

MISSION STATEMENT

St. Paul's Lutheran School is a place where faith and learning go hand in hand.

VISION STATEMENT

We are a school where:

- The Fruit of the Spirit and our school values are reflected
- Students become confident leaders and public speakers
- Commitment to their faith walk, worship, and Bible knowledge is shown
- Excellence in academics is demonstrated
- Opportunities to appreciate people with different traditions, perspectives and experiences are provided

CONVICTIONS

- All students can learn.
- Time in faith learning should be integrated in the entire curriculum and program.
- Together the home, school, church and community serve and support one another.
- Resources and services are essential for effective instruction.
- All staff must continue to learn, and our school must continue to improve.
- Expectations of behavior are important to providing a safe and caring learning environment.

VALUES

Based on Galatians 5:22-23, *But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control*, St. Paul's Lutheran School, will reflect the FRUIT OF THE SPIRIT in our values:

- Faithful---I am faithful to God, myself, and others.
- Respectful---I am respectful by listening, using self-control, and accepting authority.
- Use manners---I use manners by saying "Please," "I'm sorry," "Thank you," "You're welcome," not interrupting, patiently waiting.
- Integrity----I am doing the right thing even when no one is watching.
- Teachable---I am flexible, adaptable, and ready to learn.

ACCOUNTABILITY FOR ST. PAUL'S LUTHERAN SCHOOL

The school has been established by St. Paul's Lutheran Church and School to carry out its mission and ministry. As stated in Article VIII of the Constitution: "This congregation is committed to a complete life-long program of Christian education for all its members through a Christian Day School and through all the means and agencies that lie within its ability and recognizes the sound indoctrination of children in the Christian faith, as a solemn obligation that rests upon parents and congregation alike."

The School Board is accountable to the congregation, through the Church Council for the operation of the school. Therefore, all members of the School Board should familiarize themselves with

1. the goals of the school and the program for accomplishing these goals,
2. the attitudes which members of the congregation adopt toward the school,
3. the needs of the school, and
4. the desires and concerns of the teachers and parents.

The School Board is accountable for establishing the goals and objectives of Christian education and regularly reviewing and appraising the program of the school as it relates to the entire program of Christian education in the congregation. The School Board will annually appoint a School Improvement Advisory Committee (SIAC) including representatives of the following groups: parents, students, instructional and non-instructional professional staff, and community members. The School Improvement Advisory committee make recommendations regarding needs assessment, statement of philosophy, and long-range plans of the school.

The Annual Report to the St. Paul's School Community will be through Board reports, school newsletters, and congregation newsletters; and will include Standards and Benchmarks, student learning goals, and achievement data. Information for ongoing and long-range needs assessment will be collected and will include Iowa Statewide Assessment of Student Progress (ISASP) student achievement results, individual student scores, and other locally determined data sources; and will be restricted to those with a need to know-administrators, teachers, and support staff. Parent access is restricted to their own children's records. Summary and individual student records are maintained.

ORGANIZATION AND PROCEDURES OF THE SCHOOL BOARD

ST. PAUL'S LUTHERAN CHURCH AND SCHOOL, WAVERLY, IOWA

ARTICLE I – NAME

The name of this organization is the Board of St. Paul's Lutheran School, hereafter called the School Board.

ARTICLE II – PURPOSE

- A. See that teaching in the Lutheran school is continued in the Lutheran traditions and in keeping with the teachings of Christ.
- B. Establish and revise, as needed, general operating policies for Christian school.
- C. See that established board policies are carried out by the school principal.
- D. Recommend to Church Council the employment of all paid school personnel after necessary screening has been carried out.
- E. Periodically review school salary schedule.
- F. Attempt to provide those tools necessary to carry out quality Christian education for all grade levels in the school.
- G. Carry out an active program of public relations and recruitment.
- H. Oversee the financial operation of the school based on budgets in place.
- I. Serve as sounding board for all school families as well as others interested in the operation of the school.
- J. Make annual budget proposals for areas of responsibility for submission to the Church Council.
- K. Work with other boards in reviewing and effectively communicating the ministry of St. Paul's Lutheran Church and School.
- L. Report monthly to the Finance Committee and the Church Council.

ARTICLE III – MEMBERSHIP

The School Board consists of five members and a chair elected for two-year terms by the congregation at the Annual Meeting. One board member other than the chair may be an individual who is not a member of St. Paul's Lutheran Church and School.

No members shall serve more than two consecutive terms.

The principal and the pastor who serves as head of staff are consultants to the school board. Employees of St. Paul's Lutheran Church and School who serve on the school staff are not eligible to serve as members on the School Board.

ARTICLE IV – BOARD CHAIR

The chair of the School Board is elected at the Annual meeting by congregational vote. The duties of the chair are as follows:

- A. Serve on the St. Paul’s Lutheran Church and School Church Council and Finance Committee.
- B. Preside at all School Board meetings.
- C. May call a special meeting notifying each School Board member of the time and place.
- D. To prepare the agenda in consultation with the principal and pastor.
- E. Appoint a recording secretary. The duties of the secretary are as follows:
 1. Record proceedings of the School Board and maintain an official copy of all board minutes and all other board records and papers. Board records will be maintained at the church office.
 2. Report changes to the principal for updating the policy manual, after board discussion, providing each board member with a copy of any revisions. Dates of revisions shall be noted next to changes.
 3. Handle correspondence as directed by the board.

ARTICLE V – PROCEDURES

- A. All decisions of the School Board must have majority approval of voting members present.
- B. All meetings of the School Board are open to visitors except when the School Board decides to go into executive session.
- C. The School Board will review the policy manual in its entirety at least every three years. It may be reviewed in parts as desired by the board, so long as each section is reviewed in a three-year period. The principal will assure that the schedule is met.

ARTICLE VI – AMENDMENTS

The School Board reserves the right to amend, alter, repeal, or add any provision to these articles in the following manner:

- A. Any proposed amendment to these articles shall be submitted in writing to the Chairperson, bearing the signatures of two (2) members of the board. The proposed amendment shall be read at the next regular meeting of the board. It shall be voted on at the following regular meeting.
- B. The proposed amendment shall become part of these articles only if approved by at least four (4) members of the board, and subsequently, by the Church Council.

Section A of Policy Manual

CURRICULUM, INSTRUCTION, SCHOOL ACTIVITIES

Section A of the policy manual defines the policies which govern the curriculum, instruction, and other school activities.

- A – 1.00 Curriculum Evaluation and Textbook Adoption
- A – 2.00 Academic Freedom
- A – 3.00 Discipline
- A – 4.00 Accreditation
- A – 5.00 Class Size
- A – 6.00 Kindergarten Program
- A – 7.00 Preschool Program
- A – 8.00 School Calendar and School Day
- A – 9.00 Reporting Student Progress
- A – 10.00 Testing
- A – 11.00 Library and Media Center
- A – 12.00 Field Trips
- A – 13.00 Worship
- A – 14.00 Choir and Other Music Groups
- A – 15.00 Special Student Events
- A – 16.00 Athletics
- A – 17.00 Child Abuse Training and Reporting
- A – 18.00 Talented and Gifted Program

A – 1.00 CURRICULUM EVALUATION AND TEXTBOOK ADOPTION

Curriculum evaluation and improvement are ongoing responsibilities of the faculty. Both established and newly implemented programs should be monitored and adjusted to attain maximum effectiveness.

In addition, the faculty conducts a thorough evaluation of each curriculum area on a regular basis which is established by the principal. The infusion of multicultural nonsexist approaches, global education, technology, higher order thinking skills, and communication skills will be accomplished in each curricular area during the curriculum development schedule. At the conclusion of the study, the principal presents a report of the curriculum to the School Board.

The School Board must approve the major material and textbook adoption for each curriculum.

Parents' concerns about the curriculum should be handled within the processes of the faculty's ongoing evaluation. The principal should also encourage parents to provide feedback to teachers about the curriculum and arrange informal opportunities for parents to give input on the curriculum.

A – 2.00 ACADEMIC FREEDOM

Within the policies adopted by the School Board, the teacher is given the discretion concerning how to teach the approved curriculum most effectively. Similarly, staff in the librarian role is given discretion in selecting books and other materials for the library.

