

1

2

3

4

5

**BOARD
OF
CHRISTIAN EDUCATION**

POLICY MANUAL GUIDELINES

6

7

*My Lutheran School
City, State*

Table of Contents

1		
2		
3	I. GENERAL PHILOSOPHY	Page 1 of 114
4	I/A - Christian Education	Page 1 of 114
5	I/B - Constitution & By-Laws	Page 1 of 114
6	II. CURRICULUM, INSTRUCTION, AND SCHOOL ACTIVITIES	Page 2 of 114
7	II/A - Principles of Christian Teaching and Learning	Page 2 of 114
8	II/B - Accreditation	Page 2 of 114
9	II/C - Class Size	Page 3 of 114
10	II/D - Congregational Partnerships	Page 3 of 114
11	II E. General Fees - Outstanding Accounts	Page 5 of 114
12	II/F - Discipline	Page 6 of 114
13	II/G - Testing	Page 8 of 114
14	II/H - Preschool Program	Page 9 of 114
15	II/I - School Calendar	Page 12 of 114
16	II/J - Learning Center - Media Services	Page 12 of 114
17	II/K - Field Trips	Page 13 of 114
18	II/L - Curriculum Evaluation and Textbook Adoption	Page 13 of 114
19	II/M - Worship	Page 13 of 114
20	II/N - Music Programs	Page 13 of 114
21	II/O - Athletics	Page 14 of 114
22	II/P - Reporting Student Progress	Page 14 of 114
23	II/Q - Special Student Events	Page 14 of 114
24	II/R - Concerns Procedure	Page 15 of 114
25	II/S - Weapons Policy	Page 16 of 114
26	III. STUDENTS AND STUDENT SERVICES	Page 17 of 114
27	III/A - Lifestyle of the Student	Page 17 of 114
28	III/B - Enrollment and Admission	Page 17 of 114
29	III/C - Attendance	Page 18 of 114
30	III/D - Promotion and Retention	Page 18 of 114
31	III/E - Suspension and Expulsion	Page 19 of 114
32	III/F - Transportation	Page 19 of 114
33	III/G - Safety	Page 19 of 114
34	III/H - Student Records	Page 19 of 114
35	III/I - Lunch Program	Page 20 of 114
36	III/J - Sickness and Injury	Page 20 of 114
37	III/K - Students Leaving Building	Page 21 of 114
38	III/L - Vacation Homework Policy	Page 21 of 114
39	III/M - Health Programs	Page 21 of 114
40	III/N - Dress Code	Page 21 of 114
41	III/O - Junior High Student Participation in Extra-Curricular and Co-Curricular Events	Page 22 of 114
42	III/P - Policy for Requests by Parents for Specific Teacher/Classroom	Page 23 of 114
43	IV. STAFF	Page 24 of 114
44	IV/A - Lifestyle of Staff	Page 24 of 114
45	IV/B - Teacher Classifications	Page 25 of 114
46	IV/C - Educational Staff Job Descriptions	Page 29 of 114
47	IV/D - Teacher Certification	Page 29 of 114
48	IV/E - Professional Growth	Page 29 of 114
49	IV/F - Principal Evaluation	Page 30 of 114
50	IV/G - Teacher Evaluation and Supervision	Page 30 of 114
51	IV/H - Teacher Correction Action Policy	Page 31 of 114
52	IV/I - Call, Contract and Tenure	Page 31 of 114
53	IV/J - Teacher Leaves (Sickness, Maternal, Personal)	Page 32 of 114
54	IV/K - Salary and Other Benefits (Teacher Mileage)	Page 33 of 114
55	IV/L - Anniversary/Retirement/Farewell Celebrations	Page 33 of 114
56	IV/M - Retirement	Page 35 of 114
57	IV/N - Termination of Employment	Page 35 of 114
58	IV/O - Procedure of Employing New Personnel	Page 36 of 114
59	IV/P - Dual Spouse Agreement	Page 39 of 114
60	IV/Q - Teacher/Principal Records	Page 40 of 114
61	IV/R - Substitute Teachers	Page 40 of 114
62	IV/S - Hiring Policy for Those in Temporary Instructional Positions	Page 41 of 114

