



Calvary

LUTHERAN CHURCH + SCHOOL

Faculty Handbook

*To Know Jesus and To Make Him Known:
Faithfully, Boldly, Excellently*

v. 21-07

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To the Teacher

Calvary Lutheran School exists to assist families in the spiritual and academic nurture of their children through teaching and modeling centered on God's Word so that children might grow in their life of faith, witness, and service to the glory of God in this life and to eternity.

Teachers at Calvary are called servants of Calvary Lutheran Church. As a called servant, you are motivated by the love of Christ to support parents in the spiritual training of their children, to assist parents and the State in the academic training of children, and to assist in the overall ministry of Calvary Lutheran Church and School. You are called by the Lord to be faithful in your calling and therefore will desire to continue in both spiritual and professional growth.

The responsibility of training a child in God's Word and serving families is both a tremendous privilege and responsibility. You will do well to always remember that ministry is "not by might nor by power, but by [God's] spirit." (Zechariah 4:6) You cannot improve upon the power of God's Word, but you can make faithful efforts to grow spiritually and professionally so as to more regularly and effectively apply God's Word.

"Now it is required that those who have been given a trust must prove faithful." (1 Corinthians 1:2) May you ever be faithful in your ministry and may your ministry ever be motivated by Christian love evidenced in humble Christian service. May God's gracious forgiveness allow you to be daily renewed that you might approach your teaching ministry with joy and zeal.

Teachers are to carefully review the Faculty Handbook, School Handbooks, and all related forms and policies prior to each school year. Files in the following folders are to be reviewed:

- 1. School Common / Calvary School Forms / School Policies**
- 2. School Common / Calvary School Forms / Teacher Forms & Handbooks**

The following policies are available in the School Policies Folder:

- Allergy Policy
- Authorization for Exchange of Information
- Background Check Policy
- Calvary Chromebook & Technology Use
- Calvary Dress Code
- Calvary Leave Policy
- Class Trip Policy
- Continuing Education Policy
- COVID Policies and Procedures
- Discipline Policy and Report Form
- Educational Requirements Policy
- Enrollment Agreement Form
- Enrollment Policy
- Enrollment Process
- Home-Schooling Policy
- Network and Internet Use Policy
- OSHA Bloodborne Pathogen Policy
- Parent-School Cooperation & Responsibility
- School and Student Information Policy
- School Attendance Policy
- School Board Petition Policy
- School Drop-Off and Pick-Up Procedures
- School Security Plan
- Special Needs Policy
- Student Injury Report Form
- Student Medication Policy
- Student Safety and School Visitation Policy
- Student to Teacher Ratio Policy
- Tuition, Fees, and Financial Assistance Policy
- WELS Sexual Misconduct Policy

Teacher School Hours

During the school year, teachers are to be at school and ready for faculty devotion at 7:30 AM. Following faculty devotion, teachers are to be in their classrooms and ready to welcome children when the school doors open at 7:55 AM. During the school day, teachers are to avoid leaving their classroom unattended unless necessary. At the end of the school day, teachers should ensure that their classrooms are orderly, neat, and prepared for the next school day. Teachers are expected to remain at school until 4:00 PM; although, teachers are welcome to stay longer as they desire.

Faculty members are to inform the principal if they will be unable to arrive at school by 7:30 AM or if they will need to leave school prior to 4:00 PM.

During the summer months, teachers are expected to participate in regularly scheduled faculty meetings and to regularly check their school mail and emails. Teachers are expected to use time during the summer to plan and prepare for the new school year. Although regular hours at school are not required during the summer, Christ's love will motivate the teacher to be faithful to his or her calling. Teachers are asked to keep their classrooms presentable during the summer for presentation to new enrollment prospects.

Faculty Parking

Teachers and staff are to park in the northwest parking lot by the Audelia Road entrance.

Teacher Dress

As Christian role models, teachers will desire to set an example for students by their daily dress. Teachers' appearance should be neat, well groomed, and professional. Teachers will want to note the student dress code so that they dress in a manner that strengthens the expectations of the student dress code.

Teachers are to wear their school IDs so that they are displayed during each school day.

When teachers have school activities for which more informal attire would be appropriate, they may dress more informally for the school day. However, informal dress should also set an example that strengthens the expectations found in the student dress code.

Student Dress

Teachers are responsible for reviewing student dress each morning to be ensure compliance with the school dress code. Should a student's dress or grooming not meet established standards, the child is to be given a shirt from the school office to cover clothing that is not in compliance with standards. If this does not resolve the issue, a parent is to be contacted to bring appropriate clothing. The teacher is to send home a School Dress Code Notice for each violation. Subsequent dress code violations in a quarter may result in disciplinary action such as classroom restrictions, loss of recess time, or detention.

Classroom Atmosphere

It is important that classrooms reflect the Christ-centered purpose of our school as well as reflecting the professionalism of the teacher and school. Classroom atmosphere begins each day as teachers warmly greet students and demonstrate genuine care and concern for each child of God.

Teachers are to ensure that all bulletin boards, posters, etc. provide messages that are in keeping with our Christ-centered purpose. In addition, teachers are to make every effort to keep the classroom neat, clean, uncluttered, and organized so that it provides a warm Christian atmosphere conducive to learning.

A proper atmosphere will also be fostered through regular morning and afternoon devotions as well as faithful efforts to let God's Word shine through all lessons and classroom activities.

Locking Classroom Doors

Whenever a class leaves the classroom, the teacher is to lock the classroom door. Students are to be trained to quietly line up and wait for the teacher to unlock the door to re-enter the classroom.

Classroom Cleaning Supplies and Chemicals

Any toxic cleaning supplies or chemicals kept in a classroom must be kept in a locked storage closet or locked drawer/cabinet. Students are not allowed to handle or use toxic cleaning supplies or chemicals unless under direct supervision for an educational purpose such as in a science lab.

Classroom and School Maintenance

Teachers are asked to promptly share any classroom or school maintenance needs or concerns with the principal so that these needs or concerns may be shared with the Trustees for prompt action and/or for consideration in the budgeting cycle as is necessary.

Classroom Supplies

Each year a budgetary amount is established for teachers to purchase items for the educational activities of their classrooms at their discretion. Receipts for purchases made from these classroom accounts are to be provided to the principal along with a School Reimbursement Request Form for review and approval so that the teacher may be reimbursed. Teachers need to be careful to stay within the budgetary amount set each year for their classrooms. If a teacher feels that non-budgeted purchases need to be made that will exceed the amount set for the classroom, the teacher is to speak with the principal. The principal will make decisions regarding non-budgetary purchases. It is important that teachers inform the principal of anticipated classroom needs during the budget planning process each school year. These anticipated budgetary needs should be considered by April each school year.

Lunch and Snacks

Students bring their own lunches and may participate in Friday hot lunch. Students are not to bring items that require use of a microwave oven or refrigeration. Classroom teachers may also establish a snack time for their students and advise parents of appropriate beverages and snacks to send with their children. If a student forgets his or her lunch, the school secretary or teacher is to contact the student's parents. Teachers are to pay special attention to food allergies – a list of students with allergies is provided to each teacher. Teachers are to see that students do not share food from their snacks or lunches.