When someone differs with a teacher's implementation of the curriculum or the librarian's selection of materials for the library:

1. Present a written report of the concern and then discuss it with the teacher/librarian.
2. If the problem is not resolved, it should be reviewed by the principal.
3. As the final step in resolving the problem, the concern should be placed on the School Board agenda.

A – 3.00 DISCIPLINE

Christian discipline is the application of self-control and orderliness as motivated by Christian attitudes. Therefore, teachers and parents nurture and supervise children in accordance with the teachings and philosophy of Christ.

Learning and play in a group require a disciplined environment. Christian discipline established with a positive attitude by teachers and parents so that the child may be guided toward the development of self-control and responsibility for his/her behavior.

Establishing and maintaining a disciplined environment at St. Paul's School is the shared responsibility of the students, teachers, parents, and principal. In the following sections we describe these expectations and define the process of communication when behavioral problems persist.

3.01 – Student Responsibility

Students are expected to respect all people with whom they come in contact in the school, in the church, and on the playground. Older students are encouraged to assume responsibility for younger students by helping them and setting a good example for them.

Students are expected to respect property and materials. This included both respect for school/church property and responsibility for the care of their own possessions as well as possessions of others.

3.02 – Teacher Responsibility

The teacher should establish good relations with the students by reinforcing positive behavior that encourages the child. A variety of learning experiences must be provided to stimulate student interest and motivation. The teacher must understand the uniqueness of all students and other teachers, accept them as persons of value, and help them to grow in their creativity, individuality, and problem-solving ability. It is important that teachers are caring and understanding of the students' needs.

The teacher must create a disciplined environment by setting reasonable expectations that are fair and consistent. Teacher supervision in the school, playground, and church should maintain the desired learning environment.

There is a variety of teacher styles that can effectively fulfill these responsibilities. We respect the teacher's right to use procedures for maintaining discipline that are most effective for the teacher as long as the procedures are consistent with the expectations described above.

3.03 – Principal Responsibility

The principal is responsible for establishing and maintaining a well-disciplined environment in the school. This responsibility includes supervision of school-wide activities.

The principal should establish a supportive relationship with the teachers in maintaining a disciplined environment and express confidence in the teachers when concerns are raised about discipline. In dealing with behavioral problems, the principal makes recommendations for handling the problem and establishes procedures for using resource people to resolve behavioral problems.

3.04 – Communication Process for Behavioral Problems

When a student has behavioral problems, the teacher contacts the parents and involves the principal so they can cooperate in helping the child to understand the problem and implement a plan for modifying the behavior.

When a student has a concern about discipline, he/she should discuss it with the teacher. If the problem is not resolved, the student or parent should present the concern to the principal.

When parents observe or hear about incidents at school that concern them, they should immediately contact the teacher who was responsible for supervising the children. When a parent feels a concern has been resolved, the principal should be asked to assist the parents and teacher with the problem. As a final step in resolving a problem, the parents should request that the principal or School Board chair place the concern on the School Board agenda.

A – 4.00 ACCREDITATION

4.01 – Iowa

St. Paul's Lutheran School is organized as a school providing comprehensive and quality instruction for students in grades P-6. The school is accredited by the Iowa Department of Education. St. Paul's School Board, administration and faculty should strive constantly to meet the standards prescribed by the Department of Education and thus remain on the accredited list of Iowa schools.

A – 5.00 CLASS SIZE

Class sizes at St. Paul's Lutheran School will be monitored so that teachers are able to meet the needs of all students. The class size and associates to assist in classes with larger numbers will help our students develop to the best of their ability academically.

5.01 – Kindergarten

The maximum enrollment in the kindergarten program is 25 (18 students with 1 adult or up to 25 students with two adults). Additional applications are put on a waiting list.

5.02 – Grades 1-6

The maximum enrollment in each classroom in grades 1-6 is 25. Additional applications are placed on a waiting list. When 25 students are enrolled in a class, an associate will be provided.

A – 6.00 KINDERGARTEN PROGRAM

The kindergarten program is a developmental program designed to meet the needs of all children old enough for entrance to kindergarten. Students must be five years old by September 15 to enroll in kindergarten.

A – 7.00 PRESCHOOL PROGRAM

The preschool program provides an opportunity for St. Paul's Lutheran Church and School to meet the need for early childhood education. Open to the entire community, the preschool contributes to the total educational opportunities available to the community, gives St. Paul's Lutheran Church and School a new dimension in its ministry to the community, and provides an excellent beginning in the total program of Christian education at St. Paul's.

7.01 – Enrollment, Admission, and Sections

Congregational members of St. Paul's Lutheran Church and School and nonmember school families who currently have a child enrolled in grades K-6 at St. Paul's Lutheran School are allowed to enroll before enrollment is opened to the community. Additional applications are placed on a waiting list. Children must be four years old by September 15 for admission to the 4-year-old class.

The maximum enrollment for the 3-year-old Tuesday-Thursday a.m. section is 16. Both three-and four-year-old children may be enrolled in the Monday-Wednesday-Friday a.m. section. The maximum enrollment in the three-and four-year-old class will be 18 students per sections, with a maximum adult-child ration of 1:9.

The maximum enrollment for the all-day extended day and 3-full day preschool program is 20 students per section. Members of St. Paul's Lutheran Church and School and nonmember school families who currently have a child enrolled in grades K-6 at St. Paul's Lutheran School or whose child was enrolled in the 3- or 4-year-old programs are allowed to enroll before enrollment is opened to the community. Additional applications are placed on a waiting list. Children must be four years old by September 15 for admission to the extended day and 3-full day preschool class.

The inclusion of special education contract placement students in any of the preschool sections may increase the total student population, if an additional adult is provided as support.

7.02 – Preschool Schedules

Class hours for the 4-5-year-old programs are 12:30-3:10 for afternoon classes

Class hours for the 3-year-old and 3-4-year-old programs are 8:30-11:00 for morning classes

Class hours for the extended day preschool and 3-full day preschool are 8:30-3:10.

7.03 – Tuition

Tuition and registration fees shall be established by the School Board prior to each year's enrollment period.

A registration fee must accompany the enrollment application. The registration fee is not refundable for students who withdraw.

7.04 – Staff

Each session will have a teacher who is certified in early childhood education. Certified teachers who fill the job description of a teacher are paid on the basis of the teacher salary schedule.

A teacher associate may assist the teacher. The annual teacher associate salary is determined at an hourly rate.

Substitutes for preschool teachers are paid at the regular rate for substitute teachers in the school.

Substitutes for teacher associates are paid the hourly rate for teacher associates.

A – 8.00 SCHOOL CALENDAR

8.01 – Calendar

The school calendar shall be prepared by the principal in conjunction with Waverly-Shell Rock School District, and be presented to the School Board for approval.

Student instruction shall consist of a minimum of 180 days or 1080 hours of instruction.

A minimum of 180 days from July 1-June 30 of the school calendar shall be used for student instruction only if using the 180-day calendar. Of the remaining days in the school calendar, a minimum of 20 days shall be used as determined by the School board for other educational purposes involving instructional and non-instructional staff.

The length of the school calendar does not dictate the length of contract or employment days for individual instructional and non-instructional staff.

8.02 – Day of School

A day of school is a day during which the school or school district is in session and pupils are under the guidance and instruction of the instructional professional staff. School shall be considered in session during activities such as field trips if pupils are engaged in school programs or activities under the guidance and direction of the instructional professional staff. All grade levels of the school or school district must be operated and available for attendance by all pupils. If a classroom is closed for emergency health or safety reasons but the remainder of the school is in operation, the day may be counted as a day of school.

8.03 – Minimum School Day

If the school chooses the 180-school day option, a school day shall consist of a minimum of five and one-half hours of instructional time for all grades, one through six. The minimum hours shall be exclusive of the lunch period. Passing time between classes may be counted as part of the 5 ½ hour requirement. The school may record a day of school with less than the minimum instructional hours if emergency health or safety factors require the late arrival or early dismissal of pupils on a specific day.

