is a non-work-related social media activity.

These guidelines apply to all SJS employees. SJS will take steps to ensure that all SJS employees are informed of these guidelines.

### Professional Social Media Use

SJS employees should maintain separate professional and personal email addresses. As such, SJS employees should not use their personal email addresses for work use. Regular and continuous use of a personal email address for professional purposes, including social media use, may result in SJS considering the email address, and the corresponding use of that address, as a professional account.

### Personal Social Media Use

#### 1. Communication with SJS Students

In order to maintain a professional and appropriate relationship with students, SJS employees should not communicate with students who are currently enrolled in SJS on personal social media sites. SJS employees'

communication with SJS students via personal social media is subject to the following exceptions: a) communication with relatives (i.e. a teacher is a student's aunt) and b) if an emergency situation requires such communication, in which case the SJS employee should notify his/her supervisor of the contact as soon as possible. SJS employees should not "friend" SJS students on social media sites.

## 2. Guidance Regarding Personal Social Media Sites

SJS employees should exercise caution and common sense when using personal social media sites.

- a. As a recommended practice, SJS employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees are responsible for understanding the rules of the social media site being utilized.
- b. It is not recommended that SJS employees tag photos of other employees without the prior permission of the individuals being tagged.
- c. Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, can endanger SJS students and/or employees, and can be in violation of SJS policies, regulations, and state/federal law.
- d. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites is prohibited. This includes posting photographs of students on a personal social media website or page.
- e. SJS employees should not make representations that their personal social media sites speak in an official SJS capacity.
- f. SJS employees are representative of SJS. Employees should remember that what they post, even if it is within the guidelines of the Church and School, is a reflection of the Church and School.

Applicability

1. These guidelines provide guidance intended to supplement existing SJS policies.
2. These guidelines serve as a code of conduct for social media use and may also constitute separate basis for potential discipline. All existing SJS policies that cover employee conduct are also applicable in the social media environment.
3. SJS employees are mandated reporters and are required to abide by the same reporting responsibilities in a social media context.

## **HUMAN RESOURCES**

### **Classification of Staff**

The Board of Saint John's Lutheran School shall classify staff in order to provide correct compensation and benefit administration.

1. Called faculty: Educators who are on the roster of the Lutheran Church Missouri Synod, classified as a "Minister of Religion" and self employed by the Internal Revenue Service may be eligible for having a portion of their salary designated as Housing Allowance which is not subject to income tax.
2. Contract Staff: Staff may be classified in one of the following categories:
  - A. Educators who are certified by the state of Indiana, graduates of a synodical or non-synodical college, and regularly employed to work the normally scheduled school week for a period of time are considered full time.
  - B. Educators who may be, but are not required to be, certified by the state of Indiana and/or by the Lutheran Church-Missouri Synod, graduates of a synodical or non-synodical college, and occasionally employed to work less than the normally scheduled school week for a designated period of time.
  - C. Educators who are certified by the state of Indiana and are occasionally employed on a per diem basis.
  - D. Individuals who are regularly employed to work the normally scheduled work week for a designated period of time.
  - E. Individuals who are regularly employed less than the normally scheduled work week for a designated period of time

### **Employment Procedures**

Saint John's Lutheran School maintains a uniform selection procedure related to the filling of a teacher vacancy. The qualifications of the teacher shall be determined by the need and finances of the school and congregation.

SJS will follow the procedures outlined in Article 7e of the church constitution for hiring teachers. The Call Committee will recommend individuals for all Calls and contracts according to the procedures outlined by Saint John's Lutheran School. No school staff may be employed without the approval of the Congregation and/or administrator. The School Board Chairman and School Principal will sign employment contracts.

Called Teachers: Graduates from synodical institutions, and teachers completing the colloquy program, are eligible for a Call to St. John's Lutheran School. Called members of the staff are called to serve twelve months beginning July 1 and ending June 30. The period of service is to be on call one week prior to the first day of school to one week after the last day of school.

Contract: Contracts for full-time or part-time teachers are written on a twelve month basis beginning July 1 and ending on June 30. The period of service is to be on call one week prior to the first day of school to one week after the last day of school.

### **Compensation**

Teachers will be provided a worksheet prior to the start of the school year that explains their salaries for the coming school year. St. John's Sauers will use either the District Salary Guidelines or establish a salary independent of the guidelines.

### **Housing Allowance**

Called, rostered church workers can request a yearly housing allowance. In December, teachers will calculate their housing allowances, complete a form, and turn it into the principal. The church council will approve of the housing allowance. If a change to the housing allowance is needed during the year, it is the responsibility of the teacher to ask the principal for the documentation.

Housing allowance paperwork will be kept on file in the school office.

It is recommended that employees review the "Taxes and Ministers" guidebook that is produced by the Lutheran Church-Missouri Synod when completing their housing allowance request form.

### **Health Benefits**

St. John's Sauers contributes 90% of the health insurance premium for the worker and the worker's children. The remaining 10% is withheld from the teacher's paychecks.

