

Central Lutheran School

# Professional Staff Handbook

The mission of Central Lutheran School is  
to assist families and congregations by  
preparing our children to be disciples in  
this life and for the life to come.

[www.centrallutheranschool.org](http://www.centrallutheranschool.org)

2015-2016

310 3rd Street W – Newhall, IA 52315

Guided and empowered by the Holy Spirit, we, the staff of Central Lutheran School, intend to provide Christ-centered training with God's Word integrated in all that we do for the child in soul, mind, and body.

We realize that ours is an awesome responsibility. God has called us with a holy calling and has entrusted into our hands the care and instruction of His precious lambs, your children.

With His help we pledge to do our best in assisting you to carry out His command to "bring up the child in the way that he should go."

We sincerely desire to work cooperatively with you in this endeavor. Support us with your words of encouragement and especially with your prayers, so that there will be much joy in our partnership and His little ones will grow spiritually, academically, physically, and socially.

Forgive us when we seem to misjudge a situation or do not live up to your expectations.

We ask that you support us in conversations with your child(ren), or with your friends and neighbors, and that you put the best construction on every matter. We pray that God will empower us to do likewise.



## PHILOSOPHY OF EDUCATION

- We believe that the Holy Scriptures are the Word of God.
- We believe that the primary responsibility of Christian education rests in the home. Central Lutheran School will work with and assist the parents and congregations in their task of Christian education.
- We believe that Christian education is a vital aspect of God’s mission, commanded by Christ to the Church in His Great Commission, “*Therefore, go and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit, teaching them to obey all that I have commanded you.*” Matthew 28:19-20a. Central Lutheran School is one of the means whereby this mission is accomplished.
- We believe that the Christian teacher is committed to providing Christian instruction based on the doctrines of the Lutheran Church – Missouri Synod. Teachers, who have been Synodically trained or have received instruction in the Lutheran doctrine, integrate Christian instruction in all subjects.
- We believe that Christian education is committed to providing a complete education for God’s people by meeting their spiritual, social, physical, intellectual and emotional needs. This is achieved through quality programs, materials, technology and professional teachers
- We believe God has given unique talents and abilities to each person. We strive to help each child identify his or her individual gifts and to develop those gifts to meet the daily challenges of living a Christian life.

*Central Lutheran School is a cooperative ministry of St. Stephen’s Lutheran Church, Atkins, St. John Lutheran Church, Newhall, and St. John’s Keystone.*

*These congregations are members of Lutheran Church – Missouri Synod (LCMS).*

*Central Lutheran School oversees the work of the school through representatives of each church congregation.*

St. John Lutheran Church 310 2 <sup>nd</sup> St. E. PO Box 390 Newhall, Iowa 52315 Rev. Steve Rempfer 319-223-5593	St. Stephen’s Lutheran Church 303 3 <sup>rd</sup> Ave. PO Box 203 Atkins, Iowa 52206 Rev. Doug Woltemath 319-446-7675	St. John Lutheran Church 201 4 <sup>th</sup> Ave. PO Box 176 Keystone, Iowa 52249 Rev. Andrew Wright 319-442-3514
First Lutheran Church 1523 Sunset Drive Belle Plaine, Iowa 52208 Rev. Dean Duncan 319-444-2849	Grace Lutheran Church 100 Locust St. NW PO Box 156 Blairstown, Iowa 52209 Rev. David Rempfer 319-454-6941	St. Mark Lutheran Church 101 N. Walnut Ave. Garrison, Iowa 52229 Rev. Mark Leckband 319-477-5141
St. Paul Lutheran Church 107 Maple St. Luzerne, Iowa 52257 Rev. Michael D. Musick 319-444-2378	Zion Lutheran Church 209 Grand Ave. SW PO Box 268 Shellsburg, Iowa 52332 Rev. Mark Leckband 319-436-2524	St. Andrew Lutheran Church 307 3 <sup>rd</sup> Ave. PO Box 294 Van Horne, Iowa 52346 Rev. David Lingard 319-228-8325
	Trinity Lutheran Church 1002 E 13th St. Vinton, Iowa 52349 Rev. Stephen Preus 319-472-5571	

**Central Lutheran School Professional Staff 2015-2016**

Becky McKinney, preschool 3's and 4's

Jessica Fry, Kindergarten

Pam Williamson, 1<sup>st</sup> grade

Kristin Meyer, 2<sup>nd</sup> grade

Caitlin Wyant, 3<sup>rd</sup> grade

Hannah Keuning, 4<sup>th</sup> grade

Ally Getka, 5<sup>th</sup> grade

Susan Voss, Resource

Dave Runge, Upper Grades

Denise Block, Upper Grades

Nancy Rinderknecht, Librarian

John Tyler, Classroom music, Band, Athletic Director, Paraeducator

Stella Wolter, Physical Education, Assistant Cook

Mary Sievers, Preschool Paraeducator

Jackie Seeck, Paraeducator

Pam Berger, Paraeducator

Jennifer Hayden, Admissions Director

Becky Rieck, Head Cook

Jeanne Duffy, Kids for Jesus Extended Care Associate

Andrea Weber, Administrative Assistant

Nichole Perez, Principal

The following items in this CLS PROFESSIONAL STAFF Handbook may or may not be addressed in the CLS Student Handbook. Professional Staff Members are expected to be aware of the contents of the CLS Professional Staff Handbook, the CLS Student Handbook, and the CLS Policy Manual.

<b>Action/Expectation</b>	<b>Related Policy/Law</b>
<p><u>ACCIDENTS</u>            Teachers are to fill out an Accident Report Sheet (located in the school office) in the case of injury accidents involving children under their supervision and file the report with the administrator. Children may be referred to the school office for First Aid or in the event of illness.            All teachers are trained in First Aid and CPR. The school will fund the classes. These classes are held bi-annually</p> <p>In the event of a serious accident or illness, Professional Staff Members must contact the school office for direction. The administrator must be notified. Parents will be notified using emergency information submitted to the office and their direction will be sought if time permits.</p> <p>APPENDIX – ACCIDENT REPORT</p>	
<p><u>ACCOUNTABILITY</u>            Central Lutheran School conducts business through an 8-member Board of Directors elected by the three Leadership Churches. The Board of Directors meets the 3<sup>rd</sup> Monday of every month to set policy, hear reports, and plan for the future of the program. Teachers will be assigned one board meeting per year to attend.</p>	
<p><u>ACCREDITATION</u>            Central Lutheran School has achieved National Lutheran School Accreditation (NLSA). This process is ongoing and rigorous. During the 2011-2012 school year, CLS completed the necessary requirements and was granted accreditation through August 2017. Staff will continue to participate and function in this process as necessary.</p> <p>During the Iowa legislature session of 2013, independent accreditation was approved for private and parochial schools. Therefore, we no longer seek accreditation directly from the Iowa Department of Education.</p>	
<p><u>ADMISSION OF STUDENTS</u>            New students are enrolled upon completion of an application form, interview with the administrator, and payment of registration fee. This is AFTER they have been introduced to CLS through the Admissions Director. They may be admitted on a trial basis if there is a question of being able to meet special needs. Discussions would include parent, teacher(s), principal and Grant Wood consultant if applicable.            Member families of one of the three Leadership Churches and current CLS families may begin re-enrolling February 1<sup>st</sup>. This will be held on a first come/first serve basis. Open enrollment begins April 1<sup>st</sup>. This will also be held on a first come/first serve basis for both member and non-member families.</p>	CLS Board Policy B-1
<p><u>ASSIGNMENTS AND RESPONSIBILITIES</u>            To provide the best educational environment for our students, the staff will use their time and talent in ways that aid our program. During the school year Open Houses and other programs will be scheduled outside of the regular school hours. Extra time will be needed outside of school hours to prepare for these activities. We are blessed with an abundance of multi-talented people</p>	

<p>who also give of time and talent well beyond the limits of the call, contract and classroom. There are additional jobs and responsibilities that need to be divided equally among the members of the faculty. We will spend time in our meetings in June and August discussing how these responsibilities are to be shared. Use of volunteers is encouraged.</p> <p>APPENDIX – DUTY ROSTER AND EXTRA DUTY ROSTER</p>	
<p><u>ATHLETICS</u>  CLS provides team sports to all students who want to participate. The Athletic Program is under the direction of the Athletic Director.</p> <p>Fall – co-ed soccer, girls volleyball, flag football  Winter – girls and boys basketball, cheerleading  Spring – track, girls softball, boys baseball</p>	<p>CLS Board  Policy Manual  B-12</p>
<p><u>ATTENDANCE – CHURCH AND SUNDAY SCHOOL</u>  Teachers should encourage and invite regular church and Sunday School attendance through a variety of methods. Make these efforts positive, emphasizing the benefits and inviting those children who have no church home to attend one of the Leadership or Mission congregations. This is a golden opportunity to witness to those students who may have no church home or do not worship regularly.</p> <p>Recording church and Sunday School attendance is one means of tracking attendance patterns. When keeping attendance it should be done in a manner that minimizes guilt, does not invite lying, and maintains self-esteem. Teachers are also encouraged to discuss the values of regular worship and Bible Study with parents while also encouraging attendance through their own example. Worship and Sunday School attendance is recorded on the quarterly report card.</p> <p>Professional staff members are also encouraged to discuss the values of regular worship and Bible class attendance</p> <p>We are blessed to be supported by three Leadership congregations (St. Stephen – Atkins, St. John – Newhall, St. John – Keystone) and six other LC-MS Churches located in Benton County, which offer a great variety of worship styles, special ministries and locations for the convenience of our school families.</p> <p>As called church workers and/or part-time professional personnel, your own worship attendance, attendance at the Lord’s Supper, Bible class, and personal devotions are vital for your spiritual health. If we are not spiritually healthy, we are less effective in our day-to-day ministry with students, families, one another, etc. Your witness to our students and families through regular worship and Bible study sends a message that no other schools get to proclaim.</p> <p>APPENDIX – SUNDAYS FOR WORSHIP ATTENDANCE</p>	<p>CLS Board  Policy Manual  B-8</p>
<p><u>ATTENDANCE RECORDING</u>  The Administrative Assistant is the manager of the FAST DIRECT system for the calendar and attendance. Each morning, you will need to open your FAST DIRECT account and take attendance and lunch count before 8:30 am. This is automatically sent to the office and school cook. If the system is down or does not allow you to enter the information, please report this to the office immediately. The Administrative Assistant will correct the problem or inform you to take a “paper” count.</p> <p>Students who arrive after the start of the school day are to report to the office so that the attendance is noted as tardy and the additional information is collected for that day. School</p>	<p>Student  Handbook</p>