8.04 Day of Attendance

A day of attendance shall be a day during which a pupil was present and under the guidance and instruction of the instructional professional staff. A pupil shall not be counted in attendance during school calendar days designated by the School Board for certificated staff in-service programs or for parent-teacher conferences unless these are conducted outside the time for a “minimum school day.”

8.05 – Daily Schedule

Grades K-6 are in session from 8:30 until 3:10.

A – 9.00 REPORTING STUDENT PROGRESS

Reports of student progress are an essential component in the parent-teacher partnership. Official reports are provided to parents three times during the school year: twice through school-wide parent-teacher conferences; and once by sending report cards to the parents at the end of the third trimester.

A – 10.00 TESTING

Testing is a valuable component in the school’s curriculum and instruction. Teachers use multiple measures to assess the outcomes of instruction.

10.01 – Standardized Achievement Tests

The Iowa Statewide Assessment of Student Progress (ISASP) are administered each year in grades 3-6. The results of the test with Iowa norms are distributed to parents.

10.02 – Standardized Intelligence Tests

The Cognitive Abilities Test is administered each year in 3rd grade and results are intended to determine students eligible for the Talented and Gifted (TAG) program.

10.03 – Individual Student Evaluations

Other psychological tests may be administered individually by staff members of the Central Rivers Area Education Agency (AEA) after parent permission has been obtained on the proper referral form. Results are reported during a staffing conference with the parents.

10.04 – Tests of Physical Development

Tests of physical development, e.g., speech, hearing, vision, dental, scoliosis must be approved by the principal in consultation with Central Rivers AEA or the school nurse.

10.05 – Research and Evaluation Studies

Testing and other data collection for research and evaluation studies must be approved by the principal. In addition, proposals for psychological testing in such studies must be approved by the School Board.

A – 11.00 LIBRARY AND MEDIA CENTER

The library/media center is an integral part of the instructional program, supporting and furthering the educational objectives of the school. The library/media program is curriculum-oriented and student-covered.

The library/media center serves the following purposes:

1. To assist children in developing the skills needed to find, organize, evaluate, apply, and present information that correlates with their studies, and contributes to their individual self-fulfillment.
2. To provide a centrally-located, well-balanced collection of instructional materials in a variety of media.
3. To assist teachers in selecting, evaluating, and utilizing instructional materials from the school collection and from other available sources.
4. To stimulate and extend the interest of children in reading as a worthwhile and pleasurable leisure activity.

A – 12.00 FIELD TRIPS/SCHOOL TRIPS

The teacher is responsible for making all arrangements and for supervising the students in a way that assures their safety. Car transportation should be arranged by the teacher. Bus transportation will be arranged by the principal.

All field trips should be approved by the principal. Parental permission is required for field trips.

Teachers must fill out and submit a field trip form one week in advance to the principal whether bus transportation is needed. Significant school trips such as the annual 5th and 6th grade EWALU outdoor education week, 6th grade Capstone experience, and other events may be approved by principal and School Board.

A – 13.00 WORSHIP

School worship services are important in fulfilling our purpose as a Christian school. The principal prepares the schedule of weekly worship services and worship leaders. The faculty selects projects for the offering of gifts at the worship services.

A – 14.00 CHOIR AND OTHER MUSIC GROUPS

14.01 – School Choir

All students in grades 4-6 are eligible for the choir.

The choir will participate in worship services at St. Paul's monthly and at other special events and services.

14.02 – Handbells

Sixth graders may participate in the handbell program.

The group participates at some school worship services, and St. Paul's worship services.

14.03 – Band and Orchestra

All students in grades 5-6 are eligible for the Waverly-Shell Rock band and orchestra programs. Students attend two rehearsals and one band lesson during the week.

Students are excused from school to participate in rehearsals and lessons at the public school. We expect responsible behavior and safety when the students travel between St. Paul's and the public school.

The band and orchestra programs are administered entirely by the Waverly-Shell Rock School system.

A – 15.00 SPECIAL STUDENT EVENTS

All classroom special events and school assemblies shall be approved by the principal. Events and activities which are scheduled for regular occurrence must be approved by the School Board. The following events have received School Board approval:

15.01 – Advent Worship

The school plans and leads the congregation in worship at one of the advent services. The music director provides leadership in planning and preparing for the advent worship.

15.02 – Bartels Program

Students in grades 2 and 5 reach out to members of Bartels Retirement community through a program of monthly visits. The teacher organizes the program and arranges for transportation. All classes participate in the annual gift sharing and caroling at Bartels during the Christmas season.

15.03 – Classroom Parties

Classroom parties may be scheduled for Halloween/Reformation, Christmas, and Valentine's Day. Room parents assist teachers in planning for the parties.

15.04 – Musicals

Students in grades 4-6 present a school musical every year. Students in grades K-3 provide additional music for the program.

The music teacher provides leadership in planning and preparing for the musical.

A – 16.00 ATHLETICS

The school does not participate in inter-school athletic competition.

A – 17.00 CHILD ABUSE TRAINING AND REPORTING

St. Paul's Lutheran Church and School is aware of the mandate to train staff to identify and report suspected instance of child abuse. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency shall also be notified. Within forty-eight hours of the oral report, the mandatory reporter shall file a written report with the Iowa Department of Human Services.

Within six months of their initial employment, mandatory reporters shall take a two-hour training course involving the identification and reporting of child abuse. The course shall be re-taken every three years in accordance with state regulations.

A – 18.00 TALENTED AND GIFTED PROGRAM

The School Board recognizes some students require qualitative differentiated programming beyond the regular education program. The Talented and Gifted (TAG) teacher, in collaboration with classroom teachers, shall identify students with special abilities and provide educational programming. It shall also be the responsibility of the TAG coordinator, with input from the school staff, to develop administrative regulations for identifying students, for program evaluation and for training of school personnel.

Section B of Policy Manual

STUDENTS AND STUDENT SERVICES

The policies in this section define the rights, responsibilities, services, and privileges for students and parents at St. Paul's Lutheran School.

B – 1.00 Enrollment and Admission, Grades K-6

B – 1.10 Student Conduct

B – 2.10 Nondiscrimination

B – 2.20 Harassment

B – 3.00 Arrival and Departure Times

B – 3.10 Attendance

B – 4.00 Promotion, Retention, and Graduation

B – 5.00 Student Records

B – 6.00 Safety

B – 6.10 Injuries and Illness

B – 6.20 Health Problems

B – 7.00 Suspension of Students Who Violate School Regulations

B – 7.10 Smoking – Drinking – Drugs

B – 8.00 Dress Code

B – 9.00 Lunch Program and Kindergarten Snack

B – 9.10 Transportation

B – 9.20 School Pictures

B – 1.00 ENROLLMENT AND ADMISSION, GRADES K-6

A child must be five years old by September 15 to enroll in St. Paul’s Lutheran School. The second requirement for admissions is that the student and parents accept the purpose and policies of the school.

The third requirement for admissions is that the educational program of the school is capable of meeting the needs of the student. Students with physiological, emotional, behavioral and educational, or mental needs that cannot be served by the school’s regular program are referred to other schools that are designed to meet such needs. If parents are not in agreement with the principal’s decision, they may appeal directly to the School Board.

1.01 – Enrollment Procedures

During the spring of each year, the school holds registration for preschool-6th grade. Current families and church members are given first chance to register their children for school when registration opens in the beginning of February. Registration opens for the greater community toward the end of February. Both registration sessions are on a first-come, first-served basis.

If the number of student applications exceeds the class size maximum, additional applications are placed on a waiting list. The principal will report the number of applications to the School Board in case it should be decided that an additional class be authorized.

1.02 – General Admission Procedures

The principal makes decisions on student admission in accordance with the admission requirements and the class size policy. The principal meets with parents of all students when they apply for enrollment in grades K-6 to explain the purpose of the school and describe the program and procedures. Group meetings are scheduled for kindergarten parents, and individual family conferences are scheduled for transfer in grades 1-6.

B – 1.10 STUDENT CONDUCT

The board believes inappropriate student conduct causes disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school and church premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school/church property while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy may be disciplined. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

See Appendix 1 – Accountability Cards for student behavior

B – 2.10 NONDISCRIMINATION

St. Paul’s Lutheran School admits students of any race, color, sex, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, and other school administered programs.

