

United in Christ Lutheran School



Staff Handbook

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**UNITED IN CHRIST LUTHERAN SCHOOL HANDBOOK
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HISTORY OF UCLS

On February 18, 2010, a committee representing Concordia-Trinity Lutheran School (CTLS) of Altenburg and Frohna, Missouri and Salem Lutheran School of Farrar, Missouri met for the first time to brainstorm ideas on how an association school might be established. In 2007, an attempt at an association school, involving more East Perry County congregations had failed. The committee in 2010 consisted of the pastors and a lay representative from just three area congregations: Concordia, Frohna; Salem, Farrar; and Trinity, Altenburg. Representing both Salem School and CTLS were the principals and a teacher from each school. After numerous committee meetings, much research and two joint congregational informational meetings, a vote was taken on August 1, 2010 in all three congregations to see if they favored the idea of an association school. The three congregations accepted the proposal to establish United in Christ Lutheran School (UCLS), an association school for preschool through eighth grade by a combined 77% majority. The vote also indicated that the school would be located on the campus of Concordia Lutheran Church beginning in the fall of 2011. The proposed UCLS Constitution was accepted and two voting members from each congregation were elected to represent them on the UCLS board of education with the three pastors and the principal acting as non-voting advisory members.

UCLS has as a foundation a strong heritage of Lutheran schools in East Perry County. After the Saxon immigration in 1839, Lutheran schools were established right along with their churches in their own communities by the Saxons and other Lutheran forefathers. Before actual school buildings were erected, classes were held in homes, parsonages or church buildings. Trinity's first school building was dedicated in the spring of 1841. After holding classes in the old church structures for a number of years, Concordia built its first brick school building in 1883. In the fall of 1957, Trinity and Concordia combined their resources to form Concordia-Trinity Lutheran School which has operated in various buildings and classroom formats until 1969 when each congregation built their own new school. These two schools housed CTLS until May, 2011. Immigrants from Saxony and Hanover moved into the Farrar area in the 1850's, first starting a Christian day school in 1867, which met in their church building. In 1892, Salem built their first brick school house. They built another school building in 1926. Both of those buildings were eventually razed and a new school building was dedicated in 1958 and classes were held there until May, 2011.

Whereas CTLS's and Salem's combined enrollment peaked to well over 200 per year in the past, enrollment had recently declined. To ensure a solid and continuing quality Christian Day School based on the beliefs of the Lutheran Church, Missouri Synod, the idea of an association school came into being.

Once the approval was given to move ahead with the new school, the board of education met relentlessly to lay the groundwork necessary to start a new school. Along with all the legal and Synodical paperwork necessary to establish a new school, plans ensued on facility and faculty needs. Concordia's congregation, who owns the building, had agreed that a two-classroom addition would better accommodate six classrooms than alternate options. Groundbreaking for the addition took place on February 13, 2011. With volunteer labor from all three congregations

and even from individuals outside the congregations, a target completion date was set for August 1, 2011.

The calling process began in December, 2010. On February 20, 2011, Miss Cheryl Honoree, who served CTLS as a teacher/principal, accepted the call to serve as UCLS's first principal. The remaining faculty were called or contracted in the weeks and months to follow with the UCLS's inaugural faculty being: Robyn Koenig to teach Grades 7 & 8; Debbie Lichtenegger to teach Grades 5 & 6; Laura Goodson to teach Grades 3 & 4; Whitney Pohlman to teach Grades 1 & 2; Nelda Koeberl to teach Kindergarten and Ashley Pedrosa to teach Preschool.

On February 13, 2011, a UCLS PTL was established. Immediately, they became active with projects such as purchasing and assembling playground equipment, taking orders for UCLS school shirts, undertaking fundraisers and organizing projects that they will sponsor throughout the school year.

A school bus was purchased on June 29, 2011. The bus shuttles students from Farrar and Altenburg to their school in Frohna and back again.

The support staff hired for the first year at UCLS were as follows: Secretary/P.E. teacher—Crystal Verseman; cook—Sara Grebing; teachers' aides—Sarah Benkendorf and Tina Hadler; bus driver—Duane Wunderlich and band teacher—Eric Seibel.

Any congregation of the Lutheran Church Missouri Synod within a reasonable distance may become a member of the United in Christ Lutheran School Association by following standards as set out in the *Constitution of the Concordia, Salem and Trinity Lutheran School Association*.

Many heartfelt thanks go to so many people for their prayers, work, support, enthusiasm, excitement and trust which helped to make UCLS "OUR" school. Also, many thanks to all three association congregations, to CTLS and Salem schools and to individuals for their generous contributions of money, furniture, equipment, books, supplies, labor, etc. With all praise and glory to our Lord and Savior, United in Christ Lutheran School became a reality with its first day of school on August 18, 2011.

THE WORD OF GOD CONCERNING CHRISTIAN EDUCATION

Proverbs 22:6 Train up a child in the way he should go; even when he is old he will not depart from it.

Deuteronomy 6:4-9 Hear, O Israel: The LORD our God, the LORD is one. You shall love the LORD your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.

VISION

As part of the ministry of Concordia Lutheran Church, Salem Lutheran Church and Trinity Lutheran Church, the vision of United in Christ Lutheran School is uniting our communities with a quality education based on a solid Lutheran foundation.

GOALS/OBJECTIVES

To achieve our vision, United in Christ Lutheran School is committed to

- The teaching of the Old and New Testaments as the inspired and written Word of God.
- The teaching of the confessional statements of the Evangelical Lutheran Church, as they are contained in the Book of Concord of 1580.
- The Christian unity of the communities of Altenburg, Farrar, and Frohna.
- Academic standards which demand excellence and achievement.
- An education based on the core disciplines and humanities: reading, writing, mathematics, science, geography, history, literature, music and art.
- A partnership with parents in every area of their child's education and spiritual growth.
- A climate that is welcoming, innovative and professional.

ADMINISTRATION

United in Christ Lutheran School is an associative operation of Trinity Lutheran Church in Altenburg, MO, Salem Lutheran Church in Farrar, MO, and Concordia Lutheran Church in Frohna, MO. Final authority rests with the board of education. This board consists of two elected members from each congregation. The pastors and the school principal serve as non-voting, advisory members to the board.

Board of Education Accountability Policy:

The UCLS Board of Education shall exercise its governing authority as a whole. No individual Board of Education member shall exercise such authority except as instructed by the Board of Education.

The Board of Education will meet monthly on the third Thursday of each month. In case of emergency, or religious/community holidays, the chairman of the Board of Education has the authority to reschedule a meeting. Notice of the rescheduled meeting time will be given to all Board of Education members and Association congregations prior to the rescheduled meeting. Minutes of the UCLS Board of Education meetings will be made available to the association

congregations on the second Sunday following each board meeting except in cases due to extenuating circumstances.

All regular and special meetings will be open to parents of current students, members of Association congregations or any other person directly associated with UCLS. Should visitors wish to appear on the agenda, they are required to inform the chairman of the Board of Education 48 hours in advance. Executive sessions are exclusive to Board of Education and advisory members only.

The board will consider the ideas and concerns of congregational members, parents, faculty and students, when presented in writing, signed and given to a Board of Education member.

CHURCH AFFILIATION

All teachers, barring extenuating circumstances as approved by the board, will be expected to join and be active members in one of the association congregations.

NON-DISCRIMINATION POLICY

United in Christ Lutheran School in Frohna, Missouri, exists for the purpose of providing Lutheran/Christian primary education to students in the East Perry county region of Missouri. United in Christ Lutheran School provides equal employment opportunities by tolerating no discrimination in hiring, compensating, promoting or terminating employees because of an individual's race, color, sex, national origin or ancestry, disability or age. This policy is based on laws established under the Civil Rights Act of 1964 and other applicable local, state and federal guidelines.

ROLES AND RELATIONSHIPS OF SCHOOL BOARD, PRINCIPAL, AND PASTORS

School Board: Governance

The role of the school board is to exemplify a proactive concern and regard for the ministry of United in Christ Lutheran School. This concern and regard is shown through a variety of different ways.

1. The board will determine the mission, vision and long-term goals of UCLS.
2. The board will determine, write and enact policies regarding the operation of UCLS.
3. The board will enable the principal to implement policies, supervise personnel, and determine other administrative responsibilities.
4. The board will evaluate the work of the principal based on a pre-determined tool in alignment with the principal's job description.
5. The board will oversee business operations of the school.

The relationship of the board to the principal should be intentionally supportive and upholding of the office of the administrator.

Principal: Administration

The role of the principal is to exemplify a proactive concern and regard for the ministry of United in Christ Lutheran School. This concern and regard is shown through a variety of different ways.

1. The principal will act as a consultant as the board determines mission, vision and long-term goals for UCLS.
2. The principal will act as a consultant as the board determines, writes, and enacts policies regarding the operation of UCLS.
3. The principal will implement policies as determined by the board, designing procedures as needed to implement these policies.
4. The principal will evaluate the work of the teaching staff and support staff as determined through their prospective job descriptions.
5. The principal will meet regularly with the pastors of the association churches.

The relationship of the principal to the board should be intentionally supportive and upholding of the office of board member.

Pastors: Spiritual Counsel

The role of the pastors is to exemplify a proactive concern and regard for the ministry of United in Christ Lutheran School. This concern and regard is shown through a variety of different ways.