<p>attendance and tardiness will automatically be posted on the report card.</p> <p>Details regarding “Tardiness” can be found later in this handbook and the Student Handbook</p> <p>APPENDIX – ATTENDANCE POLICY FROM STUDENT HANDBOOK APPENDIX – TARDY POLICY FROM STUDENT HANDBOOK</p>	
<p><u>AUDIO VISUAL MATERIALS</u></p> <p>Books, kits, and small media materials may be ordered from Grant Wood AEA 10. Orders may be placed online and items will be delivered on Mondays or Thursdays throughout the school year. The Grant Wood address is <a href="http://www.aea10.k12.ia.us">www.aea10.k12.ia.us</a> and items can be found under Media Materials. Each teacher receives a number assigned by Grant Wood. If late fees are assessed to excessively late materials, the teacher will be asked to pay for those fees.</p> <p>TV’s, DVD players, and LCD projectors are mounted in each of the classrooms.</p> <p>Classrooms have their own libraries of print materials. A school library is located in the Media Center. We have one part-time school librarian who will oversee a weekly library time. Materials in the school library may be used for classroom learning opportunities.</p>	
<p><u>AUTHORIZED ABSENCE</u></p> <p>I. Sick Time and/or Maternity Leave Each full-time employee will receive a maximum of six (6) paid sick days per school year. If addition paid sick days are necessary, the administrator may allow additional days not to exceed 10. If more days are necessary (eg. in the case of surgery), the administrator will consult with the Board. These days may not be accumulated from one year to the next. This is to be used for personal or immediate family member illness, injury, or maternity leave. Immediate family is defined as spouse or children. Absence due to personal illness for more than 14 consecutive days is covered by the disability policy of the Concordia Plans (see Plan booklet) and may be covered by CLS Workman’s Compensation Policy. Full-time staff members may elect to receive their disability payments through CLS. If this election is made, the staff member will receive their disability payments on their regular pay dates. This will assist the staff by eliminating delays in receiving benefits. The staff member will be required to file the needed insurance forms and endorse any disability benefits over to CLS.</p> <p>II. Leave of Absence An unpaid leave of absence may be requested for up to a period of one year. While on leave, medical benefits can remain in effect, but the staff member must pay the premium. The Retirement, Disability, and Survivor benefits will be dropped. Upon return, Retirement, Disability, and Survivor benefits will continue where they left off.</p> <p>III. Bereavement Upon the death of an immediate family member, up to five paid days will be allowed. Immediate family is defined as: Father, Mother, Son, Daughter, Brother, Sister, or Spouse. Three days will be given for the death of a grandparent or spouse’s immediate family. Additional days may be requested and will be addressed by the Board on a case by case basis.</p> <p>IV. Jury Duty Normal salary will be paid during jury duty, but upon receipt of the jury duty check, the staff member will endorse it and turn it in to the CLS office to cover substitute staff expenses.</p> <p>V. Trial Witness An authorized absence will be granted in the event that a teacher receives a subpoena to testify in court proceedings. The CLS Board will determine who pays for the substitute teacher on a case by case basis depending on the circumstances of the subpoena.</p> <p>VI. Personal Business Full time staff will attempt to conduct all personal business outside of school time. When this is impossible, it is important that the Administrator is aware of your need for a personal day. Full</p>	<p>CLS Board Policy Manual C-1</p>

<p>time staff will be allowed two paid personal days per year.</p> <p>VII. Professional Leave See C-14, Paragraph VI.</p> <p>VIII. Substitute Salary Reimbursement If a staff member requires time off for illness, bereavement, or personal business beyond the number of days allowed in this policy, the staff member will reimburse CLS for the substitute teacher salary. See policy C-28 on Substitute Compensation.</p>	
<p><u>BUS DUTY</u> All teachers will be given the opportunity to supervise the Bus Duty line at the close of the school day. It is the responsibility of the teacher to have his/her class dismissed by 3:30 p.m. for students who ride the bus. If you are unable to be at your bus line please let the Administrator know or make arrangements with another teacher so that all locations are adequately staffed. A yearly schedule is included in the back of this manual.</p> <p>APPENDIX – DUTY ROSTER</p>	
<p><u>CALENDAR</u> The Administrative Assistant manages the master calendar on Fast Direct. If you have events to add, please see the Administrative Assistant to schedule those events. Please notify him/her of class activities such as field trips, etc., so he/she can help in the communication process with parents and other friends of Central.</p> <p>The administrator is responsible for the creation of school calendar and its approval by the Board of Education. By state law, we are to have 180 school days or 1080 hours of instructional time. We will follow the Benton Community calendar as closely as possible.</p>	
<p><u>CANCELLATIONS AND DELAYS</u> Unexpected delays, cancellations, and early dismissals will be communicated through Fast Direct broadcast, which utilizes email and text messaging. Please make sure that all of your contact information is up-to-date on Fast Direct.</p> <p>Delays or cancellations are announced on all local television stations and radio stations. Under nearly all circumstances, CLS will operate on the same schedule as Benton Community. Up-to-the-minute information can also be obtained calling the Bobcat Voice Link at 830-2164.</p> <p>Concerning delays, we will follow this procedure: One hour delay - Preschool will have class (3's or 4's), Chapel will be held Two hour delay - No morning preschool (3's or 4's), Chapel will be held - Afternoon preschool will have class (3's or 4's)</p> <p>The Administrator will utilize Fast Direct Broadcast for teachers, staff, and families.</p>	
<p><u>CARE– BEFORE and AFTER SCHOOL</u> All students arriving between 7:30am and 8:00am will be dropped off at the South gym doors for early arrival. No students are to be in the hallways prior to this time unless a teacher grants permission. While in the gym all students are to be sitting quietly. At 8:00, the administrator will give morning announcements and the teacher on duty will offer an opening prayer.</p> <p>Students will either ride the bus, be picked up, or walk home after school. All students must be out of the building by 3:45, or be accompanied by a parent or teacher. If a student is not picked up by 3:45 pm he/she will go to KFJ unless other arrangements have been made. A schedule for monitoring is included in the back of this handbook. An extended care program, Kids for Jesus, is available to those families needing this service after school until 6:00 pm or until the last student is picked up by his/her parent.</p> <p>APPENDIX – DUTY ROSTER</p>	



<p><u>CENTRAL COMMUNIQUE</u>  Every Monday morning the Administrator distributes the “Central Communique” via Fast Direct. This document contains announcements, reminders, and a weekly calendar of events. Teachers are also reminded of their duties for the week. The Administrator emails a copy to area pastors and secretaries.</p>	
<p><u>CERTIFICATION AND LICENSURE</u>  All teachers will maintain a teaching certificate with the State of Iowa. It is the responsibility of the teacher to pay for the cost of the license and to take the classes needed to update their certificate. All non-synodically trained staff must enroll in the LC-MS Colloquy program after their first year of teaching at Central Lutheran. The Administrator will update the teachers on certification requirements.</p>	<p>CLS Board Policy C-10</p>
<p><u>CHAPEL</u>  Chapel is held weekly on Wednesday mornings and led by pastors, the Administrator, teachers, classes, and invited guests. A chapel schedule is included in the back of this handbook. It normally runs from 8:30 – 9:00 a.m. The Administrator will create the yearly chapel schedule.</p> <p>Students should enter the North Gym for chapel in a respectful, reverent, and quiet manner. All talking should stop upon the lighting of the altar candles.</p> <p>A chapel offering is collected and given to a different mission project each trimester, as chosen by the faculty.</p> <p>It is good to encourage students with discussions about the importance of age-appropriate “stewardship principles.” Students are also encouraged to use their musical gifts by playing an instrument before, during, or at the close of chapel.</p> <p>Students should be encouraged to dress up.</p> <p>APPENDIX – CHAPEL SCHEDULE</p>	
<p><u>CHILD ABUSE AND NEGLECT (Mandatory Reporting)</u>  Staff members suspecting child abuse must report such suspicions to the Department of Human Services. Please notify the Administrator as well.</p> <p>Child abuse reports will be confidential.</p> <p>All Professional Staff members are mandatory reporters and must complete a training course every five years and include evidence of that training to the school for inclusion in his/her employment folder.</p> <p>APPENDIX – POLICY FOR IDENTIFYING AND REPORTING CHILD ABUSE  APPENDIX – POLICY FOR INVESTIGATING ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES</p>	<p>CLS Board Policy C-24, C-25</p>
<p><u>CLASS SCHEDULE</u>  A daily/weekly time schedule of classes will be prepared by every teacher and submitted to the school office for reference to callers and others inquiring about the school. The Administrator keeps a master copy of each schedule on a thumb drive. It is the teacher’s responsibility to get this drive, save it, and print their schedule. A copy might also be posted in each classroom, and as appropriate, given to each student for personal use. The Administrator will approve all class scheduling prior to the beginning of the school year.</p>	<p>CLS Board Policy Manual C-9</p>