It is the policy of the St. Paul’s Lutheran School not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, disability in any academic, extracurricular, research, occupational training, or other program or activity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have a question or a grievance related to this policy, please contact the district’s Equity Coordinator, the school principal.

B – 2.20 HARASSMENT

Harassment of employees and students will not be tolerated.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student’s education or participation in school programs;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive learning environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean individuals and groups.

St. Paul's maintains a strict policy prohibiting sexual harassment and harassment because of race, color, national origin, ancestry, physical handicap, medical condition, marital status, GINA, age, sexual orientation or any other basis protected by federal, state, or local law or ordinance or regulation.

- St. Paul's will maintain an environment which facilitates both the spiritual growth of its students, visitors and members, and the productive work of its employees. By demeaning people, harassment violates ethical and moral principles to which St. Paul's gives witness. It makes spiritual growth and/or productive work difficult or impossible.
- Complaint Procedure: If an employee believes they are being harassed, consider the following options to address the issue(s):
 1. Politely, but firmly, confront whoever is doing the harassing. Identify the objectionable behavior, and ask the person to stop.
 2. If harassed by a member or visitor, report the situation to a pastor.
 3. If harassed by an employee other than one's immediate supervisor, report the situation to your supervisor.
 4. If harassed by your supervisor, report the situation to a pastor.
 5. If harassed by a pastor, report the situation to the Lead Pastor.
 6. If harassed by the Lead Pastor, report the situation to the President of the Congregation.
- All complaints will be thoroughly and promptly investigated. Anyone who engages in harassment may be subject to disciplinary action as outlined in the General Employment Information section.
- Confidentiality: St. Paul's insists on confidentiality and equal treatment of anyone reporting harassment as well as those against whom charges are made. Employees who retaliate against harassment complainants or against others who provide information in connection with such a complaint will be subject to disciplinary action as outlined in the General Employment Information section.

B – 3.00 ARRIVAL AND DEPARTURE TIMES

Students are expected to arrive promptly to begin the school day. This practice encourages responsibility and readiness for learning. Families are responsible for transporting students to and from school unless arrangements have been made for transportation on the Waverly-Shell Rock school bus.

3.01 – Detention

We support the teachers' action in detaining students after school. If a student is prevented from riding the bus or other form of transportation, the student is responsible for making other arrangements with the parents or another appropriate person. School personnel assist the student as needed in making other arrangements. Pupils who are detained after school shall be properly supervised.

B – 3.20 ATTENDANCE

Parents are responsible for seeing that their children attend school regularly. A signed explanation of the student's absence should be sent to the teacher immediately upon the child's return to school. When a student is absent, the parent should call the school office to report the reason for the absence.

The teacher should report to the principal when a student's absence or tardiness is excessive. If their efforts with the family do not result in acceptable attendance, the principal should refer the problem to the School Board.

For extended absences, the student is responsible for making up the studies which are missed during the absence. When possible, assignments should be obtained from the teacher in advance so they can be completed before the child returns to school.

The student is marked absent for the full day if he/she attends less than one-fourth of the school day. The student is marked absent for a half day if he/she attends less than half of the morning or less than half of the afternoon.

Students are marked tardy if they arrive after 8:30.

3.11 – Dismissal for Private Music Lessons

Students in grades 5-6 may be dismissed for private music lessons during the regular school day if the lesson does not interfere with other school activities which may be scheduled during this time. The parents should contact the principal before scheduling the music lessons to avoid conflicts with the school program.

B – 4.00 PROMOTION, RETENTION, AND GRADUATION

The teachers have the authority to make decisions on student promotion at the end of each school year. Each decision should be based on the student's ability to successfully participate in the next year's studies.

The principal is authorized to make decisions on retention in a grade and acceleration to a higher-grade level. A thorough study of the child's progress and abilities by the principal, teachers, Central Rivers AEA staff, and parents should precede such a decision. A support plan must be created for these students promoted to the next grade who continue to need assistance in specific skill areas. If parents or teachers disagree with the principal's decision, they may appeal directly to the School Board.

The principal is responsible for approving the graduation of sixth grade students. The School Board should officially authorize the granting of diplomas to the graduates. The graduation exercise will take place on the last Friday of the school year.

B – 5.00 STUDENT RECORDS

A cumulative file is maintained in the school office for each student in grades K-6. The file contains personal and family information, report cards, standardized test results, health card, and other information which the principal judges to be useful in planning and supervising the child's education. The information in the file is confidential, available to the certified staff for their professional use.

Parents have the right to look at their child's cumulative file. The principal should be present when parents examines the file. Parents who want to challenge information in the cumulative file should:

1. Present a written statement of the challenge to the principal.
2. Present the concern to the School Board if it is not resolved with the principal.

Parental permission is required for releasing information in the cumulative file. The file is transferred to another school when the school requests academic and health records.

In addition to the cumulative file, the school maintains an emergency card and immunization card for each student in grades P-6.

The school office maintains a permanent record for each child in grades K-6. Cumulative files will be given to the Waverly-Shell Rock Schools when the student enters 7th grade or transfers prior to that grade. This file serves as an historical record of official information concerning the pupil's education. It reflects evidence of attendance and educational progress, provides an official transcript, is used as official data in planning to meet educational needs and for reporting official school reports. These records will be kept on the school property and some in the School Information System (SIS).

B – 6.00 SAFETY

The safety of students is the responsibility of the school staff; in the buildings, on the playground, and during trips away from the school. The staff should instruct students about safety and provide adequate supervision.

6.01 – Fire

In accordance with state regulations, the principal should conduct two fire drills each semester. The teachers should prepare the students for rapid and orderly evacuation of the building. The teacher should lead the class from the building. All persons must leave the building during a drill.

All members of the school staff should know the location of each alarm box and the method of activation. As soon as a fire is noticed, the alarm should be activated by one of the adults in the building. The principal/acting principal should immediately call the fire department (911) or authorize another adult to do so.

Fire extinguishers should be tested and recharged each year. All members of the school staff should know the location of each fire extinguisher and its proper use. Fire extinguishers should be used immediately by adults when the fire is small enough that it could be controlled by extinguishers. (Appendix II – Emergency Operations Plan (EOP))

6.02 – Tornado

In accordance with state regulations, the principal should conduct two tornado drills each semester. The teachers should prepare the students for rapid and orderly movement to the basement shelter. The teacher should lead the class to the tornado shelter. All persons in the building must enter the tornado shelter. Teachers and students who are outside the building should go to the closer tornado shelter – either the school basement, Parish Hall basement, or Center for Ministry. (Appendix II – Emergency Operations Plan (EOP))

The principal/acting principal should immediately activate the alarm or authorize another adult to do so when a tornado warning is issued.

6.03 – Emergency Dismissal

The Waverly-Shell Rock Public School may dismiss classes early because changing weather conditions are causing hazardous driving. When notified of such a decision, the principal/acting principal should announce the early dismissal on the appropriate information channels. Emails and text messages will also alert families of schedule changes.

6.04 – Band and Orchestra

Since band/orchestra lessons and practices are conducted in the public-school buildings, students should be dismissed to participate in such activities. Students should act with safety and respectful behavior at all times. When public (WSR) transport is utilized, transporting students to the public school, this conduct will be expected.

B – 6.10 INJURIES AND ILLNESS

6.11 – First Aid

Members of the school staff should administer first aid when it is needed, but they should never treat an injury or illness. Students should never be sent to administer their own first aid. Except for very minor injuries, a parent should be notified immediately when a student is injured or suddenly becomes ill.

6.12 – Emergency Medical Treatment

When immediate treatment is urgent, the emergency ambulance should be called by a member of the school staff (911). A file with an emergency card for each student should be kept in the school office. The card should contain the name of the family doctor and the phone numbers for contacting parents and other designated persons in an emergency. This information will be locked in the desk of the administrative assistant.

6.13 – Medication

Medication, prescribed or over-the-counter, will not be dispensed at the school unless:

1. a form signed by the parent and doctor has been completed, and
2. the medication is in the original bottle which state directions for dosage and frequency of dispensation.

