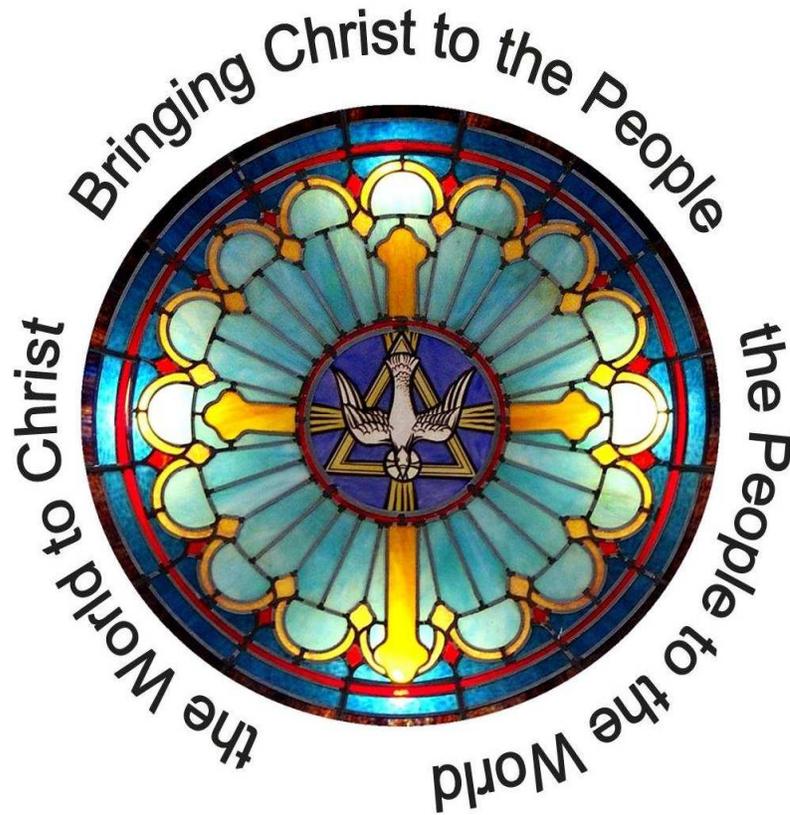


Faculty/Staff Policy Handbook

Trinity Lutheran Church & School
Red Bud (Prairie), Illinois

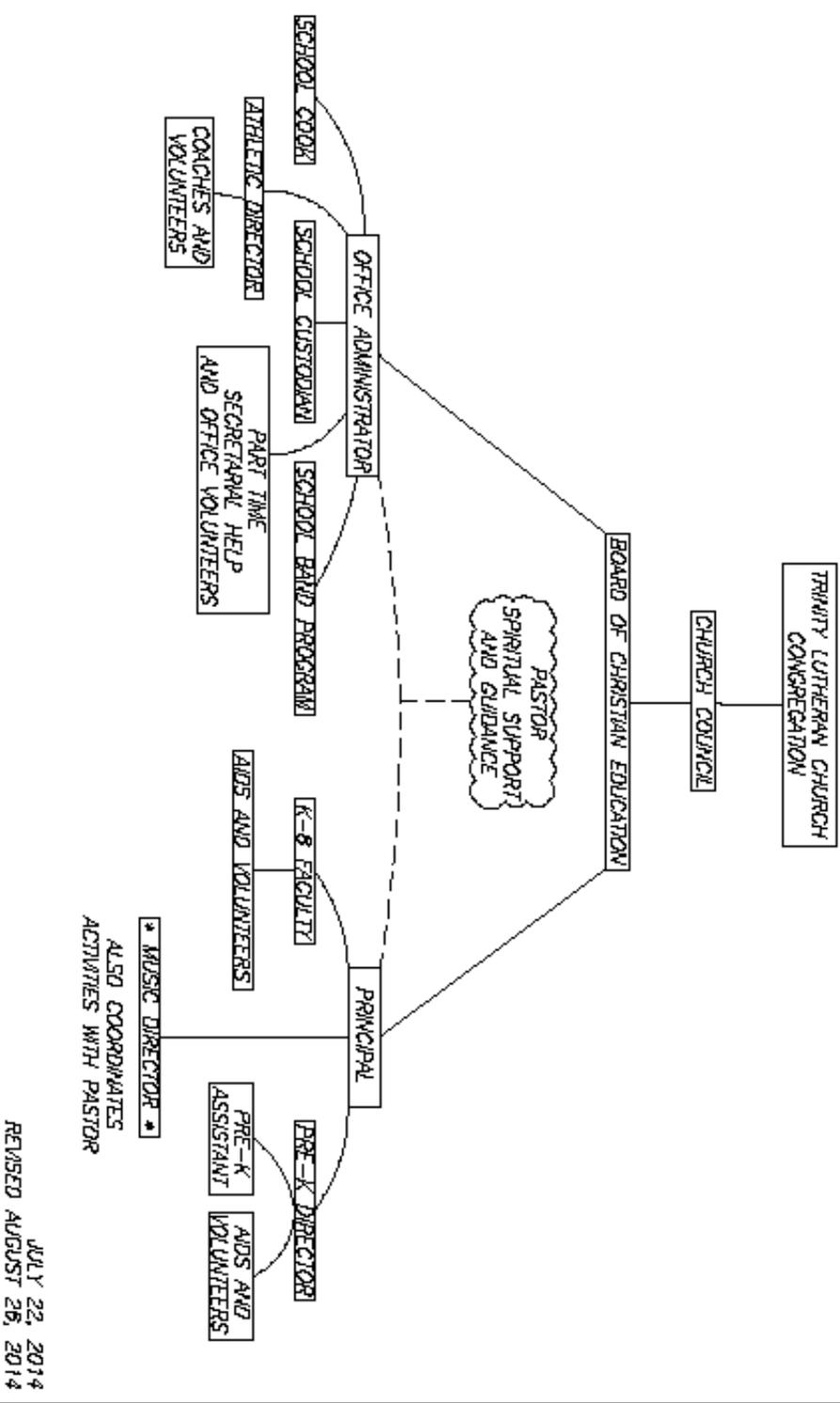
2014-2015



Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.

Matthew 19:34
Mark 10:14
Luke 18:16

TRINITY LUTHERAN SCHOOL RED BUD, ILLINOIS ORGANIZATIONAL CHART



JULY 22, 2014
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DEFINATIONS

Employee: All called, contracted or hired staff

Board: Board of Christian Education

BCOE: Board of Christian Education

TLCS: Trinity Lutheran Church and School

SECTION 1
POSITIONS AT TRINITY LUTHERAN SCHOOL

1.01 The Board of Christian Education

Position: Board of Christian Education (BOCE)

General Description: The BOCE is a duly constituted board of Trinity Lutheran Church. According to the congregation's Constitution, the BOCE's duties include a concern for all educational activities of the church and school.

The BOCE consists of the following: seven elected members, who shall constitute the executive committee, the Principal of the Christian Day School as non-voting ex-officio members.

As to its duties for Trinity Lutheran School, the BOCE shall equip the administrator and teachers of Trinity Lutheran School with the necessary support and materials to effectively operate Trinity Lutheran School and assist the parents in providing for a Christian education for their children.

Qualifications: A voting member of the BOCE must be a registered voting member of Trinity Lutheran Church and must have been duly elected to this position by the voting assembly of Trinity Lutheran Church.

Responsible to: Trinity Lutheran Church Council

Role and Function:

1. Be concerned especially about the religious instruction provided in all educational agencies and organizations of the congregation*
2. See to it that the secular branches required by the county and state be taught in the parish school*
3. Execute such resolutions as the congregation may adopt in educational matters*
4. See to it that good Christian discipline is maintained in the educational agencies of the congregation*
5. Consider and act upon proposed changes in the course of study, textbooks, equipment and existing school regulations in conjunction with the educational leaders and (if deemed necessary) in conjunction with the Voter's Assembly*
6. Visit the parish school and other educational agencies of the congregation as often as possible during the year, either as a body or as individuals*
7. Cooperate with the teachers and other leaders in encouraging parents to make use of the educational agencies for the nurture of their children*
8. Provide a substitute for any parish school teacher who is incapacitated by illness, even granting Administrator permission in case of necessity to close school for a time*
9. [Amended 8/16/2009] Appoint one of their members to serve as Assistant Sunday School Superintendent, and appoint one at-large member from the congregation to serve as Sunday School Superintendent*
10. Provides for the administration of Trinity Lutheran School by entrusting this task to an individual who has been divinely called to this position
11. Evaluates the administrator of Trinity Lutheran School
12. Provides for the management of Trinity Lutheran School by providing the administrator with the necessary tools to accomplish this task
13. Set all policies for the smooth operation of Trinity Lutheran School
14. Hires all non-professional school personnel and contract teachers
15. Works with the Church Council in securing and reviewing a list of candidates for called teaching positions to be presented to the Voter's Assembly

(* noted in Trinity's Constitution)

The pastor, who is minister to all the saints in the congregation, is also minister to the children and parents, teachers and staff of the school. As part of a team ministry with the principal, faculty, administrator, and staff of Trinity School we work together to carry out the vision and mission of Trinity Lutheran Church and School.

With this in mind the pastor's relationship with the school, the relationship between the pastor and principal, and the expectations of the pastor define the role of the pastor within the school.

I. Relationship with school

The pastor, who is the spiritual overseer of all the members of Trinity Lutheran congregation, is also the spiritual overseer of the students and parents, teachers and staff of Trinity Lutheran School. As such the pastor serves on the congregation's school board, teaches confirmation, and is available to work with faculty, students, and family when called upon.

II. Relationship between pastor, principal, and office administrator

The goal of pastor and principal is to develop a team ministry, in association with the school's administrator, which upholds and edifies the ministry of each and fulfills the mission of the congregation and its school.

The following shall mark their relationship:

- The principal acknowledges the pastor as spiritual leader and assists the pastor in this ministry.
- The pastor acknowledges the Principal and Office Administrator in their respective areas as the school administrators and helps them in that ministry.
- The pastor, principal, and the Administrator are role models in cooperative helpfulness in ministry; they publicly and privately uphold and affirm each other's position and responsibilities in the congregation and school.
- The principal, administrator, and pastor will confer and consult with each other before making major decisions or taking significant actions that affect the school, its welfare, or those it serves.
- The pastor, principal, and office administrator will conduct regularly scheduled meetings to assure cooperative helpfulness.

III. Expectations of the pastor in the school

- Help plan and lead school chapel services or endorse the plan prepared by the principal and faculty.
- Participate in, and when asked lead, faculty Bible study sessions.
- Share the responsibility with the principal for the spiritual growth of the faculty.
- Be available to counsel school children and parents as needed and appropriate.
- Work with the church's music director to coordinate with the school's music director for school participation in worship services.
- Communicate the school purpose wherever appropriate.
- Encourage enrollments in the school when making member and non-member visits.
- Attend major school functions to maintain visibility and show support.
- Visit classrooms for goodwill purposes.
- Affirm teachers as fellow ministers in the church and assist with the orientation of new staff.
- Carry out cooperative directives as established by the Board of Christian Education or the Church Council

1.03 The Lutheran School Administrator

Position Title: Lutheran School Administrator

General Description: To prayerfully lead Trinity Lutheran School to adopt Christian goals to enhance its spiritual and academic growth and to aid the BOCE, parents, and teachers in recognizing these goals and working cooperatively to achieve them.

Qualifications: The administrator of Trinity Lutheran School shall be a spiritual, educational, and professional leader of the school and church community. He/she shall reflect and commit to the school's purpose and the overall ministry and well-being of Trinity Lutheran Church. The administrator must be a member of Trinity Lutheran Church.

The administrator shall be called by the Voter's Assembly and be in accordance with the confessional standard of Trinity Lutheran Church's constitution. The administrator shall be synodically trained. Within three years a valid teaching certificate from the state of Illinois must be obtained. Other appropriate qualifications may be added by the BOCE at any time.

Responsible to: Board of Christian Education

Supervises: Teachers, student teachers, aides, volunteers, students, secretary, cook, and custodian

Trinity's Responsibilities: It is the obligation and will of Trinity Lutheran School to receive our administrator as a servant of Jesus Christ. In doing so we will:

1. Love, honor, aid, and support him/her with our faithful assistance and prayers
2. Review his/her skills in light of our needs in order to mutually redefine and re-evaluate his/her responsibilities from time to time
3. Make appropriate arrangements for his/her continuing education as a professional person
4. Provide for their proper maintenance according to our ability and to review their salary and all allowances annually
 - a. Mileage expenses will be reimbursed for travel to and from authorized meetings. The mileage rate shall be fixed by the Church Council
5. Provide meaningful and regular supervision
6. Provide leave for marriage, maternity reasons, sickness, jury duty, funerals, vacation, and personal days. (These leaves are the same as for teachers and are listed following Trinity's responsibilities to teachers in this manual)

Administrator's Responsibilities:

As a spiritual leader at Trinity Lutheran School I will:

1. Exemplify the Christian faith and life, serving as a role model both in and out of school to pupils and as an example to parents, fellow faculty and staff, members of the congregation, and to the community-at-large in judgment, respect and Christian living
2. Function in an atmosphere of love and order characteristic of the Body of Christ at work, and will lead others toward Christian maturity
3. Show a due concern for all the phases of ministry, especially to work for the promotion and improvement of all efforts in Christian education
4. Exemplify Christian discipleship and witness and will live in Christian unity with the members of the congregation and co-workers
5. Practice a regular and exemplary corporate worship life

6. Be accountable and follow the spirit of Matthew 5 and 18 to resolve differences with parents, colleagues, and members of the congregation
7. Show support for the role of parents as primarily responsible for their child's education and assist them in that task
8. Emphasize to students the reality of their self-worth in Christ

As an Administrator at Trinity Lutheran School I will:

1. Carry out the day to day running of the school
2. Keep the Payroll and Benefits Manager informed of any payroll or accounting issues involving the school
3. Provide proper equipment for office staff as well as professional staff
4. Know what records should be kept in the office and how long they should be stored
5. Set long range and short range goals for the school and communicate these goals to the staff
6. Provide the BOCE at the August board meeting the professional goals submitted by the teachers
7. Be responsible for keeping curriculum current and effective and soliciting staff input in this area
8. Be responsible for maintaining school policies
9. Maintain a Personnel File on each teacher
 - a. Teachers have access to their file as well as the Administrator and BOCE chairperson with advance written request
10. Maintain a school calendar of events and activities
11. Hold regularly scheduled staff meetings
12. Maintain a file on all staff/faculty. (Annual Reviews see policy 4 – Responsibility of Supervisor)
13. Encourage and help the staff cultivate new interests and skills to enrich their professional lives
14. Informally observe all faculty/staff/volunteers both in and out of the classroom.
15. Evaluate faculty annually (Policy 4 and 8)
16. Evaluate changes within the school and get input from the staff.
17. Any other duties as deemed necessary

As a Professional at Trinity Lutheran School I will:

1. Cooperate with the BOCE in implementing all policies, procedures, and directives governing the operation of the school
2. Notify the BOCE of any policy I am unable to support and work with them to develop a satisfying policy
3. Support the broader program of the congregation's ministry by regularly attending school and church sponsored activities
4. Use educational opportunities and evaluation processes for professional growth
5. Maintain a professional attitude by seeking the counsel of fellow colleagues and parents
6. Attend and participate in scheduled home visits, counseling sessions with students and/or parents, devotions, inservices, conferences, retreats, and committee, faculty, and parent-teacher association meetings
7. Refuse to use or circulate written and / or verbal confidential information inappropriately including contract, benefit, pay or any personal employment information
8. Demonstrate enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
9. Meet everyday stress with emotional stability, objectivity, and optimism
10. Develop and maintain rapport with students, parents, staff, and congregational members by treating others with friendliness, dignity, and consideration

11. Respectfully submit and be loyal to constituted authority
12. Maintain a current and valid teaching certificate from the state of Illinois. (See policy 2 – Qualifications)
13. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy
14. Use accepted English in written and oral communication
15. Represent the school in a favorable, Christian and professional manner to the school constituency, congregation and general public
16. Place my divine calling ahead of outside or volunteer work
17. Make an effort to appreciate, understand, and accept the uniqueness of the school and church community.

Position Title: Lutheran School Principal

General Description: The Principal serves in a called position working in team ministry with the pastor(s) of Trinity congregation. Our principal is to prayerfully lead Trinity Lutheran School to adopt Christian goals to enhance its spiritual and academic growth and to aid the Board of Christian Education (BOCE), parents, and teachers in recognizing these goals and working cooperatively to achieve them.

As part of a team ministry the Principal works together with the Administrator, teachers, other support staff, and Trinity's pastor(s), in order to carry out the mission of Christian education on behalf of the congregation.

Qualifications: The principal of Trinity Lutheran School shall be a spiritual, educational, and professional leader of the school and church community. He/she shall reflect and commit to the school's purpose and the overall ministry and well-being of Trinity Lutheran Church. The principal must be a member of Trinity Lutheran Church.