Teachers are to eat lunch in their classrooms with their children or may take their children outside to eat if the weather is appropriate. Teachers may use the microwave and refrigerator in the church kitchen to prepare their meals. Items placed in the refrigerator are to be labeled with the teacher's name and the date. Food items left in the refrigerator beyond the labeled date are subject to being thrown out.

Out of concern for student health/allergies and respect for parental decisions regarding student snacks and meals, students and families are not to bring snacks or food to school or on field trips to share with other students unless approved for a special school event. Such items brought to school will not be served and will be returned to the home with the student. If desired, parents may recognize special events such as birthdays by giving items such as a class book, pencils, stickers, classroom supplies, etc. Parents are to coordinate such gifts with the classroom teacher prior to any special event.

In coordination with the classroom teacher, snacks or treats may be provided for special events during the school year such as a classroom party or a school fun days. Parents are to be informed that special foods will be provided prior to such special events.

Newsletters

School newsletters are emailed and/or sent home with students each Monday, and parents view classroom information through FACTS and their FACTS App. Teachers are to have classroom information for their classrooms updated in FACTS by 8:30 AM each Monday morning. Teachers are encouraged to share information with the principal and/or school communications admin regarding other general school items that they would like to have placed in the newsletter each Monday.

Chapel and Mission Offerings

Chapel services are held each Wednesday morning. Students are to be lined up at 8:25 AM and chapel will end by 8:45 AM.

Each year the faculty selects one mission offering for each semester of the school year. Teachers are encouraged to share information about each semester's mission offering with students and to assist in training students in Christian stewardship. Offering envelopes are to be sent home with children each week prior to Wednesday chapel.

School Phone

Teachers are to carry a cellphone with them when they move outside the classroom with their students.

Incoming calls to the school line (214-343-7457) forward to the principal's cell phone if the phone is not picked up by the fourth ring.

Students are only to use the school phone with the permission of a teacher. Students are to see the school secretary and use the school phone in the school office under the supervision of the school secretary.

Parents are asked to refrain from calling to talk to students during the school day unless there is an emergency. Parents are also asked to call over the noon lunch-recess break if they need to speak with a student during the school day.

Student Phones and Media Devices

Students are not to display or use personal phones or media devices during school or After-School Care hours unless first authorized by a teacher or After-School Care provider. If brought to school, cell phones and media players are to be turned off and securely stored in the classroom and in After-School Care from

7:55 AM – 5:30 PM. If a student displays or uses a personal phone or music player without permission, it is to be confiscated and returned to the student's parents.

Lesson Planning and Blocking

Teachers are responsible for faithfully planning long-range and daily student instruction. In keeping with this responsibility, teachers are expected to maintain and have accessible for the principal and substitute teachers both long-range blocking of subject matter and daily/weekly lesson plans. Although lesson plans need not be overly detailed, they should contain lesson topics/goals, reference to text pages, and clear assignments. The principal may express varying expectations regarding details of lesson planning and availability of lesson plans in response to varying levels of teacher experience and gifts.

Field Trips

Teachers are encouraged to organize field trips that extend and reinforce classroom instruction. Field trip activities and dates are to be submitted to the principal for approval prior to the completion of reservations or the notification of parents and students. Parents are responsible for field trips costs, and we have a limited budget to assist families who have financial need. Teachers are to contact the principal at least a month in advance of a planned field trip if bus transportation is needed. Parents and guardians are to be notified of field trips no later than one week prior to the field trip through the use of the Field Trip Permission Form.

Teachers are to follow all procedures outlined in the *Field Trip Permission Form* and should carefully review the Field Trip Guidelines. *Note that field trip drivers and chaperones need to have a background check on file in the school office.*

General

- Field trips are a privilege and supervising teachers maintain the right to determine what children may participate on a field trip.
- Field trips require 1 adult chaperone for every 5-7 children participating. The principal will review extenuating circumstances should they occur.
- Chaperones and drivers must be background checked, be at least 21 years of age, and are responsible for overseeing the general physical and spiritual welfare of the children.
- Calvary Lutheran School reserves the right to determine if an individual is qualified to serve as a chaperone.
- Chaperones will always gather with the supervising teacher(s) prior to the field trip to be fully informed of responsibilities and plans.
- Chaperones are to report any disciplinary problems promptly to the supervising teacher(s).

Medical & Phone

- The supervising teacher(s) will always bring an emergency backpack containing a basic first aid kit and a copy of emergency medical release forms for all children.
- A supervising teacher is to bring a cell phone on the field trip

Driving

- Drivers must be at least 21 years of age, have a background check on file, and carry auto insurance in full compliance with Texas law.
- All children must be buckled in individual seat belts before the automobile is put in motion.
- Children under 8 years old and less than 4' 9" in height must be in a child safety seat.
- Children under 12 years of age or under 90 pounds are not allowed to sit in a front seat equipped with a front impact airbag.
- Drivers are always to drive with their headlights on.

DART Rail

- An adult will be responsible for a group of children and will keep these children in close proximity at all times.
- An adult will be responsible for carrying the tickets of the children in his or her group.
- An adult will always be the first to board a train and another adult will always be the last to board a train so that no children are left alone.

Bus

- There must be at least one adult chaperone on the bus for every 10 children.
- Children are to remain seated while the bus is in motion.
- Chaperones are to distribute themselves among the children on the bus.

Library Visitation

Teachers are encouraged to make use of the Audelia Branch public library to promote literacy. A teacher may request a school library card rather than using his or her own library card. Students are responsible for late fees for their own library materials. Teachers are responsible for library fines if they are late in returning library materials.

Media Services

Teachers are encouraged to make use of digital and library media services provided by Discovery Education.

Digital media services are available at any time as follows:

- Log onto site: *www.discoveryeducation.com*
- Enter Username and Password
- Username and Password are available from the principal

Grading and Report Cards

It is important that both students and parents receive feedback regarding student work promptly; therefore, it is important that teachers grade faithfully and return student work in a timely manner. Calvary uses *FACTS SIS* administrative software for grading and student attendance, and parents have access to student grades. *Teachers are to enter student grades for all current courses into FACTS SIS no less than once a week.* Teachers will work in cooperation with the principal each summer to determine

what courses should be graded with an indicator (E, S, N, U) and what courses should receive a percentage grade.

The following grading scale is used at Calvary Lutheran School:

A+	100%	Excellent
A	95-99%	Excellent
A-	93-94%	Excellent
B+	91-92%	Good
B	87-90%	Good
B-	85-86%	Good
C+	83-84%	Average
C	79-82%	Average
C-	77-78%	Average
D+	75-76%	Below Average
D	72-74%	Below Average
D-	70-71%	Below Average
F	0-69%	Failure

Parents can check student progress online at any time, and report cards are to be issued at the end of each quarter. The dates for issuance of report cards may be found on the annual school calendar. Students with a grade of 76% or below at midterm dates will have an *In Notice of Academic Concern* sent home for parents to review and sign. Report Cards are to be sent to enrolling parents and to other individuals as parents have specified on the School and Student Information Policy. Individuals authorized to receive student report cards can be identified in *FACTS SIS*.

A hard copy of each report card will be placed in student files at the end of each school year by the school secretary.

Homework

Homework can serve a beneficial purpose when it is focused and gives an opportunity for students to practice and sharpen skills or extend knowledge. Teachers should carefully consider assignments to ascertain their value in strengthening student learning and the length of time needed to properly meet class objectives.