Medication may only be dispensed by trained personnel.

6.14 – Communicable Diseases

The following diseases must be reported immediately to the Iowa State Department of Health: botulism, cholera, diphtheria, plague, rabies (human), smallpox, yellow fever, and disease outbreaks of any public health concern. All other communicable diseases should be reported to the school nurse for a report to the State.

6.16 – Student Attendance When Ill

Students with a communicable disease will be allowed to attend school as long as they are physically able to perform the tasks assigned to them and as long as their attendance does not create a substantial risk of transmission of the illness or other harm to students or staff. The term “communicable disease” shall mean an infectious or contagious disease spread from person to person or animal to person as defined by the State Department of Health. Students must not return to school within 24 hours of a fever or vomiting.

6.17 – Student Health and Immunization Certificates

A student enrolling for the first time in K-6 shall submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and any other immunizations required under the law. Students applying for preschool should submit evidence of progress toward these immunizations based on their age and generally accepted medical practices. The student may be admitted conditionally if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for expulsion.

No student shall be allowed to circumvent these requirements. However, exemptions from the immunization requirement will be allowed on medical reasons recognized under the law. A valid Iowa State department of Health Certificate of Immunization Exemption shall be completed and filed with the principal for a medical exemption. The exemption shall state the medical reason for noncompliance with the immunization requirement and be signed by the student's licensed physician.

B – 6.20 HEALTH PROGRAMS

The Certificate of Immunization is required for all students, including preschool. The medical examination is required for admission to kindergarten and preschool.

The school nurse for the Waverly-Shell Rock Public Schools also serves our school. The nurse is responsible for maintaining current records for all students, including height, weight, vision, certificate of immunization, and medical exam.

Scoliosis screening is conducted in grades 5 and 6. Hearing tests are administered by the Central Rivers AEA.

The school nurse is also an advisor to the school staff and parents regarding diseases and injuries.

B – 7.00 SUSPENSION OF STUDENTS WHO VIOLATE SCHOOL REGULATIONS

Disruptive behavior by a student is analyzed and modified in the spirit of Christian relationships as defined by policy A – 3.00. When these efforts are not effective so that a student deliberately and persistently disobeys school regulations, the principal has the authority to suspend the student for a maximum of one week. The suspension should be reported to the pastors and the School Board. Upon request of the parents, the suspension should be reviewed by the School Board.

Expulsion from school can be authorized only by the School Board.

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco, vaping, other controlled substances, or “look alike” substances by students while on school district property or on property within the jurisdiction of the school/church; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school.

Violation of this policy by students will result in disciplinary action.

B – 8.00 DRESS CODE

Parents and school staff strive to impress students with the importance of dressing appropriately. Students should consider weather conditions, the activities scheduled for the school day, and clothing slogans or emblems that depict good taste and Christian values.

B – 9.00 LUNCH PROGRAM AND KINDERGARTEN SNACK

Students carry their lunch to school. Parents who want their child excused to leave the building for lunch are required to send a signed permission to the teacher.

9.01 – Milk Program

Milk is available for lunch at the cost which is set by the School Board. The principal should apply each year for participation in the National Special Milk Program.

9.02 – Hot Lunch

Hot lunch is served about once a month by parent volunteers. The principal and chairperson of the hot lunch program set the cost of the lunch to cover the food costs. Hot lunch is also available for purchase once per week by rotating local vendors.

9.03 – Milk and Snack

Milk and snack are served daily to students. The cost for milk is set by the School Board each year. Snacks are provided by parents.

9.10 – TRANSPORTATION

Bus transportation is available through the Waverly-Shell Rock Public Schools for students who reside in the designated busing areas. The principal should cooperate with the transportation director in implementing the busing program.

9.20 – SCHOOL PICTURES

School pictures are taken annually in the fall and delivered by mid-October. The principal should consider the cost of the package and the quality of the pictures in choosing a studio for the school pictures.

Date of Adoption: 1982 Dates Reviewed/Amended 9/24/2001, 9/2009, 12/2019

Section C of Policy Manual

SCHOOL STAFF

After describing the important ministry of the teacher in our Lutheran School, Section C of the policy manual includes policies on employee benefits and administrative issues.

Each member of the professional staff shall be classified as either instructional or non-instructional. An instructional professional staff member shall be regarded as approved when holding either an appropriate certificate with endorsement or endorsements, or a certificate with an approval statement, indicating the specific teaching assignments that may be given. A non-instructional professional staff member shall be regarded as approved when holding a statement of professional recognition for the specific type of non-instructional professional school service for which employed.

INSTRUCTIONAL PROFESSIONAL STAFF

- C – 1.00 Ministry of the Christian Teacher
- C – 1.30 Substitute Teacher
- C – 1.40 Certification of Principal and Teachers
- C – 1.50 Continuing Education/Professional In-Service Growth
- C – 1.60 Teacher Responsibility for Student Safety

NON-INSTRUCTIONAL PROFESSIONAL STAFF

- C – 2.00 (Reserved for future policy statements)

EMPLOYEE BENEFITS

- C – 4.00 Eligibility
- C – 4.10 Regular Pension Plan
- C – 4.20 Medical, Dental, Disability and Survivor Benefits Plan
- C – 4.30 Leave Days for Teachers
- C – 4.31 Leave Days for Educational Associates
- C – 4.32 Leave Days for School Administrative Assistant

ADMINISTRATIVE

- C – 5.00 Equal Employment Opportunity
- C – 5.10 Contractual Agreements
- C – 5.20 Procedure for Staff Assignment Changes
- C – 5.30 Procedure for Employing New Personnel
- C – 5.40 Principal Evaluation
- C – 5.50 Staff Evaluation
- C – 5.60 Termination of Employment
- C – 5.70 Teacher Reduction
- C – 5.80 Instructional and Non-instructional Professional Staff Records
- C – 5.90 Staff Relationships
- C – 6.00 Harassment

INSTRUCTIONAL PROFESSIONAL STAFF

C – 1.00 MINISTRY of THE CHRISTIAN TEACHER

A. Teaching

The major portion of the teacher’s ministry is to the students in the school. The teacher is committed to the Christian growth of each student. In addition, the teacher is responsible for faithful instruction in each of the prescribed areas of the curriculum.

B. Nurturing Individual Students and Families

Teachers view their role as minister to the personal needs of students and their families. The teacher’s familiarity with the students permits him/her to identify the strengths and needs of each student. In some cases, other resources must be found to enable the teachers to respond to the various student and family needs through spiritual care, counseling, and social work services.

C. Parish Leadership

The teacher’s role in the parish ministry represents a team effort with pastors and lay leaders. They are drawn together in a cooperative venture of planning and conducting the mission and ministry of the parish.

D. Family Responsibility

The teacher also gives high priority to the responsibilities of his/her family. The teacher must be a good steward of time in fulfilling responsibilities as a “ministering-type” person to his/her spouse and children.

Since teachers are placed in high regard by students and adults of the congregation, their lives provide motivation for both children and adults to reach out in ministry for Christ. Although teachers have specialized training for their ministries, we emphasize that each Christian is called by God to minister God’s love with the abilities God has given each person. The ministries of all people – laity, pastors, and teachers – are important to God.

C – 1.30 SUBSTITUTE TEACHER

Substitute teachers must have a valid Iowa Teacher’s License. The substitute teacher should carry out the activities planned by the regular teacher.

The pay rate for substitute teachers is established annually by the School Board. The pay for a partial day of teaching that exceeds one class period is prorated in increments of one-fourth day.

When a substitute teacher provides continuous full-time service for 16 or more consecutive school days, the pay is based on the teacher salary schedule, retroactive to the first day of the continuous substitute teaching. The pay for substitute educational associates is the hourly rate for educational aides times the number of working hours.

Date of Adoption: 1982 Dates Reviewed/Amended 9/24/2001, 9/2009, 12/2019

C – 1.40 CERTIFICATION OF PRINCIPAL AND TEACHERS

The teachers and principal are required to have a current Iowa Teacher's License for elementary education. The principal must also have the proper license for elementary administration. Teachers with responsibilities in pre-kindergarten, kindergarten, art, talented and gifted (TAG), music, physical education, and library must have the proper endorsement for those areas.