1	IV/T - Supplemental Employment	Page 41 of 114
2	IV/U - Extra Parish and School Activities	Page 41 of 114
3	IV/V - Congregational Membership	Page 42 of 114
4	V. BOARD	Page 42 of 114
5	V/A - Accountability	Page 42 of 114
6	V/B - Board Officer Election Policy	Page 42 of 114
7	V/C - Policy for Board Meeting Attendance	Page 43 of 114
8	V/D - Board Supervision of School Finances	Page 43 of 114
9	V/E - Guidelines for Classroom Visitations by the Board of Christian Education	Page 43 of 114
10		
11	V/F - Opportunity for Ministry Descriptions	Page 44 of 114
12	V/F/1 - Chairperson, Board of Christian Education	Page 44 of 114
13	V/F/2 - Vice-Chairperson, Board of Christian Education	Page 44 of 114
14	V/F/3 - Secretary, Board of Christian Education	Page 45 of 114
15	V/F/4 - Member, Board of Christian Education	Page 46 of 114
16	V/F/5 - Chairperson, School Budget Committee	Page 46 of 114
17	V/F/6 - Chairperson, School Committee	Page 47 of 114
18	V/F/7 - Wage and Salary Committee Representative	Page 47 of 114
19	V/F/8 - Children's Ministries (non-school) Representative	Page 48 of 114
20	V/F/9 - Nominations Committee Representative	Page 49 of 114
21	V/F/10 - Representative, Card Ministry	Page 49 of 114
22	V/F/11 - Anniversary/Retirement/Farewell Celebration Committee Member	Page 50 of 114
23	V/F/12 - P.T.L. Board of Education Representative	Page 50 of 114
24		Page 51 of 114
25	V/G - Policy for Board Faculty Advisor (Co-ordinator)	Page 51 of 114
26	V/H - Responsibility for the Board of Education Handbook	Page 51 of 114
27	VI/A - Guidelines and Grievance Procedures Regarding Title 9 and Section 504	Page 52 of 114
28		
29	VI/B - Guidelines and Grievance Procedures Regarding Title 9 and Section 504	Page 53 of 114
30		
31	VI/C - Guidelines and Grievance Procedures Regarding Title 9 and Section 504	Page 54 of 114
32		
33	VI/D - Guidelines and Grievance Procedures Regarding Title 9 and Section 504	Page 55 of 114
34		
35	VI/E - Guidelines and Grievance Procedures Regarding Title 9 and Section 504	Page 56 of 114
36		
37	ADDENDUMS	Page 57 of 114
38	Addendum #1- Conduct Report	Page 58 of 114
39	Addendum #2 - Disciplinary Referral Form	Page 59 of 114
40	Addendum #3 - Registration Form	Page 60 of 114
41	Addendum #4 - Guidelines for Arranging Anniversary, Retirements, and Farewell Celebrations	Page 62 of 114
42		
43	Addendum #5 - Board Of Education Annual Comment and Reflection on Principal's Activities	Page 64 of 114
44		
45	Addendum #6A - Organizational Chart	Page 65 of 114
46	Addendum # 6B - Staff Reporting Structure	Page 66 of 114
47	Addendum #7 - Sample Outstanding Debt Letters	Page 67 of 114
48	Addendum #8 - Teacher Performance Appraisal	Page 68 of 114
49	Addendum #9 - Principal Appraisal Form for Classroom Visitation	Page 75 of 114
50	Addendum #10 - Appraisal Form for Teacher Parish Responsibility	Page 77 of 114
51	Addendum #11 - Fee Schedule	Page 78 of 114
52	Addendum #12 - Nominations/Elections Committee Procedure Manual	Page 80 of 114
53	I. Structure	Page 81 of 114
54	II. Scheduling/Notices	Page 81 of 114
55	III. Duties	Page 82 of 114
56	IV. Committee Meeting Procedures	Page 83 of 114
57	V. Election	Page 83 of 114
58	VI. Appointment	Page 84 of 114
59		Page 84 of 114
60	Addendum 13 - State of Michigan Code - Weapons	Page 86 of 114
61	Addendum #14A - Immunization Requirements	Page 89 of 114
62		Page 90 of 114
63	Addendum 15 - State of Michigan Recommendations Regarding AIDS	Page 92 of 114

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

17

18

APPENDIXES Page 94 of 114
Appendix A. - Principal Page 95 of 114
Appendix B. - Associate Principal Page 98 of 114
Appendix C. - Assistant Principal Page 99 of 114
Appendix D. - Teacher Page 100 of 114
Appendix E. - Student Services Instructor Page 101 of 114
Appendix F. - School Media Specialist/Librarian Page 102 of 114
Appendix G. - Elective Teacher Page 103 of 114
Appendix H. - Teacher Assistant Page 104 of 114
Appendix I. - Teacher Program Leader/Teacher Program Director Page 105 of 114
Appendix J. - Director of Instrumental Music Page 107 of 114
Appendix K. - Preschool Teacher/ Director Page 109 of 114
Appendix L. - Teacher Young Fives/Storytime Page 110 of 114
Appendix M. - Kindergarten Teacher Page 111 of 114
Appendix N. - German Teacher Page 112 of 114
Appendix O. - Physical Education Page 113 of 114

P R E F A C E

1
2 This policy manual reflects the role of the Board of Christian Education as it relates to the
3 Christian education of the members of My Lutheran Church. The Board is intended to be
4 primarily a policy formulating body while the daily administrative decisions are left to the
5 professionals hired by the congregation for this purpose. Many specific guidelines not delineated
6 in this manual will be found elsewhere in the staff handbook, school handbook, personnel manual
7 and others. This manual is designed as a basic policy guideline for members of the Board of
8 Christian Education to fulfill their obligations as delineated in the Constitution of My Lutheran
9 Church.