As much as is possible, students should be provided time for the average student to complete the majority of his or her assigned work at school each day.

The following are general guidelines for the average time required to complete work at home by grade level:

Kindergarten	15-20 Minutes
Grades 1-2	20-30 Minutes
Grades 3-4	30-45 Minutes
Grades 5-6	45-60 minutes
Grades 7-8	60-75 Minutes

Student Absence and Tardiness

Each morning teachers are to record student attendance using *PowerSchool*. Student absences may be recorded as excused or unexcused according the guidelines written in the School Handbook.

Parents or guardians are to provide a written excuse or a verbal excuse to the teacher regarding all absences. If a child is absent from the classroom and no written or verbal notification has been received, the teacher is to inform the school secretary by 9:00 AM so that the family can be called and the child's status verified. If parents or guardians fail to provide a written or oral excuse for a student's absence, the absence is to be recorded as unexcused.

Any questions regarding classification of an absence as excused or unexcused should be brought to the principal. The principal is to be informed of all unexcused absences.

Partial day absences are to be recorded in keeping with the number of hours the student was at school as follows:

- 1.0 day's attendance Equal to or greater than 6 hours
- 0.75 day's attendance Equal to or greater than 4 hours and less than 6 hours
- 0.50 day's attendance Equal to or greater than 3 hours and less than 4 hours
- 0.25 day's attendance Equal to or greater than 1 hour and less than 3 hours
- 0.0 day's attendance Less than 1 hour

Students are to be in the school building by 8:15 AM each day. Parents are required to submit a written or verbal explanation for tardiness at the time a student is tardy. Tardy notices are to be submitted to the school secretary. The school secretary, in consultation with the principal, will record all student tardies.

Five unexcused tardies in a quarter will result in a student and/or parental consultation with the teacher/principal and a report to the School Board. Chronic tardiness can be a cause for student dismissal or for rejecting a re-enrollment application.

School Closings

In the event of a need to close the school due to inclement weather or other circumstances, the faculty will receive notification by the principal no later than 6:30 AM on the day of closing. In addition, school closing due to inclement weather conditions will be posted on the school web page, announced on KXAS 5, KRLD 1080 and other stations. Parents and teachers will also receive an automated text message. Teachers may report to school on school closing days but are also encouraged to exercise caution if the closing is due to inclement weather. If more than two school days are missed due to closure, the additional days may be made up by canceling the holidays as needed such as: Presidents Day, Easter Monday, Memorial Day.

Student Promotion and Retention

Teachers are to inform the principal and parents promptly if a student is performing well below his or her ability level or if the child is in danger of failing a course. Teachers are to familiarize themselves with the *Educational Requirements Policy* in relation to student promotion, student retention, and summer school requirements. Students with a grade of 76% or below at mid-term dates are to have a *Notice of Academic*

Concern sent home for parents to review and sign. If a child has a D or F in a core course at the end of a quarter, the *Educational Requirements Policy* is to accompany the student's quarterly report card. If there are any concerns regarding student promotion to the next grade level, the teacher is to share these concerns with the principal. Concerns about possible retention are to be shared with parents, after consultation with the principal, at the end of the second quarter or as soon after the second quarter as the concern becomes apparent.

Student Enrollment

Calvary Lutheran Church and School seeks to enroll children of Calvary and sister congregations as well as children of families in the community. Community families are defined as both unchurched families and church families. Unchurched families are encouraged to attend church at Calvary or a sister congregation and to meet all requirements in the Statement of Intent. Church families are encouraged to attend church faithfully and to meet all requirements in the Statement of Intent. Community families are enrolled on a yearly basis and prioritization of enrollment is member families, unchurched families, and finally church families in our community. Community families complete a Statement of Intent expressing their willingness to let their children be under the spiritual care of the pastors, to not intentionally undermine the teachings of Calvary Lutheran Church or School with their children, to attend worship regularly at Calvary, a sister congregation, or their own congregation if presently church, and to have their children present when students sing for worship services. In addition, community children are not to actively or intentionally undermine God's Word in the classroom or school.

When families are seeking enrollment at Calvary, they complete a process of meetings with the principal and pastor. If these matters have been completed satisfactorily and appropriate forms have been completed, the principal will ask the appropriate classroom teacher to meet the parents and meet with each child for approximately 30 minutes. The purpose of this meeting is to both to develop rapport with the parents and child and to assess the child's abilities in relation to classroom expectations. The teacher will share his or her observations with the principal. If the pastor, principal, and classroom teacher agree to recommend enrollment, and the family has completed all appropriate forms, enrollment will be granted.

Enrollments beyond 20 students per classroom in grades 1-7, 15 students in grade K, and 15 students in Pre-K need School Board approval, and after the first quarter of the school year, enrollment of additional community families requires the approval of the School Board.

Should the classroom teacher identify any special academic, emotional, or behavior needs of a child during the enrollment process, a final enrollment decision must be made by the School Board. Students with special needs will be served according to the guidelines established in the school's *Special Needs Policy*.

At the end of each school year, the School Board in cooperation with the principal, pastor(s) and classroom teachers will assess the ratio of member and community children in each classroom in order to determine enrollment openings for the subsequent school year.

Special Needs Students

If during the school year, a teacher believes that a student is evidencing special academic, emotional, or behavioral needs, he or she is to share these concerns with the principal and with the child's parents and guardians. Cooperatively, efforts will be made to assess the child's needs and determine how best those

needs may be met. In cases where special academic, emotional, or behavioral needs are identified, the School Board will make final decisions about continuing enrollment upon recommendations of the classroom teacher, faculty, and principal.

Summer Home Visits – Family Meetings

The principal, in conjunction with the faculty, will establish an annual plan for home visits or summer family meetings to be conducted by faculty members with a focus on newly enrolled families and students new to a classroom. These visits or meetings will serve as a means of strengthening home-school communication, reviewing school purpose, fostering parent-teacher rapport, assessing family home-life, and focusing on each student's spiritual, academic, and emotional life.

Parent-Teacher Conferences

Parent-Teacher conferences are to be held with all families at the end of the first and third quarters and may be held at the request of the teacher or parents/guardians throughout the school year. All individuals authorized to receive student information in accordance with the School and Student Information Policy may be invited to teacher-initiated Parent-Teacher Conferences. In cases of divorce or family conflict, the primary enrolling parent or guardian is to be asked if he or she would like a joint Parent-Teacher Conference with secondary persons authorized to receive student information, or if he or she would prefer separate conferences. All parents and guardians participating in conference or consultations with teachers are expected to abide by the code of conduct outlined in point 6 of the *School and Student Information Policy*.

Teachers are to provide the principal/school secretary with possible conference days and times at the end of the first and third quarters, and the school secretary will assist in scheduling conferences for the teacher. All efforts will be made to hold as many conferences as possible on the Friday set aside at the end of the first and third quarters for Parent-Teacher Conferences.

Teachers are encouraged to use all conferences as an opportunity to focus first on the spiritual needs of the child and family and to promote the purpose statement of Calvary Lutheran School.

Custody Laws

Parents are required to inform the school and have paperwork filed in their child's records regarding any special court orders related to child custody.

Divorced Parents - children may be released to either parent or visit with either parent at school unless the custodial parent or court order specifies otherwise.

Separated Parents – children may be released to either parent or visit with either parent at school unless a court order is on file which specifies otherwise.