The principal shall be called by the Voter's Assembly and be in accordance with the confessional standard of Trinity Lutheran Church's constitution. The principal shall be synodically trained. Within three years a valid teaching certificate from the state of Illinois must be obtained and kept up to date. Other appropriate qualifications may be added by the BOCE at any time.

Responsible to: Board of Christian Education (BOCE)

Supervises: Teachers, student teachers, aides, volunteers and students in accordance with classroom activity, playground activity, and academics.

Trinity's Responsibilities: It is the obligation and will of Trinity Lutheran School to receive our principal as a servant of Jesus Christ. In doing so we will:

- Love, honor, aid, and support him/her with our faithful assistance and prayers
- Review his/her skills in light of our needs in order to mutually redefine and re-evaluate his/her responsibilities from time to time
- Make appropriate arrangements according to our ability for his/her continuing education as a professional person
- Provide for their proper maintenance according to our ability and to review their salary and all allowances annually
- Provide expense reimbursement in accordance with Trinity's Accountable Reimbursement Policy (adopted 10/19/1997)
- Provide meaningful and regular supervision
- In the case of one who serves as both Principal and Teacher Trinity will provide opportunity in agreement with the principal for necessary time to carry out their duties as principal
- Each year the principal will be evaluated according to the policy established by the BOCE (see Policy 9)
- Provide leave for marriage, maternity reasons, sickness, jury duty, funerals, vacation, and personal days. (These leaves are the same as for teachers and are listed following Trinity's responsibilities to teachers in this manual)

Principal's Responsibilities:

As a spiritual leader at Trinity Lutheran School I will:

- Exemplify the Christian faith and life, serving as a role model both in and out of school to pupils and as an example to parents, fellow faculty and staff, members of the congregation, and to the community-at-large in judgment, respect and Christian living
- Support the Office of Holy Ministry at Trinity working with the pastor(s) to further the mission and ministry of Trinity Lutheran congregation
- Function in an atmosphere of love and cooperation characteristic of the Body of Christ at work, and will lead others toward Christian maturity
- Show a due concern for all the phases of Trinity's ministry, especially to work for the promotion and improvement of all efforts in Christian education
- Exemplify Christian discipleship and witness and will live in Christian unity with the members of the congregation and co-workers
- Practice a regular and exemplary corporate worship life
- Be accountable and follow the spirit of Matthew 5 and 18 to resolve differences with parents, colleagues, and members of the congregation
- Show support for the role of parents as primarily responsible for their child's education and assist them in that task
- Emphasize to students the reality of their self-worth in Christ

As Principal at Trinity Lutheran School I will:

- Hold regularly scheduled faculty meetings
- Work with the Administrator to maintain a file on all faculty.
- Informally observe all faculty, staff, and volunteers and give guidance when necessary.
- Evaluate faculty annually (Policies 3 and 9)
- Provide the BOCE at the August board meeting the professional goals submitted by the teachers
- Oversee school discipline working with faculty, students and parents, and carry out policies established by the BOCE
- Evaluate changes within the school and get input from the staff
- Be responsible for keeping curriculum current and effective and soliciting staff input in this area
- Be responsible for working with the faculty to delegate co-curricular activity (Spelling Bee, Science Fair, Art Fair, Scholar Bowl, etc.) and coordinate these activities with the Administrator
- Have oversight of the school's athletic program working in cooperation with the Administrator and Athletic Director
- Encourage and help the staff cultivate new interests and skills to enrich their professional lives
- Attend BOCE meetings as a non-voting ex-officio member
- The school Principal shall not fail to annually address the Church/school body prior to the end of the academic year for the purpose of keeping the church/school body informed of accomplishments in the current one year segment and communicate the Board's long term vision. This address may include, but is not restricted to, the introduction of new officers, recap of accomplishments, summarization of parent interviews and Board responses, reminders about Board nomination criteria, Promoting school growth and information to address rumors and/or turmoil.
- Any other duties as deemed necessary

As a Professional at Trinity Lutheran School I will:

- Cooperate with the BOCE in following all policies, procedures, and directives governing the school
- Notify the BOCE and Administrator of any policy I am unable to support and work with them to develop a satisfying policy
- Meet regularly with the Administrator and pastor(s) for mutual encouragement and planning
- Support the broader program of the congregation's ministry by regularly attending school and church sponsored activities
- Use educational opportunities and evaluation processes for professional growth
- Maintain a professional attitude by seeking the counsel of fellow colleagues and parents
- Attend and participate when necessary in home visits, counseling sessions with students and/or parents, devotions, in-services, conferences, retreats, and committee, faculty, and parent-teacher association meetings
- Refuse to use or circulate written and / or verbal confidential information including contract, benefit, pay or any personnel employment information
- Demonstrate enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meet everyday stress with emotional stability, objectivity, and optimism
- Develop and maintain rapport with students, parents, Administrator, staff, pastor(s), and congregational members by treating others with friendliness, dignity, and consideration
- Respectfully submit and be loyal to constituted authority
- Maintain a current and valid teaching certificate from the state of Illinois. (See "Qualifications")
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy
- Use accepted English in written and oral communication
- Represent the school in a favorable, Christian and professional manner to the school constituency, congregation and general public
- Place my divine calling ahead of outside or volunteer work
- Make an effort to appreciate, understand, and accept the uniqueness of the school and church community

Position Title: Trinity School Office Administrator

General Description: The School Office Administrator is a non-called staff position serving Trinity Lutheran Church and School as part of a team ministry. As such, this position is unique in that his/her work provides needed assistance to the overall staff of Trinity School.

In so far as the school is concerned, the purpose of the Office Administrator is to administrate and maintain Trinity Lutheran School in all non-academic matters.

As part of a team ministry the Office Administrator works together with the principal, teachers, other support staff, and Trinity's pastor(s), in order to carry out the mission of Christian education on behalf of the congregation.

Qualifications: The Office Administrator shall:

- Comply with all the qualifications as established by the Board of Christian Education (BOCE) and Church Council of Trinity Lutheran Church
- Possess the ability to operate and maintain office equipment (copiers, typewriters, phone/fax units, folding unit, answering machines, etc.)
- Possess the ability to work with computers and computer word processing
- Demonstrate a Christian attitude toward others in the performance of his/her duties

Responsible to: The Board of Christian Education (BOCE).

Supervises: part-time secretarial help and/or office support volunteers, the school cook, school custodian, and school band program.

Trinity's Responsibilities: It is the Christian duty and will of Trinity Lutheran Church and School to receive all staff personnel as servants of Jesus Christ. As the Office Administrator is a member of this staff we will:

- Love, honor, aid, and support them with our faithful assistance and prayers
- Annually review and evaluate the Office Administrator's work and skills in accordance with the policy established by the BOCE.
- Provide meaningful and regular supervision
- Provide the necessary equipment and supplies for the performance of his/her duties
- Provide a salary that will be reviewed annually
- Provide expense reimbursement in accordance with Trinity's Accountable Reimbursement Policy (adopted 10/19/1997)
- Provide for leave, sick days, and personal days, in accordance with the established compensation package

The Office Administrator's Schedule: The Office Administrator's hours shall be

- August - May
 - Monday - Friday 7:15 AM to 4:15 PM (lunch 11:30-12:30)
 - *Holidays: Labor Day, Thanksgiving Day, December 24 (1/2 day)
Christmas Day, December 31 (1/2 day), January 1, Memorial Day, Monday after Easter
- June - July
 - Monday - Thursday 9:00 AM to 4:00 PM (lunch one hour)
 - *Holidays: July 4

*Note: If a holiday falls on a weekend the employee will receive the following Monday off. The dates above are in addition to the regular vacation schedule established as part of the compensation package.

Office Administrator's Responsibilities:

As the Office Administrator of Trinity School I will:

- Cooperate with the BOCE in following all policies, procedures, and directives governing the school
- Notify the BOCE of any policy I am unable to support and work with them to develop a satisfying policy
- Work with the Principal and pastor(s) to carry out the mission and ministry of Trinity Lutheran Church and School
- Exemplify the Christian faith and life, serving as a role model both in and out of school to pupils and as an example to parents, faculty and staff, members of the congregation, and to the community-at-large in judgment, respect and Christian living
- Function in an atmosphere of love and order characteristic of the Body of Christ at work, and will lead others toward Christian maturity
- Show a due concern for all the phases of Trinity's ministry, especially to work for the promotion and improvement of all efforts in Christian education
- Exemplify Christian discipleship and witness and will live in Christian unity with the members of the congregation and co-workers
- Practice a regular and exemplary corporate worship life
- Be accountable and follow the spirit of Matthew 5 and 18 to resolve differences with parents, colleagues, and members of the congregation
- Refuse to circulate written and / or verbal confidential information including information regarding students or employees (wages, salaries, and benefits)
- Emphasize to students the reality of their self-worth in Christ

According to my duties at Trinity School I will:

- Carry out the day to day business management of the school
- Work with the principal in coordinating pre-registration and enrollment process
- Be responsible for payroll record keeping regarding sick days, time off, vacation days, etc.

- Keep the congregational treasurer informed of any payroll or accounting issues involving the school
- Know what records should be kept in the office and how long they should be stored
- Keep health and immunization records for all students and process state/federal health reports
- Be responsible for all absentee and health/accident related issues during the school day, including making the initial contact with parent or guardian
- Be responsible for maintaining school policies
- Maintain a Personnel File on each teacher, staff member, and volunteer
 - All personnel have access to their file as well as the Principal and BOCE chairperson with advance written request
- Maintain a school calendar of events and activities in consultation with the school principal
- Work closely with the Principal to plan agendas for staff meetings
- Oversee the School Cook and School Janitor and provides annual reviews of their performances (see policies 10 and 11)
- Informally observe nonacademic staff/volunteers and give guidance when necessary
- Maintain work files for all those under their supervision
- Evaluate changes within school operations and get input from the staff
- Attend BOCE meetings as a non-voting ex-officio member
- Have no academic responsibilities other than reporting to the BOCE and/or Principal if he/she has concerns, witnesses, or receives reports from others showing concern (this includes but is not limited to Staff/ Pastor/ Congregation/ Parents/ Aides/ Volunteers/ Students)
- Work with the Principal to maintain all aspects of the Accreditation Requirements
- Maintain and keep current all school files and implement new filing systems when necessary
- Answer all phone calls and distribute messages to the proper party or location
- Sort all school mail daily and distribute it to the proper location or person's attention
- Keep account of all special school funds and make deposits to the bank on behalf of the school (activity account, band fund, etc.)
- Be responsible for annual audit of special school funds
- Provide proper equipment for all office staff as well as professional staff
- Maintain office equipment and order supplies as needed (faculty and staff are to place requests for supplies with the administrator)
- Work with the Principal, teachers, etc., in scheduling all extra-curricular activities (i.e. Scholar Bowl, Art Fair, Science Fair, etc.)
- Any other duties as deemed necessary

Position Title: Lutheran School Teacher

General Description: To prayerfully help students gain the knowledge, skills, values, and attitudes that will contribute to their development as mature, able, responsible, and literate disciples of Jesus Christ.

Qualifications: The faculty of Trinity Lutheran School shall be spiritual, educational, and professional leaders of the school and church community. They shall reflect and commit to the school's purpose and the overall ministry and well-being of Trinity Lutheran Church. All teachers shall be a member in good standing at Trinity Lutheran Church or a sister Missouri Synod Lutheran Congregation.

The teacher shall be called or contracted by the voter's assembly, and be in accordance with the confessional standard of Trinity Lutheran Church's constitution, (article 3). Teachers of grades 1-8 shall be Synodically trained, or if not Synodically trained, would be required to start a colloquy program within two years and complete the program within five years of employment. Any non-Synodically trained workers may not teach any theological courses unless approved by the BOCE, Church Council, and the pastor.

The non-Synodically trained teacher's pay would be elevated to the regular called teacher's salary when the colloquy program has been successfully completed. The congregation will support the teacher by reimbursing up to the amount allotted annually for continuing education.

Within one (1) year of being called or contracted, a teacher in grades K-8 must be Illinois State Certified and obtain a valid Illinois Teaching Certificate. In an effort to further promote the development of the teacher's knowledge and skill and to remain current with advances in technology, it shall be the teacher's responsibility to obtain continuing education credit hours to keep their Illinois Certification valid in accordance with requirements set forth by the Illinois State Board of Education. A minimum of eight (8) continuing education credit hours per year are required by Trinity Lutheran School. Proof of the teacher's valid Illinois Teaching Certificate and continuing education credits shall be provided by the teacher during their annual review. Copies are to be kept in the teacher's personnel file. The congregation will support the teacher by reimbursing up to the amount allotted annually for continuing education.
(Added July 22, 2014)

Other appropriate qualifications may be added by the Board at any time.

Responsible to: Principal

Supervises: Students, student teachers, aides, and volunteers

Trinity's Responsibilities: It is the obligation and will of Trinity Lutheran Church and School to receive our teachers as servants of Jesus Christ. In doing so we will:

1. Love, honor, aid, and support them with our faithful assistance and prayers
2. Review their skills in light of our needs in order to mutually redefine and rearticulate their responsibilities from time to time
3. Make appropriate arrangements for their continuing education as a professional person in accordance with the continuing education policy
4. Provide for their proper maintenance according to our ability and to review their salary and all allowances annually
 - a. Mileage expenses will be reimbursed for teachers travel to and from authorized meetings. The mileage rate shall be fixed by the Church Council

5. Provide meaningful and regular classroom / educational supervision
 - a. Teachers have access to their file as well as the administrator and BOCE chairperson with advance written request
6. Provide leave for maternity/adoption, medical reasons, jury duty, funerals, vacation, personal days and Uniformed Service Employment and Reemployment Rights Act (USERRA) as specified in Policy Six, Time and Attendance.

Teacher Responsibilities:

As a spiritual leader at Trinity Lutheran School I will:

1. Exemplify the Christian faith and life, serving as a role model both in and out of school to pupils and as an example to parents, fellow faculty and staff, members of the congregation, and to the community-at-large in judgment, respect, and Christian living
2. Function in an atmosphere of love and order characteristic of the Body of Christ at work, and will lead others toward Christian maturity
3. Show a due concern for all the phases of ministry, especially to work for the promotion and improvement of all efforts in Christian education
4. Exemplify Christian discipleship and witness and live in Christian unity with the members of the congregation and co-workers
5. Practice a regular and exemplary corporate worship life
6. Be accountable to and follow the spirit of **Matthew 5 and 18** to resolve differences with parents, colleagues, and members of the congregation
7. Show support for the role of parents as primarily responsible for their child's education and assist them in that task
8. Emphasize to students the reality of their self-worth in Christ

As a teacher at Trinity Lutheran School I will:

1. Teach faithfully the Word of God as understood and taught by the LCMS
2. Accept, adhere to, and promote, without reservation the Confessions of the Lutheran Church as stated in the Book of Concord
3. Teach classes as assigned, following prescribed scope and sequence as scheduled by the administrator
4. Demonstrates knowledge of and strives toward mastery of all subject material
5. Plan broadly through the use of semester, quarterly, and daily lesson plans
6. Integrate Biblical principles throughout the curriculum
7. Conduct / participate in devotions
8. Practice corporate prayer with the students
9. Affect student learning through knowledge of the subject material and by using valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy and objectives. (See Parent/Student Handbook)
10. Respect the intrinsic value of each child through attention to his/her academic, physical, social, spiritual, and developmental needs
11. Use a variety of effective instructional aids, methods, and materials that will provide for creative teaching to reach each child in the classroom
12. Keep a current lesson plan book at school at all times
13. Provide a copy of lesson plans, a seating chart, and classroom rules for a substitute teacher
14. Plan a balanced use of field trips, guest speakers, and other media in consultation with and approval by the Principal
15. Maintain a comprehensive knowledge of each student's progress by assessing the learning of students on a regular basis, by keeping regular and accurate attendance and

grade records, by providing required progress reports, and by informing students, parents, and administration of serious deficiencies and failure with sufficient notice. All grade books shall be turned in to the Principal at the end of each academic school year and kept on file in the school office for a period of 1 year. (added July 22, 2014)

16. Follow the school approved discipline policies and procedures
17. Inform the Principal if unable to fulfill any duty assigned and prepare adequate information and materials for a substitute teacher
18. Maintain a clean, attractive, and orderly classroom
19. Supervise extra-curricular activities, organizations, and outings as assigned
20. Know, rehearse, and be able to execute school emergency procedures
21. By state law, any teacher having reason to suspect a child in his/her charge has been abused is to report such to the Illinois Child and Family Services office. Any reportable incident should first be made known to the Principal.
22. Provide to parents of students a copy of daily homework assignments by email by 4:00 PM. For those parents that do not have access to email, a hard copy will be made available for pick up in the school office by the end of the school day. (added April 22, 2014)

As a professional at Trinity Lutheran School I will:

1. Cooperate with congregational leaders, the Board, and the school administration in implementing all policies, procedures, and directives governing the operation of the school
2. Read, understand and comply with ALL policies, procedures and handbooks
3. Notify the Principal and the BOCE of any policy with which I may disagree
4. Support the broader program of the congregation's ministry by regularly attending school and church sponsored activities
5. Use educational opportunities and evaluation processes for professional growth
6. By the end of the first week of school, teachers will submit to the principal a written statement of two or three professional goals to work on through the school year
7. Maintain a teachable attitude by seeking the counsel of the Principal, pastor, and colleagues
8. Attend and participate in scheduled home visits, counseling sessions with students and/or parents, devotions, inservices, conferences, retreats, and committee, faculty, and Parent-Teacher League meetings
9. On a rotational basis, as determined by the Principal, will be required to attend monthly Board meetings
10. Refuse to use or circulate written and / or verbal confidential information inappropriately including contract and pay information
11. Demonstrate enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
12. Meet everyday stress with emotional stability, objectivity, and optimism
13. Develop and maintain rapport with students, parents, staff, and congregational members by treating others with friendliness, dignity, and consideration
14. Respectfully submit and be loyal to constituted authority
15. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with the school dress code
16. Use standard English in written and oral communication
17. Represent the school in a favorable, Christian and professional manner to the school constituency, congregation and general public
18. Place the teaching ministry ahead of outside or volunteer work
19. Make an effort to appreciate, understand, and accept the uniqueness of the school and church community

1.07 The Position of School Cook

Revised January 2015

Position Title: School Cook

General Description: To be a Christian example to the school staff, children, and all visitors and to provide a healthy meal to all participants at lunch, as well as keep the kitchen in sanitary condition.