1. The pastors will act as spiritual advisors as the board determines mission, vision and long-term goals for UCLS.
2. The pastors will act as spiritual advisors as the board determines, writes, and enacts policies regarding the operation of UCLS.
3. The pastors will give spiritual oversight, as pertaining to their office of Holy Ministry, to the board, principal, teaching staff, and support staff, enabling the ministry of UCLS to remain strong, consistent, and solidly based on the Holy Scriptures, and the Lutheran Confessions.
4. The pastors will determine how mission, vision, long-term goals and policies affect their own congregations, the congregations of the association, and the community as a whole.
5. The pastors, as stated in the constitution, will determine the religion curriculum.
6. The pastors and principal will meet regularly.

The relationship of the pastors to the board and principal should be intentionally supportive and upholding of the office of the board members and the principal.

JOB DESCRIPTIONS UNITED IN CHRIST LUTHERAN SCHOOL

Board of Education

Basic Function: See the “Statement of Commitment, Policy 1.1.2

Relationships:

Responsible to: Their respective Association Congregational members

Works With: Principal and pastors

Qualifications:

1. A complete board consists of a variety of abilities, interests and skills.
2. A complete board consists of a diversity of perspectives (e.g., parents, non-parents, former parents, congregation, people representing various income ranges and ages.)
3. People willing and able to serve as one of the officers.
4. Possesses experience and demonstrates leadership in congregation and/or school.
5. Expresses a vibrant interest and understanding of Christian education and Lutheran Schools.
6. Declares a willingness to attend meetings regularly and punctually.
7. Expresses in daily living a readiness to live in harmony with the Word of God and the Confessions of the Church.
8. Evidences spiritual maturity and involvement in church life and ministry.

General Responsibilities:

1. Attend all board meetings unless excused in advance by the chairperson.
2. Prepare for board meetings by reviewing the agenda and completing previously accepted tasks.
3. Update and be familiar with the policy manual.
4. Operate effective, timely, agenda-led meetings and members participate in discussions and voting.
5. Demand accurate information on which to base decisions.
6. Support the board’s final decisions once they have been fully discussed and resolved by the board.
7. Maintain Christ-centered relationships with constituents of the board.
8. Evaluate the administrator according to the job description.
9. Keep board documents and discussions confidential.
10. Abide by policies that govern the behavior and operations of the board.
11. Develop a strategic plan in line with goals for the school and review annually.
12. Support and encourage the principal but do not dabble in day-to-day operations of the school.

Principal

Basic Function:

The Principal of this Association accepts without reservation the canonical Scriptures of the Old and New Testaments as the inspired and written Word of God and the only infallible rule and norm of faith and practice, and the confessional statements of the Evangelical Lutheran Church, as they are contained in the Book of Concord of 1580, as pure and true statements and expositions of the Word of God. These are: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, and the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, The Smalcald Articles (including the Treatise on the Power and Primacy of the Pope), the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.

All classes at UCLS shall be taught in harmony with this confessional standard, and by it any controversies which may arise shall be decided and settled. All other matters shall be governed by Christian Love.

Relationships:

Responsible to: Board of Education

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

Qualifications:

1. Models Christ-like behaviors in decision making, interactions and personal spiritual growth.
2. Minimum of 5 years administrative experience in a Lutheran educational environment.
3. Masters Degree in Administration.
4. Certified by the Lutheran Church-Missouri Synod through graduation from a synodical school or by colloquy, and by signing the synodical constitution, taking an active interest in the work of Synod, abiding by Synodical guidelines for commissioned workers.
5. Current/up-to-date Professional Development log.
6. Experience in Curriculum Development.
7. Experience in supervising, directing and evaluating staff.
8. Works well doctrinally with the association's pastors and will seek the counsel of the pastors for spiritual advice and will strive to maintain, manage, and lead the school in accordance with the Word of God.
9. Is an active member of an association congregation and regularly visits the other congregations.

General Responsibilities:

1. Promotes growth (not only by student enrollment, but also spiritually.)
2. Possesses the ability to keep certain information confidential.
3. Possesses the ability to establish and maintain communication with faculty, staff and

- others in both oral and written forms.
4. Works well with a diverse or multi-disciplinary group to achieve a common goal.
 5. Demonstrates fair discipline with staff and student(s) in accordance with school policies and procedures.
 6. Responsible for greeting students in the mornings.
 7. Arranges for regular meetings and consultations with pastoral staff.
 8. Contact with others (either internal or external) shall be handled with tact and diplomacy.
 9. Makes significant decisions within the limits of the established overall school policy, but is open to changes and welcomes a challenge.
 10. Demonstrates organizational skills throughout many areas, but is also flexible.
 11. Responsible for public relations for the school.
 12. Encourages staff and students through a variety of techniques.
 13. Represents the faculty and staff as an advisory member of the UCLS Board of Education.
 14. Evaluates, on a regular basis, teachers' classroom performance and reports to the UCLS Board that an evaluation was performed or reports that an evaluation will be performed.
 15. Develops plans to improve school operations and to maintain accreditation.
 16. Keeps essential records (includes a number of areas.)
 17. Demonstrates the basic computer/technical skills.
 18. Responsible for developing a rotating schedule of all faculty and staff members, principal included, who will administer before and after school daycare.
 19. Performs business functions as necessary for the basic operations of UCLS.
 20. Attends and reports to association churches voter's assemblies.
 21. Chooses curricular and instructional materials to be implemented upon approval by the board of education (as per Constitution, Article V, *Duties of the Board of Education.*)
 22. Ensures that daily, adequate staff is maintained.
 23. Implements policies as determined by the board, designing procedures as needed to implement these policies.
 24. Works with the board of education's treasurer to develop and recommend a budget and manage expenditures.
 25. Communicates on a regular basis with Concordia's campus custodian regarding expectations and general operations of the school building and school grounds.

Add new description

Teacher

Basic Function:

Teachers of this Association accept without reservation the canonical Scriptures of the Old and New Testaments as the inspired and written Word of God and the only infallible rule and norm of faith and practice, and the confessional statements of the Evangelical Lutheran Church, as they are contained in the Book of Concord of 1580, as pure and true statements and expositions of the Word of God. These are: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, and the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, The Smalcald Articles (including the Treatise on the Power and Primacy of the Pope), the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.

All classes at UCLS shall be taught in harmony with this confessional standard, and by it any controversies which may arise shall be decided and settled. All other matters shall be governed by Christian Love.

Relationships:

Responsible to: Principal

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

Qualifications:

1. Certified or able to meet the standards for teacher certification as required by the State of Missouri and the Lutheran Church Missouri Synod with a bachelor's degree from a synodical or non-synodical college.
2. Be synodically trained or become synodically trained by the Lutheran Church, Missouri Synod as detailed in the UCLS Constitution, abiding by Synodical guidelines for commissioned workers
3. Be an active member of a UCLS association congregation.
4. Possess a living Christian faith.
5. Report and work as a team member under the direction of UCLS's principal and board of education.
6. Be excited and supportive of UCLS and of all its association congregations.
7. Be accountable for the proper planning, organization, direction and control of classroom operations consistent with UCLS's objectives, goals, policies and procedures as established by the board of education.
8. Be dependable and punctual with good leadership and organizational skills and observe complete confidentiality as it concerns UCLS's staff and student body.
9. Exhibit ability to work well with children and their families, maintaining a warm and friendly personality.

Responsibilities:

1. Be in attendance at school by 7:30 a.m. and remain until 3:30 p.m. unless assigned additional before and after school duties.
2. Prepare daily lesson plans and have them readily available.
3. Work independently or with principal and other staff members to develop long-term lesson plans in conjunction with the educational goals of UCLS.
4. Implement the UCLS curriculum as established by the principal and approved by the board of education.
5. Prepare progress reports and attendance records for students, keeping copies in their students' files.
6. Arrange parent-teacher conferences.
7. Attend staff meetings, professional development opportunities, and devotions as scheduled by the principal.
8. Attend and actively support the UCLS PTL and other school activities.
9. Inform principal of any student incident (behavioral, illness, injury, etc.) that may require special attention.
10. Report any cases of suspected child abuse to the proper authorities as per Missouri state statutes.
11. Provide for spiritual, social, emotional, physical and intellectual needs of children.
12. Give direction and purpose to the activities of the classroom assistant, if one is provided.
13. Fulfill non-specific and shared duties such as before and after school care, bus duty, recess duty, and others as scheduled by the principal.
14. Demonstrate basic computer/technical skills.
15. Be available and open to review by the principal to benefit both UCLS and the teacher.
16. Assess students regularly, both formally and informally, to determine if their needs are being met.
17. Maintain a well-managed classroom.
18. Regularly communicate with parents.
19. Seek resolution to conflict with parents, students or fellow staff members as they may arise.
20. Maintain a current documented file recording personal clearance on child abuse or criminal activity.
21. Join professional organizations as deemed necessary to maintain accreditation status.
22. Other duties as deemed necessary by the principal and board of education.

Cook

Accountability

The cook is directly accountable to the principal and indirectly accountable to the school board.