Discipline

Although aspects of Christian discipline are here outlined for the teacher, it is essential that the classroom teacher regularly review the School Discipline Policy to be familiar with the purpose and progression of Christian discipline as applied at Calvary Lutheran School.

Faithfully administering Christian discipline is responsibility and privilege of every teacher and is best administered when the teacher is able to respond in a controlled manner motivated by Christian love and concern for the student. Although it is desirable for discipline to be administered promptly, at times the teacher will be wise to delay full disciplinary actions until he or she has as well as the student, have had time to gain composure and prayerfully reflect. Teachers are not only responsible for disciplining the students in their classrooms, but for providing consistent Christian discipline for all students when the need should arise. When disciplining students from another teacher's classroom, teachers should share information regarding the discipline with the child's classroom teacher. Teachers are encouraged to share disciplinary concerns with fellow faculty members and are to keep the principal informed of any on-going disciplinary issues or concerns. Teachers should keep in mind the reasons for Christian discipline as outline in the School Discipline Policy:

1. To follow the will of the Lord
2. To lead a child to repentance and to receive God's assurance of forgiveness
3. To maintain an atmosphere conducive to learning in the classroom and school

As God gives children to parents, and teachers serve to assist parents, teachers are to maintain clear communication with parents about disciplinary issues in order to promote consistent discipline between the home and the school. Sudden changes in a child's behavior may signal changes in a child's family life, thus it is essential that both teachers and parents communicate consistently and clearly with one another.

Calvary's *School Discipline Policy* clearly outlines the proper progression of discipline for the classroom teacher. The following behaviors are unacceptable and will require completion of a *School Discipline Form* and will likely result in further disciplinary action such as a detention at the determination of the classroom teacher and/or principal.

1. Leaving the classroom, school building or grounds without permission
2. Stealing
3. Cheating
4. Willfully harming and/or verbally threatening or abusing others
5. Fighting
6. Misusing God's name and/or using vulgar language or gestures
7. Being disrespectful to an adult
8. Sleeping in class
9. Willfully damaging property
10. Continuing in repeated minor misbehavior

The teacher is to send one copy of the *School Discipline Form* home, notify the principal, and give a second copy of the *School Discipline Form* to the principal. The principal will have the discipline report placed in the student's file. If the *School Discipline Form* is not returned signed by parent or guardian on the next school day, the teacher is to call the parent or guardian to confirm that the *School Discipline Form* was received and is being returned. Up to three disciplinary detentions may be given during a semester before more serious discipline is administered. After three disciplinary detentions in a semester, a suspension may be given for subsequent disciplinary offenses.

None of the following are to be used as forms of discipline:

1. Leaving a child unattended in a classroom during a recess or class activity

2. Leaving a child unattended in a hallway
3. Shouting at or yelling at a student
4. Physical restraint of a student
5. Corporal punishment

Although the appropriate and loving use of corporal punishment is recognized, due to legal issues this form of punishment is reserved for administration by parents and/or guardians.

Teachers may take away recess privileges or participation in school activities as disciplinary measures; however, teachers should carefully consider an individual student's need for physical activity prior to removing recess privileges. Having a student individually walk or run laps to ensure exercise for a portion of the recess period is a means of providing physical activity.

Should a teacher desire time for himself or herself or for a child to gain composure and reflect before administering discipline, the teacher is to send the student to the school office, under the supervision of the school secretary or a teacher assistant, until ready to discipline the student.

Should a student fail to respond to the regular progression of discipline during a school day, show continued disrespect to a teacher or adult, or remain manifestly unrepentant even after a cooling down period, he or she should be sent to the school office, under the supervision of the school secretary or a teacher assistant, to await a meeting with the principal. The teacher is then to inform the principal of the disciplinary issues involved and of the need for the child to meet with the principal. If necessary, the teacher is to escort the student to the school office.

Manners and Etiquette

We believe that good manners and etiquette are important aspects of "loving your neighbor as yourself," showing honor and respect to others, demonstrating the worthiness of others, and signaling one's maturity. Therefore, teachers will actively teach students and encourage parents to teach and reinforce the following manners and rules of etiquette:

1. Please and thank you
2. May I please . . .
3. No thank you / thank you
4. Excuse me, pardon me
5. I am sorry, I apologize, please forgive me
6. Respond to adults when being spoken to – yes sir, yes maam, no sir, no maam
7. Friendly greetings to others – good morning, goodbye, etc.
8. Proper ways to greet an individual
9. Warmly greet school visitors
10. Proper ways to introduce an individual
11. Looking at a person's eyes when being spoken to
12. Open doors for a woman and others
13. Ladies first
14. Show respect for elders by allowing them to go first and be sensitive to their needs
15. Clean one's hands before eating
16. Clean up after themselves
17. Knock before entering

Confidentiality and Student Records

For the sake of the reputations of students and parents/guardians, it is essential that teachers faithfully practice both confidentiality and avoid gossip in their conversations with other individuals and through social media. Confidential information about students and parents should be shared only in consultation with faculty members, or in consultation with the student or family's pastor. Teachers are encouraged to consult student records in the school office to gain insight about a student; however, this information is also to be treated as strictly confidential. Parents/Guardians and individuals identified by Parents/Guardians on the *School and Student Information Policy* are entitled to see information in their child's student records; however, they are not allowed to remove any material from their child's student records. A parental request to see their child's entire student records file is to be forwarded to the principal.

If a teacher has a concern with a faculty member, staff member, or parent, he or she is to lovingly and privately take the concern to that individual in keeping with the eighth commandment. Should a concern remained unresolved after loving attempts to resolve the issue, the teacher should privately take his or her concern to the principal. In case of a concern with the principal that a teacher is unable to resolve in Christian love, the teacher should then take his or her concerns to the pastor. If concerns regarding a fellow called worker are not satisfactorily resolved through loving and confidential conversations with the individual involved, the principal, or the pastor, concerns should be directed to the School Board chairman if a school related issue or to the head elder of the congregation if a church related issue. Should concerns still not be resolved after loving and confidential conversations with the School Board chairman and/or head elder, a called worker may contact his or her school counselor and/or circuit pastor.

Social Media

The use of personal social media, such as Facebook and Twitter, by teachers and students during school hours is prohibited unless it is being used under supervision of a teacher for an approved educational purpose.

Teachers are prohibited from 'friending' students enrolled at Calvary Lutheran School or initiating or maintaining contact with students through social media. In the event of an electronic communication between a student and a teacher (i.e. texting, e-mail), the teacher is required to copy the message to the parent.

Before teachers create or join a personal online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information posted to their students, the students' parents, or their fellow staff members. Teachers must give serious thought to the implications of joining an online social network and to postings on such sites so that they do no harm their classroom and congregational ministry.

Should a student, parent, or teacher post inappropriate comments about Calvary Lutheran School or its faculty, disciplinary action may be taken. Should a student post inappropriate or derogatory comments about another Calvary student or family, parents will be directed to discuss the situation with their child and the victim's family, and disciplinary action may be taken.

Building Security and Student Safety

Calvary Lutheran School is protected by a security system, and keypads are located at the main school and church entrances. If a tone is heard when entering the building, you will need to go to the security system keypad and disarm the security system by entering 4040. If the security alarm is activated, it may be deactivated by entering 4040. The security company will call if the alarm sounds and will request the security password. The security password is WELS.