C – 1.50 CONTINUING EDUCATION/PROFESSIONAL IN-SERVICE GROWTH

Faculty In-Service Studies

In consultation with the pastors and teachers, the principal plans in-service studies for each school year. The study topics should include both theological education and the school curriculum.

See Staff Handbook for additional information concerning Professional Development.

Personal Professional Growth

The principal will design a personal professional growth plan. See Staff Handbook for additional policies in reference continuing education, training, or professional development.

ELEA

St. Paul's Lutheran School is a member of the Evangelical Lutheran education Association (ELEA).

Other Educational Events

When the principal and teachers are requested or encouraged to attend meetings and workshops because the school board has made a commitment to participate in a certain program, the cost is paid from the school budget. Such expenses include substitute teacher, travel, housing, meals, and registration fee.

C – 1.60 TEACHER RESPONSIBILITY FOR STUDENT SAFETY

The school staff should promote adequate safety rules, provide adequate supervision, and instruct pupils in proper behavior conducive to safety in all areas of the buildings and playground. In addition, the staff should inspect all areas of the building and playground regularly and report hazards immediately to the principal.

NON-INSTRUCTIONAL PROFESSIONAL STAFF

C – 2.00 (Reserved for future policy statements)

C – 3.00 (Reserved for future policy statements)

C – 4.00 EMPLOYEE BENEFITS AND ELIGIBILITY

Employee benefits and eligibility for them are covered in detail in the most current Employee Handbook.

C – 4.30 LEAVE DAYS FOR TEACHERS

A. Leave-Day Benefits

See most current Staff Handbook

B. Uses of Leave-Day Benefits

See most current Staff Handbook

C. Other Paid Leaves

See most current Staff Handbook

D. Unpaid Leaves

See most current Staff Handbook

E. Extended Sick Leave

See most current Staff Handbook

C – 4.31 LEAVE DAYS FOR EDUCATIONAL ASSOCIATES

A. Leave-Day Benefits

See most current Staff Handbook

B. Uses of Leave-Day Benefits

See most current Staff Handbook

ADMINISTRATIVE

C – 5.00 EQUAL EMPLOYMENT OPPORTUNITY

St. Paul's Lutheran Church and School believes that employment opportunities should be available to men and women equally. This is also prescribed by Title IX of the Education Amendment of 1972.

Continuous Notice of Nondiscrimination Policy

It is the policy of St. Paul's Lutheran Church and School not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

The School Board designates the principal as the title IX officer for St. Paul's Lutheran School.

C – 5.10 CONTRACTUAL AGREEMENTS

Each April, a Salary Agreement is prepared by the principal for each teacher.

A call for St. Paul's Lutheran Church and School to teach in the Lutheran School carries with it the recognition of sufficient education and experience by the teacher to merit tenure.

The term of employment for all teachers begins with the teacher in-service workshop each year and continues through post-school year reports. Resignations and renewals of contracts for the ensuing school year should be carried out as follows:

1. Those teachers who do not hold calls must be contacted by the last day of school with regard to service for the coming year.
2. Teachers who do not plan to return for the following school year are expected to notify the principal by February 15. However, this does not eliminate the occurrence of vacancies through calls received later, or other unforeseen circumstances.

C – 5.20 – Policy statement concerning staff in-school assignment changes approved by the board. The following procedure laid out in the new policy would be:

1. When a position opens due to retirement or resignation it will first be offered to present staff members.
2. The interested staff member will prepare a letter of application and submit to the principal.
3. Following discussion of the request, board action will be taken.

C – 5.30 PROCEDURE FOR EMPLOYING NEW PERSONNEL

The following procedures apply when replacing a member of the school staff or filling a new position.

1. As soon as an anticipated vacancy is reported, the principal should present the job description to the School Board and ask for authorization to seek a qualified candidate.
2. The principal should publicize the job opening in church and school publications and in other media as appropriate.
3. The principal should work with an interview committee which includes a board representative and representatives of the faculty in screening candidates and making a recommendation to the School Board.
4. When the screening committee has a candidate to propose, the School Board should review the complete credentials and qualifications before recommending the candidate to the church council.

When the church needs a principal, the chairperson of the School Board with the counsel of the pastors should perform the duties normally assigned to the principal in steps 1-4.

Since the school is operated by St. Paul's Lutheran Church and School, given candidates of equal qualifications, priority will be given to members of the Lutheran Church when employing new members of the school staff.

C – 5.40 PRINCIPAL EVALUATION

The School Board should conduct an annual evaluation of the principal's responsibilities. The principal's job description should be the basis for the evaluation. The evaluation sessions with the principal should result in the establishment of goals for administrative and supervisory responsibilities with clear guidelines for the implementation and evaluation of the goals. Changes in the job description may also occur from the evaluation. The evaluation process should be completed by April each year. The principal reports to the Lead Pastor.

C – 5.50 STAFF EVALUATION

To help achieve the goals of instruction and Christian ministry, a regular program of systematic evaluation should be instituted by the principal. The evaluation should be conducted in a Christian and professional manner with dignity and respect for all members of the school staff. The principal is responsible for developing and carrying out a program of evaluation of the teachers, educational associates, and administrative assistant. The purposes of the evaluation program are:

1. Identify instructional and administrative needs and seek solutions for them.
2. Assist staff members in setting personal goals.
3. Assist staff members in program of self-improvement.

Evaluation activities should be based on two or more observations by the principal. The principal should have at least two private conferences with each staff member during the year. Since the purpose of the evaluation program is to respond to needs and seek personal improvement rather than document performance, evaluative data from this program is not entered in the employee's file.

C – 5.60 TERMINATION OF EMPLOYMENT

The spirit of Christian concern should guide all deliberations with an employee who no longer meets the job description. The School Board should consider dismissal only after the principal and pastors have counseled extensively with the employee and provided thorough documentation of the concerns. Finally, the School Board should invite the employee to a closed meeting before voting on termination.

The following conditions are justifiable causes for immediate termination of an employee.

1. Expiration of Iowa Teacher's License
2. Advocating religious teachings which are not consistent with the Evangelical Lutheran Church Association (ELCA) confessions.
3. Incompetency for performing assigned duties.
4. Negligence of assigned duties.

C – 5.70 STAFF REDUCTION POLICY

I. Intent of Policy

This policy shall be used when an employee (s) is (are) to be terminated because of declining enrollment, budget limitations, or curriculum changes. This policy will not be used to terminate an employee due to unsatisfactory teaching performance. Terminations of this nature are covered in Section C – 5.50 of this manual.

II. Definitions

- A. The term “employee” shall mean any full or part-time teacher.
- B. The term “specialized assignment” shall mean teaching in the areas of preschool, kindergarten, art, Physical Education, music, Spanish, Talented and Gifted (TAG), or media specialists.
- C. The term “classroom assignment” shall mean teaching in one of the Preschool – 6th grade classrooms.
- D. The phrase “ability to maintain the necessary specialized or classroom assignment” shall mean the employee currently has the necessary certification and/or endorsement to teach that assignment.
- E. The term “educational preparation” shall be defined as the particular educational lanes on the salary schedule the teacher is currently on according to their levels of education.
 - a. BA degree
 - b. BA + 12 hours
 - c. BA + 24 hours
 - d. MA degree
 - e. MA + 12 hours

III. Procedure

When one or more employees are to be terminated for reasons expressed in Section 1 of this policy, the following procedure shall be used in the sequential steps shown below.

Step 1: The School Board shall attempt to accomplish the needed reduction by the normal turnover due to retirement or resignation.

Step 2: If Step 1 has failed to determine the employee(s) to be terminated, the principal of seniority shall be applied. Seniority will be based on the number of years of teaching experience at St. Paul’s Lutheran School. Seniority shall be applied within the following criteria:

- a. ability to maintain the necessary specialized or classroom assignments,
- b. educational preparation, and
- c. years of teaching experience prior to employment at St. Paul’s Lutheran School.