<p><u>COLLOQUY</u> All non-synodically trained full-time teaching faculty must enroll in the Lutheran Church – Missouri synod’s colloquy program after their first year of teaching at Central Lutheran School.</p>	
<p><u>COMMUNICATING WITH PARENTS</u> Teachers are urged to call families by telephone to promote good will between their classroom and the home. Corrected papers and other student work are to be sent home regularly with appropriate comments from the teacher. <b>Grades on FAST DIRECT should be updated at least once a week.</b> Other means of communication include notes and personal contacts. Parents will be encouraged to talk to the teachers first when there is a concern and to ask for an appointment rather than catching the teacher at the beginning or end of the school day.</p> <p>“No surprises” is an adage, which, if followed, will result in mutual appreciation between teachers and parents. If achievement is slipping, if homework is not being completed, if behavior is a problem – don’t wait until the end of the trimester to notify parents. Give them a call immediately. They need to hear what is going on and all will feel better about the child. It’s much easier to make such a call as this than to receive a call by a parent who hasn’t been informed of his/her child’s academic performance.</p> <p><b>How to address a Concern:</b> During the school year there may be times when a parent wishes to register a concern about a particular issue. It is important that the concern be heard. A parent having a concern about a teacher, staff member, or other person is asked to speak to that individual first. If, after that conference, an understanding is not reached, a conference may be needed with the administrator, who may be able to propose a solution. (See the Matthew 18 section of this Handbook)</p>	
<p><u>COMPENSATION AND BENEFITS</u> Compensation and benefits are outlined in each Professional Staff Member’s call papers or contract. Any inquiries are to be made to the administrator who will address the concern with the Board of Education.</p>	<p>CLS Board Policy Manual C-4</p>
<p><u>COMPUTERS AND INTERNET</u> All teachers and students have access to computers and the Internet. All students using the Internet must have a teacher present to monitor usage. All students must complete the Conduct Code for Internet Access/iPad User Agreement form, which must be done every year at the beginning of the year. If a teacher does not have a student’s form on file, that student will not be allowed usage.</p> <p>All staff will use the computers and internet appropriately.</p> <p>APPENDIX – CONDUCT CODE FOR INTERNET ACCESS/IPAD USER AGREEMENT FORM</p>	
<p><u>CONFERENCES – (Parents/Guardians/Families/Students)</u> Officially organized Parent/Teacher conferences are scheduled at the end of the 1<sup>st</sup> trimester and at the beginning of the 3<sup>rd</sup> trimester for parents of children in PK – 8. Teachers are encouraged to initiate additional conferences as needs arise. The focus of all conferences is to be the spiritual, educational, social, and physical development of the child.</p> <p>Items to consider while planning and conducting the conference:</p> <ul style="list-style-type: none"> <li>• Be prepared for the conference.</li> <li>• Open the meeting with prayer.</li> <li>• Have samples of the child’s work on hand.</li> <li>• Ensure privacy and absence of interruption</li> </ul>	

<ul style="list-style-type: none"> <li>• Be sincere and honest in all dealings with parents and pupils</li> <li>• Report to the parents constructively. Any problems presented should be followed by suggestions to help.</li> </ul> <p>Scheduling is done through Sign Up Genius. If you have special scheduling requests, please make them known to the Administrative Assistant.</p>	
<p><u>CONFERENCES – Professional</u></p> <p>Teachers are required to participate in the regular District conferences held throughout the year, as well as LEA Convocation every three years. When available, teachers may be able to attend a summer workshop sponsored by the IDE School Sub-Committee.</p> <p>Participation in other professional conferences is subject to the administrator’s approval and the availability of finances.</p>	
<p><u>CONGREGATIONAL MINISTRY</u></p> <p>Central Lutheran School is a ministry of the three Leadership congregations as well as all LC-MS congregations in Benton County. Members of the school staff are in a position to help build bridges between church and school through their involvement and participation in other facets of congregational ministry. These facets include, but are not limited to, Bible study, greeting members before the worship service, choir, ushering, and serving on committees, or any other ways to be visible to the congregations. It is the hope that each teacher will choose at least one area in which they can be involved over and above participation in the worship life of the congregation.</p>	
<p><u>CONTINUING EDUCATION</u></p> <p>Continuing education is defined as individual professional staff member course work taken through an accredited area education agency (AEA), college, and/or university. Continuing education should address curriculum, instructional, and/or assessment needs of the students and the teacher. Continuing Education should align with the Iowa Teaching Standards and support the renewal of professional educator licenses.</p> <p>Financial assistance will be awarded when the course of study supports the work of the school AND as funds are available in the school’s budget. Requests for financial assistance for continuing education must be submitted to the Board of Education at least one month before the staff member wishes to participate in the continuing education opportunity.</p>	<p>CLS Board Policy Manual C-14</p>
<p><u>CORPORAL PUNISHMENT</u></p> <p>Professional Staff Members need to be especially careful in this area. Families may use and approve of this form of discipline at home. They may suggest that it is acceptable for you to do the same with their child at school. DO NOT accept that invitation.</p> <p>Be careful with your words and actions, which could be construed as verbal abuse and harassment. There are even concerns about touching a child, which might be interpreted incorrectly.</p> <p>Professional Staff Members are encouraged to participate in the Crisis Prevention Intervention (CPI) training available through the Area Education Agency to practice and learn appropriate forms of touch.</p>	<p>CLS Board Policy Manual C-22</p>
<p><u>DEVOTIONS (Faculty)</u></p> <p>Faculty devotions are held in the classrooms, on a rotating basis, Monday, Tuesday, Wednesday,</p>	

<p>and Friday mornings beginning at 7:30 am. Leadership is rotated on a weekly basis among faculty members.</p> <p>The leader for the week will be responsible to relay the announcements for the day/week to the teacher on morning arrival duty. The leader should write down important information on a sheet of paper and share this with the teacher who has early morning duty in the gym.</p> <p><b><u>Please give respect to the 7:30 am beginning time.</u></b> We will begin at 7:30, and it is YOUR responsibility, if you are late, to ask about information covered. Most importantly, this is a time to begin your day in the Lord, as well, with your fellow colleagues.</p> <p>Thursday mornings the staff will be involved in a group Bible Study lead by one of the pastors from our supporting congregations.</p> <p>Once a month, on Wednesday morning, there will be a staff breakfast in the Conference Room. We will rotate this responsibility.</p> <p>We will begin our day with the students at 8:00 am in the gym. We will have a brief time of greeting, announcements, and opening prayer. The administrator will greet the students and make announcements. The teacher who has gym duty will lead the students and faculty in prayer. He/she will also be in charge of an orderly dismissal.</p>	
<p><b><u>DISCIPLINE</u></b></p> <p>Classroom management, discipline, and classroom procedures are important considerations at the beginning of the school year. As you think ahead to the first days, keep the following "respects" in mind.</p> <ul style="list-style-type: none"> <li>† Respect God</li> <li>† Respect people</li> <li>† Respect the property of others</li> <li>† Respect the teaching/learning process</li> </ul> <p>In addition, the faculty will work together on areas where common practices and policies can facilitate more positive behaviors in students. Teachers will formulate a plan for their individual classrooms that is <i>firm, fair, and consistent</i>.</p> <p>As part of their discipline plan, teachers may refer students to the administrator for counseling or for a higher level of discipline. Depending upon the nature of the situation, the administrator will deal with each situation individually and may choose a consequence from the following:</p> <ul style="list-style-type: none"> <li>• Temporary withdrawal of privileges – student may not participate in certain class activities</li> <li>• Detention – student will be kept after school for a period of time (eg. one hour)</li> <li>• Suspension - student is removed from the classroom for a specified period of time</li> <li>• Expulsion – the administrator recommends to the Board that a student’s enrollment be terminated</li> </ul> <p>In all of these actions, parents will be notified immediately and a conference arranged to discuss further action. The conference may involve teacher, parents, student, and principal.</p> <p>When any discipline action is taken, a phone call must be made to the parents by the end of the day. Please notify the administrator and keep her informed regarding the situation.</p>	
<p><b><u>DRESS (All school staff)</u></b></p> <p>Appropriate professional-looking dress is expected of all professional staff members.</p> <p>All male Professional Staff Members should generally wear a shirt and tie on all days of work with students, staff, and community.</p> <p>On Fridays, Central staff or other Central shirts may be worn with jeans.</p> <p>On a normal day, it is desirable that faculty members avoid clothing that appears more casual than what students may wear. This might include sweatshirts, T-shirts, and apparel with logos. Weather and activities are factors that need consideration in choosing appropriate dress.</p> <p>Wednesday is a good day to be dressier as we participate in chapel.</p> <p><b>It is a challenge to dress professionally, comfortably, modestly, and within a moderate budget. Given this challenge, it is our desire as a staff to present ourselves well in a God-pleasing manner, as we have sought to do in the past.</b></p>	