Responsibilities:

1. Is aware of and helps carry out the vision of UCLS.
2. Prepares budget for expenses and submits budget for one year to principal.
3. Plans, estimates and orders all food and supplies for the operation and inspects received items of food and/or supplies for the purpose of ensuring specifications, quantity and quality of orders.
4. Trains and supervises kitchen part-time staff as needed in the proper use and care of all equipment, sanitation and safety procedures.
5. Is the primary person responsible for food preparation and menu planning to ensure nutritional value and proper costs. Other work duties include: food preparation, food portioning, preparing and serving, putting away deliveries according to proper procedures, dishwashing, and general clean up and sanitation.
6. Keeps accurate records in compliance with government agencies regarding subsidies.
7. Maintains food inventories and keeps inventory records.
8. Investigates and resolves complaints regarding food quality, service or other concerns.
9. Maintains proper records and daily upkeep of accounting system related to the cafeteria program.
10. Develops menus for the purpose of providing nutritional meals for students, staff and patrons.
11. Organizes and maintains district, state and federal reports for the purpose of meeting all reporting requirements.
12. Develops monthly menus for the purpose of ensuring nutrition and portion control standards meeting USDA Meal Pattern requirements and providing an appealing selection for students.
13. Establishes monitors and enforces sanitary standards for the purpose of safeguarding staff and student health.
14. Monitors equipment use and budgets for repairs and replacement as needed.
15. Cooperates with Concordia's Kitchen Committee regarding the use of kitchen.
16. Follows chain of command and shows respect to the positions of leadership in the school.
17. Complies with all UCLS procedures and policies.
18. Performs other duties as deemed necessary and directed by the principal.

Qualifications

1. Is committed to Christian education.
2. Earned, at the minimum, a high school diploma.
3. Possesses experience and creativity in all aspects of production, including baking, preparation, care of equipment, sanitation and Hazard Analysis Critical Control Point (HACCP) procedures or Level IV Food Handlers Permit.

4. Displays effective oral and written communication skills and knowledge of the computer system.
5. Possesses knowledge of county, state and federal school food service regulations.
6. Ability to translate standards of Food and Nutrition excellence into the daily operation of the kitchen.
7. Is able to positively relate to students, staff and parents.
8. Is sensitive to the eating habits and needs of children.
9. Displays honesty, loyalty, trustworthiness, and is able to keep confidences.
10. Submits a current negative report in response to a yearly tuberculosis test.
11. Is willing to obtain a Missouri background check.

Hours

1. The cook is an hourly-paid position. Specified hours will be determined by the principal.
2. Personal days will be approved by principal.

Evaluation

The principal will conduct an annual performance review of the cook.

Secretary

Accountability

The secretary is directly accountable to the principal and indirectly accountable to the school board.

Responsibilities

1. Is aware of and helps carry out the vision of UCLS.
2. Serves as receptionist.
3. Types, prints, and distributes communication from the school to parents, vendors, etc. (i.e. the school newsletter, school lunches, scrip orders, office supplies, etc.).
4. Prepares certificates and awards as needed.
5. Keeps office supplies inventoried and orders supplies as necessary.
6. Reminds staff of deadlines/appointments/schedules.
7. Keeps school records (permanent files, temporary files and lunch program files) current.
8. Organizes volunteers to work on newsletters, bulk mailings and similar projects that come under the auspices of school office.
9. Keeps calendar of events.
10. Maintains an effective, neat, and attractive office.
11. Receives and routes telephone calls.
12. Sorts and distributes mail.

13. Sets up and types programs for school related events (e.g. concerts, musicals, graduations, Veteran's Day programs, etc.).
14. Updates annually the school handbook(s), manuals, and directions.
15. Assists in processing enrollment, pre-registration, and registration records of students.
16. Processes transfer of records.
17. Assists in keeping current health and immunization records for all students.
18. Attends to sick and injured children and notifies parents as required.
19. Oversees the administration of medication to students as deemed necessary by the principal.
20. Prepares items to be shipped (testing materials, books, etc.) and arranges for shipping.
21. Assists in ordering ribbons, pins, graduation folders, etc.
22. Contacts a photographer for student and group pictures. Corrects proofs and distributes picture packets.
23. Enters and keeps information up to date in the student files.
24. Maintains inventory, records, and checking account pertaining to the Scrip program.
25. Bills parents for school-related programs (e.g. after-school fees, preschool tuition, lunches, etc.)
26. Follows chain of command and shows respect to the positions of leadership in the school.
27. Complies with all UCLS procedures and policies.
28. Performs other duties as deemed necessary and directed by the principal.
29. Completes monthly and annual lunch reports with DESE.
30. Pays and tracks bills from lunch vendors.
31. Tracks and deposits chapel offerings.
32. Assists in control of flow of visitors in the building.

Qualifications

1. Is committed to Christian education.
2. Uses correct language (grammar, spelling, punctuation, sentence structure, etc.) in all correspondence.
3. Solves problems that arise.
4. Displays honesty, loyalty, trustworthiness, and is able to keep confidences.
5. Types with speed and accuracy.
6. Displays knowledge of operating office equipment, including computers (word-processing, data base, spreadsheets, and others) efficiently and effectively, or is able and willing to learn.
7. Has earned, at the minimum, a high school diploma.
8. Has a working knowledge of office management software, or a willingness to learn such software.
9. Is able to work independently and make decisions as appropriate.
10. Is willing and able to take direction as needed.
11. Submits a current negative report in response to a yearly tuberculosis test.
12. Is willing to obtain a Missouri background check.

Hours

1. The secretary is an hourly-paid position. Specified hours will be determined by the principal.
2. Personal days will be approved by principal.

Evaluation

The principal will conduct an annual performance review of the secretary.

Add new description

Teachers' Aide

Accountability

The teacher aide is directly accountable to the principal and indirectly accountable to the school board.

Responsibilities:

1. Is aware of and helps carry out the vision of UCLS.
2. Tutors and assists children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teacher.
3. Interacts with, initiates, and encourages children in daily activities.
4. Assists teachers in planning learning activities.
5. Helps children control behavior using a Christ-centered, positive, consistent approach.
6. Helps children grow to become independent.
7. Helps prepare the learning environment, sets up interest centers, and prepares materials.
8. Assists teachers in record keeping and observations related to children's development, health and behavior.
9. Maintains good communication with school staff.
10. Helps with general housekeeping tasks.
11. Attends to the needs of each child.
12. Attends required staff meetings and serves on committees as required.
13. Meets required professional development.
14. Is on time and prepared daily.
15. Maintains neat appearance and good hygiene.
16. Is professional and respectful in oral and written communications.
17. Practices and follows procedures for emergencies including first aid and CPR.
18. Maintains confidentiality within and outside of the work environment.
19. Follows chain of command and shows respect to the positions of leadership in the school.
20. Assists teacher and principal in all matters deemed necessary.

21. Complies with all UCLS procedures and policies.
22. Performs other duties as deemed necessary and directed by the teachers and the principal.

Qualifications:

1. Is committed to Christian education.
2. Has earned, at the minimum, a high school diploma.
3. Must like children, be sensitive to the feelings of others and have a friendly personality.
4. Must be willing to work as part of a team, follow the guidance of the lead teacher and carry out responsibilities.
5. Uses correct language (grammar, spelling, punctuation, sentence structure, etc.).
6. Solves problems that arise.
7. Displays honesty, loyalty, trustworthiness, and is able to keep confidences.
8. Is able to work independently and make decisions as appropriate.
9. Is willing and able to take direction as needed.
10. Possess basic knowledge of computers, audio-visual aids and other technical devices.
11. Submits a current negative report in response to a yearly tuberculosis test.
12. Is willing to obtain a Missouri background check.

Hours

1. The teacher aide is an hourly-paid position. Specified hours will be determined by the principal.
2. Personal days will be approved by principal.

Evaluation

The principal will conduct an annual performance review of the teachers' aide.

Bus Driver

Accountability

The bus driver is directly accountable to the principal and indirectly accountable to the school board.

Responsibilities:

1. Is aware of and helps carry out the vision of UCLS.
2. Transports students to and from school, following a pre-planned route according to a definite time schedule.
3. Drives bus carefully and in compliance with traffic regulations.
4. Assumes responsibility for the safety of school children in loading, unloading and transporting them to and from school.

5. Instructs children in safety precautions and practices.
6. Signals children when to cross street or highway and assures that children are safely across upon departure from bus.
7. Maintains discipline according to school-wide discipline policy and reports to principal when necessary.
8. Inspects and sweeps bus.
9. Checks water, fuel, oil and mechanical condition before leaving on runs.
10. Reports delays and accidents.
11. Keeps operational records and makes simple reports as needed.
12. Reports defects or problems with vehicle to principal.
13. Assures that the bus meets regular maintenance schedules.
14. Follows chain of command and shows respect to the positions of leadership in the school.
15. Complies with all UCLS procedures and policies.
16. Assures related work is completed as required or deemed necessary by principal.

Qualifications:

1. Is committed to Christian education.
2. Displays honesty, loyalty, trustworthiness, and is able to keep confidences.
3. Is able to take direction as needed.
4. Has earned, at the minimum, a high school diploma.
5. Is willing and able to take direction as needed.
6. Solves problems that may arise.
7. Maintains a current Commercial Driver's License with a Passenger Endorsement certification.
8. Ability to relate well with students.
9. Is knowledgeable of traffic and highway safety rules and regulations, and of the precautions necessary to avoid accidents.
10. Submits a current negative report in response to a yearly tuberculosis test.
11. Is willing to obtain a Missouri background check.

Hours

1. The bus driver is an hourly-paid position. Specified hours will be determined by the principal.
2. Personal days will be approved by principal.

Evaluation

The principal will conduct an annual performance review of the bus driver.

Cook's Assistant

Accountability

The cook's assistant is directly accountable to the cook, to the principal and indirectly accountable to the school board.

