

SCHOOL ASSISTANT HANDBOOK

WHOLE HEART

WHOLE CHILD

WHOLE FAMILY



Calvary
LUTHERAN CHURCH + SCHOOL

Table of Contents

Introduction	2
School-Assistant Roles	2
Certification & Background Checks.....	3
Teacher-Assistant Parking.....	3
Daily Schedule.....	3
School Closings.....	3
School-Assistant Dress	3
Confidentiality and Student Records	4
Locking Classroom Doors	4
Classroom Cleaning Supplies and Chemicals	4
Building Security and Student Safety.....	4
Student Medication	5
Student Illness.....	5
Student Injury	5
Child Abuse Reporting	6
Sexual Harassment Reporting.....	6
Hallway and Restroom Procedures.....	7
Playground and Recess Procedures.....	7
Manners and Etiquette	8
Christian Discipline.....	8
School Phones	10
Student Phones and Media Players	10
Social Media	11
Assessing Special Needs.....	11

To the Teacher-Assistant

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.

School-assistants are annually called to serve by Calvary Lutheran Church and School. As a called servant, you are motivated by the love of Christ to assist teachers in their callings, to serve as a Christian role-model for students, and to share the love of Christ. You are called by the Lord to be faithful in your calling and therefore will desire to continue to grow spiritually through regular use of both Word and sacrament.

Your responsibility as a school-assistant is both a tremendous privilege and responsibility. You will do well to always remember that Christian service 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 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 service and may your service ever be motivated by Christian love evidenced in humility. May God's gracious forgiveness allow you to be daily renewed that you might approach your calling with joy and zeal.

Those called to serve as school assistants are expected to be faithful to God's Word in their life of faith and service as well as in their church and Bible class attendance. An individual may be removed from his or her role as a school-assistant if it becomes clear that his or her worship life does not set a positive Christian example or if his or her confession of faith by word or action is contrary to the teachings of God's Word as taught by Calvary Lutheran Church and School and by the Wisconsin Evangelical Lutheran Synod.

School-Assistant Roles

School-Assistants have the opportunity to serve in a variety of roles in keeping with individual gifts and interests. Service may include any of the following:

- Dedicated Classroom Assistant
 - Assisting/Reinforcing Instruction
 - Correcting Student Work
 - Assisting a Student or Small Group
 - Assisting with Teacher Tasks: Copying, Collating, Cutting, etc.
 - Supervising Recess, Lunch, etc.
- Substitute Teachers
- Title I Tutors
- Course Teachers
- Mornings with Mommy Assistants
- Coaching

Certification and Background Checks

Calvary Lutheran Church and School requires completion of a certification process and background checks for individuals who will serve the church or school in a capacity that allows regular contact with children. Certification and background checks are completed

- A. for the safety of children entrusted to the care of our congregation's educational agencies
- B. for the spiritual welfare of called workers and volunteers who may place themselves in a situation of temptation
- C. for keeping God's name holy
- D. for protecting the church and school from liability

Individuals desiring to serve as school-assistants will need to authorize completion of a background check and provide necessary information to conduct a background check. In addition, individuals desiring to serve as a school-assistants will need to complete a certification process that includes training to recognize, prevent, and respond to child abuse, as well as completing ALICE training related to school security and student safety.

Background checks and teacher assistant certification records are kept secure in school office files. Should a background check result in any information that is a cause for concern, this information will be shared with the individual involved as well as the chairman of the Board of Elders.

School-Assistant Parking

School-assistants are to park in the northwest parking lot by the Audelia Road entrance.

Daily Schedule

As a school-assistant you are a great blessing to both our teachers and our students. Teachers schedule their days according your volunteer time. For this reason, it is important that you are faithful in serving at Calvary consistently according to your agreed upon schedule.

If you are unable to be present for your scheduled service time, please contact the classroom teacher or school office as soon as you know that you will be unavailable. This notice will give the classroom teacher time to adjust schedules for the day. We fully understand that you may become ill or scheduling conflicts may arise, but your faithful service is important for consistency and daily scheduling.