<p><u>DRILLS (Fire, Tornado &amp; Crisis Management, and Other Emergencies)</u>  Drills to practice fire, tornado, crisis management, and other emergencies will be scheduled throughout the school year. Drills will occur at a variety of times during the school day. Professional Staff Members are to work out details regarding lights, doors, windows, and accountability. An evacuation diagram for fire and tornado emergencies is posted in each classroom showing evacuation routes.  The Crisis Management Folder and emergency kit should be taken in all crisis situations.</p>	<p>CLS Board  Policy Manual  B-2, B-28</p>
<p><u>EMAIL</u>  Each teacher will be assigned an email account from the school. You may use this account for personal use; however, remember to be professional in what you use it for. Please remember to check this account and your FAST DIRECT account on a daily basis because it contains important information. Please be sure to clean out your account at the end of the year, and check it throughout the summer. The administrator will use this email account to update you on any development or news.  Professional staff members are strongly encouraged to discuss sensitive student information in person or by phone with the parent, and not email.  Staff members are expected to respond to e-mails, especially from parents and colleagues (both from our school and sister schools), within 24 hours or one business day. E-mail is not to be used for ungodly or commercial purposes and is the property of CLS.</p>	
<p><u>EMERGENCY (Medical)</u>  In the event of a serious accident or illness of students or co-workers, teachers must contact the school office for direction. The administrator must be notified. Parents will be notified using emergency information submitted to the office and their direction will be sought if time permits. Teachers should complete an emergency report and file it in the school office as a follow-up to the incident.</p>	
<p><u>ENERGY CONSERVATION</u>  When rooms (classrooms, offices, hallways, and other school areas) are not being used for long periods of time, lights should be turned off to conserve energy.  Thermostats should be turned down at night and especially on weekends to conserve energy.</p>	
<p><u>EQUITY &amp; NON-DISCRIMINATION</u>  Central Lutheran School does not discriminate on the basis of color, creed, gender identity, mental or physical ability or disability, national origin, race, religion, retaliation, sex, or sexual orientation in the administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school administered programs.  Enrolled children in the school will have an equal opportunity for a quality Christian education without discrimination regardless of their race, color, national origin, gender, and disability. The contributions and perspectives of Asian Americans, African Americans, Hispanic American, American Indians, European Americans, and persons with disabilities shall be included in the program.  The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of women and men to society. The program shall reflect the wide variety of roles open to both women and men and shall provide equal opportunity to both sexes.  All aspects of our education program will be in accordance with God’s Word and the Lutheran</p>	<p>CLS Board  Policy Manual  B-9, B-21</p>

Confessions.	
<p><u>FACILITY APPEARANCE</u></p> <p>Every staff member is expected to see that his/her workplace or room is neat and in order at the close of the day.</p> <p>Malfunctioning A/C, lights, and plumbing, as well as other maintenance issues detected around the campus, should be promptly reported so that repairs or changes can be made. Maintenance requests can be made on the shared Google Doc.</p>	
<p><u>FAMILY RIGHTS AND PRIVACY ACT</u></p> <p>Under the Family Rights and Privacy Act of 1974 (FERPA) students and parents are given certain rights concerning the school's records of them or their children. The following rights are accorded to parents under this act:</p> <ol style="list-style-type: none"> <li>1. Parents may have access to their children's school records upon request. Access must be given within 45 days.</li> <li>2. Parents are entitled to a hearing to challenge the content of their child's school records.</li> <li>3. Before any school records will be released to a third party, parents must give their written permission.</li> <li>4. Before school records will be transferred, parents will be notified of the proposed transfer.</li> <li>5. When the child becomes 18 years of age, all rights of the parent and student become the sole right of the student, and parents no longer have the right of access to student's records.</li> </ol> <p>FERPA notification is in the Faculty Directory and is disseminated to all families in hard copy.</p>	CLS Board Policy Manual B-9
<p><u>FEES</u></p> <p>The only fees teachers need to keep track of are book fees. Please use your book condition forms to evaluate books. This form is in the back of this manual. Teachers must quickly view all textbooks at the end of the year to assess any fees. Use the Fee Guide provided to assess such fees.</p> <p>APPENDIX – BOOK FEES</p>	
<p><u>FIELD TRIPS</u></p> <p>Field trips to locations in the area are important for making connections in the community and for extending learning beyond the classroom. In developing a field trip, drivers are one of the first things to consider in planning. CLS does not have their own bus system so we must rely on Benton Community and parent volunteers. We are limited to the number of off-campus activities with Benton Community so plan accordingly.</p> <p>Professional Staff Members are discouraged from driving their personal vehicles on field trips because of Workmen's Compensation laws.</p> <p>Individual permission slips must be requested and received from each student for each field trip to authorize participation. <b>This form is in the back of this manual.</b> Slips should be returned several days prior to the trip. Do not send out a permission slip if you do not have drivers. Parents driving on field trips should file a record of their auto insurance and a copy of their driver's license with the school office.</p> <p><b>All field trips must be approved by the administrator before any plans are sent home. Please notify the administrative assistant ASAP.</b></p> <p>Other items to consider:</p> <ul style="list-style-type: none"> <li>• Clarify and determine the purpose of the trip with the class</li> <li>• Have the class write letters of thanks to the company or place visited</li> <li>• Evaluate the experience with the class in terms of their abilities, experience, and maturity.</li> </ul>	

APPENDIX – FIELD TRIP CHAPERONE FORM	
<p><u>FIRST AID &amp; CPR</u>  All faculty will be trained to do First Aid and CPR. This will be scheduled during our in-service meetings as necessary. The training takes place every two years with the latest training taking place in the Spring 2015.</p>	
<p><u>FUNDRAISING</u>  Fundraising programs take place throughout the school year. The school board must approve all fundraisers. If a child does not want to participate, or a family doesn't want to participate, do not pressure them. In some cases, it may be necessary to address the reason, and have the family make other arrangements to participate.  There will be a fundraiser planning meeting in August prior to the start of school. Any organization, class, or group planning a fundraiser should submit their proposal to the administrator in advance of the planning meeting.</p>	
<p><u>GRADES &amp; REPORT CARDS</u>  Formal written reports of student progress are to be prepared by teachers at the end of each trimester. <b>You need to be posting grades on Fast Direct at least once per week.</b> There are exceptions, such as Guided Reading packets that are long-term projects. The tradition of A, B, C grading begins in 2<sup>nd</sup> grade.  The report cards will be sent home in advance of the parent/teacher conferences at the end of the 1<sup>st</sup> and 2<sup>nd</sup> trimesters. Report cards after trimester 3 will be available for pick up in the school office.  Students involved in sports will receive a weekly notice if their grades are falling below the guidelines. This information must be given to the administrator Monday morning so that parents and coaches are aware of the situation in advance.  APPENDIX – ACADEMIC REPORT TO PARENTS  APPENDIX – CLS GRADING SCALE</p>	
<p><u>HEALTH AND SAFETY</u>  Grant Wood AEA provides hearing screenings annually for Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 5<sup>th</sup> grades, along with all new Central students and those with identified hearing issues.  First Aid supplies are available in the school office and a small kit will be supplied to each classroom.  Safety procedures for use of the playground and other facilities in the school are to be led by respective teachers.  The administrative assistant will store and administer various medicines to students with written directions from their parents.</p>	<p>CLS Board  Policy Manual  B-2, B-31</p>
<p><u>HOMEWORK</u>  Students at Central will routinely have homework. The amount of homework varies from grade to grade. Teachers, on the average, will base homework by the ten (10) minute rule – multiply the grade level by 10 minutes. Homework can become a tiresome and unwelcome task for parent and student if a parent does not understand its value and does not create some guidelines for dealing with homework time at home. The following outline was created as a way to highlight some of the things your CLS teachers believe can and should be understood to promote and support homework as an important part of the educational experience.  <b>Please be very sensitive to the fact that Wednesday night is considered “church night”, so try to avoid tests and projects due on Thursday.</b>  Upper grade teachers need to communicate with one another so as to avoid tests and projects due dates that conflict with one another.  Our experience tells us that good communication between the teacher and the parent is a key to</p>	

managing homework time. It is both the teacher and parent's responsibility to communicate with one another if there is a problem.