Responsibilities:

19. Is aware of and helps carry out the vision of UCLS.
20. Works under the supervision of the UCLS cook.
21. Substitutes for the cook in her/his absence.
22. Assists with estimating and ordering food and supplies for the operation and assists with inspection of received items of food and/or supplies for the purpose of ensuring specifications, quantity and quality of orders.
23. Takes direction from cook in the proper use and care of all equipment, sanitation and safety procedures.
24. Assists in food preparation, food portioning, preparing and serving, putting away deliveries according to proper procedures, dishwashing, and general clean up and sanitation.
25. Assists in maintaining food inventories and keeping inventory records.
26. Assists in establishing, monitoring and enforcing sanitary standards for the purpose of safeguarding staff and student health.
27. Assists with monitoring equipment use and budgets for repairs and replacement as needed.
28. Cooperates with Concordia's Kitchen Committee regarding the use of kitchen.
29. Follows chain of command and shows respect to the positions of leadership in the school.
30. Attends and participates in related school-sponsored trainings, in-service trainings, continuing education, career and professional development opportunities.
31. Complies with all UCLS procedures and policies.
32. Performs other duties as deemed necessary and directed by the cook and principal.

Qualifications

1. Is committed to Christian education.
2. Earned, at the minimum, a high school diploma.
3. Is able to positively relate to students, staff and parents.
4. Is sensitive to the eating habits and needs of children.
5. Displays honesty, loyalty, trustworthiness, and is able to keep confidences.
6. Submits a current negative report in response to a yearly tuberculosis test.
7. Is willing to obtain a Missouri background check.

Hours

1. The cook's assistant is an hourly-paid position. Specified hours will be determined by the cook and the principal.
2. Personal days will be approved by principal.

Evaluation

The principal will conduct an annual performance review of the cook's assistant.

Part-Time Teacher

Basic Function:

Part-time teachers of this Association accept without reservation the canonical Scriptures of the Old and New Testaments as the inspired and written Word of God and the only infallible rule and norm of faith and practice, and the confessional statements of the Evangelical Lutheran Church, as they are contained in the Book of Concord of 1580, as pure and true statements and expositions of the Word of God. These are: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, and the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, The Smalcald Articles (including the Treatise on the Power and Primacy of the Pope), the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.

All classes at UCLS shall be taught in harmony with this confessional standard, and by it any controversies which may arise shall be decided and settled. All other matters shall be governed by Christian love.

Accountability

Responsible to: Principal

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

Qualifications:

1. Certified or able to meet the standards for teacher certification with a bachelor's degree from a synodical or non-synodical college or as approved by the UCLS Board of Education.
2. Possess a living Christian faith.
3. Report and work as a team member under the direction of UCLS's principal and board of education.
4. Be excited and supportive of UCLS and of all its association congregations.
5. Be accountable for the proper planning, organization, direction and control of their classroom operations consistent with UCLS's objectives, goals, policies and procedures as established by the board of education.
6. Be dependable and punctual with good leadership and organizational skills and observe complete confidentiality as it concerns UCLS's staff and student body.
7. Exhibit ability to work well with children and their families, maintaining a warm and friendly personality.

Responsibilities:

1. Be in attendance at school as determined by the principal.

2. Prepare lesson plans and have them readily available.
3. Work independently or with principal and other staff members to develop long-term lesson plans in conjunction with the educational goals of UCLS.
4. Implement the UCLS curriculum as established by the principal and approved by the board of education.
5. Prepare progress reports and attendance records for students, keeping copies in their students' files.
6. Conduct parent-teacher conferences as needed.
7. Inform principal of any student incident (behavioral, illness, injury, etc.) that may require special attention.
8. Report any cases of suspected child abuse to the proper authorities as per Missouri state statutes.
9. Provide for spiritual, social, emotional, physical and intellectual needs of children.
10. Fulfill non-specific and shared duties as scheduled by the principal.
11. Demonstrate basic computer/technical skills.
12. Be available and open to review by the principal to benefit both UCLS and the teacher.
13. Assess students regularly, both formally and informally, to determine if their needs are being met.
14. Maintain a well-disciplined classroom.
15. Communicate with parents as needed.
16. Seek resolution to conflict with parents, students or fellow staff members as they may arise.
17. Join professional organizations as deemed necessary to maintain accreditation status.
18. Other duties as deemed necessary by the principal and board of education.

Write description for after school aide

Volunteer

Basic Function:

Parent and community volunteers are an asset to United in Christ Lutheran School and ultimately the children entrusted to our care. A volunteer is defined as one who donates their time and regularly assists the teachers, principal and staff. The volunteer is under the supervision of the principal and/or other staff members and may include assigned tasks, student supervision, and individual student assistance when appropriate.

Accountability

Volunteer workers are accountable to the principal and indirectly accountable to the board of education.

Responsibilities:

1. Volunteers are needed for jobs such as:
 - a. Tutoring
 - b. Classroom assistants
 - c. Activity leaders (teaching a skill)
 - d. Enrichment activities
 - e. Homework assistants
 - f. Work room assistants
 - g. After-school care
2. All volunteers will abide by UCLS policies as outlined in the *UCLS Policy Manual*.
3. All volunteers will abide by procedures as outlined in the *UCLS Staff Handbook*.
4. All volunteers, in cooperation with their supervisor, must have a clear understanding of and accept the assigned responsibility prior to the time of service.
5. All volunteers must accept, under the supervisor's leadership and direction, the liability and confidentiality required with the position.
6. All volunteers are required to obtain a background check.
7. Notification of absences must be given in advance.
8. All volunteers are to adhere to UCLS's *Vision Statement* and *Statement of Commitment* as outlined in Chapter 1.1 in the *UCLS Policy Manual*.

Any and all exceptions to the above responsibilities are at the direction of the principal.

POLICY ON INTEREST AND CONCERN

The board of education will consider the ideas and concerns of congregational members, parents, faculty and students, when presented in writing, signed and given to a board of education member.

BOARD OF EDUCATION ACCOUNTABILITY POLICY

The UCLS Board of Education shall exercise its governing authority as a whole. No individual Board of Education member shall exercise such authority except as instructed by the Board of Education.

The Board of Education will meet monthly on the third Thursday of each month. In case of emergency, or religious/community holidays, the chairman of the Board of Education has the authority to reschedule a meeting. Notice of the rescheduled meeting time will be given to all Board of Education members and Association congregations prior to the rescheduled meeting. Minutes of the UCLS Board of Education meetings will be made available to the association congregations on the second Sunday following each board meeting except in cases due to extenuating circumstances.

All regular and special meetings will be open to parents of current students, members of Association congregations or any other person directly associated with UCLS. Should visitors wish to appear on the agenda, they are required to inform the chairman of the Board of Education

48 hours in advance. Executive sessions are exclusive to Board of Education and advisory members only.

NON-LUTHERAN EMPLOYEE RELIGION REQUIREMENT POLICY

A non-Lutheran must be willing to complete a course equivalent to a Lutheran adult confirmation class taught by an association pastor within one year of employment.

TERMS OF EMPLOYMENT

REPORTING DATE

The date on which the teachers are required to report is August 1, prior to each school year. If August 1 is on a Saturday or Sunday, the following Monday will serve as the beginning date.

The date on which the teachers may consider their obligations complete is May 31 or ten days after the last day of classes. If May 31 is a Saturday or Sunday, the previous Friday will serve as the final day of obligation.

SALARY

United in Christ Lutheran School uses the Missouri District Salary Guidelines as a base for financial compensation for the faculty. The Master's Degree will be considered the top level of the pay scale after the worker is called or contracted. The board reserves the right but is not bound to count credits earned past the Master's Degree at the time of calling the worker or contracting the worker for the first time.

The United in Christ Lutheran School's support staff's salaries and substitute teacher's daily compensation will be reviewed and approved annually by the Board of Education.

BENEFITS

All full time employees (defined as more than 30 hours per week) are offered Concordia Plans Services Health coverage. All employees working more than 20 hours per week will receive Concordia Plan Services Retirement and Concordia Plan Services Disability and Survivor Benefits coverage.

UCLS EMPLOYEE EXPENSE AND MILEAGE POLICY

UCLS employees, not already receiving a mileage allowance, who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved voucher and supporting receipts to the principal. Prior approval by the principal must be obtained before expenses are incurred. Expenses must be incurred in line with budgetary allocations for specific types of expenses.

Mileage will be paid at a rate annually authorized by the board of education.

HOUSING ALLOWANCE POLICY

For called employees, 50% of their salary will be designated toward housing. Once per calendar year, an employee may submit a written request to the board of education to change their allotment. That change will be implemented in the following month through the remainder of the year.

SALARIED EMPLOYEE DISABILITY POLICY

The Disability policy for salaried employees shall be governed by the respective guidelines of the Concordia Disability and Survivor Plan (Concordia Plans) and the UCLS Faculty and Staff Leave Policy, 6.3. These guidelines do consider maternity leave the same as a disability leave.

After the approved 14 consecutive leave days described in the Concordia Plans, UCLS will pay the balance of the percentage to 100% of the salary of the salaried employee until the physician's release. UCLS would also pay the cost of the substitute teacher after the approved 14 consecutive leave days and until the physician's release.

If the salaried employee does not return after the physician's release, they could be considered to be in breach of their contract and/or call and the board can begin the process of filling the position.

The Board of Education has at its discretion to make exceptions to this due to extenuating circumstances.