Qualifications: The school cook shall:

1. Comply with all required qualifications set by the BOCE.
2. Be certified by the Department of Health
3. Require background check
4. A valid First Aid and CPR card must be obtained

Responsible to: Principal and BOCE

Supervises: All extra kitchen help and students assisting in the distribution of lunch

Trinity's Responsibilities: It is the obligation and will of Trinity Lutheran School to receive our employees as servants of Jesus Christ. In doing so we will:

1. Love, honor, aid, and support them with our faithful assistance and prayers
2. Review their skills of ministry and the skills of others in light of our needs in order to mutually redefine and rearticulate their ministerial responsibilities from time to time
3. Make appropriate arrangements to provide them with all the necessary supplies and equipment to do their job
4. Provide for their proper maintenance according to our ability and to review their salary annually
5. Provide meaningful and regular supervision
6. Provide leave without pay for emergency situations

Cook Responsibilities:

As an employee at Trinity Lutheran School I will:

1. Exemplify the Christian faith and life, serving as a role model both in and out of school to pupils and as an example to parents, faculty and staff, members of the congregation, and to the community-at-large in judgment, respect, and Christian living
2. Exemplify Christian discipleship and witness and will live in Christian unity with the members of the congregation and co-workers
3. Be accountable and follow the spirit of **Matthew 5 and 18** to resolve differences with parents, faculty, staff, and members of the congregation
4. Emphasize to students the reality of their self-worth in Christ
5. Refuse to use or circulate written and / or verbal confidential information inappropriately including contract and pay information

As a cook at Trinity Lutheran School I will:

1. Supervise and assist in the actual preparation of all foods
2. Supervise the work of all employees and volunteer help in the school cafeteria
3. Insist on cleanliness of all personnel and make sure all personnel follow health rules and regulations as established
4. Insure that the kitchen, equipment, storerooms, and all other areas are kept in a sanitary and attractive condition.
 - a. Secures the kitchen and storage areas as directed
 - b. Advises the kitchen manager about the need for additional inventory
 - c. Make daily inspection of all appliances and equipment, recommending necessary repairs to the Principal
5. Carefully uses products and supplies to control costs and reduce waste
 - a. Requisition all food and supplies for the kitchen
 - b. Responsible for monthly inventory of supplies
 - c. Menus. Follows all health department rules and regulations
 1. Emails Weekly/Month Menu: North County News, a copy to each Teacher
 - d. Offering a healthy menu that incorporates fresh fruits and vegetables Prepares special meals for students with dietary restrictions
 - e. Must be informed about individual student(s) allergies and aware of each special circumstance for substitution as necessary
 1. Make sure safety procedures in place
6. Check to see that all foods are ready to serve on time
 - a. Keep record of daily production sheet
7. Keep daily records of all student and teacher lunches
8. Record all financial transactions and keep an account of all bills to the lunch program
 - a. Send out bills
 - b. Makes deposits every week
9. Attend food service workshops (if needed)
10. Promptly documents all safety incidences and/or accidents
 - a. Learns how to operate the fire and safety equipment
 - b. Helps prepare for fire, health, and safety inspections
11. Maintain a pleasant atmosphere at all times. This includes staff under his/her supervision as well as the teaching staff, administrative staff, custodians, etc.
12. Have a work day as established by the BOCE
13. Have time before the school year begins and after school year ends to make preparations and organize the kitchen
14. Take necessary steps to insure proper utilization of food and elimination of food waste
15. Coordinate serving schedule with building principal and keep the principal informed of complaints and other pertinent problems
16. Offering a healthy menu that incorporates fresh fruits and vegetables at least three times per week.
17. Requisition all food and supplies for the kitchen
18. Check to see that all foods are ready to serve on time
19. Attend food service workshops

Hours:

1. During the school year, this position is limited to 29 hours for a five-day school week, unless preapproved by the Board of Christian Education and/or Office Administrator, and prorated for school weeks in which fewer than five meals are served. There will be no hours served during summer break, winter (Christmas) break and any other no-school days except where applicable and needed. As needed, days are allowed before and after the school year for preparation of the kitchen.

2. This is a part-time position and there are no health care benefits attached to this position other than retirement, disability and life insurance benefits as provided by Concordia Plan Services. No unemployment is available during summer months while school is not in session or for being relieved of the position.

Physical Demands:

Exposure to heat from ovens and burners; exposed to cutting and slicing equipment and machines with moving parts; required to stand for prolonged periods; required to move heavy supplies and full pans of food weighing up to fifty (50) pounds; exposed to high noise levels from kitchen equipment and students at meals; may need to take precautions to avoid exposure to cleaners and fumes; potentially exposed to ordinary infectious diseases carried by students

1.08 The Position of Custodian at Trinity Lutheran Church and School

Position Title: Custodian

General Description: To keep the buildings of Trinity Lutheran Congregation in good appearance. The person(s) holding this position is considered self-employed and serves Trinity Lutheran Church under a contractual arrangement. Preference in hiring will be given to those holding a valid business license/certificate with the state of Illinois and are sufficiently bonded.

Qualifications: The custodian shall:

1. Comply with all requirements as set forth by the Church Council of Trinity Lutheran Church
2. Possess ability to operate power-assisted equipment
3. Use chemical cleaning agents in an approved manner in order to avoid risks of injury to self or to others and to avoid damage to equipment, fixtures, and furnishings

Responsible to: Board of Trustees of Trinity Lutheran Church. (See Bylaws VII, B, 3)

Supervises: Part time custodial help

Trinity's Responsibilities: It is the obligation and will of Trinity Lutheran Church and School to receive our custodians as servants of Jesus Christ. In doing so we will:

1. Love, honor, aid, and support them with our faithful assistance and prayers
2. Review their skills of ministry and the skills of others in light of our needs in order to mutually redefine and rearticulate their ministerial responsibilities from time to time
3. Make appropriate arrangements to provide them with all the necessary supplies and equipment to do their job
4. Provide for their proper maintenance according to our ability and to review their salary annually
5. Provide meaningful and regular supervision

Custodian Responsibilities:

As a staff member at Trinity Lutheran School I will:

1. Exemplify the Christian faith and life, serving as a role model both in and out of school to pupils and as an example to parents, faculty and staff, members of the congregation, and to the community-at-large in judgment, respect, and Christian living
2. Exemplify Christian discipleship and witness and will live in Christian unity with the members of the congregation and co-workers
3. Be accountable and follow the spirit of **1 John 4:7-11 and Matthew 18:15-17** to resolve differences with parents, faculty, staff, and members of the congregation

As a custodian at Trinity Lutheran School I will:

1. Daily clean all classroom floors and keep them in good order
2. Daily empty all trash containers
3. Daily clean bathroom sinks, stools, and floors
4. Clean all chalkboards/white boards once a week
5. I will be knowledgeable as how to handle any objects with asbestos
6. I will be knowledgeable as to proper procedures for cleaning any spillage of human blood or body fluids
7. Daily clean the gym floor and wet mop it at least once a week
8. Clean all windows as needed
9. Follow proper procedures in maintaining tile floors
10. Vacuum carpeted areas

11. Clean outside glass on display cases
12. Dust bookshelves, display cases, library and school office as needed
13. Utilize chemical cleaning agents in accordance with specified safety standards and provide MSDS sheets for all chemicals used
14. Communicate to the principal any physical problems with the school
15. Communicate to the principal any problem areas being caused by students or other persons
16. Communicate to the individual teacher any information that would better help the job being performed
17. Be responsible for locking all doors and windows before leaving the building
18. Twice a week wet mop classroom floors--more often if needed
19. Burnish floors as needed
20. Daily mop lunch area in gym
21. Check water softener as needed
22. Clean Furnace room, water treatment room, and storage room as needed

As a custodian at Trinity Lutheran Church I will:

1. Prior to each worship service (note the special services throughout the year; e.g. Advent, Lent, Ascension)
 - a. Vacuum church interior carpeting (narthex, nave, and chancel)
 - b. Sweep church addition floor (nave)
 - c. Pick up loose paper in pews and on floor
 - d. Sweep church addition floor.
 - e. Clean and sanitize restrooms (including floors, wall tile, and fixtures)
 - f. Empty wastebaskets in restrooms and sacristies
2. After each worship service (within 24 hours)
 - a. Clean and sanitize restrooms (includes floors, wall tile, and fixtures)
 - b. Empty wastebaskets in restrooms and sacristies
 - c. Sweep floors in both sacristies
3. Once a week
 - a. Vacuum pastor's office
 - b. Empty wastebasket in pastor's office
4. Every two weeks
 - a. Dust furniture and fixtures in nave area and narthex (includes pews, window sills, and display nooks)
 - b. Dust furniture and fixtures in chancel area (incl. hymn boards, altar rail, pulpit, lectern, altar, baptismal font, baptismal candle holder, Paschal candle holder, piano, etc.)
5. Monthly
 - a. Dust pastor's office (include window area).
 - b. Dust and polish wood furniture in pastor's office (desk, chairs, etc.)
6. Every two months
 - a. Dust and polish all doors and frames
 - b. Scrub bathroom floors and tiles
 - c. Damp mop floors in both sacristies
7. Funerals
 - a. Clean church nave and church addition prior to and after service
 - b. Vacuum carpets
 - c. Clean bathrooms
8. Twice each year
 - a. Scrub and wax church addition floors
9. Once each year
 - a. Wash and wax floors in both sacristies
10. Periodically as needed

- a. Inspect and replace light bulbs
- b. Check sump pump in basement after heavy rains
- c. Inspect and replace deodorizers in bathrooms and church addition
- d. Order materials as needed*

1.09 The Position of Volunteer

Position Title: Volunteer

General Description: To be a Christian example to the school staff and children under their care.

Qualifications: Volunteers at Trinity Lutheran School shall: Be of good Christian character with no past history of physical or sexual abuse toward any individual

Responsible to: Classroom Teacher/Principal

Supervises: Children under their care

Trinity's Responsibilities: It is the obligation and will of Trinity Lutheran School to receive our volunteers as servants of Jesus Christ. In doing so we will:

1. Love, honor, aid, and support them with our faithful assistance and prayers
2. Review their skills of ministry and the skills of others in light of our needs in order to mutually redefine and rearticulate their ministerial responsibilities from time to time
3. Make appropriate arrangements to provide them with all the necessary supplies and equipment to do their job
4. Provide meaningful and regular supervision

Volunteer's Responsibilities:

As a volunteer at Trinity Lutheran School I will:

1. Exemplify the Christian faith and life, serving as a role model both in and out of school to pupils and as an example to parents, faculty and staff, members of the congregation, and to the community-at-large in judgment, respect, and Christian living
2. Exemplify Christian discipleship and witness and will live in Christian unity with the members of the congregation and co-workers
3. Be accountable and follow the spirit of **Matthew 5 and 18** to resolve differences with parents, faculty, staff, and members of the congregation
4. Emphasize to students the reality of their self-worth in Christ
5. Follow the Directions or guidelines of the person I am assisting
6. Report any misbehaviors to the classroom teacher for disciplining
7. At no time physically discipline a child
8. Never use foul or abusive language toward a child or in the presence of a child
9. Be instructed as to proper procedures for dealing with accidents where human blood or body fluids are present
10. Be instructed in proper first aid procedures to handle playground emergencies
11. Notify the school when unable to serve
12. Refuse to use or circulate written and/or verbal confidential information inappropriately including contract or pay information

1.09.01 VOLUNTEER - Child Protection Policy

Adopted January 2015

TRINITY LUTHERAN CHURCH seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children TRINITY LUTHERAN CHURCH from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

Definitions:

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “worker” includes both paid and volunteer persons who work with children.

Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

a) **Six Month Rule**

No applicant will be considered for any position involving contact with minors until she/he has been involved with Trinity Lutheran Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

b) **Written Application**

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous affiliations with the Lutheran Church - Missouri Synod, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the Trinity Lutheran Church.

c) **Personal Interview**

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

d) **Reference Checks**

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at Trinity Lutheran Church.

e) **Criminal Background Check**

A national criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:

- Those who will be involved in our school/preschool/daycare center;
- Those who will be involved in overnight activities with children;
- Those counseling children;
- Those involved in one-on-one mentorship of children; and
- Those having occasional one-on-one contact with children (such as, church/temple sponsored athletic team coaches and vehicle drivers).

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church/synagogue/meeting to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the Trinity Lutheran School and Church Sexual Abuse Team as defined in Section 9.01 on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the Trinity Lutheran Church.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at Trinity Lutheran Church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to a member of the Trinity Lutheran School and Church Sexual Abuse Team as defined in Section 9.01 for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at Trinity Lutheran Church or during our sponsored programs or activities, the following procedure shall be followed:

- The parent or guardian of the child will be notified.
- The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
- Civil authorities will be notified, and Trinity Lutheran Church will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists. Trinity Lutheran Church will fully cooperate with the investigation of the incident by civil authorities.
- Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
- The Trinity Lutheran School Principal will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
- A pastoral visit will be arranged for those who desire it.
- Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

1.10 The Position of Athletic Director

Position Title: Athletic Director.

General Description: To exemplify a Christ-centered attitude toward all students, coaches, parents, and BOCE personnel and communicate effectively between the school administration and the athletic department. In addition, the Athletic Director shall make sure that coaches provide the sports Trinity desires, as well as schedule games and referees.

Qualifications: The Athletic Director shall comply with all required responsibilities set forth by the Board of Education and Trinity Lutheran Congregation.

Responsible to: Administrator

Supervises: All coaches in the school's athletic program

Trinity's Responsibilities: It is the obligation and will of Trinity Lutheran School to receive our Athletic Director as a servant of Jesus Christ. In doing so we will:

1. Love, honor, aid, and support him/her with our faithful assistance and prayers
2. Review his/her skills of ministry and the skills of others in light of our needs in order to mutually redefine and rearticulate his/her ministerial responsibilities from time to time
3. Make appropriate arrangements to provide him/her with all the necessary supplies and equipment to do his/her job
4. Provide meaningful and regular supervision

Athletic Director Responsibilities:

As Athletic Director at Trinity Lutheran School I will:

1. Exemplify the Christian faith and life, serving as a role model both in and out of school to pupils and as an example to parents, faculty and staff, members of the congregation, and to the community-at-large in judgment, respect, and Christian living
2. Exemplify Christian discipleship and witness and will live in Christian unity with the members of the congregation
3. Be accountable and follow the spirit of **Matthew 5 and 18** to resolve differences with parents, faculty, staff, and members of the congregation
4. Emphasize to students the reality of their self-worth in Christ
5. Be responsible for clear and concise communication and coordination within the athletic department and between the athletic department and the administration
6. Be responsible to the Board and work with/under the direction of the Principal in all aspects of the athletic program
7. Secure coaches for all sports teams
8. Schedule and report all game schedules to the Principal, coaches, and players
9. Be responsible for contracting all game officials
10. Be responsible for ordering (as the budget allows), cleaning, and storing equipment and uniforms
11. Maintain the playing fields and set up the gym facilities for games
12. Be responsible for opening and closing school facilities for home events
13. Provide a written report at the beginning and end of each school year concerning athletic activities. i.e. plans for upcoming year, year-end evaluation of sports program
14. Perform such other duties as the Principal and/or Board may direct
15. Be responsible for seeing that all physicals have been completed before a child begins practicing for any athletic contest

16. Be responsible for enforcing the four activities per week and school cancellation rule. In a few circumstances, it may be necessary to wave this rule. This may be done if the athletic director and school administrator both agree

1.11 The Position of Full Time Church and School Secretary

Position Title: Secretary

General Description: The secretary is a non-called staff position serving both the church and school. As such, this position is unique in that his/her work provides need assistance to the overall staff of Trinity Congregation and it's members.