## **Additional Benefits through Concordia Plans**

Full-time teachers can receive life insurance, disability, and participate in the Concordia Retirement Plan. It is recommended that all full-time employees review the benefits portal on [concordiaplans.com](http://concordiaplans.com). The principal will explain benefits to new hires.

## **Paid Time Off**

### *Sick Days, Personal Days*

Full-time employees receive 10 days of paid time off per school year. Employees must present their request to use a paid day off to the principal as soon as possible. Paid time off will not roll-over and cannot be cashed in at the end of the school year. Employees who need more than 10 days must request a conference with the principal to discuss any special circumstances. Pay will be deducted by 1/200<sup>th</sup> for each additional day used after ten days.

Teachers should submit their PTO request as soon as possible to the principal who will document the days. The school administrative assistant will find a substitute teacher.

### *Maternity Leave*

Employees must provide the principal with approximate dates for maternity leave as soon as possible. Employees must first use their ten days of paid time off, or the amount of paid time off that is left for that school year. Then, employees will utilize the Concordia Disability Plan to continue to receive a portion of their salaries for the remainder of the maternity leave. Employees should contact Concordia Plan Services at 888-927-7526 to determine disability requirements and benefits.

### *COVID-19*

Employees can use the allotted ten paid time off days in the event of a COVID-19 related illness or quarantine. Employees can also use the ten PTO days to serve as a caretaker for someone who is quarantining due to COVID-19. Pay will be deducted on a per day basis past the 10 day period. In the event of a classroom

closure and quarantine, that homeroom teacher will provide e-learning instruction from home and will continue to receive regular pay.

### **Background Checks**

All staff employed by St. John's will be background checked. New hires will be background checked prior to the start of the school year. Other staff members will be checked every three years. Results will be kept in personnel files in the school office. If an issue arises on a background check, the principal will have a conference with that staff member.

### **Outside Employment**

If a staff member chooses to find outside employment, he/she must inform the principal prior to accepting that additional job.

### **Smoking**

St. John's Sauers is a smoke-free campus. Smoking is only allowed across the street, on the side of the road by the Old School. Staff are not able to leave the school building during the day to smoke.

### **Colloquy**

It is expected that full-time teachers complete the colloquy requirements within 2.5 years of employment. The teacher is responsible to register for classes. The teacher should speak with the Pastor of St. John's to determine if funds are available from the church to help offset the costs.

### **Sexual Harassment**

It is the policy of Saint John's Lutheran School to strictly prohibit any conduct, which constitutes sexual harassment by an employee (worker) or non-employee and will take action against any person guilty of such conduct. This policy is based on Title VII of the 1964 Civil Rights Act and related court decisions.

Sexual harassment in any form toward an employee (worker) by another employee or a non-employee (e.g. student, parent, vendor, visitor) will not be tolerated. Employees(worker) who believe that they have been or are being sexually harassed will inform the harasser that the behavior must stop immediately and, if continued, will be reported to school and/or church authorities. Any employee (worker) who believes that he or she has been subjected to repeated or abusive sexual harassment shall report the conduct to the school administrator (or pastor) who will arrange investigation of the incident and will present the investigated incident to the School Board. The board will decide the appropriate action the situation warrants. This could result in termination of employment, contract, or enrollment. It is the responsibility of each employee (worker) and non-employee to respect the right of others.

### **Mandated Reporter**

Teachers are considered mandated reporters. If a teacher or any staff member suspects a student is being neglected and/or abused, notify the principal immediately. The principal will determine who will call the Department of Child Services hotline.

Teachers will complete mandated reporter trainings on a yearly basis.

### **Personnel Files**

Staff personnel files shall include a copy of an Indiana State Teaching license, and such other documents as may, from time to time, be required.

### **Terminations of Calls or Contracts**

All disciplinary actions should follow the passage in Matthew 18: 15 dealing with Christian love as a preliminary to corrective actions. Before termination occurs, a performance improvement program must have been considered and either implemented or rejected by a simple majority of the Board of Christian Education. Showing Christian concern for all parties, a teacher's Call or contract may be terminated by the calling/contracting entity under the following circumstances clearly documented by date and incident:

\* The teacher does not meet state teaching licensing standards

- \* The worker is incompetent, immoral, or teaches false doctrine.
- \* Irreconcilable, unhealthy worker/congregation relationships persist.
- \* The worker refuses the Synodical reconciliation process and/or refuses to abide by its results.
- \* Reduction in staff is necessary.

Showing Christian concern for all parties, a teachings' Call may be terminated according to Article 9e of the constitution. A teacher's contract with a teacher may be terminated by a simple vote of the School Board and approval of the Voter's Assembly.

If the Board is not renewing a contract for the next school year, the School Board must report its decision to the Voters' Assembly and notify the teacher in writing by May 31 that his/her contract is not being renewed.

In the event of immediate dismissal, all benefits and salary will be terminated.