UNEMPLOYMENT

Employees of United in Christ Lutheran School are not eligible to receive unemployment benefits, so their salaries will not be counted toward unemployment benefits. Employees who are not eligible include the following:

1. Duly ordained, commissioned or licensed ministers of a church in the exercise of their ministry.
2. Other employees of a church or association of churches which is operated, supervised, controlled, or principally supported by a church or association of churches.
3. Employees of Section 501(c)(3) exempt organizations which do not employ at least four individuals for the period of time set forth in subsection 8 of Section 288.034 of the Missouri Revised Statutes.

HOURS

During the school year teachers will be required to be present on the school grounds by 7:30 AM and remain until 3:30 PM. There are two exceptions to this requirement. When a teacher is responsible for before school or after school supervision of students their hours will be extended. Likewise, when a teacher discusses a late arrival or early departure with the principal and receives the principal's approval, their hours may differ from the usual requirements.

Teachers will normally meet on Tuesday afternoons twice a month for a staff meeting. Teachers will also meet daily at 7:45 AM for devotions.

LEAVE POLICY

Salaried employees will be allowed 10 leave days per year. Hourly employees may request leave days from the principal. The Board of Education has at its discretion to make exceptions to this due to extenuating circumstances. Whenever possible the principal should be informed at least two days before the day requested. Leave days may be used for the following reasons: sick leave (personal illness or injury to the employee), family illness and injury, maternity, bereavement (death of a relative or close friend), emergency (unforeseen circumstances that require immediate attention), and special occasions such as weddings or anniversaries

There will be no cash compensation for unused leave days at the time employment is discontinued. Leave days are designed to accommodate a teacher's needs in any given school year and therefore may not be carried over to the next school year.

The leave-day benefits apply to all school days as well as other teacher work days and educational conferences. Half days will be applied to leave days also.

When the actual remainder of leave days exceeds the employees entitled number of leave days, a day of leave may still be granted if the employee pays the cost of the substitute, after approval is granted by the principal.

Approval for leave days may be granted by the principal for professional growth, with no affect upon the teacher's number of leave days.

Hourly employees may request leave days from the principal. Upon approval of such days, the hourly employee agrees to relinquish the wages paid during the time period when they are on leave.

The principal will be allowed 15 leave days per year. He/she should inform the chairman of the Board of Education prior to the days off to be taken. The Board of Education has at its discretion to make exceptions to this due to extenuating circumstances.

JURY DUTY

When called upon, a faculty or staff member will be granted leave to serve on a jury. Jury duty leave will not affect the teacher's number of leave days.

EVALUATIONS

Just as our desire is for each student to grow in their skills, knowledge and abilities, United in Christ Lutheran School desires to have teachers who are actively seeking to improve their skills. One way to discover areas in which improvement is needed or desired is through regular evaluations conducted by the principal.

Since the marks of a quality educator are not simply seen within the walls of a classroom, evaluations will be based on all professional observations of the principal. Therefore evaluations may occur based on formal classroom observations, informal classroom observations, quality of lesson plans, quality of communications with parents, observations of teachers during meetings with other teachers, parents, or principal, informal observations of teachers as they perform their

duties throughout the day and whatever other artifacts or observations that the principal deems important.

Prior to the beginning of the school year, the principal will meet with teachers to discuss individual professional goals and how those goals might be achieved. The goals set at this time will be added to that individual teacher's evaluation form. At least two times throughout the year, the principal will conduct a formal classroom observation. After each formal evaluation the principal and teacher will meet to discuss the findings and how the teacher can improve. After each meeting, the principal and teacher will both sign the on-going evaluation tool. At the end of the year the principal and teacher will meet for a final debriefing regarding the evaluation form. After this debriefing with the teacher, the principal will file the form in the teacher's personnel file.

At anytime throughout the year long process, a teacher may request explanation or documentation of a particular observation. However, teachers should keep in mind that the purpose behind these evaluations is improvement and not punitive.

The principal will conduct an annual performance review of all support staff.

A principal's evaluation form will be given to faculty and support staff members. The compilation of the faculty and support staff evaluations together with parental input and the board's evaluation will be what will comprise the evaluation of the UCLS principal. The condensed and summarized written evaluation will be shared with the principal to be used as an aid in establishing goals for the following school year.

RESIGNATION

In the difficult case of a faculty or staff member needing to resign his/her position at United in Christ Lutheran School, a written notice given to the chairman of the Board of Education is required at least two weeks prior to the date the resignation takes effect.

REMOVAL FROM POSITION

Any principal, teacher or support staff of United in Christ Lutheran School shall be removed from his/her duties in accordance with Christian practice, if he/she persists in espousing false doctrine, persists in leading an unchristian life, exhibits inability to perform his/her duties due to prolonged incapacity, or exhibits incompetence in the performance of one or more of his/her duties. If such charges are made, the Board shall carefully investigate the matter on the basis of God's Word, informing and enlisting the aid of all Association congregations' pastors. Should the charges be substantiated by clear evidence and there is no other acceptable resolution, the board upon two-thirds majority vote shall call for the dismissal of the worker and shall first give him/her the opportunity to resign. If the worker refuses to resign, the Board shall remove the worker.

REDUCTION IN STAFF

The Board of Education will take appropriate steps to reduce or eliminate administrative, faculty and/or staff positions when such action is necessary. Factors which may make such action

necessary include, but may not be limited to, modifications involving 1) enrollment 2) class size 3) curriculum and 4) budget. The board will take the following factors into consideration before reducing or eliminating a particular position, not necessarily listed in order of priority: 1) annual evaluation 2) qualifications 3) curriculum 4) class size 5) status (called, contracted, full-time, part-time) and 6) seniority. If at all possible, a full-time principal shall be maintained. After the board has made the decision to reduce or eliminate a position, the principal is responsible for notifying said personnel with a notification in writing from the Board of Education.

If a decision is made to reduce or eliminate a position, the following procedures will be in force:

1. The Board of Education will make a decision to reduce or eliminate a position.
2. After the Board of Education has made the decision to reduce a worker(s), the final recommendation as to which staff member(s) is to be reduced or eliminated is made by the Board of Education upon consultation with principal.
3. The worker whose position is reduced or eliminated will be notified in writing that this action is necessary. The Board of Education will draw up the notification and the principal will present it with no further explanation required.
4. If another appropriate position is available, a worker whose position has been reduced or eliminated will be given consideration for it. However the Board of Education is not bound to find or fill any position for any worker whose previous position has been reduced or eliminated.

Teacher Improvement Plan Policy

Teachers who hold a divine call have a Holy vocation, however, failure or inability to fulfill duties of this vocation is grounds for removal, per Article 6 of the United in Christ Lutheran School Constitution and the Reduction in Staff Policy (3.7) of the United in Christ Lutheran School Policy Manual.

In cases where there is a failure or inability to perform the required functions of the teaching or administrative office, these procedures will be followed:

1. An improvement plan will be developed, based on formal and informal evaluations and through discussions between the teacher and the administrator. This plan will be shared with the Board of Education.
2. A timeline will be established by the administrator and shared with the Board of Education and the teacher. This timeline will be at least one school quarter in length, but no longer than one year.
3. At the end of the time frame established by the administrator, the teacher and the administrator will meet to discuss the progress made. If improvement has been made, the Board of Education will be informed of such. If sufficient progress is lacking, the Board of Education will be informed of such, and the teacher will be invited to meet with the Board of Education to discuss the situation. At this point, the Board of Education may begin the process of removal if appropriate.

EXPECTATIONS AND DUTIES

DEVOTIONS

One of the joys of working on a staff where we share a common faith in our Lord Jesus Christ is that we can formally or informally worship together. Staff members will begin each school day with a devotional thought and prayer led by one of the pastors, the principal, or one of the staff members. These daily devotions will begin at 7:45 each day. Any staff member not involved in a supervisory task at that time will be strongly encouraged to attend this time of sharing and worship.

MORNING/AFTERNOON/LUNCH/RECESS SUPERVISION

Principal, teachers and staff members will supervise students during lunch, recess, before school and after school, on a rotating basis.

CONFERENCES AND WORKSHOPS

Teachers are required to attend all district conferences where the faculty is understood to be a part of that group and where the school provides time on the school calendar for attendance. The school will pay for district conference registration and provide a set allowance for meals and mileage, where necessary. The principal must pre-approve an absence due to extenuating circumstances. Time missed from conferences for any reason will be counted as a leave day.

Additionally, called workers are required to attend certain district and circuit conferences per Synodical Bylaws requirements.

PROFESSIONAL ORGANIZATION MEMBERSHIPS

Just as our desire is for each student to grow in their skills, knowledge and abilities, United in Christ Lutheran School desires to have teachers who are actively seeking to improve their skills. Memberships in professional organizations can aid in this growth process. *Lutheran Education Association* is one organization that is highly recommended. Other organizations such as the *Association of Supervision and Curriculum Development*, the *National Association for the Education of Young Children*, and the *International Reading Association* can help enhance a teacher's skills. Each teacher, in keeping with requirements for National Lutheran Schools Accreditation, should join one such organization.

PROFESSIONAL GROWTH

Professional growth can take many different forms. However, it is vital that teachers and staff members continue to enhance their skills. When necessary, professional growth opportunities will be provided by the school through workshops, in-service days, or book clubs. However, teachers and staff members are expected to find additional opportunities for growth through the following: reading professional journals, books or magazines, attending conferences, classes and workshops, and by joining professional organizations.

CURRICULUM

United in Christ Lutheran School uses the *Concordia Curriculum Guide* series from Concordia Publishing House as a basis for its curriculum. This has been referenced to the Missouri state standards to ensure these standards are met and exceeded.