On school days, school doors are only unlocked from 7:50 AM until 8:15 AM. Teachers will need to carry a key when involved in activities outside the school building. Information regarding signals for emergencies such as school lockdowns, fires, and tornadoes may be found attached to the teacher's school ID as well as being posted by each classroom exit.

Morning Entry

1. School Doors Unlocked: 7:50 AM
2. Principal Greets: 7:50 – 8:15 AM
3. Secretary Remains in Office: 7:50 – 8:15 AM

Locking of Building Doors

1. Principal locks doors: 8:15 AM
2. Principal checks doors in building: school hallways, narthex
3. School doors remained locked during school day
 - Doors remained locked at all recesses
 - Teachers/teacher assistants carry school key
4. Narthex fire doors remain locked and closed when church/narthex is not in school use
5. Principal office door remains closed and locked when principal is not in office

Afternoon Dismissal

1. School doors unlocked: 3:15 PM
2. School doors locked: 3:30 – 5:30 PM

Fire

- **Alarm or Notification**

Fire drills will be held monthly. Teachers are to take their Evacuation bag and lead their students to follow fire exit routes to their assembly points in an orderly manner. Classroom doors are to be closed. Once at assembly points, teachers are to turn on their two-way radios and verify the presence of all classroom students.

If a fire occurs while students are outside, teachers are to bring their students to their assembly points and verify the presence of all classroom students.

PreK: Playground Border
3-4: Field Middle Tree

K: South of Shed
5-6: Field South Tree

1-2: Field North Tree
7-8: Shed Ramp

Tornado

- **Oral Notification**

In case of a tornado or tornado warning, teachers are to get their Evacuation Bags and lead students to their assigned shelters. Two-Way radios are to be turned on and may be used to monitor the National Weather Service.

- Grades PreK, 1-4: Women's Restroom in Narthex
- Grades K, 5-8: Men's Restroom in Narthex

Playground Alerts

Students are to be trained to recognize and respond to the following playground alerts:

1. Staccato Whistle – immediate return to classrooms
2. Sustained Whistle – immediate movement to outdoor assembly points

Emergency Procedures: ALICE

- Alert These are not placed in a priority order
- Lockdown Lock – Barricade – Distribute – Plan
- Inform Intercom – Cell Phone IMs – Radios – Voice
- Counter Last Resort – Movement, Obstacles, Projectiles
- Evacuate Know Exit Options – Rally Points – Final Objective

Secure Rooms

- **Announcement – Intercom / Verbal – Details of possible threat will be shared**
 - **Situation: Possible threat in vicinity of school not targeted at school**
1. Return all students to classrooms – principal/secretary check restrooms
 2. Teachers lock and monitor doors
 3. Teachers turn on two-way radios
 4. Teaching continues in classroom
 5. Teachers unlock door with oral notification

Threat on Campus or in Building

- **Announcement – Intercom / Verbal / Teacher Discretion**
- **Situation: Immediate threat at school – Details will be communicated as possible**

Depending upon location of threat and location of students, teachers will either immediately evacuate or lock and secure classroom doors in preparation to evacuating

Lockdown

- A. Lock and secure classroom door(s)
- B. Block classroom window
- C. Call 911 – Inform – Details about individual: Location, Dress, Weapons
- C. Take possession of Evacuation Bag – Classrooms, Community Room, Conference Room
- D. Turn-on and monitor two-way radios – inform others as able – Channel 7 Security 77
- E. Move students to scattered locations in classroom out of view
- F. Look for opportunity to evacuate and communicate with students

Other Building Locations:

1. Evacuate if possible
2. Hide/Lockdown in non-secured room or adjacent rooms

Evacuation

1. Evacuate classroom/room based upon knowledge of intruder location
Evacuation Options:
 - A. Window
 - B. Doors – Follow an open route away from threat
2. If Possible – Bring Evacuation Bag and two-way radio
3. Immediate Evacuation Locations: Designate based upon evacuation route
 - A. K-8 Playground
 - B. Front of Community Building
 - C. Live Oak by Audelia
 - D. Front of Sanctuary by Audelia
 - E. Other
4. Final Evacuation Location - Audelia Branch Library
 - A. Assemble and lead students to library where they assemble by classroom
 - B. Teachers determine any missing faculty, staff, students
 - C. Initiate parent contact through messaging app
 - D. No communication with media

Bomb Threat

No threat is to be disregarded whether by phone or mail. A faculty or staff member receiving a phone bomb threat is to do the following:

- Remain calm and engage the caller
- Ask for location of the bomb and when the bomb is to detonate
- Listen carefully to try to assess the following:
 - Tone of voice
 - Gender of caller
 - Race of caller
 - Speech variations
 - Background noise that may help determine calling location
- Ask the caller for his or her name

In case of a threat received by mail, refrain from handling the letter once it is none to be a threat. Preserve the letter for assessment by authorities and follow the steps below.

Following the call or reception of the letter, the faculty or staff member is to inform the principal. The principal will follow the steps below. If the principal is not present, the faculty or staff member will follow these steps below:

1. Evacuate the building by use of the fire alarm as for a fire drill
2. Ensure that call is made to 911
3. Ensure that upon evacuation of building teachers lead students to the school evacuation site
4. Confirm location of all students, faculty, and staff members
5. Initiate parent contact through messaging app

6. No communication with media
 - Audelia Branch Library 214-670-1350
10045 Audelia Road

Should the media contact the school in the event of an emergency, teachers should refrain from giving any statements to the media and should direct the media to the principal and/or pastor.

Student Medication

Unless there is a medical emergency, teachers and staff are not to administer medication without authorization provided by a *Student Medication and Authorization Release Form* completed by parents or guardians. These forms are available in the school office and online. Parents are to complete the form and label their child's medication. All medications are to be kept in locked storage either in the School Office closet safe (7457#) or in a locked classroom closet, cabinet, or drawer. Medication requiring refrigeration is to be clearly labeled and stored in the refrigerator in the principal's office.

Teachers or the secretary are to have children take medication in their presence. To give Tylenol to a child, the parents must have authorized the medication on their *Medical/Permissions Form*, a *Student Medication and Authorization Release Form*, or by verbal approval. Student medications provided by parents for general use during the school year are labeled and kept in the school office closet.

Every time medication is administered, the teacher or secretary must first check the *Student Meds Authorization Notebook* in the school office closet, and then record the application of medication in the Student Meds Authorization Notebook. The teacher or secretary is then to complete a *Medication Administration Log Form* or notify the parents through FACTS.

Student Illness

Students are not to be at school if they are running a temperature over 100.0 or have a contagious illness. If a student appears sick during the school day, he or she is to be sent to the school office. The school secretary will take the student's temperature and contact parents if the child has a temperature or appears to be unable to continue with the school day. Teachers are to assemble student work during times of illness so that the work may be sent home with a sibling or classmate or so that parents may pick it up. Students are required to be in attendance for 90% of the school days in a quarter to receive credit. Teachers are to inform the principal if a student is in danger of falling below this percentage, which is the equivalent of approximately 8 absences. The School Board can allow exemptions for absences beyond 10% of the school days if due to illness, injury, or other factors as long as the student is completing work requirements as defined in the *Educational Requirements Policy*.