As a means of implementing these criteria in staff reduction, this sequential procedure shall be followed:

1. A rank ordering of all employees shall be made showing their years of teaching at St. Paul’s Lutheran School.
2. When a termination is necessary, the employee(s) with the least seniority shall be selected first, unless they are needed to maintain the necessary specialized or classroom assignments. If more than one employee can maintain the necessary specialized or classroom assignment, the employee with the least seniority shall be selected for termination.
3. If two or more employees have equal seniority and can maintain the necessary specialized or classroom assignments, then their educational preparation shall be considered. The employee(s) with the least amount of educational preparation shall be terminated first.

4. If two or more employees have equal seniority, can maintain the necessary existing specialized or classroom assignment, and have equal educational preparation, their years of teaching experience prior to employment at St. Paul's Lutheran School shall be considered. The employee (s) with the least amount of teaching experience prior to employment at this school shall be terminated first.

IV. Notification

- A. Any employee who may be terminated under the provision of this policy, shall receive written notification from the principal of this possibility by March 30 of that year.
- B. The School Board shall notify, in writing through the principal, any employee who shall be terminated under the provisions of this policy by April 30 of that year.

V. Employee Recourse

Any employee terminated under provisions of this policy may request a hearing before the School Board to ask for a reversal of this decision. Request for such a hearing shall be given in writing by May 15 of that year. The hearing will occur within 30 days of receipt of the request.

C – 5.80 INSTRUCTIONAL AND NON-INSTRUCTIONAL PROFESSIONAL STAFF RECORDS

The principal and director of administration should maintain a file for each instructional professional staff member that contains:

1. transcript of college/university credits
2. copy of Iowa Teacher's License
3. teacher application form
4. copy of the certificate of mandatory reporting as required by the Department of Education

The principal will also maintain on file a legal certificate or statement of professional recognition for each non-instructional professional staff member. These records shall be on file at the beginning of and throughout each school year and shall be updated annually to reflect all professional growth.

In the fall of each year, the principal shall verify to the Department of Education, the certification and endorsement status of each member of the instructional and administrative staff. The director of administration will maintain a current record of each employee's years of experience, number of sick days used and accumulated, and the balance of continuing education allotment. The employee files are kept in the principal's office and/or office of the director of administration. Only the employee and the School Board have access to the files.

When an employee retires or resigns, the file will be maintained indefinitely.

C – 5.90 STAFF RELATIONSHIPS

The congregation's Lutheran School ministry depends on mutual confidence and trust among fellow workers. This relationship between staff members is characterized by:

1. loyalty to St. Paul's Lutheran School and congregation
2. transacting business through the proper channels and cooperating with the administration: principal, pastors, and School Board
3. being honest with one another about concerns that affect our ministry

St. Paul's Lutheran Church and School will follow the guidelines outlined by the Iowa Code 708.7 Harassment:

1. *a.* A person commits harassment when, with intent to intimidate, annoy, or alarm another person, the person does any of the following:

(1) Communicates with another by telephone, telegraph, writing, or via electronic communication without legitimate purpose and in a manner likely to cause the other person annoyance or harm.

(2) Places a simulated explosive or simulated incendiary device in or near a building, vehicle, airplane, railroad engine or railroad car, or boat occupied by another person.

(3) Orders merchandise or services in the name of another, or to be delivered to another, without the other person's knowledge or consent.

(4) Reports or causes to be reported false information to a law enforcement authority implicating another in some criminal activity, knowing that the information is false, or reports the alleged occurrence of a criminal act, knowing the act did not occur.

b. A person commits harassment when the person, purposefully and without legitimate purpose, has personal contact with another person, with the intent to threaten, intimidate, or alarm that other person. As used in this section, unless the context otherwise requires, "*personal contact*" means an encounter in which two or more people are in visual or physical proximity to each other. "*Personal contact*" does not require a physical touching or oral communication, although it may include these types of contacts.

2. A person commits harassment in the first degree when the person commits harassment involving a threat to commit a forcible felony, or commits harassment and has previously been convicted of harassment three or more times under this section or any similar statute during the preceding ten years.

Harassment in the first degree is an aggravated misdemeanor.

3. A person commits harassment in the second degree when the person commits harassment involving a threat to commit bodily injury, or commits harassment and has previously been convicted of harassment two times under this section or any similar statute during the preceding ten years.

Harassment in the second degree is a serious misdemeanor.

4. Any other act of harassment is harassment in the third degree. Harassment in the third degree is a simple misdemeanor.

Section D of Policy Manual

FINANCES AND PROPERTY

Section D of the policy manual begins with policies about the school budget and financial procedures. The remainder of Section D defines policies for the care of school property and the use of school facilities.

BUDGET

D – 1.00 Preparation of the Budget

SALARIES

D – 2.00 School Salaries

TUITION AND REGISTRATION

D – 3.00 Tuition

D – 3.10 Tuition Scholarships

D – 3.20 Registration Fee and other School Funds for Grades K-6

D – 3.30 Delinquent Payments

CHECKING AND SAVING ACCOUNTS

D – 4.00 Administration of the Checking and Savings Accounts

PROPERTY

D – 5.00 Care of Property

D – 5.10 Use of Facilities by Other Groups

D – 1.00 PREPARATION OF THE BUDGET

The school budget, preschool and K-6, is prepared each year by the School Board. The proposed budget is approved by the School Board and then forwarded to the Finance Committee to include in the proposal to the Church Council for its preparation of the congregational budget.

D – 2.00 SCHOOL SALARIES

All teachers and the principal are paid once a month during the entire twelve-month period or are paid once a month during the nine-month period as elected by employee. With each check the Business manager will make the necessary deductions.

The school board will recommend to the Finance Committee the annual salary and benefits for all school staff as well as the rate of payment for substitute teachers and substitute associates.

See Staff Handbook for additional salary information.

D – 3.00 TUITION

3.01– Preschool

Registration and tuition fees are proposed each year by the School Board and the Finance Committee as part of the budget presented to the Church Council. The registration fee is collected at the time of the child's enrollment and is combined with tuition payments to cover direct school costs.

3.02– Grades K-6

Tuition is proposed each year by the School Board and Finance Committee as part of the budget presented to the Church Council.

The member and multiple child rates shall be set and adjusted by the school board.

3.03– Payment schedules

Tuition can be paid in any of the following ways:

1. All at one time in September.
2. Half in September and half in January.
3. Quarterly.
4. Nine monthly installments.

Tuition is collected by the school administrative assistant and then transferred daily to the congregation's operating fund through the school information system (SIS).

3.04– Partial Year Payment

Tuition shall be prorated to the amount of the time the child is enrolled in school.

3.05– Member Benefit

1st child rate – Full tuition

2nd child rate – less \$250

3rd child rate – less \$350

4th child rate – less \$450

D – 3.10 TUITION ASSISTANCE/SCHOLARSHIPS

Tuition assistance is available for students in grades P-6 and may be granted only for a student's tuition, not for other school fees. The amount of the assistance, up to a maximum of 80% of tuition, will be determined on the basis of information provided by the family on the application form. Applications for the next year's scholarships must be returned to the school office by the end of the school year. Applications received after that date will be approved only to the extent that money is still available in the scholarship fund. Tuition assistances are granted by a committee consisting of the School Board chairperson, the principal, and Head of Staff pastor.

D – 3.20 REGISTRATION FEE AND OTHER SCHOOL FUNDS FOR GRADES K-6

The registration fee for K-6 should be proposed each year by the Finance Committee with recommendation from the School Board. The fee partially covers books, supplies, equipment, postage, and testing.

3.21 – Registration Fee

Of the registration fee 50 % is due on registration, non-refundable, and the remainder is due by June 30.

3.22 – Other Student Fees and Funds

The principal is authorized to collect other monies that directly benefit the students, such as milk and snack fees, EWALU, and hot lunch.

The milk, snack, EWALU, and hot lunch fees should be paid no later than the first week of school.

Partial year payment occurs for milk, snack and hot lunch if students transfer to another school. The amount is prorated to the amount of time the child is enrolled in school.

3.23 – Other Monies

Worship offerings, meal payments (e.g. McDonald's, Mixing Bowl, Jimmy John's and Pizza Ranch), PTO monies, Capstone monies, and memorials and gifts are also received by the school and/or church office.