In so far as the school is concerned, the purpose of a school secretary is to assist the principal in the maintenance of Trinity Lutheran School by handling many of the clerical tasks that take the principal's time from classroom management and administration of the school.

In so far as the duties relate to the church, the purpose of the church secretary is to assist the pastor in the many clerical duties involved in the maintenance of a congregation in order to allow the pastor more time for those areas of pastoral care and study that require his attention.

(Acts 6:2-4 NIV) So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the word of God in order to wait on tables. Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the word."

Qualifications: The secretary shall:

1. comply with all the qualifications as established by the Church Council of Trinity Lutheran Church
2. Possess the ability to operate and maintain office equipment (copiers, typewriters, phone/fax units, folding unit, answering machines, etc.)
3. Possess the ability to work with computers and computer word processing
4. Demonstrate a Christian attitude toward others in the performance of his/her duties

Responsible to: The school principal in matters pertaining to the school and the pastor in matters pertaining to the church.

Supervises: part-time secretarial help and/or office support volunteers

Trinity's Responsibilities: It is the Christian duty and will of Trinity Lutheran Church and School to receive all staff personnel as servants of Jesus Christ. As the secretary is a member of this staff we will:

1. Love, honor, aid, and support them with our faithful assistance and prayers
2. Each year the pastor and principal will review the work and skills of the secretary and discuss with the secretary any areas of strengths and weakness in order to assist the secretary in the performance of his/her duties
3. Provide meaningful and regular supervision
4. Provide the necessary equipment and supplies for the performance of his/her duties
5. Provide a salary that will be reviewed annually

Secretary's Schedule: The secretary's hours shall be

1. August - May
 - a. Monday - Friday 7:15 AM to 4:15 PM (lunch 11:30-12:30)
 - b. *Holidays: Labor Day, Thanksgiving Day, December 24 (1/2 day)
Christmas Day, December 31 (1/2 day), January 1, Memorial Day, Monday after Easter

2. June - July
 - a. Monday - Thursday 9:00 AM to 4:00 PM (lunch one hour)
 - b. *Holidays: July 4

*Note: If a holiday falls on a weekend the employee will receive the following Monday off. The dates above are in addition to the regular vacation schedule established as part of the compensation package.

Duties & Responsibilities:

At Trinity Lutheran School

1. maintain and keep current all school files and implement new filing systems when necessary
2. answer all phone calls and distribute messages to the proper party or location
3. prepare letters on behalf of the school principal
 - a. Business: prepare letters to companies involving school business or inquiring about products or personal communications
 - b. Educational: type forms to go to Southern Illinois District or LCMS and the state of Illinois
 - c. Informational: prepare school newsletters, notes for Sunday bulletin and information for the church newsletter
4. sort all school mail daily and distribute it to the proper location or person's attention
5. keep account of all monies and make deposits to the bank on behalf of the school activity fund
6. call in repairs on school copier and order supplies for copier and office when low
7. any other clerical tasks assigned by the principal

At Trinity Lutheran Church

1. maintain a card file/computer data base for all communicant members of the congregation:
This includes: keeping files updated with new members, address changes, name changes, family file changes due to death, baptisms, marriage, birthdays, wedding anniversaries, baptismal day, etc.
2. Recording the communion attendance based on the communion cards filled out by communicants (the total of communicants based on the cards is to be reported to the pastor)
3. Maintain the Practical Church Record book to officially record all baptisms, deaths, confirmations, and weddings
4. Maintain the Lutheran Witness mailing list along with advising district office of additions and deletions throughout the year
5. Maintain a file consisting of all worship service bulletins, newsletters, board minutes, church council minutes, in order by date
6. Provide the pastor with a copy of all board and church council minutes
7. Maintain the weekly accounting of church Sunday School, and Bible class attendance
8. Prepare the bulletins for each worship service. This would include the special "Propers for the day" and the special notices insert, as well as any additional inserts that have been scheduled for inclusion by the pastor
9. Prepare a monthly newsletter. This requires compiling all the information from the various groups/individuals that have submitted information for the newsletter, as well as putting together a monthly calendar of events. A deadline should be established in order to allow for distribution by the first of each month
10. Prepare the newsletter for bulk mailing and deliver it to the post office
11. Prepare all confirmation, marriage, baptismal, and baptismal sponsor certificates as needed

12. Prepare letters to be sent out on behalf of the pastor
13. Maintain a neat and orderly office and all the equipment

This includes:

- a. ordering ink supplies as needed for the offset copier from the supplier
 - b. ordering copier paper when paper stock is low
 - c. advising pastor if stock of special bulletins (funeral, etc.) is low
 - d. advising trustees of any damage or repair for typewriter and folding unit
 - e. contacting offset copier company for needed maintenance
 - f. order office supplies as needed from approved suppliers
 - g. order marriage, baptismal, sponsor, and confirmation certificates as needed
14. Any other clerical task assigned by the pastor
 15. Refuse to use or circulate written and / or verbal confidential information inappropriately including contract and pay information

1.12 The Position of Part Time Church and School Secretary

Position Title: Secretary

General Description: The secretary is a non-called staff position serving Trinity Lutheran School. As such, this position is unique in that his/her work provides needed assistance to the overall staff of Trinity Lutheran School.

In so far as the school is concerned, the purpose of a school secretary is to assist the principal in the maintenance of Trinity Lutheran School by handling many of the clerical tasks that take the principal's time from classroom management and administration of the school.

Qualifications: The secretary shall:

1. comply with all the qualifications as established by the BOCE
2. Possess the ability to operate and maintain office equipment (copiers, typewriters, phone/fax units, folding unit, answering machines, etc.)
3. Possess the ability to work with computers and computer word processing
4. Demonstrate a Christian attitude toward others in the performance of his/her duties

Responsible to: The school administrator

Trinity's Responsibilities: It is the Christian duty and will of Trinity Lutheran School to receive all staff personnel as servants of Jesus Christ. As the secretary is a member of this staff we will:

1. Love, honor, aid, and support them with our faithful assistance and prayers
2. Each year the school administrator will review the work and skills of the secretary and discuss with the secretary any areas of strengths and weakness in order to assist the secretary in the performance of his/her duties
3. Provide meaningful and regular supervision
4. Provide the necessary equipment and supplies for the performance of his/her duties
5. Provide a salary that will be reviewed annually

Secretary's Schedule: The secretary's hours shall be determined in agreement with the school administrator

Duties & Responsibilities:

1. maintain and keep current all school file (excluding personnel files) and implement new filing systems when necessary
2. answer all phone calls and distribute messages to the proper party or location
3. prepare letters on behalf of the school administrator
 - a. Business: prepare letters to companies involving school business or inquiring about products or personal communications
 - b. Educational: type forms to go to Southern Illinois District or LCMS and the state of Illinois
 - c. Informational: prepare school newsletters, notes for Sunday bulletin and information for the church newsletter
4. sort all school mail daily and distribute it to the proper location or person's attention
5. keep account of all monies and make deposits to the bank on behalf of the school activity fund
6. call in repairs on school copier and order supplies for copier and office when low
7. any other clerical tasks assigned by the school administrator
8. Refuse to use or circulate written and / or verbal confidential information inappropriately including contract and pay information

SECTION 2
DRESS CODE

2.01 Dress Code

Trinity's dress code is summed up in five words: modest, clean, neat, reasonable, and appropriate. Lead by example. The dress code applies to all school activities unless otherwise specified by the administrator.

1. General: clothing with innuendoes or of an immoral nature should not be worn. Caps may be worn to school but must be removed upon enter the building. Clothing should be in good repair with no holes, tears, or frayed hems.
2. Shirts and Tops: Sweat shirts, halters, tube tops, clothing with holes, bare midriffs, tank tops or similar clothing, clothing with spaghetti straps, and the like, are not considered proper school attire. A modest neckline is required, and is considered to be less than two inches below the clavicle (collar bone).
3. Skirts, Dresses and Shorts: skirts, dresses and shorts should follow other guidelines of modesty and be of a length no more than four inches above the kneecap while standing. Blue jean shorts are not acceptable.
4. Capri's and Pants: Should be of modest length. Low-rise pants, blue jeans and sweat pants are not acceptable.
5. Shoes: Shoes are required at all times. Shoes are to have closed toes and straps or full backs. Heels are to be no more than two inches in height.

SECTION 3
SUPERVISION OF INSTRUCTIONAL STAFF

3.01 Supervision of Instructional Staff

Philosophy of Supervision:

1. The purpose of supervision is to improve teachers' skills, the instructional process, and learning outcomes. It is not for evaluating a teacher's performance for the expressed purpose of call/contract renewal. However, ultimately these two purposes--improvement vs. judgment--have a point at which they converge
2. We expect our administration to build a caring and trusting relationship with each teacher and with their best interest in mind in every supervisory activity. This does not mean that every encounter between administration and staff will be pleasant, but the intent of administration is to be beneficial to the staff
3. Because our teachers are called, gathered, enlightened and sanctified by the Holy Spirit, we trust them to do their best and do what is right
4. If the supervision process finds that a teacher is misplaced in ministry and must be terminated, non-renewed or asked to resign, we acknowledge that this decision will affect not only the teacher and his or her family, but everyone in the school community: peers, associates, students, school and church families. We will count the cost of the termination, not only in dollars, but also in all of its implications
5. Matthew 18 is the method by which we resolve conflict. We understand that the key to the process is verse 20: "For where two or three come together in my name, there am I with them." Therefore, if one is confronted by a significant number of people about an offense; and if one gets a fair hearing; and if one trusts Christ's promise that He is in the process; then one must at least consider that the offense is true, even though one's accusers are also sinners and therefore may be wrong, and seek to reconcile and change
6. We will always be open, honest, and clear about a teacher's status with the school
7. In supervising our teachers we will avoid being driven by expediency and instead concentrate on doing what is right
8. Error is expected, and so is forgiveness. This does not mean there will not be consequences. Forgiving is not giving in, but it does allow relationships and work to move forward

Responsibilities of Supervisor:

1. The school administrator is responsible for the supervision of teachers. The administrator is responsible for developing procedures that assist teachers to improve instructional quality
2. Supervision by modeling is expected. The administrator will be a living example of what he/she expects
3. Teachers are accountable for personal evaluation, examination, and growth while being submissive to administrative supervision
4. The school administrator is responsible for the supervision and management of the hourly personnel, including but not limited to the secretary, cook, and custodian
5. Manage the Athletic Director(s), coaches, and any person who volunteers at the school

Supervisory Activities:

1. All teachers will conduct annual self-appraisals and prepare annual improvement goals that they will share in conference with the administrator
2. We believe classroom observations are essential in the process of helping teachers improve. The administrator will arrange and conduct classroom observations for all teachers
3. At the discretion of the administrator, peer coaching may be used
4. We will use a variety of sources for teachers' performances such as classroom observations, peer observation, parent and student surveys, and information that comes through the parent/student grievance procedure

5. We will expose our teachers to new teaching strategies and curriculum designs through inservices, faculty presentations and discussions, curriculum reviews, etc.

SECTION 4
TIME AND ATTENDANCE

4.01 Time and Attendance

Revised July 22, 2014

General Description: All Employees requesting time off will be required to complete a Time Off request and Substitute Teacher requests (if needed). All requests for time off should be submitted for approval in advance when possible.

An attendance sheet located in the school office must be completed by all staff and include time out/in and reason whenever employees leave the school property during the hours of 7:30 am – 3:30 pm

If no substitute is used, the Teachers salary will be deducted accordingly for time of absence. (Salary divided by 260 days = daily rate). Days will be deducted in half or full days only.

All time off will be recorded and maintained in the employees personnel file.

In the event of an unplanned absence, the teacher shall contact the Office Administrator by 6:00 am the day of the absence. The Office Administrator will then contact a substitute teacher for the time missed by the regular teacher.

Teachers will not arrange for a substitute teacher for a planned or unplanned absence

Leave for full time and part time staff is as outlined below:

Full Time Staff:

Maternity / Adoption:

1. Teachers shall be granted up to eight (8) weeks post-partum off without pay per pregnancy and or adoption.
2. Trinity Lutheran School will provide the Substitute Teacher for the time taken up to eight (8) weeks. Any time taken beyond the eight (8) week period, Teachers will be responsible for the Substitutes pay via payroll deduction.
3. Pre-natal care falls under personal time

Medical Leave:

1. Medical leave shall be granted at the rate of ten (10) working days per year from the beginning of each school year (August through July). Medical leave shall not accrue from year to year
2. Trinity Lutheran School will provide the Substitute Teacher for the time taken up to ten (10) days. Any time taken beyond the ten (10) day period, Teachers will be responsible for the Substitutes pay via payroll deduction.
3. Medical leave shall be interpreted to be personal or immediate family medical needs. Immediate family is defined as the employee's parents, spouse or children. (i.e. illness and emergency medical. Not to be used for routine medical, dental, optical exams or tests)
4. Medical Leave will be deducted in half or full day increments only
5. A Fit for Duty/Work Release is required after 5 days of missed work per medical incident
6. Medical leave will not be paid out upon termination, resignation or retirement from Trinity Lutheran School
7. After ten continuous days of absence, disability is available for all full-time workers participating in The Concordia Plan. Employee is responsible for filing appropriate paperwork with the School Administrator. Employees choosing not to participate in The Concordia disability Insurance Plan will not be compensated by Trinity Lutheran School after the 10th consecutive day of absence
8. Abuse of medical leave time shall result in loss of part or all of medical leave and may be placed on disciplinary action according to policy 6

Jury Duty/Court Appearance:

1. A teacher who is called to serve on jury duty must notify the Administrator within two days of Notice of Summons. Teachers who submit proof of service shall be excused to serve as a juror
2. Employee will receive compensation for jury duty up to five days per year with proof of service and court compensation and shall consist of a day's pay minus the court compensation amount.
3. After five days the employee will not be compensated for jury time but will be allowed the time off without pay provided proof of service is submitted
4. Trinity Lutheran School will provide the Substitute Teacher for the time taken to serve on a jury.
5. Teacher may keep any mileage paid by the court to cover travel expenses
6. Employees are allowed unpaid time off if summoned to appear in court as a witness, plaintiff or defendant in any matter. Proof of service will be required for time off and summons must be submitted to the Administrator as soon as it is received. Trinity Lutheran School will provide the Substitute Teacher if proof of summons is received.

Voting:

1. Generally employees should be able to vote on their own time. If however you are unable to do so, you may request leave to vote from your supervisor. Time off for voting must be requested and approved in advance. Voting is unpaid time off.

Funerals:

1. School personnel shall be granted up to four working days with pay to attend the funerals of family members. Family members shall include husband, wife, father, mother, father-in-law, mother-in-law, sister, brother, sister-in-law, brother-in-law, son, daughter, son-in-law, daughter-in-law, grandchildren, and grandparents including those of spouse
2. School personnel may be granted additional days without pay by the Board of Education or use paid personal days if available
3. Trinity Lutheran School will provide the Substitute Teacher for the time taken up to four working days. Any time taken beyond the four working day period, Teachers will be responsible for the Substitutes pay via payroll deduction.

Vacation:

1. All teachers shall be entitled to four weeks (20 days) of vacation to be taken no earlier than 10 calendar days after the end of the school year or not later than 14 calendar days before the beginning of the school year. Vacation days are not to be used during the school year. The Administrator has the right to require working days throughout the summer break
2. Teachers shall request vacation days through the Administrator a minimum of two weeks prior to date of requested vacation
3. Vacation time does not accrue from one school year to the next
4. Vacation time is not paid out upon termination, resignation or retirement from Trinity Lutheran School

Personal Time:

1. Teachers shall be granted two personal days of time off with pay
2. Time off will be deducted in half or full day increments only
3. Trinity Lutheran School will provide the Substitute Teacher for the time taken up to two days per year. Any time taken beyond the two day per year period, Teachers will be responsible for the Substitutes pay via payroll deduction.
4. Teachers should receive permission from the Administrator for time off for personal days as soon as a need is known
5. Personal days do not accrue from one school year to the next
6. Personal time is not paid out upon termination, resignation or retirement from Trinity Lutheran School

Miscellaneous:

1. Additional unpaid time off may be granted at the discretion of the BOCE with prior approval. If additional unpaid days are granted the employee will be responsible for the Substitute's pay via payroll deduction
2. If time off is needed In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Administrator should be notified as soon as possible

Part Time Salaried and Hourly Staff: (staff who work less than 29 hours per week in a salaried or hourly position)

Maternity / Adoption:

1. Staff shall be granted up to eight (8) weeks post-partum off without pay per pregnancy and or adoption.
2. Trinity Lutheran School will provide the Substitute for the time taken up to eight (8) weeks. Any time taken beyond the eight (8) week period, Staff will be responsible for the Substitutes pay via payroll deduction.