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. School assistants will be notified by text message of a school closing and can also monitor our operating status on our school website as well as local radio and television stations.

School-Assistant Dress

As Christian role models, teachers will desire to set an example for students by their daily dress. Assistants' 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 rather than undermines the expectations of the student dress code.

When school assistants 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.

Confidentiality and Student Records

For the sake of the reputations of students, parents/guardians, and teachers, it is essential that teacher-assistants faithfully practice confidentiality and avoid gossip in their conversations with other individuals in person and through social media. Confidential information about students and parents should be shared only in consultation with faculty members. School-assistants are not entitled to view student records; however, they may speak with a classroom teacher to ask questions that might assist in more effectively assisting a student.

If a school-assistant 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-assistant should privately take his or her concern to the principal. In the case of a concern with the principal that a teacher is unable to resolve in Christian love, the teacher-assistant should then take his or her concern to the pastor. If concerns regarding a faculty or staff member are not satisfactorily resolved through loving and confidential conversations with the individual involved, the principal, 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.

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.

Security and Student Safety

Parents entrust us with their children every school day. We recognize the trust parents place in us and believe that children are a gift from the Lord. We also believe that learning can only take place in an environment where children feel safe and secure. Finally, we recognize in our calling to serve, a responsibility not only for children's spiritual and academic growth, but for each child's safety. For these reasons, we institute, maintain, and develop policies and practices to maximize the safety of every child enrolled in our school.

Faculty and staff are expected to know *Calvary's Security and Emergency Plan* and to implement its procedures faithfully. Faculty and staff are also to faithfully complete assigned ALICE training modules.

As stated in Calvary's *Security and Emergency Plan*, faculty and staff are to visibly wear a school issued ID while on campus from 7:25 AM – 5:30 PM on school days and are to have on their person a cell phone, school key, and school-issued safety whistle from 7:25 AM – 5:30 PM on school days.

Student Medication

School-assistants are not to give medication to a student but are asked to notify the classroom teacher if a student requests or appears to need medication.

Student Illness

Students are not to be at school if they are running a temperature of 100 degrees or more 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 and the classroom teacher is to be notified. 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.

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 degrees 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, school-assistants are to promptly notify a classroom teacher. If a student cannot be moved, the teacher-assistant is to remain with the injured student and send another student to notify the closest classroom teacher. School-assistants are not to administer first-aid except in the case of an emergency.

All injuries are to be recorded in FACTS and reported to the principal and parents. A school-assistant will need to share details of an injury and the circumstances involved with the classroom teacher so that an injury report may be accurately completed.

In the event of a clear need for immediate medical attention, the teacher-assistant is to call 911 and notify the classroom teacher and principal as soon as possible.

In the event that a school-assistant comes directly into contact with any bodily fluids, the school-assistant is to promptly notify the principal.

Child Abuse Reporting

School-assistants 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 child'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-assistant from the legal responsibility to report abuse within the 48-hour window established by law.

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.

Hallway and Restroom Procedures

In keeping with our School-Wide Movement and Noise Procedure, 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 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. Teacher-assistants overseeing student use of restrooms will reinforce standard restroom use procedures and return children who do not follow restroom procedures to their classroom.

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.

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 not in an appropriate area for play. Children are not allowed to climb fences or trees and are not allowed to leave school property to retrieve playground equipment except with a teacher or staff member's permission and under the direct supervision of a faculty or staff member. Children are allowed to play 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.

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, teacher-assistants will actively 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

Christian Discipline

Although aspects of Christian discipline are here outlined for the teacher-assistant, it is important that teacher-assistants 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 the 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 to allow the student and/or teacher 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 maintain a file of discipline reports. 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.

School Phones

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 from 12:00 – 12:20 PM if they need to speak with a student during the school day.

Student Phones and Media Players

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 a lock box in the classroom during the school day and secured in students' backpacks during After-School Care. 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.

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 a parent or guardian.

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 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 affected family, and disciplinary action may be taken.

Assessing Special Needs

If, during the school year, a school-assistant believes that a student is evidencing special academic, emotional, or behavioral needs, he or she is to share these concerns privately with the classroom teacher. 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.