Date of Adoption: 1982 Dates Reviewed/Amended 9/24/2001, 9/2009, 12/2019

D – 3.30 DELINQUENT PAYMENTS

3.31 – Registration Fees – due by the first day of school.

1. If the registration fees are not paid by the first day of school, the principal shall send a reminder to the parents during the first week of school.
2. The principal will report any unpaid registration fees at the first regular School Board meeting of the school year.

3.32 – Tuition – due the first day of the month.

1. If the tuition is not paid by the beginning of the month, the principal shall send a reminder to the parents about the 20th of the month.
2. Families who are two months delinquent in making tuition payments under the method of their choice will receive a second written notice of such delinquency, encouraging prompt payment.
3. If prompt payment cannot be made, the family will be requested to submit an alternate plan for delayed payments or the family may request scholarship assistance. In cases where an exception could be made, the principal may arrange an alternate plan with the parents for delayed payments of tuition and registration fees and present to the School Board for approval.
4. The principal will report to the School Board those delinquent if an alternate plan has not been arranged. Then the School Board shall determine a termination date for the child's enrollment.

D – 4.00 ADMINISTRATION OF THE CHECKING AND SAVINGS ACCOUNTS

(All administration of the checking and savings accounts are handled by the Director of Administration.)

D – 5.00 CARE OF PROPERTY

We affirm the importance of good stewardship in the care and maintenance of our building, grounds, furniture, equipment, and materials. Teachers and principal are responsible for encouraging respect and proper use of building, furniture, equipment, and materials. The custodians are responsible for the cleaning, maintenance and repair of the building, grounds, and furniture. The Property Committee or Director of Administration supervises the work of the custodians.

D – 5.10 USE OF FACILITIES BY OTHER GROUPS

The primary function of the school building is to serve the educational ministries of St. Paul's Lutheran Church and School. Its secondary use is to various groups within St. Paul's congregation. The principal can approve requests for use of the school building by other person (s) or group (s) under the following conditions:

1. Use is consistent with the mission of St. Paul's Lutheran Church and School.
2. Space is available without interfering with the primary function of the building.
3. The facilities are used for one of the following activities:
 - a. after school activities designed to enrich a student's learning within the school program,
 - b. summer tutoring if the tutor agrees to perform the necessary custodial work in the area used,
 - c. private instructional lessons if space is available and the instructor agrees to perform the necessary custodial work in the area used and
 - d. St. Paul's committee meetings or other approved group activities sponsored by St. Paul's Church.

The Director of Administration will give final approval to all facility requests.

Section E of Policy Manual

AUXILIARY GROUPS

Section E contains the description of the relationship between the school and the Parent-Teacher Organization (PTO).

E – 1.00 THE PARENT-TEACHER ORGANIZATION (P.T.O.)

Purpose of the P.T.O.

1. To develop a closer relationship between the home and St. Paul's Lutheran School, especially through a closer cooperation between parents and teachers.
2. To provide programs through general P.T.O. meetings for parents concerning the education of their families.
3. To provide equipment or enhancements to the school or educational experience.

The board values the participation and the support of the P.T.O, which strives for the betterment of the school and the education program.

Prior to any purchase of, or fund raising for the purchase of goods or services for the school, the group will confer with the principal to assist the group in purchasing goods or services to meet the school needs.

Funds raised by this group for the school may be kept as part of the accounts of the P.T.O.

It is the responsibility of the school principal to be the liaison with the P.T.O and the school board.

APPENDIX

Accountability WARNING Card

First 6 weeks of Kindergarten and 1st Grade

St. Paul's School is committed to quality character development and ensuring a safe learning environment for all. A school-wide system is in place for teaching and fostering safe and appropriate school behavior. As a school, we have developed four areas of "Always NO" behaviors. We encourage you to use these terms and expectations at home as well. Even the youngest of children can be taught to understand that these four "Always No" behaviors are consistently not allowed across multiple settings.

*The 1st 6 weeks of Kindergarten and 1st Grade is a period of focused and intentional teaching of boundaries, learning and reinforcing positive choices, and practicing developmentally appropriate use of self-control. As students are learning these behaviors, we will be documenting and communicating any "Always No" behaviors observed at school (via this WARNING card). **Multiple warnings during this time may indicate a trend of concerned behavior; and frequency and/or intensity of the behavior is in need of improvement.** It is our hope that we can work together with you at home to teach and direct children towards safe and appropriate school behavior.*

After the 6 Week teaching/learning time, students will receive an Accountability Card for "Always No" infractions and will follow the school-wide behavior expectation plan.

"Always No" Behavior:

- Inappropriate words or actions
- Intentionally physically hurting someone
- Disrespecting any adult or authority
- Targeting, intimidating, or threatening others

Child's Name _____

Grade _____

Notes concerning behavior observed (Discussion points for home)

Parent Signature _____ **Date** _____

(This form must be returned the next school day)

Mission Statement:

St. Paul's Lutheran School is a place where faith and learning go hand in hand.

Guide your children onto the right path, and when they are older, they will not leave it.

Proverbs 22:6

Accountability Card

Tier I

Child's Name _____

Grade _____

Written by: _____

Date _____

"Always No" Behavior:
Inappropriate words or actions
Intentionally physically hurting someone
Disrespecting any adult or authority
Targeting, intimidating, or threatening others

Notes concerning behavior observed (Discussion points for home)

1st Offense

2nd Offense

3rd Offense

(Warning)

(Warning)

Mandatory meeting with parents, teacher(s) and principal will be held.

6 week Tier II Intervention Plan for improved behavior and student success is developed.



Student enters Tier II Intervention phase. (6 weeks)

**Additional infractions during the period of the intervention phase will be documented and consequences will result per individual plan.*



Parent Signature _____ **Date** _____

(This form must be returned the next school day)

Parent Contacted Via: ___ Email ___ Phone call by teacher or principal

Mission Statement:

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Intervention Accountability Card

Tier II

Child's Name _____

Grade _____

Written By _____

Date _____

"Always No" Behavior:
Inappropriate words or actions
Intentionally physically hurting someone
Disrespecting any adult or authority
Targeting, intimidating, or threatening others

Tier 2 Intervention Plan Progression

**Additional
Infraction (4)**

*Follow Intervention
Plan*

**Additional
Infraction (5)**

Follow Intervention Plan

**Additional
Infraction (6)**

*Mandatory meeting with parents, teacher(s)
and principal will be held.*

*6 week Tier III Intervention Plan for improved
behavior and student success is developed.*

School board notified.



Student enters Tier III Intervention phase. (6 weeks)



**Additional infractions during the period of the intervention phase will be documented and consequences will result per individual plan.*

Notes concerning behavior observed (Discussion points for home)

Action Taken: _____

Parent Signature _____ **Date** _____

(This form must be returned the next school day)

Parent Contacted Via: ___ Email ___ Phone call by teacher or principal

Mission Statement:

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Guide your children onto the right path, and when they are older, they will not leave it

Proverbs 22:6

Intervention Accountability Card

Tier III

Child's Name _____

Grade _____

Written By _____

Date _____

"Always No" Behavior:

Inappropriate words or actions

Intentionally physically hurting someone

Disrespecting any adult or authority

Targeting, intimidating, or threatening others

Tier III Intervention Plan Progression

**Additional
Infraction (7)**

Follow Intervention Plan

**Additional
Infraction (8)**

Follow Intervention Plan

**Additional
Infraction (9)**

Mandatory meeting with parents, teacher(s), principal, and specialists (as needed) will be held.

Summary of 12 weeks of behavior documentation is evaluated.

Considerations and/or referrals for alternative programming may be determined.

School board notified.

Notes concerning behavior observed (Discussion points for home)

Action Taken: _____

Parent Signature _____ **Date** _____

(This form must be returned the next school day)

Parent Contacted Via: ___ Email ___ Phone call by teacher or principal

Mission Statement:

St. Paul's Lutheran School is a place where faith and learning go hand in hand.

Guide your children onto the right path, and when they are older, they will not leave it

Proverbs 22:6

Appendix 2

Emergency Response Plan (EOP)
(See Director of Administration)
2019-2020