Medical Leave

1. Part-time salaried and hourly staff does not qualify for Medical Leave. If salaried staff takes time off for medical reasons the time will be deducted from their pay via payroll deduction.

Jury Duty/Court Appearance:

1. Employees who are called to serve on jury duty must notify the Administrator within two days of Notice of Summons. Employees may take up to five days per year without pay to serve as a juror but must submit proof of service to be excused
2. Trinity Lutheran School will provide the Substitute for the time taken to serve on a jury with submitted proof of service. Any time taken without proof of service the staff member will be responsible for the Substitute pay via payroll deduction.
3. The employee may keep any mileage paid by the court to cover travel expenses
4. Employees are allowed unpaid time off if summoned to appear in court as a witness, plaintiff or defendant in any matter. Proof of service will be required for time off and summons must be submitted to the Administrator as soon as it is received. Trinity Lutheran School will provide the Substitute if proof of summons is received.

Voting:

1. Generally employees should be able to vote on their own time. If however you are unable to do so, you may request leave to vote from your supervisor. Time off for voting must be requested and approved in advance. Voting is unpaid time off.

Funerals:

1. Employees shall be granted up to two working days with pay to attend the funerals of family members. Family members shall include husband, wife, father, mother, father-in-law, mother-in-law, sister, brother, sister-in-law, brother-in-law, son, daughter, son-in-law, daughter-in-law, grandchildren, and grandparents including those of spouse
2. School personnel may be granted additional days without pay by the Board of Education
3. Trinity Lutheran School will provide the Substitute Teacher for the time taken up to two working days. Any time taken beyond the two working day period, Teachers will be responsible for the Substitutes pay via payroll deduction.

Vacation, salaried part time staff:

1. All part time salaried staff shall be entitled to four weeks (20 days) of vacation to be taken no earlier than 10 calendar days after the end of the school year or not later than

14 calendar days before the beginning of the school year. Vacation days are not to be used during the school year. The Administrator has the right to require working days throughout the summer break

2. Staff shall notify the Administrator of vacation time to be taken
3. Vacation time does not accrue from one school year to the next
4. Vacation time is not paid out upon termination, resignation or retirement from Trinity Lutheran School

Vacation, hourly part time staff:

1. Hourly staff does not qualify for vacation benefits. Hourly staff is expected to be in attendance during their scheduled work hours. Vacation time can't be taken during the school year.

Miscellaneous:

1. Additional unpaid time off may be granted at the discretion of the BOCE with prior approval. If additional unpaid days are granted the employee will be responsible for the Substitutes pay via payroll deduction.
2. In each case the Administrator is to be advised of requested time off Uniformed Services Employment and Reemployment Rights Act (USERRA)

SECTION 5

5.01 DISCIPLINARY ACTION

5.02 EMPLOYEE PROBATION

5.03 TERMINATION

5.04 REDUCTION IN FORCE

5.05 RESIGNATION/RETIREMENT

5.01 Disciplinary Action

1. In the event an employee's performance is substandard, or they fail to follow policy and procedures, disciplinary action will be taken as follows:
 - a. First Offence: Written counseling will be given, signed by employee and administrator and held in the employees file
 - b. Second Offence: Written counseling will be given, signed by employee and administrator and made a permanent part of the employees file
 - c. Third Offence: Employee will be placed on probation according to policy 7
2. Written counseling will state the offence and/or policy/procedure that was not followed
3. All written counseling will be signed by both the administrator and the staff member being counseled.
4. All counseling will be completed within one week of the offence or the offence being discovered
5. In the event the counseling is being given to the administrator, all of the above counseling will be given by the BOCE or their designee and signed by the administrator and the chairman of the BOCE.
6. All counseling will be brought to the Boards attention by the Administrator during the Executive Session of the School Board Meeting following the counseling.
7. All counseling will be confidential and should not be discussed with anyone other than the staff member, the Administrator, and the Board of Christian Education during an Executive Session

5.02 Probation

1. In the event an employee's performance is substandard, we will place them on probation for a specified period of time. We will inform the employee of the reasons for probation. During the probationary period, the administrator will continue to assist the employee to improve, giving regular performance feedback, while at the same time gathering data by which to make a recommendation at the conclusion of the probationary period. That data will include the employee's attitude during the process, his/her willingness to change and improve, and the amount of time and effort expended. In the end, however, the employee must make observable improvements. At the period's conclusion, the Board will make one of three decisions based on the administrator's recommendation:
 - a. Improvement is adequate -- call or contract to be renewed unconditionally
 - b. Some improvement noted -- call or contract renewed, but probation extended into the new academic year
 - c. Improvement is inadequate -- call or contract not renewed
8. The BOCE will inform the employee of the decision
9. If the employee is a Minister of Religion, Commissioned and his/her performance has not improved, the Board shall ask the employee to resign. The Board shall immediately inform the district education executive of this decision
 - a. The dismissed employee has two options
 - i. Resign
 - ii. Appeal the Board's decision to the Congregational Assembly
 - b. If the employee decides to appeal and loses the appeal, he/she has two options:
 - i. Notify the district education executive and the district president and request Synodical Dispute Reconciliation
 - ii. Resign
10. If the non-called employees performance has not improved he/she will be terminated or asked to resign

If an employee on probation terminates their employment during the period of service covered by the contract/call, the employee shall be paid only for the days actually worked. All benefits terminate at the end of the last full month of employment. Severance pay, assistance with transition to another career, position, etc. and/or continuation of any benefits, will be granted at the discretion of the BOCE. Trinity does not participate in state disability plans or unemployment insurance programs.

5.03 Termination

While it is the will of Trinity Lutheran School to support and retain its employees, we may terminate an employee for any one or more of the following reasons:

1. Insubordination
2. Dishonesty
3. Drinking alcoholic beverages on the job, or reporting to work intoxicated
4. Inappropriate use of controlled substances
5. Use of illegal substances
6. Sexual harassment
7. Conviction of any crime involving moral turpitude
8. Conviction of a felony
9. Physical or mental condition that prevents performance of call or contract or to perform the required duties
10. Repeated and continued neglect of duties
11. Failure to comply with reasonable requirements for achieving professional improvement
12. Incompetency or inefficiency in the performance of duties
13. Discourteous, offensive, or abusive conduct or language toward other employees, students, parents, congregational members, or the public
14. Repeated and unexcused absence or tardiness
15. Abuse of any leave privileges
16. Willful or persistent violation of any Board and/or Church policies and procedures.
17. False Teaching
18. Engaging in immoral or unethical conduct, or any other conduct that may bring discredit upon the school, a colleague, the congregation or the Christian community
19. Necessary reduction of staff
20. Any other reason, not specified above, deemed sufficient by the BOCE and/or the Board of Elders

Before an employee is terminated for any of the causes set forth in the preceding section, the employee shall:

1. Be notified by the Congregation--or its designated agent--in writing of the proposed action and the grounds for dismissal
2. Be immediately removed from the classroom
3. Be advised of his/her right to respond to the notice of termination by following the Policy on Supervision of Instructional Staff

If an employee is terminated during the period of service covered by the contract/call, the employee shall be paid only for the days actually worked. All benefits terminate at the end of the last full month of employment. Severance pay, assistance with transition to another career, position, etc. and/or continuation of any benefits, will be granted at the discretion of the BOCE. Trinity does not participate in state disability plans or unemployment insurance programs.

5.04 Reduction in Force

In situations where employee calls/contracts cannot be renewed or must be terminated during the term of the call/contract because of a reduction in force, the administrator shall use the following in making recommendations to the Board:

1. Synodical certification
2. Membership in sponsoring congregation
3. Seniority
4. Effectiveness and overall value of talents, strengths, and general qualifications

Before an employee is released or not renewed because of reduction in force, the employee shall:

1. Be notified by the Congregation--or its designated agent--in writing of the proposed action and the grounds for reduction in force
2. Be advised of his/her right to respond to the reduction in force following Policy Seven on Employee Grievances

If a reduction in force occurs during the period of service covered by the contract/call, the employee shall be paid only for the days actually worked. All benefits terminate at the end of the last full month of employment. **TLCS does not participate in state disability plans or unemployment insurance programs.**

Support for the Released Employee under Reduction in force.

1. We believe that the call/contract obligates us to support the employee, not only during employment, but also after release. Therefore, every employee may receive all or part of the following with the Boards discretion:
 - a. One week's pay per year of service; minimum 2 weeks; maximum 12 weeks
 - b. A letter explaining severance arrangements, which the employee can take at the time of reduction in force
 - c. A letter of recommendation
 - d. TLCS will direct all inquires regarding an employee who has resigned, been terminated or whose call or contract has not been renewed to the school administrator or someone else designated by the Board

5.05 Resignation and Retirement:

When an employee voluntarily resigns or retires, they shall be paid only for the days actually worked. All benefits terminate at the end of the last full month of employment. **TLCS does not participate in state disability plans or unemployment insurance programs.**

1. Every employee who voluntarily resigns or retires in good standing with TLCS may receive all or part of the following at the Boards discretion:
2. One week's pay per year of service; minimum 2 weeks; maximum 12 weeks
3. A letter explaining final benefit/pay arrangements, which the employee can take at the time of resignation/retirement
4. A letter of recommendation if requested
5. TLCS will direct all inquiries regarding an employee who has resigned, been terminated or whose call or contract has not been renewed to the school administrator or someone else designated by the Board

SECTION 6
EMPLOYEE GRIEVANCES

6.01 Employee Grievances

If an employee feels aggrieved on account of any policy or action of the Board or the administrator the employee shall use the following procedure:

1. Contact the school administrator and set forth in detail--either written or verbally--the action or policy that is the basis for the grievance. The administrator will be responsible for solving the problem
2. If the grievance is not settled within a reasonable time--the employee and the administrator will mutually agree on the time-frame--the employee shall contact the Board chair. The Board chair may either refer the matter back to the administrator or may set a meeting between himself, the administrator, the employee and other appropriate parties
3. If the grievance is still not settled, the employee may file a written statement with the Board and request a meeting with the whole Board. At the next regularly scheduled Board meeting or the Board chair may, at his/her discretion, call for a special Board meeting. The Board will meet with the employee and all parties involved in the dispute
4. Following the conference, but not later than the next regularly scheduled meeting, the Board will communicate its decision in writing, together with supporting reasons, to all parties in interest. The Board's decision is the final step in the procedure

In administering this policy:

1. The employee shall never appear before the Board before following the above
2. If applicable, an employee will never appear before the Board without the offending person being given the opportunity to be present and defend him/herself
3. There will be no repercussions of any kind for following any part of the grievance process
4. The procedure above is the sole and only course available to any aggrieved person
5. All parties concerned will treat the grievance as confidential information
6. All grievances will be processed as rapidly as possible

Definitions:

1. Grievance: any event or situation that affects the conditions or circumstances under which an employee works, allegedly caused by misinterpretation or unfair application of established policies or regulations
2. Employee: this term may include a group of employees similarly affected by a grievance
3. Party in Interest: the person(s) making the claim and any person who might be required to take action, or against whom action might be taken, in order to resolve the problem

SECTION 7
TEACHER/PRINCIPAL EVALUATIONS

7.01 Teacher/Principal Evaluations

The principal will observe every teacher by October 31. This observation will be privately discussed with the teacher within 48 hours. The principal will then meet additionally as often as is deemed necessary to help improve instruction. Between March 1 and May 1 the principal will again observe each teacher and write a formal evaluation that will be put into his/her personnel file. The teacher will receive a copy and have opportunity for a written response.

If, in his/her working with an individual teacher, the principal feels that a serious problem exists with a teacher's ability to be effective in the classroom, the principal will observe the teacher every two weeks. During this period of time, he/she will meet with the individual teacher weekly to provide helpful suggestions and feedback. Observations must be discussed within 48 hours. After four observations on a biweekly basis, if the principal does not see satisfactory progress towards the resolution of existing problems, the principal shall bring the matter before the Board. The Board will then work with the principal to provide support in getting the issue resolved. Proper documentation will be maintained by the principal.

The teaching function of the principalship will annually be observed by a co-worker or another educational professional. The choice is the principal's. If the observer feels that a serious problem exists with the principal's ability to be effective in the classroom, it will be reported to the head of the Board and a second observation will be made within one month by the same observer. If the same conclusion is reported to the Board, the principal shall then be observed every two weeks by an observer of the Boards choosing for 6 weeks. The observer will then share these reports with the principal, but in addition, a copy will go to the Board. Anyone asked to be an observer will be given a written copy of this policy.

The administrative function of the principalship will be evaluated annually by teachers, the pastor, the Board, and by the principal him/herself. The assessment tool to be used for this will be chosen by a BOCE Evaluation Committee. This committee shall consist of the BOCE chairman, vice-chairman, and Sunday School Assistant. This committee shall distribute the evaluation tool to each teacher, the pastor, the BOCE members, and the principal by November 1 each school year. These evaluations will be completed between November 1 and January 15 of each school year. The Evaluation Committee shall also be responsible collecting the forms and tabulating results

SECTION 8
THE ATHLETIC PROGRAM

8.01 The Athletic Program

Goals: The goals and objectives for athletics at Trinity Lutheran School are:

1. Glorify Christ in all that is done on and off the playing field or court through the use of a God-given ability
2. Help athletes establish a firmer and more personal relationship with Jesus Christ
3. Serve as a public relations tool of the school
4. Help the athletes realize the importance of other people in their lives and the value of working cooperatively with them
5. Provide an outlet for competitive athletes in a Christ-centered atmosphere
6. Develop and improve the skill levels of all athletes
7. Be competitive to the point that athletes understand it is important to try to win in competition, but that we should not win "at any cost"
8. Provide an additional avenue to promote school spirit
9. Provide an opportunity for children to participate in available school sports

Eligibility: Maintain a 5.00 grade point average (G.P.A. on a 13 point scale). If at any time a student's G.P.A. should fall below a 5.00, that student will be prohibited from participating in any practice or athletic contest for one week. As soon as a student's G.P.A. returns to an acceptable 5.00, the student will be allowed to participate in school athletics. The student's G.P.A. will be monitored on a week by week basis. If at any time the G.P.A. falls below the 5.00 average, the student will be dismissed from all school athletics for a one-week period. If a student should fall below a 5.00 G.P.A. for a third time, the student will be prohibited from any athletic practice or contest for the duration of that sport.

Mandates: A student at Trinity Lutheran School:

1. Must be in attendance the entire school day to be eligible for any practice or game that day unless permission has been granted by the principal
2. Shall not use or possess alcohol, tobacco, or any illegal drug. Such use or possession will eliminate a person from an athletic team for the remainder of the season
3. Must maintain a "C" G.P.A. (see section on eligibility)
4. Will not participate in a Sunday activity other than an athletic tournament unless special permission has been granted by the Board of Education
5. Will attend all practices, scrimmages and games. Absences not approved by the coach may result in disciplinary action
6. Will attend no practice or school activity on a day school was cancelled for reasons of unfavorable weather or road conditions unless special permission has been granted by the school administrator and athletic director
7. Shall not participate in more than four school-related activities in a week unless special permission has been granted by the athletic director. A school activity shall be determined as follows:
 - a. If a child participates in two completely different events, even if it is on the same day, each event is considered an activity. [Example: Cheerleading practice and a volleyball matches (counts as two activities)]
 - b. If a child participates in two identical events on the same day, the events are considered as one activity. [Example: two volleyball matches (counts as one activity)]

Coach's Responsibilities:

1. Keep informed of modern trends, techniques, and strategies
2. Keep in mind at all times that sports are only games and their actions and behavior should reflect such
3. Maintain self-control and poise, providing an example of sportsmanlike conduct for team members, officials, opponents, and spectators
4. Be mindful of the physical safety of the student and do not place the student in a position where serious injury may occur
5. Do not physically or emotionally abuse any student
6. Be aware of individual ability, skills, and attitudes and realize that children are not adult athletes and will perform accordingly
7. Provide parents and students with a practice schedule and a game schedule and inform them of any schedule changes
8. At first practice, provide parents and students with rules and expectations for the activity
9. Determine the amount of an athlete's playing time by the child's skill level and effort
10. Inform parents of any discipline problems, lack of effort, or unexcused absences
11. Be knowledgeable of all league rules and regulations
12. Help student-athlete with eligibility by working with student, teacher, and parents
13. Hold no practice more than two hours in length on a school night. One three-hour practice per week may be held on a non-school day
14. Hold no practice or attend any athletic contests on a day when school is cancelled for unfavorable weather or road conditions unless given special permission by the school administrator and athletic director

SECTION 9
SEXUAL ABUSE INTERVENTION/REPORTING

Purpose: The purpose of this plan is to provide an aid to the staff of Trinity Lutheran Church and School in the handling and reporting of a sexual harassment case or an alleged sexual abuse case. This plan will be used as a guide for the calling of synodically trained personnel and for hiring and soliciting volunteers who work with the youth of Trinity Lutheran Church and School and reporting such alleged acts of abuse. This plan is based on the belief that the best way to avoid sexual abuse is to educate all paid and volunteer staff about sexual improprieties dealing with children and investigate past reference checks as to their normal conduct before hiring or enlisting their services.