### The Purpose of Homework

Homework helps students:

- review skills and practice lessons; examples include:
  - memory work
  - spelling words
  - math problems
- prepare for class
  - reading assignments
  - research topics
  - study for quizzes and tests
- develop good study habits
  - scheduling time daily for homework
  - learning how to stay organized
  - being responsible for work assigned
  - learning how to manage long term assignments
  - following directions
  - learning to work independently
  - reading for pleasure
- learn new concepts
  - discovery activities sometimes designed to be done with parents
- by giving them opportunities to demonstrate what they are learning
  - projects and reports

Homework helps teachers:

- assess a student's understanding
- assess a student's ability to work independently
- provide adequate practice of a skill

### Homework Expectations

Early in the year you should communicate with your students and parents to determine:

- what kind of homework to expect
- how much homework to expect

### Factors that affect the Amount of Homework

The following factors will affect how much homework each individual student will have:

- how well the student uses his/her time in class
- how quickly the student works
- how well the student manages longer term assignments
- how well study time is structure

### Suggestions for parents

- Set up a study area where your child can do homework each day
  - Quiet
  - Comfortable
  - Well lit
  - Supplies available
- Schedule a daily homework time and see that your child sticks to it
  - With your the teacher's help determine an appropriate amount of time for homework
  - Avoid allowing scheduled activities to alter the amount of homework time
  - Be available for questions
  - Eliminate distractions – TV, stereo, radio, telephone



<ul style="list-style-type: none"> <li>➤ Motivate your child by: <ul style="list-style-type: none"> <li>• Showing interest in papers brought home</li> <li>• Giving words of encouragement</li> <li>• Praising and rewarding good work</li> </ul> </li> </ul> <p><u>Things to Avoid</u></p> <ul style="list-style-type: none"> <li>➤ Don't do your child's homework, instead of giving your child the answer: <ul style="list-style-type: none"> <li>• Point out resources</li> <li>• Help your child think by making comparisons or talking about related ideas</li> <li>• Check your child's work when they are done</li> </ul> </li> <li>➤ It is not necessary for you to try to teach, leave that to the teacher, instead: <ul style="list-style-type: none"> <li>• Go through directions together</li> <li>• Work on the first problem with your child, then let him/her finish on their own</li> <li>• Inform the teacher if you find your child does not understand a particular concept.</li> </ul> </li> </ul> <p><u>Communicate with the Teacher</u></p> <ul style="list-style-type: none"> <li>➤ Let the teacher know when: <ul style="list-style-type: none"> <li>• Your child doesn't seem to understand a concept</li> <li>• Homework seems to take longer than you expected</li> <li>• A family emergency has interfered with your normal homework routine</li> <li>• An absence is planned so they can give you work which will be missed. Please contact the teacher three days prior to the absence.</li> </ul> </li> </ul>	
<p><u>HOME VISITS/FAMILY VISITS</u></p> <p>This is the procedure we will be using beginning with the 2015-2016 school year:</p> <ul style="list-style-type: none"> <li>• Parents of <i>returning</i> students in grades kindergarten through eight will need to call their child's teacher IF they wish to have a home visit this summer.</li> <li>• Families who are new to CLS with a student in grades kindergarten through eight will be contacted for a home visit by their child's teacher.</li> <li>• Home visits can be scheduled anytime with the child's teacher after June 15.</li> <li>• Preschool – All parents of 3 and 4 year old preschoolers must contact Mrs. McKinney if they desire a home visit.</li> </ul> <p>Home Visits can be a helpful means for getting to know students, understanding home situations, and introducing our program before the school year begins. These should be social events, not a calendar event. Please see the administrator for things to consider when planning these visits.</p>	
<p><u>HONOR ROLL</u></p> <p>Honor Roll will include grades 3 through 8. Students who make the Honor Roll first, second, and third trimester will receive recognition at chapel and in "The Correspondent".</p> <p><i>The Principal's Scholar Award</i> – student must achieve all A's in Religion/Memory Work, Reading/Literature, Language, Spelling, Social Studies, Math, and Science</p> <p><i>The Principal's Merit Award</i> – student must achieve all A's and B's in Religion/Memory Work, Reading/Literature, Language, Spelling, Social Studies, Math, and Science</p>	
<p><u>HOURS</u></p> <p>As a general rule, teachers should arrive to the school before 7:30am in time for devotions. Teachers should stay as long as they need to after school to complete their work. They should not leave campus earlier than 4:00pm. Special needs or appointments should be excused through consultation with the administrator.</p>	

<p><u>IMMUNIZATIONS</u></p> <p>Central Lutheran School follows the laws of the State regarding immunization of students. Kindergarten and preschool students must submit a form at the beginning of the school year attesting to their immunization record. Students moving and attending Iowa schools for the first time must bring such records from their previous state.</p>	<p>CLS Board Policy Manual B-31</p>
<p><u>INCLEMENT WEATHER CLOSURES</u></p> <p>Radio stations KHAK (98.1), KDAT (104.5), and KRNA (94.1) and the three major TV stations will be notified of school closures. You may also contact the Bobcat Voicelink (830-2164) for decisions made by Benton Community. We will follow their decisions. If we have an early dismissal during the school day, the staff will make the necessary phone calls to parents and/or the oldest child in each family. The administrative assistant will also use FAST DIRECT and the email data base to notify parents.</p> <p>Teachers and staff will be notified via Fast Direct, initiated by the administrator. Remind your families to listen or watch for announcements or wait for a phone call.</p>	
<p><u>INFECTIOUS DISEASES</u></p> <p>Students are to stay home if they have been diagnosed with an infectious disease such as strep throat, influenza, measles, mumps, or chicken pox. Consult with office personnel if in doubt about handling such cases in the classroom. Special care is called for in handling students with hair lice, or other illnesses such as whooping cough, etc. A letter will be sent home from the office to all students in the classroom when this occurs. Consult with the office for such a letter. All students who have had a temperature higher than 99.5° should be fever free for 24 hours before returning to school. Please communicate this to parents during your Home/Family visits and your weekly newsletter.</p>	<p>CLS Board Policy Manual B-31</p>
<p><u>INTERNET</u></p> <p>Each staff member is granted Internet access through the CLS network. Staff members must never use the computers to:</p> <ul style="list-style-type: none"> <li>• Access offensive or inappropriate messages or pictures.</li> <li>• Use obscene or defamatory language.</li> <li>• Harass, insult, defame, or attack others.</li> <li>• Damage computers or computer systems.</li> <li>• Violate copyright laws.</li> <li>• Use another person's password without permission.</li> <li>• Trespass in another person's folders, work, or files.</li> <li>• Intentionally waste limited resources.</li> <li>• Employ the computer for commercial purposes</li> </ul>	
<p><u>INVENTORY</u></p> <p>At the end of the year each teacher will be asked to provide a written inventory (thumb drive format) of all classroom furniture and supplies in their classroom. This is available from the administrator.</p> <p>Supply lists will be updated each year and computerized for ease in ordering during the summer. Incidental supplies may be ordered through the school office. Professional staff members are expected to notify the office staff when materials are low so they can be reordered during the school year rather than being left until the end of the school year.</p>	
<p><u>LEAVES/ABSENCES</u></p> <p>Professional Staff Members are allowed paid leaves as indicated on call papers and contracts. Professional Staff Members anticipating an absence will need to notify the administrator using the <i>Substitute Request Form</i>. The administrator will approve or decline all requests for absences and leaves.</p>	<p>CLS Board Policy Manual C-1</p>

<p>If approved, the administrator and/or administrative assistant will make arrangements for a substitute teacher. If no substitute is available for leaves (other than illnesses), the teacher will not be allowed the absence unless other arrangements are made through the administrator.</p> <p>Leaves taken 1 week prior to a break or 2 weeks prior to the end of the year are strongly discouraged and may not be approved.</p>	
<p><u>LESSON PLANS</u></p> <p>Each teacher is expected to make daily lesson plans and adjust according to the needs of the learner. Plan books are to be in an accessible place in each classroom for review by the administrator at any time and for easy access when a substitute teacher is needed.</p> <p>Weekly lesson plans should be uploaded to each teacher’s Fast Direct bulletin board or class website each Friday afternoon for the coming week.</p>	
<p><u>LIBRARY</u></p> <p>The library is organized and staffed by a librarian and several other volunteers. Any student not using the library correctly will be sent back to the classroom and will lose privileges developed by the teacher and the librarian.</p>	
<p><u>LICENSURE (Educator)</u></p> <p>All Professional Staff Members will maintain an appropriate license with the State of Iowa’s Board of Educational Examiners (BOEE). It is the responsibility of the Professional Staff Member to pay for the cost of the license and to take the courses needed to update their license.</p>	<p>CLS Board Policy Manual C-10</p>
<p><u>LOST AND FOUND</u></p> <p>Any items that are unclaimed can be taken to the office.</p>	
<p><u>LUNCH PROCEDURES</u></p> <p>A schedule exists for the time your class will go to lunch. Upper grade students are responsible for setting up the tables in the morning and cleaning up after lunch.</p> <p>A meal prayer should be said before you leave the classroom. Students can wash hands and line up at a place you have designated.</p> <p>One of the paraprofessionals will check off students who are taking a lunch (state regulation).</p> <p>Students first get their milk out of the cooler in the hallway and then line up at the window to get their lunch. (Silverware, straws, and napkins are available here.) They should be reminded to say “please” and “thank you” when served. Condiments and additional food items are available on the white table after the serving window.</p> <p>Classes are assigned certain areas to sit in the lunchroom. Students in the lower grades are asked to eat without talking for a few minutes so they can get a start on their meal.</p> <p>Students are dismissed to clean off their tray according to the individual teacher’s instructions. There is a separate container for silverware and milk that was not finished. Brushes to clean off trays are located at the ends of the tables. When clean, the students take their trays to the dishwashing window, stack them neatly, and return to their class.</p> <p>In the event of a spill, the student, teacher, and/or other helpers will assist in the cleanup.</p>	
<p><u>LUTHERAN EDUCATION ASSOCIATION (LEA)</u></p> <p>The Professional Staff Members of Central Lutheran School will be members of the Lutheran</p>	