Curricular decisions will be made by the principal after requesting input from the teaching staff. Decisions will then be placed before the board of education for approval.

STAFF COMMUNICATIONS

Staff communications are important to maintain. The staff will meet twice a month for a formal meeting. Periodically an impromptu meeting may be necessary. The staff will also have an opportunity to communicate spiritual concerns during daily devotions.

Email and/or FastDirect will be used regularly for communicating information. Teachers should check their email and FastDirect account regularly to keep abreast of information they need. There are also staff mailboxes in the workroom. They should be checked and emptied daily in order to keep the chain of communication functioning properly.

PARENT COMMUNICATIONS

Home Visits:

Prior to the school year beginning or soon after, teachers will schedule a home visit with the families of students new to their classrooms. This is an informal opportunity for them to communicate to parents the plans for the school year, as well as for them to get to know their student or their parents better. The visit will usually last about 20-30 minutes. The principal may accompany the teacher on some of these visits.

Report Cards:

Report cards are issued to inform parents of the performance, progress, and needs of their child. The information which these provide is essential to cooperatively plan for the child's future achievement and guidance. Report cards are issued four times during the school year. The parent will need to sign and return them to the teacher. Mid-term reports for children in kindergarten through eighth grade will no longer be given. Parents should be encouraged to check their children's grades on FastDirect on a regular basis.

Classroom Visits:

Parents are our partners in the education of their children and should be allowed to visit classrooms when it will not be disruptive.

Conferences:

Parent-teacher conferences should be scheduled for all students at the end of the first and on an as-needed basis at the end of the third quarter grading periods of the school year. Parents are notified about the appointment, and they are expected to participate in the conferences. At each conference the parent(s) and the teacher can make plans, share ideas, review the child's progress, and design a strategy that will enable the child to succeed in school. Teachers are also available throughout the year to talk with parents. Teachers may be contacted personally or through the

office to arrange a time to meet with parents, however teachers are unavailable between 7:30 a.m. and 3:30 p.m. Teachers can also be contacted through FastDirect.

Written Communication:

Each classroom teacher should distribute written communications as they deem necessary. A school newsletter will also be distributed weekly. Personal notes should be sent with the children as needed. The purpose of all of communications should be to keep parents informed concerning the events of the school and the progress of their child.

SOCIAL MEDIA POLICY

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website. It includes, but is not limited to, Facebook, MySpace, Ning, Twitter, Second Life, YouTube, blogs, wikis, Topix, social bookmarking, document sharing and email.

While use of the various social media can enhance the academic and social experiences of children at United in Christ Lutheran School, great care needs to be taken to avoid possible negative consequences. For this reason the following guidelines should be followed by all staff of UCLS.

1. Consult the staff and parent handbooks. All existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.
2. Use good judgment. You are always a school employee and representative of UCLS. Think about the Christian lifestyle and image you want to convey when posting on social networks and social media sites. Remember that what you post online remains online permanently. Evaluate all that you post in light of the **Ten Commandments**.
3. You are the best marketing tool our school has. What you post should be positive and supportive of the school and its mission.
4. No identifying personal information such as full names, addresses or phone numbers should appear on blogs, wikis, or social media. Online postings and conversations are not private. Do not share any information about students or other staff and do not participate in any discussions about them.
5. Only photographs to be used solely for the school, newsletter, or yearbook may be taken by staff members in their professional capacity as a staff member. These photographs cannot be uploaded to any websites by staff members, other than the school's website, and may only be published if written permission is granted by the staff member or student's parent or guardian.
6. When setting up a profile or uploading digital pictures or avatars, choose images that represent you and therefore UCLS in the best light.
7. Staff of UCLS are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships

include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or emails; texting students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing. Employees who post information on Facebook, MySpace or similar web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials and if warranted will be disciplined up to and including termination, depending upon the severity of the offense. Additionally, certified personnel, depending upon the severity of the offense, may have their case forwarded to the appropriate state department for review and possible further sanctions. The principal or designees reserves the right to periodically conduct Internet searches to determine if employees have posted inappropriate materials online.

TECHNOLOGY USE POLICY

Use of technology, including access to the Internet, is an unparalleled opportunity to interact with the world at large. This opportunity brings with it a number of responsibilities. In order to use the Internet services and technology devices available at UNITED IN CHRIST LUTHERAN SCHOOL, you must read the information below and sign the agreement at the end of the handbook.

UNITED IN CHRIST LUTHERAN SCHOOL does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or uninterrupted; nor shall UNITED IN CHRIST LUTHERAN SCHOOL be liable for any direct or indirect, incidental, or consequential damages (including loss of data or information) sustained or incurred in connection with the use, operation, or inability to use the system.

Student User Accounts

Students will share a user name and password for access into a school tablet upon receipt of the signed Signature of Agreement:Parent and Student Form. Students are only allowed to use the tablet number that has been assigned to them by the teacher. Usage is limited to teacher permission.

Hardware Procedures

As in all things at UCLS, technology will be used in a way that treats other people in a God-pleasing manner.

- Computer use at school is only for educational purposes under the direct supervision of the school faculty and staff.
- Students on computers and tablets must be directly supervised by a teacher or staff member at all times.

Direct supervision means that the faculty or staff member is present in the classroom and actively monitoring the works of the student.

- The work of students on UNITED IN CHRIST LUTHERAN SCHOOL computers and tablets may be monitored with or without the students' knowledge. Inappropriate, offensive, or objectionable work may be edited or removed at any time at the sole discretion of the school
- Students are not allowed to download and install programs.
- Tablets should be signed out (logged off) after use.
- All tablets should always be put away appropriately in their numbered slots. When they are in storage in the cart, they should be plugged in to be charged for the next usage.
- Food and drink are not allowed near the computers or tablets.
- Treat computer, tablet, accessories and parts appropriately to keep them in working condition.
- Users' files on the school accounts will be deleted at the end of each year.
- Copyright laws regarding software programs, text and images must be upheld.
- Users' files should be stored and backed up as instructed by the teacher.
- Students may not change initial settings on any school computer or tablet. Desktops, screen savers, other control panel options and the like may NOT be changed by the student.
- In the event of a problem with a computer, students are to inform a teacher or other staff member immediately.
- Students who bring their own devices to school make these devices subject to a reasonable search if there is cause to suspect that the device contains evidence of a violation of school policy or local, state or federal law.

Internet Procedures

- Internet at school is for educational purposes only under the supervision of a teacher or staff member.
- Student Internet usage at school may be monitored by the school, with or without the knowledge of the student.
- Students are not to view or participate in inappropriate material. Examples of unacceptable material include obscene, abusive or objectionable language or images. Determination of inappropriateness is at the sole discretion of the school.
- Students are not to use the internet to access the computer files of another user.
- Students are not to access the following sites or types of sites without specific teacher permission and supervision:
 - Social networking Web sites (Eg: Twitter, Facebook, Instagram etc.)
 - Email accounts
 - Internet game sites
 - Video web sites (eg, YouTube)
 - Instant messaging, blogs or chat rooms
- No unauthorized devices are allowed to access the United in Christ Lutheran School wifi.

PREPARATION

The more time the students spend on-task, the more successful they will be academically. For this reason, it is important for teachers to be well prepared. Lesson plans should be completed before the beginning of the day and all materials, books and papers gathered, so that the lesson will run smoothly.

HOMEWORK

The assigning of homework can be an important strategy for several reasons. It teaches students responsibility. It provides students an opportunity to independently practice concepts learned during the school day. It also allows the parent to become involved in the everyday learning of the student. Homework should not, however, be used as a punishment.

In assigning homework the age of the child should be taken into consideration. The teacher should also take into consideration evening events that may occur, such as Wednesday night worship services and even athletic games. Where more than one teacher may be assigning work to a group of students, coordination between those teachers should occur to ensure the amount of work is reasonable for the age level.

SCHOOL ACTIVITIES

It is important that teachers support school activities. The PTL meets about 4 times per school year and all teachers should attend each of these meetings. Teachers should also attend school events where students will represent the school through performances, such as Christmas programs.

While teachers are not required to attend all school athletic events, it is highly recommended that they attend at least some of these events.

DRESS CODE

Employee appearance reflects on the individual as well as UCLS. Staff will dress appropriately as professional Christian educators. Employees are expected to take pride in appearance and strive to achieve a positive professional image when representing UCLS. Shorts, blue jeans, tank tops, and bare midriffs are not professional and should not be worn. It is understood that there are positions and activities that require more informal yet appropriate dress, such as field trips, PE, etc.

No visible tattoos and no body piercing other than earrings are allowed.

PERSONNEL RECORDS

The school will maintain a personnel file for each staff member. The staff member is expected to help maintain this record by providing certain documents to the office to be filed. These documents include the following: current contact information, emergency contact numbers, documentation of professional growth activities, documentation of membership in professional organization, documentation of CPR and First Aid training, documentation of current child abuse clearances, and documentation of current tuberculosis testing. Copies of call papers/contracts and copies of annual evaluations will also be kept in these files.

At anytime, a staff member may present a request to the principal to see their personnel record.

School personnel are required to provide background check documentation to be kept in their school personnel file. School personnel are also required to update the principal of any criminal or child abuse allegations. The principal would report any updates to the Board of Education.

CHILD ABUSE CLEARANCES

School personnel are mandated reporters of abuse under Missouri state law. In cases where school personnel have reasonable cause to suspect that a child known to them in their professional capacity is being abused or neglected, they must report it to the Missouri Division of Family Services. The principal should be informed of the process, but the responsibility remains with the mandated reporter.