### **Grievance Procedures- Staff**

The school staff is composed of pastors, principal, teachers, secretary, custodians, teacher aides, cafeteria staff, and volunteers in various activities. All must work cooperatively to offer the best Christian education possible. Each has been called by the Lord to work with and for His people.

It is important that all staff members be unified in their efforts and feel a common bond of Christian purpose and fellowship. A sincere interest in not only their own individual tasks, but also in the labors of other members of the staff is essential for each. Professional and Christian ethics require that the members speak well of each other, encourage each other and give whatever help that are able to give when it is necessary.

Staff members who believe they have been treated unfairly, or subjected to any form of abuse or harassment as a result of their working conditions or another staff member's actions, may initiate the formal grievance procedures according to the Scriptures as follows:

*“If your brother sins against you go and show him his fault just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.” Matthew 18:15-17*

1. The problem should be resolved prayerfully between the two parties involved. All problems will be solved at the lowest level whenever possible.
2. If the problem persists, staff members should meet with the principal to resolve it.
3. In the event the above steps do not result in a solution, the principal will take the matter before the school board for resolution.
4. In the event that the staff member is dissatisfied with the decision reached by the School Board, they may appeal to the Voters’ assembly by presenting a written request to the President of the congregation at least 7 days prior to the Voters’ assembly meeting.

The decision of the Voters’ Assembly is final.

## **CLASSROOM EXPECTATIONS**

### **Cleanliness**

The teacher will maintain an orderly and clean classroom. When maintenance issues arise, staff should complete a Maintenance Request Form that will be kept in the office.

### **Homework**

It is recommended that students receive roughly ten minutes of homework per grade in school (see scale below). Teachers in grades 5-8 should communicate with each other to ensure that they are working as a team and not individually giving too much homework.

Kindergarten/First Grade- 10 Minutes

Second Grade- 20 Minutes

Third Grade-30 Minutes

Fourth Grade- 40 Minutes

Fifth Grade- 50 Minutes

Sixth Grade- 60 Minutes

Seventh Grade- 70 Minutes

Eighth Grade- 80 Minutes

### **Grading Scale and Online Grade Book**

The grading scale is as follows:

95-100: A

90-94: A-

87-89: B+

83-86: B

80-82: B-

77-79: C+

73-76: C

70-72: C-

67-69: D+

63-66: D

60-62: D-  
59 and Below: F

Teachers are expected to update their grades on Fast Direct at least once a week.

### **Honor Roll**

Students must have a B+ grade point average in order to be on the honor roll. Teachers are expected to turn in the honor roll form to the school administrative assistant after each quarter.

### **First Aid & Medication**

Teachers are expected to maintain current First Aid & CPR training. The principal will coordinate a staff-wide training every two years. Teachers must provide the principal with a copy of their first aid card.

Teachers are not to administer medication to students. Medication will be stored and administered by either the administrative assistant or the principal.

### **Assessments**

Teachers will administer statewide tests and classroom tests in order to assess student learning. Teachers are required to participate in training for state assessments (IREAD and ILEARN). Teachers should review test results and adjust instruction accordingly.

### **Daily Schedules**

Teachers are required to turn in their daily classroom schedule to the principal prior to the start of the school year. Changes that are made throughout the year must be approved by the principal.

At least ninety minutes of language arts (reading, writing, phonics, spelling, handwriting) is required in kindergarten, first, and second grade.

### **Discipline**

We believe an integral component of discipline is the Gospel of Jesus Christ. The Law accuses, pointing out our sinfulness. The Gospel forgives. Within the philosophy of Christian education, a child needs to experience the forgiveness of his/her teacher and be reassured of Christ's forgiveness.

Teachers make every effort to treat all children in accordance with God's Word. It must be understood, by students and parents alike, that students respect their teachers under the rule of the Fourth Commandment. Student conduct and attitude at St. John's is expected to be of the highest Christian quality both in school and when involved in co-curricular and extracurricular activities. Students are expected to conduct themselves in a manner consistent with the school philosophy and goals and serve as ambassadors for the school.

The Law states that a fundamental goal is the educational development of all persons to the limit of their capabilities. However, when citizens act irresponsibly, violate the rights of others, or present actual or threatened danger to persons or property, they are subject to the loss of some of their rights.

Such is the case with the right to an education. When a student commits an act of gross disobedience or misconduct as defined by the Board, the student's right to an education may be temporarily withheld.

Except for cases of serious misconduct, the following sequence is used to correct problems:

**A. Classroom Procedures/Rules:** Each classroom teacher has classroom procedures and consequences in cases of misconduct or misbehavior.

1. The student may be subject to a "time out," "sitting out of an activity," "putting their head down," "turning a card," or some other consequence.
2. Parents may be contacted.
3. Students may be sent to the principal.

**B. Detention:** Detention may be required if behavior persists or teacher and principal deem it necessary. Detention will be served in the principal's office until 4:15 PM on the given day.