<p>Education Association. The school pays the annual membership fee. Professional Staff Members are to participate by becoming members of at least one LEA network, reading materials, and using resources to further their Lutheran teaching practice.</p> <p><a href="http://www.lea.org">www.lea.org</a></p>	
<p><u>LUTHERAN SCHOOL PORTAL</u></p> <p>The school is enrolled in the Lutheran School Portal and Professional Staff Members are encouraged to use this resource in their teaching. Participating in networks can enhance knowledge of what other Lutheran schools are doing.</p> <p><a href="http://www.luthed.org">www.luthed.org</a></p>	
<p><u>MATTHEW 18</u></p> <p>Within the Christian community, occasions of conflict, offense, and sin will occur. In order for Christians to deal with each other within God’s prescribed Word, all members of the Christian community are expected to abide by the principles of Matthew 18:15-17 when attempting to resolve conflicts or disagreements.</p> <p>Conflict with a fellow staff member:</p> <ol style="list-style-type: none"> <li>1. Go to the staff member privately to voice your concern and work toward resolution in a professional and God-pleasing manner.</li> <li>2. If this effort proves unsuccessful, it is appropriate to involve another staff member to work toward resolution.</li> <li>3. If further action is needed, this will be directed to the appropriate party as determined by the Administrator.</li> </ol> <p>Conflict with a supervisor: (teacher, Athletic Director, etc)</p> <ol style="list-style-type: none"> <li>1. Go to the supervisor, one-on-one, to voice your concern and work toward resolution in a professional and God-pleasing manner.</li> <li>2. If this effort proves unsuccessful, and the supervisor is in error, it is appropriate to involve the Administrator to work toward resolution. If the person in error is the principal, another member of the Leadership staff may be included to work toward reconciliation.</li> <li>3. If further action is needed, the appropriate administrative personnel or the appointed representative will direct this to the appropriate party as determined. If the conflict is with the principal and is still unresolved, the staff member may contact the chairperson of the Board of Education, who will take the appropriate action in the matter.</li> </ol> <p>Board or policy:</p> <ol style="list-style-type: none"> <li>1. Go to the individual staff member responsible for enforcing the policy.</li> <li>2. If this proves unsuccessful, address the matter to the appropriate administrative personnel.</li> <li>3. If the matter remains unresolved, the staff member shall contact the Board chair who shall take the appropriate action.</li> </ol> <p>School personnel or school policy grievances shall ultimately be resolved by the Board of Education.</p>	
<p><u>MAINTENANCE</u></p> <p>Expert Janitorial is our cleaning service. Bruce Volz is the owner. He provides the employees who clean our facilities after school hours. You are asked to have your students put their chairs on their desks at the end of the day and keep areas as neat and clean as possible, including hallways and bathrooms. You are responsible for your own dusting.</p>	

<p>If a child gets sick, we are the responsible for cleaning things up as best we can.</p> <p>Upper grade students are responsible for taking recycle bins to the outside container on Wednesdays after chapel. The janitors will take care of your trash in the evening.</p> <p>Report any items that need attention to the office as soon as possible.</p>	
<p><u>MEDICATIONS (Distribution of)</u></p> <p>The administrator, administrative assistant, or teacher will administer various medicines to students with written directions from parents and doctor. A daily record of medications administered must be kept. The school nurse sets up these record forms. Those records and medicines will be kept under lock and key.</p> <p>In order to give meds at school, Professional Staff Members need to take the on-line course at <a href="http://training.aeapdonline.org/">http://training.aeapdonline.org/</a>. The Certificate of Completion will be on file in the school office within the staff member's employment folder.</p> <p>APPENDIX – MEDICATION POLICY</p>	<p>CLS Board Policy Manual B-31</p>
<p><u>MEETINGS (Staff )</u></p> <p>Staff meetings will be scheduled on the second Monday of the month at 3:45 pm and at the discretion of the administrator. Full time professional staff members are required to be in attendance, and part-time professional staff members are always invited, but not required to attend.</p> <p>These meetings are opportunities for growing together professionally and accomplish the work of the ministry of Central Lutheran School.</p>	
<p><u>NEWSLETTER (The Correspondent)</u></p> <p>The administrator will supervise the publishing of <i>The Correspondent</i> every week. The administrative assistant will be responsible for writing, organizing, and distributing this newsletter on Thursday. It is distributed electronically or as a hard copy.</p> <p>Professional Staff Members are invited to add items to <i>The Correspondent</i>. The administrator and administrative assistant also send messages by email. It is IMPORTANT that Professional Staff Members check FAST DIRECT and their school email daily so that important information is not missed.</p>	
<p><u>ORDERING SUPPLIES</u></p> <p>At the end of the year you will need to inventory your supplies and textbooks. You will be asked to give a list of your needs for the next school year to the administrative assistant.</p> <p>You will be given a form sometime between January and March in which to order texts, etc. for the following year.</p> <p>If you need something, as stated earlier, you need to ask school office personnel. If you purchase something on your own for school use, you must submit a receipt in order to get reimbursed.</p>	

<p><u>PTL</u> All full time professional staff are required to attend all scheduled PTL meetings. Eighth grade students will be in charge of child-care during this time.</p>	
<p><u>PASTORS AND PROFESSIONALS</u> Pastors are available for talking with your classes on a variety of topics, for counseling, and for personal sharing. They need to be invited but all are willing to participate in our program. Consult the administrator for specifics. (See a list of current professionals in the Directory of Professional Workers in Iowa District East.)</p>	
<p><u>PLEDGES</u> The Pledge of Allegiance and the Pledge to the Cross are to be recited every day in your classrooms.</p>	
<p><u>PHONES</u> Phones in the classroom are intended for teacher use. If a student needs to make a phone call, he/she must ask for permission. Encourage students to make arrangements before they come to school. Students are allowed to have cell phones but they must be turned off and kept in their backpack in their locker. At no time should they be using a cell phone during the school day.</p>	
<p><u>PHOTOCOPIES</u> The photocopier is located in the workroom. It has printing, scanning, and fax capabilities. There are a number of printers throughout the building. Some of the printers are networked so that you can print from your classroom. The color printer in the workroom is available for your use but keep in mind that toner is expensive.</p>	
<p><u>PROMOTION AND RETENTION</u> The professional staff has authority to suggest retention and promotion of students, but the final decision rests with the parent(s). If you are seeing indicators in a student's performance that tells you there are some learning issues, talk to the administrator and parent immediately. There are many opportunities to address learning problems before recommending a child be retained, but no parent should be "surprised" in April that you are thinking of recommending having a student repeat a grade. Communication with parents and the administrator cannot be underestimated or taken for granted. Normally, students are promoted upon satisfactory completion of the work for the current grade level. Teachers will evaluate readiness for the next grade level by considering progress reports, physical and emotional maturity, chronological age, parental concerns and professional counsel. Attendance records may also be a consideration. This must be done as early in the school year as possible, and no later than March 1<sup>st</sup>. A plan of action will then be developed to notify parents. DO NOT do this on your own. Please keep the administrator informed of any and all circumstances.</p>	<p>CLS Board Policy Manual B-32</p>
<p><u>PROFESSIONAL DEVELOPMENT</u> Before the start of the school year, designated days after the end of the school year (based on the number of snow days and emergencies), early dismissals, and full day professional development days are intended for teacher professional development. All professional staff members are to be in attendance on those days unless other arrangements have been made.  The days before and at the end of the school year will be used to draw closure to one school year and make preparations for the start of a new school year. Some days may be set aside for developing greater knowledge of curriculum, instruction, and assessment. Early dismissal and full day professional development times are intended to be used for developing greater</p>	<p>CLS Board Policy Manual C-14</p>

<p>knowledge of curriculum, instruction, and assessment.</p> <p>When there are conflicts for the days before the start and after the end of the school year, the teacher will work with the administrator to make adjustments.</p> <p>APPENDIX – SCHOOL CALENDAR</p>	
<p><u>PROFESSIONAL EDUCATOR CONFERENCES</u></p> <p>Professional Staff Members are required to participate in the annual Iowa District East and West Educator Conference held each fall as well as Lutheran Education Association (LEA) National Conference every three years (in lieu of the state conference).</p> <p>Participation in other professional conferences is subject to the administrator’s approval and the availability of finances.</p>	<p>CLS Board Policy Manual C-14</p>
<p><u>PROFESSIONAL ORGANIZATIONS</u></p> <p>Teachers are strongly encouraged to hold a membership (i.e. LEA) in at least one professional organization. CLS pays for the LEA membership. All teachers are also given a membership and subscription to the Lutheran School Portal, which contains professional information and resources.</p>	
<p><u>PROPERTY (Maintenance)</u></p> <p>A Facility Committee of the School Board is charged with responsibility for maintaining the property. Many other faithful volunteers who give of their time on a need basis also assist them. These people really appreciate cards of thanks and other notes. The administrator is also involved with and ultimately responsible for the maintenance of our facilities. Please report any problems to him/her.</p>	<p>CLS Board Policy Manual A-2</p>
<p><u>PURCHASES OF SUPPLIES</u></p> <p>If supplies are needed, please notify the administrator. Anticipate needs well in advance if you wish the item ordered. The alternative is to buy the needed item and ask to be reimbursed. Call attention to needed items in advance rather than when the item is gone. Be good stewards of limited resources. All purchases need to be approved by the administrator. <i>You must have a receipt in order to be reimbursed if you are given permission to purchase the item.</i> “A lack of planning on your part does not necessarily constitute a crisis on my part.”</p>	
<p><u>RECESS AND BREAKS</u></p> <p>Morning and noontime recesses and breaks are scheduled in cooperation with other classes to provide for cooperative supervision and to coordinate timing. At least one teacher should be outside for all recesses and breaks.</p> <p>Please take your breaks at the scheduled time to keep others classes on schedule.</p> <p>If you are using the gym, please leave it as you found it. Only teachers are permitted in the gym closet. Do not let students in to retrieve items.</p>	
<p><u>RECORDS (Student Cumulative)</u></p> <p>The administrator and administrative assistant maintain school records in the locked fireproof file cabinets in the school’s office. Professional Staff Members are to assist by updating records throughout the school year.</p> <p>Records are the property of the child and may be viewed at any time by a parent or guardian with written permission.</p>	<p>CLS Board Policy Manual B-7</p>