Why does Trinity Lutheran Church and School need a Sexual Abuse Plan? Having a plan in place before a crisis occurs allows the school or church to react in a proactive rather than a reactive manner. A single incident of child molestation can devastate a church or school and divide the congregation. Such incidents often result in massive media attention and can end up in a lawsuit. In an attempt to avoid an incident of this nature happening, this plan will try to be as thorough as it can in screening individuals who will be directly associated with the children of Trinity Lutheran Church and School. This plan will be reviewed annually and updated accordingly to fit the needs of Trinity Lutheran Church and School.

Statement on the Protection of Children: As the workers and volunteers of Trinity Lutheran Church and school we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church and school community of all ages. It will be each of our responsibility to prevent the physical, sexual or emotional abuse of children and young people and report any abuse discovered or suspected, unless confidential disclosure of an abuse has been made to the pastor.

Trinity Lutheran School and Church Sexual Abuse Team:

Trinity Lutheran School Principal	Phone numbers: Pg. 1-1
Trinity Lutheran Church Pastor	
Trinity Board of Education Chairman	
Trinity Congregational Chairman	

Emergency contact Numbers

D. C. F. S. (Department of Children and Family Services)	1-800-252-2873
S. I. D. Office (Southern Illinois District, LCMS)	618-234-4767
L. C. F. S. (Lutheran Child and Family Services)	800.252.2783 (800.25A-BUSE)

SECTION 10
CRISIS INTERVENTION/SAFETY MANAGEMENT

10.00 Crisis Intervention/Safety Management

PURPOSE: The purpose of this guide is to provide an aid to the staff of Trinity Lutheran School in the management of a crisis situation. This guide will be used to provide in service training for staff and specific procedures to follow during potential crisis situations. This emergency plan is based on the belief that the best way to respond to a crisis is to prepare before it occurs. The guide is not intended to be all-inclusive, but a plan to give general direction in the event of an emergency.

WHY DOES TRINITY NEED A CRISIS PLAN? Having a plan in place before a crisis occurs allows a school to respond in a proactive rather than a reactive manner. Trinity Lutheran School implemented a Crisis Management Plan which serves as the core guideline for the Crisis Intervention Team. The following plan will be reviewed annually and updated accordingly to fit the needs of the students, staff and facility.

TRINITY LUTHERAN SCHOOL CRISIS INTERVENTION TEAM:

Trinity Lutheran School Principal
Trinity Lutheran Church Pastor
Trinity Board of Education Chairman

Phone Numbers:
Reference pg. 1-1

10.01 RESOURCE PHONE NUMBERS

POLICE	Red Bud Police (EMERGENCY)	911
	Red Bud Police (NON-EMERGENCY)	282-2363
	Randolph County Sheriff (NON-EMERGENCY)	826-5484
FIRE	Red Bud Fire Dept. (EMERGENCY)	911
	Red Bud Fire Dept. (NON-EMERGENCY)	282-2331
AMBULANCE	Emergency Ambulance Service	911
	Non-emergency	1-618-443-3061
AMERICAN RED CROSS RANDOLPH COUNTY		1-800-272-2984
ANIMAL CONTROL	Monroe County Pound	939-8681 ext. 238
CHILD ABUSE HOTLINE	Illinois Office – DCFS	1-800-252-2873
CIVIL DEFENSES		
CRISIS & SUICIDE HOTLINE	24-HOUR help hotline	1-800-392-0280
CRISIS SERVICE OF RANDOLPH OR MONROE COUNTY		
HOSPITAL	Red Bud Regional	282-3831
MENTAL HEALTH	St. Elizabeth, Hospital – Belleville	1-800-995-2120
	Human Service Center	282-6233
POISON CONTROL		1-800-252-2022
	Cardinal Glennon Children’s Hospital	1-800-366-8888
	Cardinal Glennon Health Line	1-314-772-5200
UTILITIES	Gas leakage or Electrical Danger	911
	Illinois Power (General)	1-800-755-5000
	Electric (24 hours)	1-800-755-7000
	Gas (24 hours)	1-800-755-6000

10.02 GENERAL INFORMATION/SAFETY PROCEDURES

PERSONAL SAFETY/REPORTING POTENTIALLY HAZARDOUS SITUATIONS

If accidents and resulting injuries are to be minimized, appropriate safety practices and procedures must be incorporated into all school activities.

1. Staff members must report all job hazards, accidents, and potential hazards promptly to the school Principal
2. Physical injuries should be reported to the school Principal
3. Accident forms must be completed on all injuries and submitted on the day of injury
4. Staff members should become familiar with designated safe areas and building exits in their respective areas
5. Staff members should plan accordingly for special needs students
6. Staff members having any doubt about the proper and safe procedure for conducting an activity should discuss the procedure with the school Principal
7. Written documentation of any incident or potential hazard must be given to the school Principal
8. **In the event of evacuation, take car keys and medications. Cars may need to be moved in accordance with emergency measures**

10.03 MEDICAL EMERGENCY

In case of a serious injury or illness at Trinity Lutheran School, all staff should observe the following procedures:

1. Keep calm
2. Contact the school principal or designee. Contact the Emergency Medical Service (EMS) if needed by dialing 911. The school principal or designee should accompany the ill or injured person to the hospital
3. Do not move the injured person except for protection from further injury. In case of an apparent seizure, try to protect the person's head with pillows or soft cushions and remove objects that the victim might grab and use to possibly cause injury
4. Remove unnecessary persons from the area
5. Stay with the victim until assistance arrives. In case of a field trip, a staff member must remain with the victim. The school principal should be notified as soon as possible regarding the situation
6. The school principal or designee will notify the parents/legal guardians
7. Assign someone to protect others from any remaining or existing danger that may have contributed to the injury/illness-causing incident or situation until professionals arrive
8. The principal or designee will meet the emergency responders and direct them to the scene
9. The classroom teacher should lead the class in prayer. The pastor will be available for counseling should any student or teacher need such

UNLESS YOU ARE CERTIFIED IN FIRST AID, DO NOT ADMINISTER ANY FIRST AID EXCEPT FOR THE FOLLOWING: flush any chemical and/or burns with cool water and, if possible, immerse affected area in cool water.

10.04 MEDICATION POLICY

ADMINISTERING MEDICATION TO STUDENTS

TLS acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. TLS discourages the administration of medication on school premises where other options exist. Whenever possible, it is recommended that the first dose of a newly-prescribed medication be given at home.

ADMINISTRATION OF MEDICATION DURING school hours, OFF-CAMPUS FIELD TRIPS AND SCHOOL-SPONSORED EVENTS

1. The following procedure must be followed for any medication (whether prescription or over-the counter) to be administered to a student pursuant to a health care provider's order. Such an order must be obtained from a health care provider.
 - a. The parent/legal guardian shall provide a written consent to give medications during school hours (prescription and over the counter medication)
 - b. The healthcare provider shall provide a written dosage schedule for students receiving prescription medications during school hours
 - c. All prescription and over the counter medications must be in the original container (and in the case of prescription medications, appropriately labeled by the health care provider or pharmacy)
 - d. If there is a later change in the medical order (such as change in dose, frequency or type of medication), a new written consent must be given.
 - e. Medications being kept at the school and no longer required (or remaining at the end of the school year) must be removed by the parent/legal guardian. Medication not removed by the parent/legal guardian in a timely manner shall be disposed of by the school.
 - f. TLS disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student.

SELF-ADMINISTRATION OF MEDICATIONS

Inhalers and Epi-Pens

1. Students shall be authorized to possess and self-administer emergency medication from an asthma inhaler or epinephrine pen (epi-pen) if the following requirements are met.
2. The student must have the prior written approval of the student's health care provider and, if the student is a minor, the prior written approval of his/her parent/guardian
3. The student/s parent/guardian must submit written verification from the student's health care provider confirming that the student has the knowledge and the skills to safely possess and use an asthma inhaler or epi-pen in school.

Other Medications

1. Students are not allowed to carry medications (this includes prescription medications as well as those purchased over-the-counter) while in school

ADMINISTERING OF OVER-THE-COUNTER MEDICATIONS

With prior parental/legal guardian written permission students may receive certain over-the-counter medications at school. All such requests must be approved by the school administrator.

PERSONNEL AUTHORIZED TO ADMINISTER MEDICATIONS

Medications may be administered by the administrator and/or appointed faculty member who has knowledge of the written consent and dosage schedule

CONFIDENTIALITY OF INFORMATION

To the extent legally permissible, school staff may be provided with such information regarding a student's medication(s) as may be in the best interest of the student.

DELIVERY OF MEDICATION

1. The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.
2. No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.
3. If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one week supply shall be kept at school.

STORAGE OF MEDICATIONS

All medications shall be stored in a secure space in the school and locked at all times except during the actual administration of medication.

10.05 BOMB THREAT

In the event Trinity Lutheran School receives a bomb threat, or any other situation that may require an emergency evacuation, the situation will be handled as follows:

1. Staff members will be notified
2. The school office will immediately notify the Police, Fire Department and church office
3. After the announcement, teachers are to immediately take a brief visual inventory of the room and direct students to exit the building to the same areas used for a fire drill and wait for further directions regarding the evacuation. This would be the outdoor concrete slab. If the weather does not permit students to remain outside then the announcement could be rephrased to **“Please evacuate students to the church sanctuary.”**
4. Upon arriving at their assigned areas outside the building, teachers should then ensure that all students assigned to them during that time period are present and accounted for. Teachers will be responsible for supervising students assigned to them. Be sure to notify the school Principal of any students who were out of the room at the time of the call. Students and teachers are to remain at Trinity until notified otherwise. **No child is to be released to his/her parent without permission of the school Principal**
5. Immediately after the announcement, “Please evacuate students to assigned areas”, the school Principal, Pastor, and possibly two other teachers will ensure that the building is completely evacuated
6. School and church secretaries will visually inspect their work areas and the administrative offices. Cafeteria personnel will visually inspect the kitchen, serving stations and other areas. If anything suspicious is found, contact the school office immediately
7. The school Principal or Pastor will be the official spokesperson throughout the emergency. **ANY REQUEST FROM THE MEDIA OR PARENTS REGARDING THIS CRISIS MUST BE REFERRED TO THE SCHOOL PRINCIPAL OR PASTOR**

If at any time you observe an object which you suspect might be a bomb:

1. Do not handle the object. Do not pull open drawers, cabinets, turn lights on or off, pull a fire alarm, or speak into a walkie talkie as such action may trigger a bomb
2. Notify the school Principal, police officer or fire fighter
3. Evacuate the area by a minimum of 500 feet
4. The fire alarm is NOT to be used for evacuation nor will any other electronic devices be used because the electronic waves set off by this type of equipment may activate the bomb

In summary, the evacuation procedure for a bomb threat is as follows:

1. Announcement “Please Evacuate Students to the Assigned Areas”
2. Evacuate subject to instructions
3. Take Roll. In assigned areas, teachers should account for all students

HANDLING A TELEPHONED BOMB THREAT

Try to remain clam. Listen closely to the caller's voice; attempt to record the conversation word for word. If time permits, try to keep the caller talking until you have obtained as much of the following information as possible:

1. Ask the caller the following:

When is the bomb going to explode? _____

Where is the bomb located? _____

What kind of bomb is it? _____

What does it look like? _____

What will cause it to explode? _____

Why did you place the bomb? _____

2. Note and record the following:

Exact time of the call _____

What line the call came in on _____

Sex and approximate age of the caller _____

Background noise _____

AFTER THE CALL:

1. Immediately notify the school Principal and provide him/her with any information you were able to gather. The school Principal will notify the church office, Police and Fire Department
2. The person who takes the call shall, as soon as possible following their report to the school Principal, be excused from the building to meet with police personnel to de-brief them of the call
3. Evacuate the building
4. The school Principal will advise when it is safe to re-enter the building

10.06 WEATHER EMERGENCIES OR NATURAL DISASTERS

All classrooms, gymnasium, cafeteria, staff rooms and other gathering areas in the school or church must have posted emergency procedures at the beginning of the school year. New employees hired after the start of the school should be informed of procedures during their first week of work. The school Principal and Pastor will have staff meetings as needed to review emergency procedures, use of fire extinguishers and power/water shut-off. Emergency drills will be conducted with students at least twice every school year.

General Reminders Which Apply to Any Emergency

1. Staff members should remain calm during any emergency. Students will take their cue from the behavior of adults around them
2. The welfare of the students must be the first priority
3. Teachers should always account for all their students as soon as the class is away from danger. Whenever possible, teachers should have class lists in their possession, or have one available in their car or other safe place
4. The school Principal is always the person in charge. In the absence of the Principal, his/her designee would be in charge until the arrival of the Pastor
5. Personnel who are not assigned to a class at the time an emergency occurs should assist classroom teachers with accounting of students, and then report to the Principal to provide assistance where needed
6. All staff members have the responsibility of familiarizing themselves completely with the building. This means knowing the location of all exits, potential hazards, and emergency equipment
7. No exit door, even if seldom used, should ever be blocked by furniture or stored items
8. A wrench should always be available in the event the propane gas tanks need to be turned off
9. Toxic materials, such as cleaning fluids and chemicals must always be stored in a legally approved manner
10. The school secretary should be responsible for the removal of student information sheets when evacuating the building in a disaster. The school secretary should remove daily attendance records from the building, so an accurate accounting of absentees may be produced. A second copy of the emergency sheets will be housed at another location
11. The school Principal and Pastor should ensure staff members are evacuated from all areas of the building

10.07 SEVERE WEATHER/TORNADOS

During periods of inclement or threatening weather information, the school office should constantly monitor the situation by staying in phone or short wave radio contact with the Red Bud City Hall 282-2315. In the event of a tornado warning (which means that a tornado has actually been sighted), staff should proceed with students to the central school corridor. A weather “watch” means conditions are favorable for the development of specific weather conditions. A weather “warning” means that specific conditions have developed, are confirmed and are approaching.

The city of Red Bud operates an emergency broadcast system in the event of threatening weather. The school office will monitor the city hall and listen for warnings of impending storms.

It is imperative for all staff members to become familiar with the following procedures:

INDOOR PROCEDURES:

1. Activating the Procedure. The school and church office will be kept informed of impending situations that may necessitate “take cover” procedures. The office will, in turn, keep you posted and activate the take cover orders
2. When asked to take cover, move your group to their respective areas quickly, quietly and orderly. **All doors must be closed.** Teachers should remember to bring their class list
3. Assigned areas should not include the gymnasium as this is considered to be the most dangerous location during a tornado
4. Upon arrival to your designated area, account for all of your students. Keep as many students against the wall as possible and away from doorways, windows and glass. **Every effort should be made to keep students away from doorways, windows and glass**
5. Each student should sit facing the wall with the left arm across the back of the neck and the right arm across the waistline. The left arm protects the neck from flying glass, and the right arm can provide anchorage
6. Everyone should stay in his/her designated safety area until directed to move by either the school Principal, Pastor or a representative from the Emergency Medical Service (EMS)

Outdoor Procedures

1. Upon hearing the outside warning siren, and it is not safe for you to bring your students back to the building, direct them to the nearest ditch, culvert or ravine
2. Direct the students to lay flat and cover their heads
3. Be alert for the possibility of downed power lines

10.08 FIRE

Any student, faculty or staff member detecting smoke or fire in the building should contact the school Principal and sound the nearest alarm, which will initiate the evacuation procedures. The faculty or staff member should immediately activate the Emergency Medical Service (EMS) by dialing 911.

A person designated by the principal should go outside and await the fire department, providing directions to the scene of the fire.

Evacuation Procedures:

When the alarm is sounded:

1. Organize your students in a single file line and leave your classroom to evacuate the building using your designated exit
2. Be sure that after the last student has left the classroom, the door is closed
3. If the corridors are filled with smoke or are extremely hot, remain in your room and keep the doors tightly closed
4. In order to avoid crowding, panic and possible tragedy use your assigned exit only and no other unless it is blocked by debris, smoke or fire
5. Once outdoors, proceed to the concrete slab behind the school

From this location, you will be advised when it is safe to re-enter the building. It is very important that you take your class list with you and that while outside you keep your students together.

Evacuation plans are subject to immediate change depending on the nature and location of the incident.