STUDENT RECORDS

Teachers are expected to help the office maintain accurate and up-to-date records on all students. Records that must be kept by the classroom teacher include attendance and tardy records including excuses from either parents or medical personnel, church and Sunday school attendance records, and clear, concise, well-documented grades for each student. In addition to records that the teacher keeps, they should aid the office in the collection and filing of health records, emergency information, discipline records and standardized test scores. In keeping with federal and state law, parents and legal guardians may inspect their child's permanent records at any time

UCLS will maintain guardianship of permanent student records.

VOLUNTEERS

Volunteer staff members are utilized at United in Christ Lutheran School to assist in the day-to-day operations of the school. The definition and expectations of volunteer staff are outlined in the *Volunteer Staff Job Description*. Volunteers are expected to fill out and sign a background check authorization form and will thereafter be supervised by a UCLS principal, faculty or staff member.

FIELD TRIPS

United in Christ Lutheran School will conduct field trips in accordance with and in support of curricular guidelines. A field trip permission form request should be presented to the principal at least two weeks prior to the date of the trip. If approved, the office will generate permission slips at least one week prior to the trip. The classroom teacher is responsible for collecting all signed permission slips prior to the trip. Parent volunteers should be recruited to assist in these activities when necessary. However, no younger siblings are allowed on field trips without permission of the classroom teacher.

When planning a field trip, the teacher should take into consideration the following factors:

1. Duplication
2. Cost
3. Purpose and connection to the curriculum

4. Distance

When students are transported for field trips, sports activities, or class trips by individual vehicles, the following guidelines apply:

1. Each vehicle is to transport no more students than the vehicle will permit with seat belts.
2. Each child is to be in a single seat belt.
3. The school office must have a copy of the driver's current license and proof of insurance.
4. The driver is to obey all speed limits, as well as other rules of the road.

SUBSTITUTES

It is the responsibility of the teacher to work with the principal to arrange for a suitable substitute from a list maintained by the principal. If a teacher is planning an absence, it is expected that the principal will be notified as soon as this decision is made. If the absence is due to an illness, it is also expected that the teacher will notify the principal as soon as possible.

It is always the prerogative of the absent teacher to request a particular substitute from the list that the principal maintains; although there is no guarantee that the requested substitute will accept the assignment. If no request is made, the principal will make the decision.

When a substitute is needed, the classroom teacher should supply the lesson plans and materials needed in order to make the substitute's transition into the classroom as smooth as possible.

FACULTY NEEDS ASSESSMENT POLICY

Faculty members shall submit in writing to the principal their needed classroom supplies by February for the upcoming school year. The principal will evaluate and prioritize the needs and bring them to the board as part of the budget.

TEACHER INVOLVEMENT IN CIVIL COURT CASES POLICY

Teachers will not testify or write letters regarding civil court cases absent of a subpoena. The principal shall be informed of any such request.

EMERGENCY OPERATIONS POLICY

UCLS maintains and implements an "Emergency Operation Plan" to ensure the safety and well-being of anyone in the school building. It will be reviewed and evaluated biannually. Each staff member has a copy

CRISIS MANAGEMENT

Safety for students and staff is of utmost concern for United in Christ Lutheran School. For this reason, teachers will be required to participate in a variety of drills throughout the year.

Annually the students and staff will participate in fire drills, tornado drills, earthquake drills and intruder drills. Teachers will be trained before drills occur in proper evacuation methods and then will be responsible for their own classroom's behavior during the drill.

Evacuation maps will be provided for each room in the school building. Teachers should assist in maintaining that these maps are clear, concise, and in good repair. Teachers will also work with the principal to develop and implement a more comprehensive crisis management plan.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) guarantees that parents have access to their children's school records; it also prohibits release of the records without parental permission, except to those who have a legitimate "right to know." Student records include grades, standardized test scores, health information, and disciplinary records, whether they are in the child's official school record, the principal's desk, or the teacher's desk. Personal notes used for the purpose of personal memory aid, in the sole possession of the teacher, and not revealed to any other individual, do not constitute student records.

However, even beyond the FERPA laws, a Christian educator has a broader responsibility to maintain confidentiality. God's commandment regarding not bearing false testimony against our neighbors not only commands us to not talk about our neighbors (including students and parents), but commands us to protect their reputation.

Therefore, staff members and employees of United in Christ Lutheran School must maintain strict confidentiality in regards to a child's school records. Staff members and employees must also protect the reputation of the students, their parents and other staff members in every way possible.

Please note that conversations of a personal nature held in hallways, at lunch tables, or in the presence of students or other adults will not remain confidential and should not occur.

CONFLICT RESOLUTION

In accordance with Matthew 18, should difficulties arise between staff members, students or parents, the person who is the recipient of the grievance should first discuss the matter with the person who caused the grievance in a spirit of kindness, charity, and understanding. If a resolution is not reached, then a third party should be brought into the discussion. This third party, in our Christian, Lutheran setting, should be the principal or one of the association pastors. If a resolution can still not be found, the issue should be brought before a larger group, such as all three association pastors, or the board of education. Only persons directly involved with the search for a solution should be included in any discussion of the issue. The board of education will be the final authority for any and all disputes.

CONSTITUTION of the CONCORDIA, SALEM AND TRINITY LUTHERAN SCHOOL ASSOCIATION October 1, 2010

PREAMBLE

The writer of Proverbs instruct us to "train up a child in the way he should go, and when he is old he will not depart from it." Likewise, St. Paul instructs us to "bring them up in the training and

admonition of the Lord,” and Jesus Christ, our Lord, instructs us, “Let the little children come to Me, and do not forbid them; for of such is the kingdom of God.” Therefore, we, the member congregations of this association, by the grace of God, join together in unity of doctrine and in Christian fellowship to provide a quality education in the arts and sciences and to teach the doctrines of the Holy Christian Faith to the children of our congregations and area.

ARTICLE I. INCORPORATION AND NAME

The name of this Association shall be Concordia, Salem and Trinity Lutheran School Association (hereafter referred to as the Association). This Association shall incorporate under the laws of the state of Missouri for nonprofit organizations.

The name of the school formed by this Association shall be called United in Christ Lutheran School (hereafter referred to as UCLS).

ARTICLE II. CONFSSIONAL STANDARD

The congregations of this Association accept without reservation the canonical Scriptures of the Old and New Testaments as the inspired and written Word of God and the only infallible rule and norm of faith and practice, and the confessional statements of the Evangelical Lutheran Church, as they are contained in the Book of Concord of 1580, as the pure and true statements and expositions of the Word of God. These are: the three Ecumenical Creeds (the Apostles’ Creed, the Nicene Creed, and the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles (including the Treatise on the Power and Primacy of the Pope), the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.

All classes at UCLS shall be taught in harmony with this confessional standard, and by it any controversies which may arise shall be decided and settled. All other matters shall be governed by Christian love.

ARTICLE III. ASSOCIATION MEMBERSHIP

Any congregation of the Lutheran Church Missouri Synod within reasonable distance may become a member of the Association by:

1. Passing a resolution of the congregation’s Voters’ Assembly requesting to join the Association.
2. Appointing two members from the congregation’s Voters’ Assembly to sit upon the Association Board of Education upon approval of the congregation’s request by the current Board of Education.
3. Submitting to the secretary of the Board of Education a copy of this constitution signed by the pastor, chairman of the congregation and secretary of the congregation, which shall serve as an official request to join the Association.

4. Submitting to the treasurer of the Board of Education the per communicant assessment established by the Board of Education, and agreeing to pay for its students on a cost per student basis as established by the Board of Education.
5. Encouraging parents of the congregation to enroll their children in UCLS.
6. Encouraging all members of the congregation and especially the parents of all students to attend joint congregational and UCLS informational meetings of all member congregations which shall be called by the Board of Education of UCLS at least twice a year. These meetings shall be held at the various Association member congregations on a rotating basis, and shall disseminate and discuss information deemed important to the Association by the member congregations, by the Board of Education, or by interested individuals.
7. Offering regular prayers for UCLS in the public Prayer of the Church.

Non-association congregations and individuals are certainly invited to send their children to UCLS. Non-association congregations are encouraged to pay all (or a significant portion) of the tuition for students enrolling in UCLS. Parents who desire to send their child(ren) to UCLS independent of the congregation shall be responsible for the total cost of tuition. Non-association congregations and individuals cannot select representation on the Board of Education, and tuition assessment may be higher.

Withdrawal from the Association shall be by a resolution of the Voters' Assembly of the withdrawing congregation with written notice delivered to the Board of Education of UCLS no later than February 1. All membership rights shall terminate upon acceptance of the notice at the next scheduled board meeting. However, financial obligations of the withdrawing congregation to the Association shall remain the same, and not terminate until May 31 of the following year.

ARTICLE IV. PROPERTY AND OWNERSHIP

UCLS will be owned by the Association.

The real property (buildings, land and previously owned educational assets) utilized by UCLS are owned by the host congregation(s) where the campus(es) is(are) located. The host congregation(s) allow the Association the use of its (their) real property for the UCLS campus(es), and shall be compensated by the Association for such use.

All new property and equipment, other than the host congregation's real property, shall be owned by the Association.

Operating expenditures for UCLS shall be the responsibility of the Association through its Board of Education by joint agreement between the Board and the host congregation(s).

Capital expenditures for the upkeep of the land and buildings, not included in UCLS's budget shall be the responsibility of the host congregation.