**C. In-School Suspension:** In-school suspension is the temporary isolation of a student from one or more classes while under appropriate supervision. Generally, suspensions last 1-5 days. All work must be completed but will be penalized as *late* (according to the classroom teacher's procedure for late work.) Before issuing this suspension, the principal will meet with the teacher and student. All incidents will be documented and presented to the student and the parents.

**D. Out-of-School Suspension:** Out-of-school suspension is the removal from the school environment for periods of short duration. The principal, for gross or repeated infractions of school rules, regulations, policy or the law, will impose this suspension. All incidents will be documented and presented to the student and parents.

In cases of serious misconduct, the school may not deprive a student of rights via a suspension or expulsion without due process. A student is entitled to and shall receive due process and will be allowed to present a defense, to explain the circumstances of the action in question, or to attempt to prove innocence.

In the event of serious infraction, the student will remain suspended pending a hearing with the Board to determine whether the child will be expelled. This meeting will be held at such time as Board members are reasonably able to assemble. The decision of the Board is final.

The offenses resulting in any type of suspension will be determined by the principal, but are not limited to: repetitive or flagrant disobedience, misbehavior or misconduct; excessive disruption of classroom procedures; use of obscene or vulgar language (written, verbal, or gestured); cheating; plagiarism; disrespect toward staff; intimidation; stealing; physical harm to others; or activating a false alarm.

*Following any suspension, before returning to class, the child and parent will meet with the principal. Students returning from suspension are on probation for the remainder of the school year.*

**E. Expulsion:** Expulsion is the removal of a student from the school environment, which includes, but is not limited to, classes and activities. Only the Board may remove a student from the school environment in this manner. Students may be expelled for violations of board policy, school rules, or the law.

When a student is recommended for expulsion by the Board, the student is provided with:

1. Notice of the reasons for the proposed expulsion.
2. An oral or written report on the facts.
3. An opportunity to present a defense against the charges on the student's behalf.

The results of the Board's findings will be in writing and open to the student's inspection.

**F. Physical Restraint:** In the event physical restraint becomes necessary, an employee must consider the following factors:

1. The size and physical, mental, and psychological condition of the student.
2. The nature of the student's behavior or misconduct provoking the use of physical force.
3. What is used in applying the restraint.
4. The extent and nature of resulting injury to the student, if any.
5. The motivation of the employee using physical restraint.

The student's parents are given an explanation of the reasons for the restraint. Violent, destructive, and seriously disruptive behavior will result in immediate removal from class or other activity in which the student is involved. The principal will investigate the incident, talk with parents, child, and teacher, and determine what additional action, if any, is necessary.

**Specific Serious Offenses are Identified and Handled as Follows:**

**Weapons** – The possession of weapons is handled according to state law. Violators are expelled from school and the incident is reported to the appropriate law enforcement agency. The possession of *lookalike* items results in a suspension from school pending a hearing before the Board.

**Tobacco, alcohol, and controlled substances** – Possession or use results in a suspension from school pending a hearing before the Board. An incident involving alcohol or controlled substances may be reported to the appropriate law enforcement agency.

**Sexual Harassment** – Sexual harassment includes any inappropriate behavior of a sexual nature whether physical or verbal. Any behavior which embarrasses a student and has sexual connotations or calls attention to the student’s sexuality in a demeaning or un-Christian manner will not be tolerated. Sexual harassment complaints may be filed by the victim, the victim’s parents, or any observer. The school will act in the following way to immediately and deliberately halt the harassment:

**1.** First offense will result in an after school detention. The teacher or principal will inform the child that the offense constitutes sexual harassment and explain it. The child will apologize to the victim. The child forfeits recess for one week. (This may include break time in the upper grades.) The child’s parents are notified in writing. The victim’s parents will be notified of the incident and of the action taken by the school. The child will be informed that another act of sexual harassment will result in a hearing before the Board to decide upon continued enrollment. *If, in the opinion of the principal and classroom teacher, the incident is extremely offensive (e.g., fondling, indecent exposure, etc.), the principal may suspend the student pending a hearing of the Board to determine the enrollment status of the offender.*

**2.** A second offense will result in immediate suspension from school until such time as the Board is able to conduct a hearing to determine the enrollment status of the offender.

**3.** A third offense results in expulsion.

**4.** Any act of sexual harassment which might involve criminal penalties will be referred to the appropriate law enforcement agency for further investigation.

**Harassment/Bullying:** This entails any electronic (computer, Cyberspace), verbal or physical act or conduct toward a student which is based on an actual or perceived trait or characteristic of the student that creates a hostile school environment that meets one of the following conditions:

- A. Places a student in reasonable fear or harm to the student’s property or person.
- B. Has a substantially detrimental effect on the student’s mental or physical health.
- C. Has the effect or interference with the student’s academic performance.

D. Has the effect of interfering with a student's ability to participate in or benefit from services, activities, or privileges.

Harassment and bullying may include, but are not limited to, the following circumstances:

Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, fear, or suffering to the victim.

Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, fear, or suffering to the victim.

Implied or explicit threats concerning one's grades, achievements, property, etc., that have the purpose or effect of causing injury, fear, or suffering to the victim.