Children should remain at home or be sent home if they are suffering from the following:

Fever – A temperature of 100 degrees or more may indicate an infection. Do not send your child to school if he or she has a temperature, and do not return a child to school until he/she has gone 24 hours without a fever of 100 or higher.

Nasal Discharge – A thick, yellowish or green nasal discharge with or without a fever

Vomiting and/or Diarrhea – Children with either or both symptoms should not attend school for at least

24 hours after symptoms have stopped

Eye Discharge – Eyes that are very watery, bloodshot and/or discharging can be contagious

Rash – Any unidentified rash should be checked by a doctor. Children may return to school when a doctor has determined that rash is no longer contagious.

Cough – A cough that is hoarse or excessive should be investigated by a doctor

Children should also be kept home and the office must be notified if they have any of the following: Pink Eye, Strep Throat, Chicken Pox, Whooping Cough, Head Lice, Hand/Foot/Mouth Disease, and Staph Infection.

Student Injury

In the event of a student injury, teachers are to follow the procedures in the school's *Bloodborne Pathogen Policy* for injuries involving any bodily fluids. First aid supplies may be found in the school office. Injuries are to be recorded on a Student Injury Report Form and reported to the principal. One copy of the *Student Injury Report Form* is to be given to the secretary for placement in the student's file and another copy is to be sent home to the parents or guardians. A parent or guardian is to be notified by the school office/or teacher whenever a *Student Injury Report Form* is completed.

In the event of a clear need for immediate medical attention, the teacher is to call 911 and have the school secretary contact the parents or guardians as well as informing the principal. Should a student injury requiring immediate medical attention occur when outside, the teacher is to remain with the child and send students to inform the principal or nearest school staff member. The student's emergency medical release maybe be found in the folder in the tall school office filing cabinet or in folders in each teacher's evacuation bag.

If a child or staff member is transported to an area hospital, the principal or a staff member assigned by the principal should accompany the child to the hospital until the situation is secure, a parent or relative is present, and the child is out of danger.

Church Mutual does provide supplemental gap insurance for students who are injured at school or during school activities. This Church Mutual supplemental insurance form will be provided to school families by the principal should a child need medical care as a result of an accident or injury.

Teacher Injury and Worker's Compensation

Faculty members at Calvary Lutheran School are provided Worker's Compensation Insurance through Church Mutual Insurance Company. If a faculty member is injured at school or during a school activity, he or she is to report the injury to the principal and to Church Mutual. Claim forms for reporting injury to Church Mutual are available on the back of the copier room door as well as more detailed filing information. Injuries must be reported to Church Mutual within 30 days of their occurrence. A copy of the *Worker's Compensation Claim Form* is also to be placed in a faculty member's file once a claim is made.

Teacher Insurance Coverage

Calvary Lutheran Church and school carries the following insurance coverage for its staff through Church Mutual Insurance:

- Liability \$3,000,000 and 1,000,000 per occurrence
- Sexual Misconduct \$1,000,000 aggregate
\$500,000 per person
- Legal Defense \$15,000 aggregate
\$5,000 each defensible incident
- Professional Liability \$3,000,000 aggregate
\$1,000,000 each claim
- Catastrophic Violence \$300,000 aggregate
\$50,000 per person limit
- Worker's Compensation \$3,000,000 aggregate
\$1,000,000 per occurrence for damage
- Vehicular (hired/non-owned) \$3,000,000 aggregate
\$1,000,000 per occurrence for damage

Child Abuse Reporting

Teachers and staff members serving students have a legal requirement to report mental, emotional, physical, or sexual abuse within 48 hours of the time they suspect that the child has been abused or neglected. Failure to make a report can result in a class-B misdemeanor offense punishable by a fine up to \$2000 and/or imprisonment for 180 day as well as subjecting one to civil liability. As our greatest concerns are for the student's spiritual and physical welfare and for the reputation of the child and family, the following steps are to be followed if there is a suspicion of abuse:

- Inform the principal of your concerns.
- Contact the Child Abuse Hotline at 1-800-252-5400 if you would like more information about behaviors indicative of abuse or neglect. Although abuse can be reported on this line, you can anonymously seek further information about the behaviors you have seen without actually giving an abuse report.
- If suspicions remain after consultation with the principal and contact of the Child Abuse Hotline, you have 48 hours in which to report your suspicion of abuse to the Texas Department of Protective and Regulatory Services at 1-800-252-5400.
- Note that informing the principal does not release the teacher or staff member from the legal responsibility to report abuse within the 48-hour window established by law.

If a Department of Public Safety officer comes to school to interview a child, he or she does need to be given access to the child in a private setting at the school. The principal is to be informed of the interview and the principal will determine whether parents should be notified of the interview.

Sexual Harassment Reporting

It is the policy of Calvary Lutheran Church and School to provide an environment free of discrimination. It is important for our teachers and staff to understand that jokes, stories, cartoons, nicknames and comments about appearance may be offensive to others. It is our policy to strictly prohibit any conduct

that may constitute sexual harassment and to discipline any called worker, staff member or employee guilty of such conduct.

Sexual harassment is often difficult to define. However, as a guide, the following behavior may constitute sexual harassment. Unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or inexplicitly a term or condition of an individual's employment; submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Any employee who believes that he or she has been subject to sexual harassment or is aware of any sexual harassment shall immediately report the conduct in confidence to the pastor or the chairman of the Board of Elders without fear of retaliation. An investigation of the incident will be conducted looking at the totality of the circumstances. The called worker(s), staff member(s) and employee(s) involved will be informed regarding the findings of the investigation and any disciplinary action to be taken. It is the responsibility of each member of our ministry team to create an atmosphere free of sexual harassment. In addition, it is the responsibility of each ministry team member to respect the rights of others. This policy encourages any witness of an incident of sexual harassment to report such incident immediately. All reasonable efforts will be made to protect the confidentiality of the individual reporting the incident.

Student Release

During the school day, students may only be released to parents, guardians, or individuals identified on the student's *Safe to Release Form*. Individuals on the student's *Safe to Release Form* may be found in the school office or in PowerSchool. A teacher or staff member should only release a student to an individual on the *Safe to Release Form* if the individual is already known by the teacher or staff member or if the individual shows appropriate identification. If there are any questions as to the individual's identity, the principal and parents or guardians are to be contacted prior to releasing the student.

Parents or guardians are to remain at the school office when requesting early release of a student, and the school secretary is to contact the appropriate teacher to have the student sent to the school office for release. Parents or guardians are to sign out at the school office when a child is released early. When a child is returned to school during the school day, the parent or guardian is to bring the child to the school office and sign the child back into school. The school secretary will then see that the child is returned to the appropriate classroom teacher.

Further details regarding student release may be found in the *Student Safety and School Visitation Policy*.

End of Day Release

At the end of each school day, students are to be fully prepared in their classrooms for dismissal by 3:15 PM. When a student's ride arrives, a message will be sent via the intercom to have the student walk outside and be directed to his or her vehicle. *Teachers are responsible for listening to the intercom and dismissing students from the classroom when student names are announced.* All called students are to be sent to their vehicle regardless of after-school plans.

Students are only to be released to individuals listed on a student's *Safe to Release Form*. If a child needs to remain in the classroom after 3:15 PM, the teacher is to inform the principal or the individual directing student release so that the driver can be promptly notified. Students not picked up by 3:30 PM will be moved to After-School Care.