10.09 EARTHQUAKE

During an earthquake it is important that you remain calm and quickly do the following:

Indoor Procedures:

1. Order your students to drop to the floor and seek protection under a desk or table or supported doorway. Cover head with arms and hands. Student's backs should be towards windows to protect the front of their body from any potential breaking glass
2. Stay away from glass windows, shelves, and other heavy objects
3. Students in the gymnasium should immediately move to an inside wall and drop and cover as above
4. Be prepared for aftershocks
5. If there is a related emergency, such as fire or gas leak, activate the fire alarm immediately and follow prescribed fire evacuation procedures

Outdoor Procedures:

1. Move away from buildings, trees, and utility poles. If possible, move students to the grassy playground area and await further instruction
2. Lie or sit down to avoid being thrown about by the quake
3. Always be alert for downed power/utility lines

When the Shaking Stops, Evacuate the Building in the Following Manner:

1. Students should proceed out of the building by the same route they would take in case of fire, if possible. If at all possible, teachers should take a class list with them and, once outside, account for all assigned students
2. Students should move quickly, orderly, and quietly, and only after the teacher instructs them to do so. Listen for announcements and instructions
3. If your fire route is blocked, but another route is open to you, use it. If no route is open to you, remain still and quiet and listen for instructions and assistance. **DO NOT PANIC**
4. Once outside, proceed directly to the grass area across from the school. Stay away from buildings, standing trees, fences, power lines, and gas supplies
5. **DO NOT LEAVE THE GROUNDS, NOR ALLOW YOUR STUDENTS TO LEAVE, UNTIL PERMISSION IS GRANTED BY THE SCHOOL PRINCIPAL OR EMERGENCY MEDICAL PERSONNEL**
6. Do not return to an evacuated building unless directed to do so

10.10 STAFF SAFETY GUIDE

The safety of the students and staff members is of utmost importance to the Christian Board of Education. All staff members should familiarize themselves with this safety guide and keep it in a readily accessible place (lesson plan book, desktop, bulletin board, etc.) It is also important that safety procedures be discussed and practiced with staff and students on a regular basis. Review this plan before the start of each quarter.

VIOLENCE OR CRIMINAL ACTIVITY

The Christian Board of Education will not tolerate any attack upon students or upon staff members while performing duties consistent with and under the direction of Board policies. Immediate steps shall be taken to protect the safety of the students and staff members.

Preventive Measures Regarding Violence or Criminal Activity

1. Make a point of checking hallways, restrooms and other areas throughout the school day
2. **Report an incident or verbal threat**, no matter how minor, to the school Principal
3. Keep the school Principal informed of a potential problem, such as an irate parent or a disturbed student
4. Be alert for strangers or unauthorized persons in the school and, when appropriate, politely question them on their reasons for being in the building. Contact the school Principal, and if necessary the Police
5. Be alert for anything unusual in the building and keep the school Principal informed
6. If working alone in the building, either before or after hours, keep lights on and door locked
7. Use building entrances and exits that are well lighted
8. Keep valuables locked up or out of sight

WHAT TO DO IF CONFRONTED BY SOMEONE WITH A WEAPON OR BY SOME OTHER HOSTILE INDIVIDUAL OR OTHER POTENTIALLY DANGEROUS SITUATION:

1. Remain calm
2. **Do Not** attempt to disarm him/her
3. Try to protect yourself and your students first
4. Follow the directions of the armed individual
5. Do not allow the situation to escalate. Do not become angry
6. Never confront a dangerous individual. Do not argue or make demand of the individual
7. Negotiate, yield, delay, defuse, and establish rapport if possible. Keep talking to the person, using a very quiet and calm voice
8. Seek assistance and contact the Principal as soon as reasonably possible
9. Attempt to contain the situation. If students are present ask the perpetrator if the students can be released to leave the area
10. Try to safely leave the area
11. Wait for help
12. Act to disarm only as violence occurs or is about to happen
13. Preserve any evidence but avoid handling it if possible

WHAT TO DO IF YOU BELIEVE SOMEONE HAS A WEAPON

1. Remain calm
2. Communicate the situation to the office
3. Do not confront or antagonize the individual
4. If possible, without arousing suspicion, separate the individual and weapon. For example, if the weapon is in a book bag, ask the individual to leave the book bag in one area and escort him/her to another area
5. If possible, evacuate as many students from the classroom as possible. For example, send students to the library or to run errands
6. Try not to let the individual and/or the weapon leave your immediate supervision
7. If you are unable to evacuate students from the classroom, attempt to call the school Principal and try to convince the alleged weapon bearer to leave the classroom with you

INCIDENTS WHICH THE SCHOOL WILL REPORT TO THE POLICE IMMEDIATELY

1. Illegal weapons
2. Sexual assault
3. Aggravated battery/aggravated assault
4. Bomb threats
5. Domestic violence
6. Possession of explosives
7. Arson
8. Burglary
9. Child abuse (1-800-45A-BUSE)

IN THE EVENT OF VIOLENCE OR THREAT OF VIOLENCE AT SCHOOL

IMMEDIATE RESPONSE

1. Contact the Principal
2. Call Police – 911
3. Principal contacts the Pastor
4. Secure building (may or may not include evacuation)
5. Make available copies of floor plans for police and emergency personnel.
6. Begin first aid of injured – call Emergency Medical Services if needed – 911
7. Identify and record names of those hospitalized or given first aid
8. Contact families of injured
9. Advise administration of missing or unaccounted for individuals
10. Send staff person to hospital to monitor the situation
11. Activate Crisis Intervention Team

WHAT TO DO IF A PERPETRATOR ENTERS THE BUILDING

1. Immediately notify the school office
2. School office will call Police – 911
3. School office will issue a “code red”; indicating there is a perpetrator in the building
4. Staff will initiate protection procedures:
 - a. lock doors
 - b. move children away from windows and doors
 - c. keep class together in a group

- d. keep children quiet and calm
5. Await for further instructions

ONCE THE SITUATION HAS BEEN CONTAINED:

1. Gather all available facts
2. All public statements for the media should be coordinated with law enforcement officials
3. Compose announcements for classroom
4. Set up counseling or drop-in rooms for affected students
5. Make a list of students at-risk of post-traumatic reactions and/or grief reactions
6. Counsel students at risk
7. Record names of students receiving psychological first aid for follow up
8. Conduct small group discussions for affected classrooms
9. Prepare informational handouts/letters to parents and staff as needed

10.11 CRISIS RESPONSE GUIDELINES

The school Principal or his designees will be responsible for assembling the Crisis Intervention Team and initiating any action to be taken. The Crisis Intervention Team will develop and implement the plan for the day, based on current situation and needs.

IN THE EVENT OF A PERSONAL TRAGEDY OR DEATH OF A STUDENT OR A STAFF MEMBER AWAY FROM SCHOOL:

1. Contact the School Principal
2. School Principal contacts the Pastor
3. Gather the facts regarding the death or incident
4. Contact teachers using a phone tree
5. Crisis Intervention Team needs to be activated to meet with teachers directly involved to give information and prepare strategies
6. Compose announcements for classroom
7. Set up counseling or drop-ins sites for affected students
8. The Crisis Intervention Team will prepare a statement for the media, upon request
9. Make a list of students at-risk of posttraumatic reactions and/or grief reactions
10. Counsel students at-risk
11. Record names of students receiving psychological first aid for the purpose of follow-up
12. Conduct small group discussions for affected classrooms
13. Contact immediate family members – make home visits
14. Obtain details for visitation and funeral arrangements
15. Inform staff of arrangements
16. Provide comfort support and assistance to staff
17. Prepare informational handouts/letters to parents and staff as needed
18. Remove name from all mailing lists, class lists, etc.
19. Return personal belongings to family members after two weeks or when requested
20. Record activities of Crisis Intervention Team
21. Call Crisis Intervention Team and support staff debriefing meetings as necessary

10.12 IN THE EVENT OF A PERSONAL TRAGEDY OR THE DEATH OF A STUDENT OR STAFF MEMBER AT SCHOOL

IMMEDIATE RESPONSE:

1. Contact the school Principal
2. School Principal contacts Pastor and activates Crisis Intervention Team
3. Evacuate immediate area to one location
4. Call Police and Emergency Medical Services (911)
5. Call immediate family member/guardian
6. Identify victim's siblings and take to office if they are in building
7. Provide basic information and reassurance to persons evacuated from the scene
8. Send staff person to the hospital to monitor the situation and to provide or gather information as needed

ONCE SITUATION HAS BEEN CONTAINED:

1. Gather all available facts
2. Clean up scene of tragedy, if needed, as soon as possible
3. The Crisis Intervention Team will prepare a statement for the media, upon request
4. Compose announcements for classroom
5. Inform staff of arrangement in writing (note in staff mailbox)
6. Set-up counseling or drop-in rooms for affected students/staff
7. Counsel students and/or staff at risk
8. Record names of students receiving psychological first aid for the purpose of follow up
9. Conduct small group discussions for affected classrooms
10. Provide support and assistance to staff and prepare information handouts

10.13 SUICIDE WARNING SIGNS

Classroom teachers and staff are not trained to handle suicidal issues. It is strongly encouraged all staff members refer any suicidal students to the school Principal or Pastor and not handle the situation alone. Example: student talks to you in confidence regarding his/her suicidal feelings and asks you not to tell anyone. **THIS IS THE TIME WHEN YOU MUST BREAK CONFIDENTIALITY AND SEEK HELP FROM THE CRISIS INTERVENTION TEAM.** Student safety is the utmost importance.

Look for the following signs of suicidal tendencies:

1. Changes in behavior. Any significant change in a normally active person's behavior may be cause for special attention
2. Problems in school. A dramatic drop in grades, falling asleep in class, emotional outbursts, or other behavior that is uncharacteristic of a particular student may be cause for concern
3. Themes of death. A desire to end one's life may show up in the person's art work, poetry or essays
4. A previous suicide attempt. A significant number of young people who commit suicide have attempted suicide before
5. Signs of depression. These may include changes in eating and sleeping habits, anxiety, restlessness, fatigue, feelings of hopelessness and guilt, and loss of interest in usual activities
6. Verbal statements. Comments such as "you'd be better off without me" or "I wish I were dead" should always be taken seriously
7. Other. These may include physical complaints, frequent accidents, hyperactivity, aggressiveness or prolonged grief after a loss

RED FLAG: A SUICIDAL STUDENT WHO SHOWS SIGNS OF EUPHORIA MAY BE AT HIGHEST RISK FOR ACTUALLY ATTEMPTING OR COMPLETING A SUICIDE.

10.14 DEALING WITH SUICIDAL STUDENTS

Early intervention is the key when dealing with students with suicidal tendencies. It is imperative that you take any suicidal indication from a student very seriously. In all cases of dealing with suicidal students, all staff member are encouraged to refer any situation to the school principal or Pastor and not handle it alone.

When you detect a student who you may fee has suicidal tendencies, do the following:

1. Don't ignore the problem. Just because a person may be manipulative, dramatic, or attention seeking does not mean he/she is not also suicidal
2. Do be a good listener. Be calm, speak quietly, and gently. Listen yet watch for non-verbal clues that show you how the person is feeling. Report what you observe. After listening to the person, avoid offering empty reassurances or dismissing his/her problems as trivial. From the person's perspective they matter a great deal and are making him/her unhappy
3. Do not leave the person. If you feel there is immediate danger, do not leave the person alone
4. Do get help. Seeking the school Principal or Pastor is a must. Although simple depression can disappear as quickly as it comes, it can also develop to the point where a person may impulsively see suicide as the only way out. Advise the school Principal of the situation and coordinate parent/guardian notification
5. Do show that you care. Tell the person that you are always available to talk about things that may be troubling him/her. Talking openly is the only way you can find out how serious the person is about ending his/her life. Talking about suicide does not give a person suicidal thoughts; these individuals often welcome an opportunity to open up
6. Don't make moral judgments. Never act shocked or disgusted. Do not try to use reverse psychology. Do not argue with them, tell them how wonderful life is, lecture them, or punish them. If what a person tells you makes you feel angry, you must control these feelings. Immediately contact the school Principal or Pastor
7. Always maintain accurate records of involvement

10.15 TRAFFIC AND PEDESTRIAN SAFETY

The use of Skateboards or Roller Blades is PROHIBITED at school.

VEHICULAR ACCIDENTS ON SCHOOL/CHURCH PREMISES

If an accident occurs anywhere on the school/church premises, the following procedures should be followed:

1. Call the police and request Emergency Medical Services if there are injuries (911)
2. Contact the school Principal or his/her designee
3. Call police if there is significant damage or road blockage

Whether or not there are injuries, write a complete report of the accident. Give the report to the school Principal and keep a copy for your records.

AFTER ANY EMERGENCY

Immediately following all emergencies, the following procedures should be followed:

1. Victims will be assisted in obtaining medical, psychological, or professional assistance
2. A complete report of the entire incident will be kept on file

10.16 RECOMMENDED PROCEDURE TO IMPLEMENT IN THE EVENT OF A TRAGEDY

Should a crisis and/or tragedy occur, the following Crisis activation should be implemented:

1. The school Principal should be contacted.
2. The school Principal should contact the Pastor, who will call the Crisis Intervention Team
3. Upon hearing of a tragedy involving student(s), faculty or employees, the school Principal or designee will immediately contact the family or other appropriate sources to attempt to obtain clarification and confirmation of the event
4. The Crisis Intervention team will assemble at the church office to determine need and placement of team members throughout the school and church to help those in need
5. The school Principal will make a general announcement over the intercom system, or other appropriate means, followed by a moment of silence and prayer. More information regarding arrangements will follow later after contacting the family regarding their wishes. Following this announcement, the Principal; will direct a memo to the faculty to be aware of acutely distressed students and to immediately send these students to the Crisis Intervention Team for counseling. If the tragedy occurs on the weekend, the announcement will be made on the next school day
6. The Crisis Intervention team will determine at their meeting the individual who will visit the family. If it is appropriate at the time of the visit, the following information should be obtained:
 - A. clarification of the circumstances surrounding the tragedy
 - B. information pertaining to the funeral
 - C. obtain a list of high risk or grieving friends of the student

If necessary, the family will be given access to the Crisis Intervention Team for counseling and guidance as well.

7. The school Principal or Pastor will designate either themselves or others to respond to calls and questions from school parents and the media. It is highly recommended that other persons be discouraged from having contact with the media during the time of crisis
8. During the crisis, the Crisis Intervention team will work closely together to determine whether the death is creating stress in the school. If necessary, the members of the intervention team may enter the classroom for group counseling
9. If services are scheduled to occur during school hours, representative faculty may attend the funeral upon receiving permission from the school Principal. Students desiring to attend must obtain parent approval

10.17 Guiding Principles for the Trinity Lutheran School, Red Bud, Illinois

Lutheran schools function at several interlocking levels within the educational ministry of the Church. As academic institutions, they enable students to acquire skills, knowledge, occupational competence and civic responsibility. As Christian institutions committed to the teachings of the Scriptures and the Lutheran Confessions, Lutheran schools prepare students to respond in faith to Jesus Christ and to understand his message, to view human existence in terms of divinely appointed goals, to follow moral standards of conduct and to achieve integrity of character. As Lutheran communities of faith, schools deepen the ties between pastor, faculty, parents and students. Building community in all areas alike, Lutheran schools foster a spirit of service to humanity and a feeling of fellowship transcending individual difference.

Lutheran schools seek primarily to serve all Lutheran parents who seek Lutheran education for their children. Because the ultimate responsibility for education rests with parents, schools welcome parent participation in policy decisions through formal channels and encourage informal communication at all levels in such matters as personnel, curriculum and finances. Pastors, administrators and teachers cooperate by fulfilling their respective responsibilities toward the school program. All parties together assess effectiveness in relation to the progress and needs of each student. To the community at large, Lutheran schools represent a successful educational alternative, striving for academic excellence without sacrificing Lutheran values. The development of each individual student is fostered through innovation and effective use of resources.

All employees and volunteers are required, as a condition of employment and acceptance of volunteer services, to teach and exemplify the guiding principles set forth above.

Statement of Acceptance of Guiding Principles

I understand that any omission or misrepresentation in this application, or failure to teach and exemplify the Guiding Principles as set forth above, may result in refusal of services or separation from employment.

Signature of Applicant: _____

Date: _____

10.18 TRINITY LUTHERAN SCHOOL CHILD PROTECTION POLICY AND SEXUAL MISCONDUCT POLICY

Revised January 2015

Trinity Lutheran Church and School seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children Trinity Lutheran Church and School from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

Definitions:

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “worker” includes both paid and volunteer persons who work with children.

Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

f) **Six Month Rule**

No applicant will be considered for any position involving contact with minors until she/he has been involved with Trinity Lutheran Church and School for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

g) **Written Application**

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous affiliations with the Lutheran Church - Missouri Synod, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the Trinity Lutheran Church.

h) **Personal Interview**

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

i) **Reference Checks**

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at Trinity Lutheran Church.

j) **Criminal Background Check**

A national criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:

- Those who will be involved in our school/preschool/daycare center;
- Those who will be involved in overnight activities with children;

- Those counseling children;
- Those involved in one-on-one mentorship of children; and
- Those having occasional one-on-one contact with children (such as, church/temple sponsored athletic team coaches and vehicle drivers).

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church/synagogue/meeting to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the Trinity Lutheran School and Church Sexual Abuse Team as defined in Section 9.01 on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the Trinity Lutheran Church.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at Trinity Lutheran Church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to a member of the Trinity Lutheran School and Church Sexual Abuse Team as defined in Section 9.01 for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at Trinity Lutheran Church or during our sponsored programs or activities, the following procedure shall be followed:

- The parent or guardian of the child will be notified.
- The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
- Civil authorities will be notified, and Trinity Lutheran Church will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. Trinity Lutheran Church will fully cooperate with the investigation of the incident by civil authorities.
- Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
- The Trinity Lutheran School Principal will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
- A pastoral visit will be arranged for those who desire it.
- Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

Do not assume that the church/school is aware of any sexual misconduct. It is your responsibility to report incidents of which you know.

10.19 CODE OF CONDUCT POLICY

As personnel (as defined in the Child Protection Policy), I certify and voluntarily agree to abide by the following CODE OF CONDUCT

- I will exhibit the highest Christian ethical standards and personal integrity
- I will conduct myself in a manner that is consistent with the discipline and teachings of the Lutheran Church
- I will provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment
- I will avoid taking unfair advantage of the counseling relationship
- I will not physically, sexually or emotionally abuse or neglect a child or adult
- I will report any suspected abuse or neglect of a child to the Child Abuse Hotline 1-800-252-2873 and to the victim assistance coordinator
- I will accept personal responsibility to protect children from all forms of abuse

Print Name: _____

Signature: _____ Date: _____

SECTION 11
SCHOOL GOVERNANCE

11.0 PURPOSE OF THE BOARD OF CHRISTIAN EDUCATION

ADOPTED JANUARY 2015

The purpose of the Board of Christian Education is to ensure that Trinity Lutheran School (1) achieves appropriate results for appropriate persons at an appropriate cost, and (2) avoids unacceptable actions and situations

11.0.1 The Board shall govern with an emphasis on (a) biblically-based integrity and truthfulness in all methods and practices; (b) outward vision rather than an internal preoccupation, (c) strategic leadership more than administrative detail, (d) clear distinction of Board and Administrator roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactively rather than reactively.

11.0.2 The Board is responsible for determining and demanding appropriate organizational performance

11.0.3 To accomplish its job products with a governance style consistent with Board Policies, the Board will follow an annual agenda that (1) completes a re-exploration of end policies annually and (2) continually improves Board Performance through Board education and enriched input and deliberation.

11.0.4 The Chairman assures the integrity of the Boards Process and, secondarily occasionally represents the Board to Outside Parties.

11.0.5 The Board commits itself and its members to biblical, ethical, professional and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members

11.0.6 The Board commits itself to the individual and collective participation of its members to insure leadership success.

11.0.7 Board Committee, when used, will be assigned so as to reinforce the wholeness of the Boards job and so as to never interfere with delegation from Board to Administrator.

11.0.8 A committee is a Board Committee only if it's in existence and charge comes from the Board, regardless of whether Board Members sit on the Committee. The only Board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as the task is complete.

11.0.9 The Board will invest in its governance capacity

11.0.10 The Board is responsible for organizing and administrating effective corporation meetings.

11.1 SCHOOL GOVERNANCE

ADOPTED JANUARY 2015

The Board shall govern with an emphasis on (a) biblically -based integrity and truthfulness in all methods and practices; (b) outward visions rather than internal preoccupation, (c)strategic leadership more than administrative detail, (d) clear distinction of Board and Administrator roles. (e) Collective rather than individual decisions, (f) future rather than past or present, and (g) proactively rather than reactivity.

11.1.1 We believe that deriving practical applications from modeling's God's word are essential to completing our mission consistent with biblical truth.

11.1.2 The Board, in its hiring and other activities, will not discriminate on the basis of race, national origin, age, handicap, gender or military status. The Boards activities, with the exception of personnel matters, shall be open and accessible to the scrutiny by its members, school parents, public and congregation.

11.1.3 The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will be the initiator of policy, not merely a reactor to staff indicatives, The Board as a body, rather than to substitute the individual judgments for the Boards Values. The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling Board Commitments.

11.1.4 The Board will direct control and inspire TLS through careful establishment of broad written policies reflecting the Boards values and perspectives about ends to be achieved and means to be avoided. The Boards major policy focuses will be on its intended long-term vision not on the administrative or programmatic means of attaining those ends.

11.1.5 The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect of roles, and ensuring the continuance of governance capability. Continual Board development will include orientation of new Board members in the Boards governance process and periodic Board discussion of process of improvement.

11.1.6 The Board will monitor and discuss the Boards Process at each meeting and its overall performance annual at the May meeting. Self-monitoring will include comparison of Board activity and discipline to policies in the governance process ad Board/Staff communication.

11.1.7 Each member of the Board will support the final determination of the Board concerning any particular matter, irrespective of the member's personal position concerning such matter.

11.1.8 All Board action requires approval any simple majority of voting members.

11.2 VALUE OF BIBLICAL APPLICATION

ADOPTED JANUARY 2015

11.2.1 That a Christian, faith based education is essential to the achievement of our mission.

11.2.2 That Christian schools exist to support parents and the church in fulfilling the parent's biblical responsibility to educate children.

11.2.3 That Teaching Gods Word, and teaching how to apply Gods Word, is essential to education.

11.2.3.1 All truth is Gods Truth.

11.2.3.2 It is important to have knowledge of and appreciation for the attributes of God

11.2.3.3 The work of the Holy Spirit is significant.

11.2.3.4 Prayer is essential.

11.2.3.5 Every individual is of value, all are uniquely created in the image of God.

11.2.3.6 That a personal relationship with God is essential

11.2.4 That every aspect of curriculum should be permeated with Gods Word, including teaching on....

11.2.4.1 The natural world

11.2.4.2 Human history and Gods Activity in it.

11.2.4.3 Humanity, its cultures, and how we are to live in the world.

11.2.5 That a biblically consistent education must be modeled as well as taught, Therefore, all Governing Boards, faculty and staff....

11.2.5.1 Embody excellence

11.2.5.2 Demonstrate a servant's heart

11.2.5.3 Serve in harmony

11.2.5.4 Engage only in activities consistent with biblical truth and model submission to Gods Authority.

11.3 BOARD OF CHRISTIAN EDUCATION JOB DESCRIPTION

ADOPTED JANUARY 2015

The Board of Christian Education is responsible for determining and demanding an appropriate organizational performance of Trinity Lutheran School.

11.3.1 The Board will produce written governing policies that, at the broadest levels, address each category of organizational decision.

11.3.1.1 ENDS: Organizational products, effects, benefits, outcomes, recipients and their relative worth (what good for which recipients at what cost.)

11.3.1.2 EXECUTIVE LIMITATIONS: Constraints on executive authority, which establish the boundaries within which all executive activity and decisions must take place.

11.3.1.3 GOVERNANCE PROCESS: Specification of how the Board conceives carries out monitors its own task.

11.3.1.4 BOARD/STAFF LINKAGE: How power is delegated and its proper use monitored; the administrator role, authority, and accountability.

11.3.1.5 DOCUMENT REVISIONS: Revisions to these written documents must be approved by the Board. Notice of revisions must be communicated to the Board and the Principal/Administration, with a recite acknowledging required.

11.3.2 The Board will produce assurance of Administrator/Principal performance.

11.4 AGENDA PLANNING

ADOPTED JANUARY 2015

To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (1) completes a re-exploration of ENDS policy annually and (2) continually improves Board performance through Board education and enriched input and deliberation

11.4.1 The cycle will conclude each year on the last day of June so that the Board planning can be based on accomplishing a one year segment of the most recent statement of long term ends, to be reported, if appropriate, at the Chairman's annual report.

11.4.2 The cycle will start with the Boards development of its agenda for the next year.

11.4.2.1 The Chairman is encourages, at the commencement of the Boards annual planning cycle, to prepare a tentative agenda for the followings year's meetings. The Chairman will determine the agenda for any particular meeting, although members are encouraged to recommend any appropriate matters for Board consideration. Any Board member desiring to recommend any mater for Board discussion will advise the chairman of such matter at least 2 days prior to the scheduled Board meeting. By an affirmative vote of a majority of the members of the Board, or of those present at a meeting. Additional matters may be added to the agenda at any Board meeting.

11.4.3 Throughout the year, the Board will attend to consent agenda items as expeditiously as possible.

11.4.4 The Board will meet monthly, generally the fourth Tuesday of every month at 7 p.m. in the School Meeting Room. Such meetings shall be opened to any member of the School family, Church or public and shall be conducted from a published, printed agenda. Additional meetings will be scheduled as required. All Meetings shall be conducted according to Roberts Rules of Order, and the minutes of each meeting, shall be recorded and maintained in a permanent binder in the School Office and the Board Secretary. In addition, the School Board may adjourn to a closed, executive sessions the need arises to address spiritual, personnel, disciplinary or sensitive issues.

11.4.5 School Principal and Office Administrator monitoring will be included in the agenda if monitoring reports show policy violations, or is policy criteria are to be debated.

11.4.6 School Principal and Office Administrator remuneration will be decided in June, after a review of monitoring reports received in the last calendar year from the Office Administrator or Principal.

11.5 ROLE OF THE CHAIRMAN OF THE BOARD

ADOPTED JANUARY 2015

The chairman assures the integrity of the Boards Process and, secondarily, occasionally represents the Board o outside parties.

11.5.1 To be eligible for nomination to the position of the Board Chairman, the Nominee must have been elected to the Board at the annual January Voters meeting.

11.5.2 The job result of the chairman of the Board behaves consistently with its own rules and those legitimately imposed upon listed under CHAIRMAN'S ROLE.

11.5.2.1 Meeting discussion content will be only those issues which, accordingly and clearly belong to the Board to decide.

11.5.2.2 Deliberation will be fair, open and through, but also timely, orderly and kept to a point.

11.5.3 The Authority of the Board Chairman consists in making decisions that fall within topics covered by the board/parent/staff policies handbooks, except where the Board specifically delegates portions of its authority to others, I.E.> Church Council and/or Principal.. The Chairman is authorized to use any reasonable interpretation of the provisions in these policies.

11.5.3.1 The chairman is empowered to preside over board meetings with all the commonly accepts power of that position (e.g. ruling and recognizing)

11.5.3.2 The chairman may represent the Board to outside parties in announcing Board-Stated positions and in stating chairman decisions and interpretations within the area delegated to her or him.

11.5.3.3 The Chairman will represent the Board in matters that relate to the Administrator.

11.5.3.4 The Chairman may delegate this authority to other Board members but remains accountable for its use.

11.5.3.5 The Chairman is the co-signer on the schools funds checking account

11.5.4 The Chairman may appoint members and a chairman for each Board Committee, unless otherwise stipulated by Board Policies or the School/Church Bylaws

11.5.5 The Chairman shall publish an annual agenda in writing during January of each year, the spring and fall meeting scheduled in the Agenda

11.5.6 The Chairman shall not fail to annually address the Church/school body prior to the end if the academic year for the purpose of keeping the church/school body informed of

accomplishments in the current one year segment and communicate the Boards long term vision. This address may include, but is not restricted to, the introduction of new officers, recap of accomplishments, summarization of parent interviews and Board responses, reminders about Board nomination criteria, Promoting school growth and information to address rumors and/or turmoil.

11.6 BOARD MEMBER CONDUCT

ADOPTED JANUARY 2015

The Board member commits itself and its members to Biblical, ethical and professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board Members

11.6.1 Members must represent loyalty without conflict to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or Staffs' It also supersedes the personal interest of any Board Member acting as a consumer of the organizations services.

11.6.1.1 Board members will report ant conversation, outside of legal board meeting, where the topic touches Trinity Personnel, policy, governance, or gossip to the highest Board Officer not involved, to be presented at the next Board Executive Session. The Board member must report the name of the person they spoke with along with the details of the entire conversation. If they are unwilling to report the name and the details of the conversation they must stop the conversation the moment it turns down the path toward such issues.

11.6.2 Members must avoid conflict of interest with respect to their fiduciary responsibility

11.6.2.1 There must be no self dealing or a conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.

11.6.2.2. When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent her/himself without comment from not only the vote but also from the deliberation.

11.6.3 Board Members may not attempt to exercise individual authority over the organization except as explicitly set forth by Board Policy

11.6.3.1 Board members interaction with the Administrator or with the staff must recognize the lack of authority vested in individuals except when explicitly Board Authorized.

11.6.3.2 Board members interaction with Public, Press or other entities must recognize the same limitations and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.

11.6.3.3 Board Members will give no consequence or voice o individual judgments of Administrator or Staff performance.

11.6.4 Board Members will Respect the confidentially appropriate to issues of a sensitive nature.

11.6.5 Board Members must give unconditional acceptance to Trinity Lutheran School Statement of Faith.

11.6.6 Board Members Disciplinary Actions; Upon strict adherence to the Grievance Policy, any Board Member can bring to the Board a complaint against another Board Member. The charges should be filed in writing to the highest ranking officer not charged and should include the complaint and the measures completed to resolve the matter. The Issue will be discussed in a closed session and a determination made through a motion and adopted by the majority with the charged party abstaining. Determinations may include dismissal of the charges, disciplinary action or expulsion. Expulsion must be referred by an investigative body comprised of three Board Members; must follow Roberts Rule of Order (75. Trial of Members of Societies) and must be upheld by a ballot vote of two thirds of the Board. The investigative body will be determined through a blind draw of Board Members excluding the charged party.

11.7 BOARD MEMBER INDIVIDUAL RESPONSIBILITIES

ADOPTED JANUARY 2015

The Board commits itself to the individual and collective participation of its members to insure leadership success.

Therefore, each Board Member is required to participate:

11.7.1 Attendance- as Board contemplation, deliberation and decisions making are processes that require wholeness, collaboration and participation; attendance at board meetings is required of Board Members, Members may not be absent from more than 4 (four) of the Boards regularly scheduled meetings in any School Calendar year August- July. Any Absence which exceeds this allotment will be interpreted as that member's resignation from the board.

11.7.2 Preparation and Participation- Board members will prepare for Board and committee meetings and will participate productively in discussions always within the boundaries of discipline established by the Board, Each member will contribute his or her knowledge, skills and expertise to the Boards efforts to fulfill its responsibilities.

11.7.3 Members as individuals – the administrator/principal is accountable only to the Board as an organization, and not to individual Board Members, Accordingly, the relationship between the Administrator and individual members of the Board, including the Board Chairman, is collegial, not hierarchical.

11.7.4 Members will commit to pray regularly for Trinity Lutheran School.

11.8 BOARD OFFICERS

ADOPTED JANUARY 2015

Trinity Lutheran School Board of Christian Education consists of seven elected members, titles which include Chairman, Co-Chairman and Technology Leader, Secretary, Assistant Sunday School Director, 2 Policy Coordinators, and Events Coordinator.

Elections are held in January by Trinity Lutheran Church Congregation, members are elected by a majority ballot vote. Terms are 3 years, for a maximum 2 consecutive terms totaling 6 years.

11.8.1 Chairman- Board Spokesman's, Meeting leader, See Section regarding Chairman

11.8.2 Co- Chairman and Technology Leader- In the Event that the Chairman is unable to fulfill his/her job duties, the Co- chairman will fulfill the chairman's duties. Also will hold will stay up to date with Technology Committee leaders and regularly report to the Board progress.

11.8.3 Secretary - The Official recorder of the regular BOCE meetings and special meetings. The minutes will be presented to all elected Board members, teachers and ex-officio board members, within 1 week after BOCE meeting, to be dispersed electronically to each member of the Board, Principal, Pastor, Office Administrator and Church Council. Copies will also made available at each BOCE meeting to hand out to guests, with the exception of Executive Session minutes, that are only kept in Secretary's Binder.

11.8.4- Policy Coordinator 1 and Policy Coordinator 2 - These two people will research and put policy together when needed and then present these policy to the BOCE to be thoroughly read, discussed, and voted on. These positions are a minimum 2 year term, and will include one existing member and one newly elected member.

11.8.5- Events Coordinator- this person is in charge of, organizing, buying supplies and food/cake/drinks for Awards Night in May, graduation, teacher anniversary, plaque for Christian education award, Christmas parties, this includes letting the school/church secretary know the information to be printed in hoof prints and bulletins. This may also include stage set up and/or any other BOCE sponsored events

11.8.6- Sunday School Assistant- This person supplies the BOCE with a copy of the Sunday school report, including spending and earnings, attendance and the overall welfare of the Sunday School program.