<p><b><u>REDUCTION IN FORCE</u></b>  Positions, including tenured calls, non-tenured calls, and staff contracts may be terminated by the Board under certain institutional conditions that do not reflect on the competency of faithfulness of the individual whose position is being terminated. These conditions include the following: discontinuance of an entire program, reduction of the size of staff in order to maintain financial viability; discontinuance, merger or consolidation of the school.</p> <p>Please see Board Policy C-15 (Calling, Contracting, or Releasing Professional Staff) for details regarding this topic.</p>	<p>CLS Board  Policy Manual  C-15</p>
<p><b><u>RESPONSIBILITIES</u></b>  As a spiritual leader at CLS, each staff member will:</p> <ul style="list-style-type: none"> <li>• Continue to develop a personal relationship with Jesus Christ through prayer and regular enrichment in the Word of God. (Regular enrichment is demonstrated through activities such as group Bible study, Sunday School instruction, daily Bible devotions, etc.)</li> <li>• Exemplify the Christian faith and life, serving as a role model (1 Timothy 4:12) both at and outside of CLS to pupils and as an example to parents, fellow staff members, members of the congregations, and to the community-at-large in judgment, respect, and Christian living.</li> <li>• Function in an atmosphere of love and order characteristic of the Body of Christ at work to lead others toward Christian maturity</li> <li>• Give support with time, talent, and treasures to ministries of the Church</li> <li>• Associate closely with God through regular communion and church attendance and actively participate in congregational activities.</li> <li>• Clearly articulate the mission of CLS</li> <li>• Follow the spirit of Matthew 5 and 18 to resolve difference with parents, colleagues, and members of the congregation</li> <li>• Show support for the role of parents as primarily responsible for their child’s education (spiritual, social, emotional, physical, and academic) and assist them in that task.</li> </ul> <p>As a professional leader at CLS, each staff member will:</p> <ul style="list-style-type: none"> <li>• Implement all policies governing the operation of the church and school.</li> <li>• Commit to life-long learning and to changes in personal and professional behaviors that promote growth of self and others</li> <li>• Support the broader program of the congregations’ ministry by regularly attending school- and church-sponsored activities.</li> <li>• Attend voters’ meetings at the congregation to which you belong as you are able</li> <li>• Consistently seek performance feedback and willingly participate in performance appraisals.</li> <li>• Participate in school accreditation activities.</li> <li>• Maintain a teachable attitude by seeking the counsel of the administer, pastors, colleagues, and parents.</li> <li>• Attend and participate in staff devotions, in-services, conferences, and retreats</li> <li>• Continue to advance professionally through reading and further study</li> <li>• Be computer literate</li> <li>• Refuse to use or circulate confidential information inappropriately.</li> <li>• Demonstrate enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, patience, self-control, perseverance, and punctuality.</li> <li>• Meet everyday stress with emotional stability, objectivity, and optimism, looking for the good in all situations.</li> <li>• Remain objective when solving problems, looking for multiple solutions, believing problems can be constructively manage, and soliciting input from all affected when problem-solving.</li> </ul>	



<ul style="list-style-type: none"> <li>• Be accessible and responsive to parents, colleagues, and congregation members.</li> <li>• Show respect and loyalty to all people of authority as defined in the Constitution and Bylaws of CLS.</li> <li>• Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with CLS policy.</li> <li>• Communicate effectively orally and in written form using correct grammar, sentence structure, mechanics, and spelling.</li> <li>• Place CLS ministry ahead of outside or volunteer work.</li> <li>• Intentionally promote the church and school wherever and whenever possible</li> <li>• Represent CLS in a favorable, Christian, and professional manner to the school constituency, congregations, and community.</li> </ul> <p>As an educational leader at CLS, each teacher will:</p> <ul style="list-style-type: none"> <li>• Faithfully teach the Word of God as understood and taught by the LCMS</li> <li>• Teach classes as assigned, following prescribed scope and sequence as scheduled by the administrator.</li> <li>• Integrate Biblical principles throughout the curriculum</li> <li>• Conduct daily opening and closing classroom devotions and practice appropriate corporate prayer with the students.</li> <li>• Intentionally plan opportunities and activities that extend learning beyond the textbook (i.e., field trips, guest speakers, other media, etc.)</li> <li>• Attend and participate in conferencing sessions with students and/or parents, and in committee, faculty, and parent-teacher meetings.</li> <li>• Maintain a comprehensive knowledge of each student's progress by assessing the learning of students on a regular basis; keeping regular and accurate attendance and grade reports; providing required progress reports; and informing students, parents, and the administration of serious deficiencies and failures with sufficient notice.</li> <li>• Maintain contact with students' parents through frequent notes, e-mails, telephone calls, newsletters, and face-to-face meetings.</li> <li>• Follow the school's policies and procedures.</li> <li>• Maintain an attractive and orderly classroom.</li> <li>• Prepare adequate information and materials for a substitute teacher.</li> <li>• Know and be able to execute basic first aid, CPS, and school emergency and crisis management procedures.</li> </ul>	
<p><u><b>SAFETY</b></u>  First Aid supplies are available in the school office and a small kit is supplied to each classroom.</p> <p>Safety procedures for use of the playground and other facilities in the school are to be led by respective Professional Staff Members. Areas discussed directly with students include but are not limited to: use of playgrounds, grassy area west of the playground, basketball and 4 square areas.</p> <p>Professional Staff Members will collectively review the use of the playground and the equipment at least twice each year (at least fall and spring).</p>	<p>CLS Board  Policy Manual  B-2, B-28</p>

<p><u>SECURITY (Building)</u>  Lock your classroom doors and close your windows when you leave at the end of the day. Work out a plan with others in your building to lock entry doors and turn off lights. If you are one of the last teachers to leave, notify those remaining so that they are aware of being the only ones left in the building. All exterior doors shall remain locked at all times during the school year and overnight.  Turn down your thermostat at night and especially on weekends to conserve energy and save money.</p>	
<p><u>SEXUAL HARASSMENT</u>  Sexual harassment is the unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that substantially interferes with an individual’s academic performance or creates an intimidating, hostile, or offensive work environment.</p> <ul style="list-style-type: none"> <li>• Acceptance of such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or education.</li> <li>• Acceptance or rejection of such conduct by an individual is used as the basis for the academic or employment decisions affecting that individual.</li> <li>• Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.</li> <li>• Any such behavior by an adult towards a student is always considered to be unwelcome.</li> </ul> <p>CLS will not tolerate sexual harassment by or of staff members, volunteers working on or for its activities, students involved in any school activities, and/or anyone authorized to be on school premises.  Any individual who retaliates against any person who report alleged sexual harassment or who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint will be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any individual who knowingly and intentionally makes a false complaint or statement concerning an allegation of sexual harassment, including providing testimony which is known to be false, will also be disciplined.  Any worker accused of sexual harassment will be temporarily placed on administrative leave, be removed from all job duties, or be re-assigned until the allegations are dismissed.  A substantiated charge against a staff member or volunteer adult shall subject such staff member or volunteer to disciplinary action, which may include discharge. A substantiated charge against a student shall subject such student to disciplinary action, which may include expulsion.</p>	
<p><u>SCHEDULE OF CONTENT INSTRUCTION</u>  A schedule of content instruction will be prepared by each professional staff member and submitted to the administrator and administrative assistant prior to the start of the new school year. The schedules will be used for reference for callers and others inquiring about the school. The administrator will approve the schedule prior to the beginning of the school year.</p>	<p>CLS Board  Policy Manual  C-9</p>
<p><u>SPECIAL FUND ACCOUNT</u>  The Special Fund monies are generated from Boxtops, and other places such as this. This account is a money in/money out account. If money is collected, for example, for a field trip and held until the trip takes place, it is generally deposited in the Special Account. If a purchase is necessary but is not a budgeted item, and if there are funds available, the Special account fund may be used.  The administrative assistant manages this account.</p>	