Demeaning jokes, stories, or activities directed to the student that have the purpose or effect of causing injury, fear, or suffering to the victim.

Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

The school will act in the following way to immediately and deliberately halt the harassment:

1. First offense will result in an after school detention. The teacher or principal will inform the child that the offense constitutes harassment and explain it. The child will apologize to the victim. The child forfeits recess for one week. (This may include break time in the upper grades.) The child's parents are notified in writing. The child will be informed that another act of harassment will result in a hearing before the Board to decide upon continued enrollment. *If, in the opinion of the principal and classroom teacher, the incident is extremely severe, the principal may suspend the student pending a hearing of the Board to determine the enrollment status of the offender.*

2. A second offense will result in immediate suspension from school until such time as the Board is able to conduct a hearing to determine the enrollment status of the offender.
3. A third offense results in expulsion.

Any act of harassment which might involve criminal penalties will be referred to the appropriate law enforcement agency for further investigation.

### **Leaving the Classroom**

Professional staff will not leave students unattended. If a teacher needs to leave a classroom, he/she should contact the school office for someone to watch their students. Teachers must prepare for the day prior to students entering the classroom to avoid trips to the workroom.

### **Emergency Procedures**

Teachers will go through the emergency procedures with the principal prior to the start of the school year. They should review these with their students within the first two weeks of the school year and periodically throughout the school year to ensure readiness.

### **Classroom Expenses**

Teachers will receive \$100 for classroom expenses each school year. Receipts must be turned into the principal prior to the end of the school year in order to receive reimbursement.

### **Absent Work**

Teachers are expected to prepare an Absent Work packet on a daily basis when students are absent. These packets must be prepared and be in the office by 3pm.

### **Fundraisers**

Fundraisers are an important part of the Ministry of Saint John's Lutheran School. They are used to offset general school costs or to offset the cost of specific items. Each year the school will have one major fundraiser.

Fundraisers that involve the entire school will be handled through the School Board. The School Board will approve where the monies will go. All other fundraisers must be approved by the administrator.

## **PROFESSIONAL & SPIRITUAL GROWTH**

### **Church Membership**

*Beginning January 1, 2021*

Teachers who are called from the field or from the Concordia University System are required to become members of St. John's Lutheran Church.

Teachers who complete the colloquy and receive and accept a Call from St. John's Lutheran Church are required to become members of St. John's.

All full-time contracted teachers must complete the colloquy even if they choose to decline a Call.

### **Licenses**

Professional teaching staff are expected to maintain state teaching licenses. Teachers are expected to provide the principal with a copy of their teaching license.

### **Continuing Education**

Professional teaching staff are expected to maintain their licenses through continuing education credits. The principal will provide teachers with options for professional development, but teachers can also search for professional development, too. It is the expectation of the teacher to ask the principal about available funds for professional development PRIOR to signing up.

### **Professional Organizations**

Professional teaching staff should maintain membership in professional organizations. Teachers must include professional organizations that they hold membership in or plan to join when they complete a professional growth plan.

### **Professional Growth Plans**

Professional teaching staff will complete a professional growth plan prior to the start of the school year. Teachers will set professional, spiritual, and personal goals for themselves for the school year. The principal will check-in with the teachers at each quarter on progress towards the goal. These growth plans will be kept on file in the school office.

### **Evaluation of Staff**

During the school year, the principal will observe the teachers in the classroom setting. This will occur at least twice during the year, once informally and the other formally. Following the formal observation, the teacher and principal will meet to discuss the observation.

Observations will be done for the purpose of improvement of instruction on the part of the teacher. An evaluation form will be filed for each observation. A formal evaluation to be shared with the School Board will be made at the end of the school year.

An evaluation of full and part time staff will also be made annually.

### **Mentoring of Beginning Teachers**

Beginning teachers to St. John's Sauers will be partnered with a mentor teacher. They will meet with the principal prior to the start of the school year to review the mentoring expectations.

### **Aide Policy**

The determination of the need for an aide will be made by the administrator and taken to the council for recommendation to the Church body for a vote.

## **JOB DESCRIPTIONS**

*There may be times when employees do not meet the qualifications and job descriptions described in this handbook. When that occurs, a case-by-case recommendation will be discussed with the School Board, taken to the Church Council, and voted on by the Voters' Assembly.*

### **PRINCIPAL**

#### **Basic Function**

The principal shall promote and maintain a Christian Day School in accordance with Lutheran Church Missouri Synod and St John's Lutheran School Board guidelines. This includes execution of any and all procedures and policies necessary to ensure a successful day school program. The principal is responsible for the day-to-day operations of managing a Christian Day School.