Students not picked up by 3:30 PM are to be led by their classroom teacher to After-School Care in the Fellowship Room. Teachers are to ensure that their backpacks are properly placed and are seated for the After-School Care provider before leaving.

At the completion of extra-curricular activities following the school day, the supervising faculty member is to wait with students for pick up. If students are not picked up within five minutes of the scheduled end of the extra-curricular activity, they are to be brought to After-School Care by the supervising faculty member.

Student Drop-Off and Pick-Up Procedures

Only one-way traffic through the parking lot is permitted for dropping off and picking up students in the mornings and after school. All vehicles must enter the parking lot from the Audelia Road entrance and exit the parking lot on Church Road.

In the morning, parents are to form a single-file line as they approach the school entrance and are to allow students to exit the vehicle by the school entrance. If drivers need to enter the school, they are to park in the north or south parking lot after entering from Audelia Road and to escort their children carefully to the school entrance. Vehicles are not to be left unattended in the student drop-off lane.

In the afternoon, parents are to form a single-file line after entering the driveway from Audelia Road. The first vehicle in line is to stop across near the school entrance. Students are only to move to their vehicles with permission and are only to enter from the passenger side of vehicles. Once a vehicle is ready to depart, the driver may carefully move into the left lane to slowly exit the driveway via Church Road. If drivers need to remain at school, they are to park in the north or south parking lot after entering from Audelia Road.

Parents of pre-kindergarten students are to park in the south parking lot for both drop-off and pick-up, and an adult is to walk the child to/from the classroom each day.

Parents are responsible for ensuring that all drivers are aware of the above procedures.

Please see the *School Drop-Off & Pick-Up Procedures Policy* for all details.

After-School Care

After-School Care Providers are called to serve the children in the After-School Care Program. After-School Care is available each full school day from 3:30 – 5:30 PM. Teachers are to make every effort to assist After-School Care Providers by informing them of student assignments and sharing appropriate information that will assist in student management, instruction, and discipline. Teachers may be asked to serve as After-School Care recess supervisors or study hall supervisors on a voluntary basis.

School and Classroom Visitors

All visitors to the school during the school day are to sign in at the school office and wear a school guest ID when authorized to go beyond the school office. Any adults in the school building during the school day without a school guest ID are to be directed back to the school office. Visitors may be allowed in the school building without an ID only for select school activities.

Parents, guardians, and guests may visit classrooms, but are asked to make arrangements for classroom visitations in advance with the classroom teacher. If a teacher is concerned about the appropriateness of a request for visitation or by the frequency of visitations requests, he or she is to inform the principal.

Items brought to school for students during the school day are to be left at the school office. The school secretary is responsible for ensuring that the child receives the items.

Further details regarding school and classroom visitors may be found in the *Student Safety and School Visitation Policy*.

Ministerial Growth and Evaluation Process

Reflecting Jesus' love to others through one's humble service to his kingdom requires a steadfast commitment to lifelong learning, continuous growth, and ongoing ministry development. The Christian educator embarks on this journey with the words of the Apostle Paul in his heart and mind, "Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." (Colossians 3:23-24)

Collaborative ministry improvement is critical for the continued health and wellness of Lutheran schools and may also be one of the most impactful actions a teacher and principal can take to strengthen the Christian education of the children and families they serve. By taking this step together, the Christian teacher and principal seek to enhance teaching and learning within their school.

Calvary Lutheran School participates in the WELS Ministerial Growth and Evaluation Process to promote student learning through teacher growth and development. This process revolves around the WELS Teaching Standards and a process of formative teacher development and summative teacher evaluation. Teacher development is an on-going process fostered through informal and form classroom observation, collegial discussion and encouragement, and professional growth. Teacher will establish and maintain Ministry Development Plans as well as following Calvary's Continuing Education Policy. Teachers will participate in summative evaluation no less than every three years and completed online submission of their summative evaluation in cooperation with the principal.

Teachers are also expected to regularly update and maintain their WELS profile and self-assessment at www.cloud.wels.net/me. Regular updates of professional growth through conferences, webinars, classes, and readings are important for WELS as well as for Calvary's school accreditation.

Calvary is served by a WELS District School Coordinator. This coordinator may be contacted by the staff to deal with matters that staff may believe are not being dealt with properly through the standard process of policy development and implementation – Principal, School Board, Leadership Council, and Voters.

Illness and Personal Leave

Paid illness or personal leave may be granted on school days for the following reasons: personal illness, injury, or other disability, illness to immediate family that necessitates the employee's attendance, death in the immediate family, medical appointments, weddings of immediate family members and other personal issues similar to the ones mentioned.

1. Teachers are allowed 5 paid personal days that meet the criteria outlined above.
2. With the exception of personal illnesses, injury, disability, or family emergencies, teachers are required to inform the principal at least one week in advance before using a personal day.
3. A teacher may request additional personal days during the course of the year, and such requests may be granted at the discretion of the Principal and School Board. However, the teacher is responsible for covering the cost(s) of the substitute teacher, unless the School Board decides otherwise.
4. The principal will keep a written record of used personal days and will report such days to the Calvary School Board.
5. Requested personal days that are for personal pleasure or for reasons that do not require your attendance may be requested through the Principal. If granted, it will be the responsibility of the teacher to pay the substitute for the day at the pay scale set by the WELS Commission on Lutheran Schools.

This policy reflects the fact that the needs of the students are best met when their teacher is in the classroom.

Ultimately, just as with every other policy, the School Board retains the right to amend this policy and allow for additional personal days as individual situations may call for.

Funeral Leave

Calvary Lutheran School will grant a leave of absence, with pay, to attend the funeral and/or make funeral arrangements for the funeral of a parent, child, stepchild, spouse, brother or sister for up to five (5) consecutive business days. Up to three (3) days will be granted for a funeral of a mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, step-grandparent, son-in-law or daughter-in-law. Other leaves of absence to attend funerals may be granted with the approval of the principal.

Maternity Leave

Female called staff members are provided with 8 weeks of maternity leave at their usual rate of pay. Additional maternity leave is available on an unpaid basis. The need for time off is to be communicated to the principal and School Board as far in advance as is reasonable.

Male called staff members are provided 3 days of paternity leave. Additional leave is available on an unpaid basis.

Jury Duty

If a called staff is summoned for jury duty, they will continue receive their normal pay during jury service. If possible, the staff should attempt to receive a deferment to the summer.

Teacher Absences and Substitute Teachers

It is the teacher's responsibility to contact and schedule an approved substitute for approved and planned, non-emergency, absences. Do not ask the admin staff or principal to schedule substitute teachers for planned, non-emergency, absences. The classroom teacher, if able, is to submit a *Substitute Teacher Payment Request Form* to the principal as soon as possible so that the substitute teacher can be promptly paid.

Teachers are also to have lesson plans or materials ready and accessible for a substitute teacher. Substitute teachers will be asked to visit classrooms at the beginning of the first quarter to familiarize themselves with classroom routines and procedures.

School Activities

School activities offer students and teachers the opportunity to give glory to God through the use of gifts not as fully evidenced in the classroom environment. As faithful servants, teachers will desire to assess their own gifts and to utilize their strengths in planning, organizing, and managing school activities. Following each school year, the principal will lead the faculty in reviewing past school activities and planning activities for the new school year. Faculty members will share in assuming responsibilities for the planned school activities according to their gifts and abilities.