<p><u>STORAGE</u></p> <p>There are several storage areas for which we are responsible. This includes the storage closet in the Workroom and the closet in the gym. Help keep them well organized. We will work as a team to keep them clean and organized. Your assistance is appreciated.</p>	
<p><u>SUBSTITUTES</u></p> <p>If you are in need of a substitute for a planned absence, you are responsible for finding someone and informing the administrator who your sub will be. The administrator will arrange for last-minute substitutes. It is hard to tell when you are going to wake up some morning too sick to report. Lesson plans should be at your desk and ready for the substitute teacher to follow. Staff should have a folder of appropriate information for the substitute teacher placed near the lesson plans for the day. This folder should contain:</p> <ul style="list-style-type: none"> <li>• List of pupils</li> <li>• Notification of students with life-threatening allergies</li> <li>• Seating chart</li> <li>• Daily schedule</li> <li>• Room procedures</li> <li>• Room duties</li> <li>• Fire and storm drill instructions (or on wall in room)</li> <li>• Instructions for filling out lunch count and attendance</li> <li>• Instructions concerning a sick child</li> </ul> <p>All necessary materials should be left in plain sight (i.e. teacher's desk or podium) Our substitutes are paid according to Board policy, short or long term.</p>	<p>CLS Board Policy Manual C-28</p>
<p><u>SUPERVISION OF INSTRUCTION</u></p> <p>Classroom instruction will be based on the Iowa Teaching Standards (ITS). Teachers will be observed throughout the school year and feedback will be provided by the administrator in various forms such as discussions, e-mail notes, and/or written comments. Not every observation will generate feedback.</p> <p>The goal of supervision is improvement of instruction. Teacher evaluations are based on the Iowa Teaching Standards.</p> <p>APPENDIX – IOWA TEACHING STANDARDS APPENDIX – TEACHER EVALUATION FRAMEWORK</p>	
<p><u>SUPPLIES</u> (in the Workroom)</p> <p>Materials such as construction paper, poster board, paint, and other art supplies are stored in this room. You will also find office supplies such as markers, rubber bands, paper clips, etc. If we are getting low on an item please notify the administrative assistant so she can keep the supply at a sufficient quantity.</p> <p>The laminator, copiers, microwave, refrigerator, and paper cutters are also in the workroom. Please keep the supply room in good order.</p>	
<p><u>SUPPORT STAFF SICK AND PERSONAL DAY POLICY</u></p> <p>All cooks will be given five (5) sick days per year, which shall not accumulate. Cooks will call the Administrator to notify of sickness. The Administrator will make sure a substitute cook is found.</p> <p>All cooks will be given one (1) personal leave day per school year, which shall not accumulate. Personal leave days must be requested from the Administrator at least one (1) week in advance.</p>	

<p>Personal leave days beyond the one allowed will be considered. These must be requested at least one (1) week in advance unless an emergency occurs. Extended personal days will be approved only when the office has secured adequate substitutes for the days requested. The cook requesting the leave will have to pay the substitute cook on those days.</p> <p>When the head cook requests extended personal days, she/he will be expected to pay the substitute cook an amount equal to her/his salary for those days. When an assistant cook requests extended personal days, she/he will be expected to pay the substitute cook an amount equal to her/his salary for those days.</p> <p>Normal salary will be paid during jury duty, but upon receipt of the jury duty check, the staff member will endorse it and turn it in to the CLS office to cover substitute staff expenses.</p> <p>An authorized absence will be granted in the event that a teacher receives a subpoena to testify in court proceedings. The Board will determine who pays for the substitute on a case-by-case basis depending on the circumstances of the subpoena.</p>	
<p><u>TEACHER FILES</u></p> <p>The administrator maintains personnel records on each teacher, which include copies of current teaching certificates, current evaluations, and other important documents. Records are open to the individual teacher and locked safely in the fireproof cabinet.</p> <p>Certificates pertaining to Child and Dependant Adult Abuse (every 5 years), Bloodborne Pathogens (every year), and Right to Know (every year) must be on file. These may be done through the Grant Wood AEA 10 website. See the administrator for directions on how to access the website for password information, etc.</p>	
<p><u>TELEPHONE</u></p> <p>The telephone system permits users to dial out and receive incoming calls from any station in the system. The use of the phone by students is allowed only by permission. Please do not use long distance for personal use.</p> <p>A fax machine is available in the Workroom. The fax number is 319-223-5257.</p>	
<p><u>TESTING (Standardized Assessments and Alternate Assessments)</u></p> <p>The Iowa Assessments (formerly ITBS) is administered to students of grades 2-8 in January. Testing is done at this time so that teachers may make the necessary adjustments for the established goals developed at the end of the previous school year. Teachers are encouraged to give the testing program their attention since the results are used in state documents, and sometimes used by parents as criteria for judging the effectiveness of the teacher and school.</p> <p>The Phonological Awareness Test (PAT) is given to students in kindergarten and 1<sup>st</sup> grade. This is done in the fall and spring of the school year. <i>Fountas and Pinnell</i> is administered at the end of the kindergarten year, and at the beginning and end of the 1<sup>st</sup> grade year, and at subsequent times throughout the child's time at Central.</p> <p>MAP testing began in the spring of 2008. Students in grades three through eight will be tested in the fall and spring.</p> <p>Other testing programs may be done with Grant Wood AEA 10.</p>	
<p><u>TEXTBOOKS</u></p> <p>All textbooks and workbooks are school property and are loaned to students for the duration of the school year.</p> <p>Students leaving in mid-year are to return their books to the school.</p> <p>Teachers may elect to give consumable workbooks to their students at the end of the year.</p> <p>Fines will be assessed for excessive damage or to cover replacement costs.</p> <p>APPENDIX – BOOK AND EQUIPMENT CONDITION FORM</p>	

<p><u>TIME CARDS</u>  All part-time employees will fill out a time card. Time cards are due on the Tuesday before the Pay Date. Time cards are to be submitted to the administrator by 3pm. Failure to do so could result with a late or skipped pay date.  APPENDIX – PAYROLL CALENDAR</p>	
<p><u>TIMES FOR SCHOOL – STARTING &amp; ENDING TIMES FOR STUDENTS</u>  Students may begin arriving at 7:30 am if necessary, and will go directly to the gym where a member of the professional staff will supervise them. Students arriving by bus, walking, or by vehicle should be dropped off at the gym entrance until 8:00. At 8:00, after opening announcements and prayer, the professional staff member who has “Gym Duty” that week will dismiss students to go to their classrooms.</p> <p>Professional Staff Members are expected to be at their classroom doors at 8:00 am to meet and greet students in order to check on completed homework and other assignments.</p> <p>The typical school day ends at 3:30 pm. Students who ride the bus are dismissed to the gym where there will be two teachers to supervise the bus lines. Students who are being picked up by their parents wait at the front door entrance. Parents are to leave their vehicle and come to the school to pick up their child. Students who are walking will wait by the front doors until the busses have left, and the professional staff member in charge of supervision dismisses them.</p> <p>Late starts for school are announced by the Benton Community School District. On days that school begins two hours late, the schedule for upper grades may be modified. If a late start happens on a Wednesday, we will still have chapel.</p> <p>Preschool will have their own schedule for late starts and early dismissals.</p>	
<p><u>TIMES FOR SCHOOL – STARTING AND ENDING TIMES FOR TEACHERS</u>  Full-time Professional Staff Members are expected to be in the school by 7:30 AM each school day.</p> <p>Part-time Professional Staff Members are expected to be in the school in time to make sure they are adequately prepared for the day.</p> <p>All Professional Staff Members are expected to be at their classroom doors at 8:00 AM to meet and greet students. This also gives teachers an opportunity to check on completed homework and other assignments.</p> <p>Full-time Professional Staff Members are expected to be at school until 4:00 PM each school day or until every student has been delivered to his/her family and/or child care provider. Part-Time Professional Staff Members end their school day as determined by their contract.</p> <p>On days that school begins two hours late, teachers may arrive two hours later, at 9:30am.</p>	<p>CLS Board  Policy Manual  C-5</p>
<p><u>VISITS TO THE CLASSROOM</u>  We have an “Open Door” policy and welcome parents to the classroom. We encourage parents to call prior to their visit.</p>	

VOLUNTEERS

Parents, grandparents, and friends of CLS are encouraged to give of their time and talents to insure the success of their child in our program. It takes the work of many volunteers to keep this operation running, and so we want to be sure we acknowledge and show appreciation to the many (hundreds) of volunteers who put in hundreds of hours each year.

See Volunteer Handbook

## APPENDIX

ACCIDENT REPORT

DUTY ROSTER

EXTRA DUTY ROSTER

SUNDAYS FOR WORSHIP ATTENDANCE

ATTENDANCE POLICY FROM STUDENT HANDBOOK

TARDY POLICY FROM STUDENTS HANDBOOK

CHAPEL SCHEDULE

POLICY FOR IDENTIFYING AND REPORTING CHILD ABUSE

POLICY FOR INVESTIGATING ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL  
EMPLOYEES

CONDUCT CODE FOR INTERNET ACCESS / IPAD USER AGREEMENT FORM

BOOK FEES

FIELD TRIP CHAPERONE FORM

ACADEMIC REPORT TO PARENTS

CLS GRADING SCALE

MEDICATION POLICY

SCHOOL CALENDAR

IOWA TEACHING STANDARDS

TEACHER EVALUATION FRAMEWORK

BOOK AND EQUIPMENT CONDITION FORM

PAYROLL CALENDAR