#### **Relationships**

Responsible to: Board of Christian School

Works with: Pastor(s), Teachers, Support Staff

#### **Qualifications**

1. The principal shall meet professional staff qualifications.
2. The applicant shall have met the requirement for the professional certificate endorsed for one of the several types of teaching services, and in addition thereto, having secured a master's degree in educational leadership and an administrator license from the State or be actively pursuing this degree within a timeframe acceptable to the School Board, four years of teaching experience.
3. The principal shall be a member of (and participate in) professional organizations and associations.
4. The principal shall be certified by the Lutheran Church – Missouri Synod through graduation from a synodical school or by colloquy, and by signing the synodical constitution, taking an active interest in the work of Synod.
5. The principal shall be a member of St. John's Lutheran Church.

## **General Responsibilities**

1. Evaluate the curriculum and programs with other professional staff.
2. Regularly evaluate teachers' classroom performance as outline by policy and reports to the Board.
3. Maintain teacher files including biographical data, correspondence, state certificates, record of medical examinations, and record of continuing education credits.
4. Require daily classroom schedules of each teacher and suggests revisions, if needed.
5. Require the preparation of lessons plans by all teachers
6. Represent the faculty and staff at the School Board meetings.
7. Report to the faculty and staff on Board action related to school and faculty.
8. Administer the budget as approved.
9. Approve student admissions and transfers in consultation with the Board.
10. Approve all promotions, accelerations, and retentions of pupils in accordance with policies set forth by the School Board.
11. Conduct faculty meetings regularly using planned and written agendas.
12. Arrange for regular meetings and consultations with pastoral staff.
13. Provide orientation meeting for all new and returning professional staff.
14. Coordinate fire and safety drills.
15. Maintain current handbooks and bring to the Board and Council for approval.
16. Coordinate health-related visits and tests.
17. Be responsible for the bus transportation program and drivers to assure welfare and safety of students.
18. Coordinate the parent-student orientation meeting at the beginning of the school year.
19. Be responsible for the ordering of all school material and equipment.
20. Oversee the operation of the cafeteria and make certain that the manager meets state requirements.
21. Make certain that teachers communicate to parents through conferences, private consultations, written and oral forms, and the status of each student.
22. Coordinate administration of annual achievement tests and review results as part of curriculum review.
23. Keep accurate student records in accordance with the law.
24. Recommend policies, as needed, to the School Board.
25. Disseminate school news to school and church families and other area churches when appropriate.

26. Promote the school and encourage parents to enroll their children.
27. Meet with prospective families
28. Administer policies as set by the School Board.
29. Oversee the accounting of the Athletic Fund.
30. Oversee the accounting of the Extra-curricular Fund
31. Actively participate in District sponsored conferences and workshops related to, or specifically designed for, principals.

## **TEACHER**

### **Basic Function**

The teacher is part of the team ministry of Saint John's Lutheran Church and School. The teacher provides instruction in the Christian School in accordance with the guidelines of the School Board and the congregation.

### **Relationships**

Responsible to: Principal

Works with: Other teachers, support staff, parents

### **Qualifications**

1. The teacher shall be defined as a member of the professional instructional staff who holds a certificate endorsed by the type of position in which employed.
2. The Teacher will have completed an undergraduate degree in early childhood, elementary, or mid-level education.
3. The teacher models the Christian faith, dresses appropriately, and is an effective communicator.

(There needs to be a qualification of having a college degree. And, middle school teachers should have mid-level content area endorsements added onto their licenses. The current teachers do not)

### **General Responsibilities**

1. Takes continuing education courses.
2. Supports in practice the school's statements of purpose, philosophy, goals, and the mission statement of the congregation.
3. A teacher prescribes, evaluates, and directs student learning's in terms of the school's objectives.
4. Follows Matthew 18 in conflict resolution.
5. Fulfills assigned responsibilities - including grade level assignment, staff assignments, and co-curricular assignments.
6. Completes required reports, records, and forms on time.
7. Maintains a Christian professional relationship with colleagues, parents, and students.

8. Attends and participates in faculty meetings.

## ***TEACHER ASSISTANT/EDUCATIONAL AIDE***

### **Basic Function**

Provide assistance to the classroom teacher

### **Relationships**

Responsible to: Classroom teacher

Works with: Other teachers, support staff, principal

### **Qualifications**

1. The board shall approve the use of employed and volunteer educational aides, to assist certified personnel in non-teaching duties.
2. The assistant will be under the supervision of the principal, who will conduct an annual training program in CPR/first, child abuse/neglect, and emergency procedures for such personnel.
3. The assistant shall be over the age of 18 and be a high school graduate.
4. The assistant shall understand the philosophy of the school.
5. The assistant models the Christian faith.

### **General Responsibilities**

1. Corrects papers, makes copies of worksheets and tests for the classroom teacher, and other non-instructional tasks the teacher may assign.
2. Supervises children at recess, lunch, and during group instruction given by the teacher.
3. Works with individual children or small groups of children to reinforce and extend instruction previously given by the teacher.
4. Attends in-service sessions as scheduled by the principal.
5. Performs any other duties deemed appropriate by the classroom teacher and the principal.

The School Board, upon the recommendation of the principal will hire teacher assistants.