Teachers should make every effort to be present at school activities and are to speak with the principal prior to these events if they would like to be excused or will be unable to attend. The following are examples of events where teacher attendance is an expectation:

- School Orientation
- Forensics Fair, History Fair, Science Fair, etc.
- Read-In
- Children's Christmas Service
- School Open House
- Class Plays, School Musicals, etc.
- Basketball Tournament
- Graduation

Playground and Recess Procedures

When released for recess or an outdoor activity, students are to line up in the hallway without talking. After locking the classroom door, students are to be led outside by a faculty or staff member. Students are to stop at the curb by the main driveway before being allowed to proceed to the playground by a faculty or staff member.

The first teacher outside with his or her class is to bring out the recess first aid kit and place it on a bench outside the school entry. The last teacher to come inside after recess is to bring in the recess first aid kit and return it to the school office.

Students are only allowed to play in areas that are in line of sight of teachers or supervising staff members during recess. If a child cannot see a teacher or supervising staff member, he or she is in an inappropriate area for play. Children are not allowed to climb fences or trees and are not allowed to leave school

property to retrieve playground equipment accept with a teacher or staff member's permission and under the direct supervision of a faculty or staff member. Children are allowed to play only in the parking lot, playground areas, and the field; other landscaped areas are off limits to student activity.

The primary responsibility of the teacher during a recess period is to carefully watch and supervise all students on the playground. Teachers are encouraged to assist in leading and participating in recess activities with the students but are to maintain their focus on overall supervision of the children. Teachers are also to encourage all students to participate in physical activities during the recess periods. Students are not to be left outside unsupervised.

Teacher observation at recess:

- Position 1 Proximity to main drive near flagpole
- Position 2 Proximity to bench by playground
- Position 3 Proximity to basketball court area

If one teacher is monitoring, he or she should select the position closest to the students' play. If more than one teacher is monitoring, they are to be in differing positions on the playground to monitor student activity.

Once outside for recess or other activities, students are only to re-enter the school during recess with a teacher's permission. Students are not to be left alone in the classroom during a recess for disciplinary reasons or due to medical conditions. A child may be left under the care of the school secretary, a teacher assistant or another teacher. Otherwise, the child is to be brought outside and remain under the supervision of the classroom teacher.

Teachers are to see that students return playground balls and equipment to the equipment room in the school and put them away in an orderly fashion.

In case of excessive heat or heat advisories, teachers need to carefully limit recess time and activities. *Students will not have outdoor activities when air quality levels are red or purple. Students will also not have outdoor activities in the afternoons when heat advisories or warnings have been issued. Students are to wear their jackets when temperatures are below 40 degrees.*

Hallway and Restroom Procedures

It is the responsibility of teachers and staff to train children to refrain from talking or running and to maintain a quiet and orderly atmosphere in the hallways. All children are to be trained to line-up and move through the hallways without talking or running when leaving for and returning from recess, the fellowship hall, chapel, field trips, restroom breaks, et cetera. Outer doors to the Gr. 1-8 restrooms are to remain open during the school day, and children are to be trained to use the restroom quietly and orderly. Teachers are to monitor restrooms from the hallway when classroom groups are using the restrooms. There are to be no more than 3 students in restrooms at one time. Upon morning arrival, students are to proceed directly to their classroom and need teacher permission to be dismissed to use the restroom.

Summer Vacations

It is important that teachers benefit from both spiritual and physical rest. Teachers are to submit requests for summer vacations times to the principal for presentation to the School Board by May 1 of each school year. This will allow planning of summer faculty meetings and activities. In love, Calvary has not defined a specific length of time for summer vacations for its teachers; therefore, teachers will want to exercise their Christian freedom in love so as not to abuse the trust given by the congregation.

Teachers are to give the principal travel locations and contact information prior to leaving for vacations.

Spiritual and Professional Growth

As faithful servants, teachers will desire to grow both spiritually and professionally. Teachers are therefore encouraged to maintain a rich personal devotional life as well as being regular in church and Bible class attendance. Teachers are encouraged to take part in congregational life and activities both for spiritual growth and fellowship. Although the faithful teacher's first responsibility to his or her calling as a teacher or principal, he or she will also want to model faithful service and involvement in the life of the congregation.

Professional growth expectations are fully detailed in the *Continuing Professional Education Policy* and are further detailed by teachers in their individual Ministry Development Plans. Teachers desiring to take coursework as part of a degree program or coursework outside a degree program will need to submit their continuing education proposal to the principal for presentation to the School Board. As the church and school budget are established in June, proposals for continuing education should be presented to the principal by April each school year. Calvary pays 50% of tuition and registration fees for approved coursework.

Teachers are to be familiar with the *WELS Teaching Standards and Continuum of Teacher Development* and are responsible for updating their synod profiles regularly as well as updating and revising their *Ministry Development Plan*. The following are Calvary's annual professional growth requirements:

- WELS Fall and Spring Teachers Conferences
- School Visitation (1)
- Non-WELS Content or Pedagogy Seminar (1)
- Resource Collection Excursion (1)
- In-Service Meetings/Studies

Teacher Conferences

As teachers of the Wisconsin Evangelical Lutheran Synod within the South-Central District, all teachers are expected to attend and participate in the fall and spring Teachers' Conferences of the district. These conferences are held on the first Thursday and Friday in October and the second Thursday and Friday in February of each year. Teachers and faculties may be asked by the conference agenda committee to present a sectional at a Teachers' Conference.

If a teacher feels he or she may be unable to attend a conference due to unusual circumstances, he or she should speak with the principal well in advance of the conference to request permission to absent himself or herself from the conference.

Faculty Meetings

Faculty meetings are held to promote mutual spiritual and professional growth, to foster a growing sense on team ministry as a faculty, and to promote positive communication. Faculty members are encouraged to share both joys and concerns about ministry and students at these meetings, so that the faculty might be able to both give thanks and offer encouragement and support as a brothers and sisters in Christ. A schedule for faculty regular faculty meetings will be established by the principal prior to the beginning of each school year. Faculty members are encouraged to offer agenda items to the principal prior to meetings and are to speak with the principal in advance should they need to be excused from a meeting.

Divine Calls

In the event that a teacher receives a call to another congregation, he or she is to follow these steps:

- Inform the principal, congregational president, and School Board chairman of the call
- Via e-mail or phone, inform the Commission for Parish School and the District President of the call
- Write a letter of acknowledgement to the calling body acknowledging your receipt of the call and requesting their prayers

You will be encouraged to seek out the advice and prayers of your fellow called workers as you consider your calling to Calvary and the other calling body. Once you have made a decision regarding the call, you are to once again inform all individuals listed above as well as the appropriate individual from the calling body. In addition, you will want to write a letter to the calling body formally declining or accepting the call.

Outside Employment and Tutoring

Teachers may have opportunities to participate in outside employment that strengthens and utilizes their professional skills or that allows teachers to pursue areas of interest. Teachers should always remember that their primary calling is to Calvary Lutheran Church and School and any outside employment, including tutoring, should not deter them from their primary calling. Teachers are to confer with the School Board and seek board approval before accepting outside employment. Teachers may tutor students of Calvary Lutheran School or of the community outside of school hours. In order to establish uniformity and order, teachers tutoring Calvary students outside school hours are not to charge more than \$15 per half-hour tutoring session.