The shared use of the real property between UCLS and the host congregation (or organizations of the host congregation) shall be conducted in Christian charity, with the principal responsible for coordinating events with the custodian(s) of the host congregation.

ARTICLE V. BOARD OF EDUCATION

The governing body of UCLS shall be called the Board of Education (hereafter referred to as the Board) of UCLS. The Board shall meet monthly to conduct the business of UCLS. The Board shall conduct itself according to the most recent edition of Robert's Rules of Order with one member serving as parliamentarian.

The Board shall be composed of two members from each association congregation. These members shall be members of their own congregation's Voters' Assembly and shall be selected by their congregation's Voters' Assembly. The Voters' Assembly shall initially select one member for a one-year term. The other shall be selected for a two-year term. Thereafter, each year, the Voters' Assembly shall select one of its members for a two-year term. Members shall serve no more than three terms consecutively unless requested by the congregation and approved by the Board. Board members shall serve on the Board from June 1 to May 31. Thus, new Board members should be selected by congregations by their April Voters' Assemblies, and new members reported to the Board by May 1. If a vacancy occurs, a new member shall be selected by the congregation to fill the vacancy as soon as possible.

All pastors from the Association congregations shall serve as non-voting, advisory members to the Board.

The principal of the school shall serve as a non-voting member of the Board, and provide such information to the Board as is needed for conducting its business.

The following shall NOT serve on the Board to safeguard the integrity and reputations of all:

1. Teachers currently called or employed by UCLS.
2. The spouses, parents, siblings, or children of teachers currently called/employed by UCLS.

The following officers shall be selected annually by the Board from within its current or newly elected members at its **May** meeting, who shall begin their terms June 1:

1. **Chairman** – a member of the Board, who shall serve as executive officer of the Association, shall supervise the business and affairs of the Association, shall provide an agenda for each Board meeting, shall preside at meetings of the Board and the meetings with Association congregations, shall sign, with the secretary, all official documents as directed by the Board, and in general perform the duties incident to the chairman of the Board.
2. **Vice Chairman** – a member of the Board, who shall assume the duties of the chairman in the absence of the chairman and shall perform such duties from time to time as directed by the chairman or Board.
3. **Treasurer** – a member of the Board, who shall oversee the bookkeeping of the Association, who shall oversee the receipt and deposit of assessments, tuition and

other funds, who is authorized by the Board to sign and release checks and funds, and who is authorized by the Board to conduct such financial business as is necessary to the operation of UCLS. The treasurer shall provide a financial report at each regular monthly meeting of the Board, and shall supply requested information to the financial review committee.

4. **Secretary** – a member of the Board, who shall keep a register of the mailing addresses of each Association member congregation, and the mailing (and e-mail if available) address of each Board member, who shall record and keep the minutes of the Board, with a copy to be kept on file in UCLS’s office, who shall see that all notices are duly given according to these articles, who shall distribute copies of the minutes to Board members and Association congregations, and who shall sign with the chairman all official documents as directed by the Board.

A quorum shall be required for the conducting of business and shall be established by a simple majority of the voting members of the Board.

Special meetings of the Board shall be at the discretion of the chairman or upon the request of two or more Association congregations. If a special meeting is called by two or more congregations, all of the congregations of the Association shall be notified, and shall be given two consecutive Sundays to publish the meeting place, time and reason in their Sunday announcements. For any special meeting, the chairman of the Board shall make every attempt to notify every member of the Board concerning the place, time, and reason for the special meeting.

Any member of the Board, may be removed by the Board and at the discretion of the Board from his/her duties in accordance with Christian practice, if he/she persists in espousing false doctrine, persists in leading an unchristian life, exhibits inability to perform his/her duties due to prolonged incapacity, exhibits incompetence in the performance of one or more of his/her duties, or misses more than two consecutive Board meetings or more than six per year of his/her term.

A financial committee shall be appointed by the Board to perform a financial review of the bookkeeping of UCLS for each fiscal year. This committee shall report its findings to the Board within 60 days of the close of the fiscal year.

The duties of the Board of Education shall include but not be limited to:

1. Adopting an operating budget, including salaries and compensation, which shall be shared with the Association congregations at the annual meetings of the Association congregations.
2. Designating the principal mailing address of the Association and carrying out all functions necessary for incorporation.
3. The receipt, designation, and disbursement of funds and the authorization of loans necessary for the operation of UCLS.
4. Adopting policies necessary for the operation of the Board’s responsibilities and for effective administration of the affairs of the Association and UCLS.
5. An annual evaluation of the principal to insure that all duties and responsibilities are being fulfilled and to uphold the integrity of the principal’s office.
6. Support and encourage the principal in proper supervision of all teachers and staff.

7. Approving the curriculum (and/or textbooks) chosen by the principal (and any team that he/she may utilize for the establishment/improvement of curriculum) to achieve the highest standard of education and in accordance with the Confessional Standard set forth in Article II.
8. Maintaining accreditation for UCLS with the National Lutheran School Accreditation and Missouri Non-public School Accreditation and/or any other accreditation agencies deemed important by the Board.
9. Appointing committees necessary for the Board to conduct its work.
10. Distributing minutes and information to Association congregations for effective communication.
11. Attending the joint congregational and school informational meetings. (See Art. III. 6)

ARTICLE VI. PRINCIPALS AND TEACHERS

A principal and teachers for UCLS shall be called or contracted by the Association congregations through the Board. Candidates for the principal or teaching positions shall be secured from the office of the District President. The Association congregations shall be notified of the position and shall be granted fourteen days in which to submit names to be added to the list of candidates. After the list has been compiled, it shall be published in the Association congregations the following Sunday. If no valid protest is registered by Association congregations or individuals within seven days after publication, it will be assumed that the Association congregations have sanctioned the candidates as announced. Acting on behalf of the Association congregations, the Board shall elect a candidate by majority vote who shall then be called or contracted. All called or contracted teachers shall adhere to the confessional standard as set forth in Article II.

The principal that shall be called shall be a member in good standing of an LCMS congregation and shall hold a Lutheran teaching diploma issued by an educational institution of the LCMS before such a call shall be extended. Among other duties, the principal shall implement the religion curriculum agreed upon by the association pastors.

Any teacher that shall be called shall be a member in good standing of an LCMS congregation and shall hold a Lutheran teaching diploma issued by an educational institution of the LCMS before such a call shall be extended.

A teacher that does not hold a Lutheran teaching diploma may be contracted to teach with the following stipulations:

1. That he/she shall be a member in good standing of an LCMS congregation.
2. That when eligible, he/she shall seek admission to the colloquy program of the LCMS to obtain a Lutheran teaching diploma.
3. That he/she shall complete the colloquy program within a period of four years.
4. That his/her progress in the colloquy program shall be reviewed annually by the Board until completed.
5. The Board shall provide a minimum of \$500 per year to assist the teacher in his/her colloquy educational expenses.

6. That upon completion of the colloquy program, the Board shall extend a call to the newly certified teacher.
7. An exception may be made to the above for a teacher with 25 years or more of Lutheran school teaching experience, and who is also a member in good standing of an LCMS congregation, as approved by unanimous agreement of the Board.

The principal and all teachers shall be afforded time and compensation for **continuing education and recertification** according to guidelines established by the Board, and shall be encouraged to visit other schools and attend such conferences and workshops as shall benefit his/her performance at UCLS.

In the contracting of **part-time positions** all efforts shall be made to follow these guidelines; however, final decisions shall be left to the discretion of the Board.

Any principal, teacher or support staff of UCLS shall be removed from his/her duties in accordance with Christian practice, if he/she persists in espousing false doctrine, persists in leading an unchristian life, exhibits inability to perform his/her duties due to prolonged incapacity, or exhibits incompetence in the performance of one or more of his/her duties. If such charges are made, the Board shall carefully investigate the matter on the basis of God's Word, informing and enlisting the aid of all Association congregations' pastors. Should the charges be substantiated by clear evidence and there is no other acceptable resolution, the board upon two-thirds majority vote shall call for the dismissal of the worker and shall first give him/her the opportunity to resign. If the worker refuses to resign, the Board shall remove the worker.

ARTICLE VII. GENERAL

The fiscal year of the Association and UCLS shall be from June 1 to May 31.

Amendment, alteration and addition to this Constitution shall be by a two-thirds majority vote of the Board, provided that the change in the Constitution has been discussed at a prior meeting of the Board, and provided that such change shall only become effective upon ratification of the change by the Voters' Assembly of each member congregation of the Association.

ARTICLE VIII. DISSOLUTION

The Association shall exist as long as there are two or more Association congregations who agree to continue the Association.

Should the two remaining congregations agree to dissolve the Association by majority vote of their respective Voters' Assemblies, the control of UCLS shall be transferred to the one congregation that desires to assume responsibility for UCLS. The assuming of responsibility of UCLS by one congregation shall be decided by a majority vote of its Voters' Assembly.

UCLS shall be dissolved if no congregation desires to assume responsibility for it.

Upon dissolution of the Association, all real property, as described in Article IV shall be retained by the host congregations, and all Association property shall be donated in Christian charity to the congregation that assumes responsibility for UCLS.

Upon dissolution of UCLS, the property owned by UCLS shall be donated in Christian love to another LCMS school or sold and the funds from such sales distributed to the last remaining congregation(s) responsible for UCLS.

I, _____, have **read and understood the United in Christ Lutheran School Staff Handbook and will abide by the policies set forth in this document.**

(teacher signature)

(date)