## ***SCHOOL ADMINISTRATIVE ASSISTANT***

### **Basic Function**

The secretary will perform the duties assigned and supervised by the principal as is necessary for the orderly conduct of school business.

### **Relationships**

Responsible to: Principal

Works with: Faculty, support staff of school and congregation, Board of Education

### **Qualifications**

1. The secretary shall model the Christian faith and understand the philosophy of the school.
2. The secretary shall have a minimum of a high school education and demonstrate skills in Microsoft office, accounting, telephone etiquette and office organization necessary to performing the duties of the position.
3. The secretary shall relate well to both children and adults.

### **General Responsibilities**

1. Maintains appropriate school records.
2. Maintains confidentiality.
3. Works independently.
4. Makes decisions as appropriate.
5. Coordinates first-aid treatment and medication as directed.
6. Completes attendance reports.
7. Monitors hot lunch account balances and alerts the principal to those whose balances are negative.
8. Serves as school receptionist.
9. Performs other duties as deemed necessary and directed by the principal.

## ***PRESCHOOL TEACHER***

### **Basic Function**

The preschool teacher is part of the team ministry of Saint John's Lutheran Church and School. The preschool teacher provides instruction in the Christian Day School preschool program in accordance with the guidelines of the School Board and the congregation.

### **Relationships**

Responsible to: Principal

Works with: Other teachers, support staff, parents

### **Qualifications**

1. The teacher shall meet professional staff qualifications: a minimum of a two year degree in child development or a related field. Preferred qualification is a bachelor's degree in early childhood education and a valid teaching license.
2. The teacher models the Christian faith, dresses appropriately, and is an effective communicator.

### **General Responsibilities**

1. Attends workshops, seminars, and professional training course.
2. Develops and implements the academic curriculum in the areas of language, math, science, social studies, and physical development.
3. Follows Matthew 18 in conflict resolution.
4. Provides a loving, caring Christian environment and promotes the child's spiritual, social, personal and emotional development.
5. Completes required reports, records, and forms on time.
6. Maintains a Christian professional relationship with colleagues, parents, and students.
7. Attends and participates in faculty meetings and Parent-Teacher meetings and activities.
8. Meets state requirements for a preschool teacher.
9. Promotes and publicizes the preschool program.

## ***ATHLETIC DIRECTOR***

### **Basic Function**

To coordinate and implement a sports program for Saint John's Lutheran Church and School which demonstrates a Christian and enthusiastic attitude.

### **Relationships**

Responsible to: School Principal (school) and Pastor (congregation)

Works with: Teachers, Support Staff, School Board, and Janitor

### **Qualifications**

1. The Athletic Director shall be a member of the congregation.
2. The Athletic Director models the Christian faith, understands the philosophy of the school, and incorporates the philosophy into the athletic program.

### **General Responsibilities**

1. Emphasizes the glory of God over self and school.
2. Serves as a Christian example of fair play and good sportsmanship.
3. Supervises coaches, assistant coaches, and other volunteers in athletics.
4. Schedules and approves all athletic activities, coordinating with the principal with respect to the school schedule and needs and with the Senior Pastor with respect to the congregational schedule and needs.
5. Secure facilities at which to conduct interscholastic activities.
6. Hire game officials for all interscholastic contests.
7. Line up scorekeepers, timers, and other personnel needed for the conducting of interscholastic contests.
8. Be responsible for ordering new equipment as well as caring for existing equipment.

## **COOK**

Salary: Hourly, on schedule

Daily Hours: 8am-1pm

### **Relationships**

Reports to Cafeteria Manager.

### **Qualifications**

The School Cook will have experience in cafeteria operations and be able to follow a program that follows state guidelines.

#### **A. Required Qualifications:**

1. High school diploma or equivalent.
2. Basic mathematics, and communication skills.
3. Food preparation experience or training to ensure principals of food production & Safety including batch cooking, safe food handling, etc.
4. ServSafe Certification.
5. Physical requirements: ability to lift up to 25 pounds.

#### **B. Special Requirements of the Position:**

1. Ability to work independently with minimal supervision.
2. Ability to apply principals of food & production and safety.
3. Ability to plan and organize work load.
4. Ability to communicate effectively and professionally
5. Ability to stand and walk on hard surfaces

### **General Responsibilities**

A. Maintains food production records. Discusses production history and the food order for the upcoming menu to the Cafeteria Manager. Uses records to forecast future needs and minimize waste.

B. Follows standard receiving procedures to assure quality and correct quantity of food received. Documents time and temperature of items received. Reports problems immediately to the production kitchen. Follows HACCP date marking and labeling protocol. Ensure proper storage of food & supplies

- C. Uses the correct portion control techniques to meet United States Department of Agriculture (USDA) requirements. Presents food for service to the customer in an aesthetic manner.
- D. Maintains high standards of food quality and appearance. Utilizes cooking methods to preserve nutrient content. Batch cooking is used to avoid long holding times for food prepared onsite. Arranges food attractively in serving containers.
- E. Utilizes work simplification techniques for effective use of time. Completes work assignments in a timely manner.
- F. Follows standards of food safety in preparing, serving, and storing food. Follows food preparation directions and HACCP regarding time and temperature. Records food temperatures upon receipt of food as well as when prepared and served. Takes corrective action as necessary. Foods are held either below 41 F or above 135 F. Follows Indiana Food Code and HACCP protocol.
- G. Maintains a clean and sanitary work station. Follows established work schedule and procedures for cleaning equipment, utensils, and work area. Follows procedures to maintain effective insect and rodent control.
- H. Maintains high standards of personal hygiene. Follows hand washing protocol. Practices standards of dress, including shirts with sleeves, closed toe shoes, hair restraint, wearing an apron, and single use gloves when handling food. Complies with Indiana Food Code and HACCP protocol.
- I. Operates all equipment according to manufacturer's directions with particular emphasis given to safety guidelines. Notifies Cafeteria Manager of any malfunction, damage, or loss of equipment. Checks hot holding equipment, ovens, microwaves, and milk service unit to make sure equipment is empty before turning on. Ensures hot holding equipment, milk service unit, ovens and microwaves are empty and turned off before leaving for the day.
- J. Self-administers basic kitchen first aid. Immediately reports all accidents to cafeteria manager, and building principal and completes Incident Employee Report Form.
- K. Demonstrates knowledge of actions to take in case of a fire or disaster. Knows location and use of fire extinguisher.
- L. Attends job related training classes and workshops. Applies knowledge and/or skills obtained in performing job.
- M. Performs all other duties as assigned.

- N. Documents meals at point of service and on daily meal count sheets.
- O. Prepare & Serve food following guidelines to ensure food is served in a safe & sanitary environment.
- P. Plans food production for the following day.
- Q. Light shopping for needed supplies/inventory.
- R. Perform any task needed to ensure a successful food service program.

## **CAFETERIA MANAGER**

### **Basic Function**

Cafeteria managers take inventory, order food and supplies and check the quality and quantity of orders received. They ensure that cafeteria operations follow all sanitation and health regulations and that meals meet nutritional standards while also meeting state and division requirements.

### **Relationships**

Works with the school cooks. School principal supervises.

### **General Responsibilities**

1. Promotes safe work practices and procedures through training.
2. Creates monthly menu and orders food/supplies according to established guidelines and requirements within a budget; keeps track of inventory.
3. Plans food production for the following day by directing the preparation of required food items.
4. Plans and directs acceptable placement on the cafeteria line prior to the start time.
5. Assesses the appropriate quantity of food to order according to projected meal count.
6. Submits all required documents to the state in order stay in compliance with state guidelines including:
  1. Asses & Verify Free & Reduced paperwork
  2. Payroll (WH-1/WH-3/W-2's/941)
  3. Commodities
  4. Lunch Reimbursement
  5. Procurement Plan
  6. Permanent Agreement
  7. Policy Statement
  8. PLE
7. Receives and verifies all deliveries and refuses unsatisfactory products or services.
8. Prepares invoices for payment in a timely manner according to established procedures.

9. Secures substitutes for food service workers and him/herself in the event this is necessary; provides all related information to the school administrator according to established procedures.
10. Provides instruction, directs and organizes the performance responsibilities of other food service workers.
11. Ensures the proper storage of food and supplies.
12. Directs all kitchen cleaning functions.
13. Documents meals at point of service in accordance with state guidelines.
14. Calculates & writes payroll checks; completes forms related to deposits.
15. Keeps track of monthly expenses; reconciles monthly bank statement, pays food suppliers.
16. Supervises food service functions to ensure that food is served in a safe and sanitary environment.
17. Accurately completes and submits all required daily, weekly and monthly food service reports.
18. Attends in-service training to improve skills and knowledge of job expertise.

## ***BUS DRIVER***

### **Basic Function**

To transport students to and from school. To transport students, faculty, parents and or church members to events as approved by the principal.

### **Relationships**

Responsible to: Board, principal

Works with: Board, other drivers, students, parents, school administration.

### **Qualifications**

A bus driver:

1. Must have a CDL with a passenger endorsement.
2. Must show evidence of good health.
3. Must have a driving record acceptable to the principal.
4. Must have no convictions for misdemeanors or felonies.
5. Must pass pre-employment drug and alcohol screening and agree to random testing while employed.
6. Must model Christian values.
7. Must be knowledgeable about school bus operation and maintenance.

### **General Responsibilities**

1. Obtain/maintain appropriate licenses and/or endorsements.
2. Make sure bus is kept clean, fueled, and properly maintained.
3. Make sure that any mechanical problem with their bus is taken care of immediately at the end of their route.
4. Report immediately any damage done to the school bus to the Board.
5. Arrange for substitutes for vacations or personal time and approve it with the Board.
6. Attend necessary in-service classes.
7. Maintain logbooks that include a daily record of special trips, gas, oil, service and service dates, major expenses and mileage.
8. Driver is not allowed to change route unless approved with Board.