10

11

I. GENERAL PHILOSOPHY

I/A - Christian Education

The members of My Lutheran believe that the Christian education of its members is a lifelong and continuous process. Since its earliest days My Lutheran has placed a heavy emphasis on carrying out God's commands regarding the Christian training of children. They also want to assure themselves and their children of the blessings God has promised to those who give their children a Christian Education. It exists to answer the call, "Feed my lambs" and "Suffer the little children to come unto me."

Our purpose then, is to strengthen children in their faith, that they may grow in knowledge of their Savior, in love for Him, serving Him, and to:

- help children discover and develop their God-given talents and abilities, that they might use them to His glory and for the benefit of their fellow man.
- cooperate with and assist parents in leading their children into successful, useful, and purposeful living.
- maintain high standards of early childhood, elementary, and Jr. High School education integrated with and related to the teaching of God's Word for the development of the whole child.
- develop the kind of Christian character which will make the graduates of our school leaders in the church, in the community, and in the world of tomorrow.

I/B- Constitution & By-Laws

The Board of Christian Education is governed by The Constitution and By-laws of the Evangelical Lutheran Church of My Lutheran. Article 7 which states:

Article J - The Board of Christian Education

Membership: Nine elected lay people. One teacher chosen annually by the faculty shall serve in an advisory capacity. Administrators of programs associated with the Board of Christian Education may also serve in an advisory capacity at the discretion and call of the Board.

Purpose: To strengthen children in their faith that they may grow in knowledge of their Savior, in love for Him, in service to Him, and

- to help children discover and develop their God-given talents and abilities, that they might use them to His glory and for the benefit of their fellow man.
- to cooperate with and assist parents in leading their children into successful, useful, and purposeful living.
- to maintain high standards of early childhood, elementary, and junior high school education integrated with and related to the teaching of God's Word for the development of the whole child.
- to develop the kind of Christian character which will make the children of the congregation leaders in the church, in the community, and in the world of tomorrow.

The responsibilities of the Board of Christian Education shall be:

1. To be concerned about the Christian growth of every child in the congregation and provide learning experiences for all age levels from birth through grade 8 based upon the Bible and foundations of good citizenship.
2. To try to gain the unchurched through the educational agencies.
3. To promote enrollment of all children of the congregation in the Christian Day school.

4. To supervise the work of all personnel engaged in Christian education.
5. To approve the appointment of the associate and assistant principal.
6. To concern itself with the welfare of the teachers and where necessary make recommendations to the appropriate boards and committees concerning this area. In areas of spiritual and personal concern, relative to its staff, the Board of Education shall work jointly with the Elders and other appropriate Boards in resolving the issue.

See Addendum #6 a or b

II. CURRICULUM, INSTRUCTION, AND SCHOOL ACTIVITIES

II/A - Principles of Christian Teaching and Learning

The objective of Full-time Christian Education of My Lutheran is that the children:

1. receive a Christ-centered education.
2. receive their education under the direction of trained Christian teachers.
3. receive the best possible secular education which includes the fine arts and physical education.
4. receive a complete program of education that is individualized to make best use of their God-given talents.
5. have an opportunity for participation in a wide variety of extra-curricular activities which will meet their needs and interests.
6. receive special assistance, counseling and guidance within their educational facility as their problems are identified and encountered by their teachers; and, where special help is needed from professional counselors and/or the school's special services staff, receive encouragement and assistance in securing such help.
7. have access to up-to-date learning equipment and modern facilities.
8. develop decision making abilities with guidance of Christian role models.

II/B - Accreditation

My Lutheran School is administered according to the State of Michigan's required standards of elementary education. This applies to all subject areas being taught, the required time allotments to the various subjects, the number of school days for classes to be in session, and the physical facilities of the school. The child accounting regulations and attendance reports are administered in accordance with and through the office of the Saginaw County Board of Education and the Frankenmuth School directives of the State of Michigan. Therefore, the transfer of graduates and under-graduates of our school is approved and an entrance test to another school is not required.

In addition, My Lutheran School will seek accreditation with the Michigan District of the Lutheran Church - Missouri Synod and will conduct such periodic reviews as necessary to maintain such accreditation.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

II/C - Class Size

The Board recognizes the need for guidelines regarding the number of students that an instructor has in class. The Board also recognizes that grade level, type of class, teacher personality, student maturity and even finances at times affect the appropriate class size. The Board and Administration will strive to treat the following as maximums for normal classrooms.

Preschool:	
3 year olds	12
4 year olds	15
Young Fives	18
Kindergarten	25
First Grade	26
Second grade	28
Third grade	28
Fourth grade	28
Fifth grade	28
Sixth grade	28
Seventh grade	30
Eighth grade	30

These populations will be exceeded only through action by the Board and an explanation by the Principal to the teachers involved. These limitations do not apply in classes such as band, physical education, team teaching situations, special education, reading improvement, music education classes.

The following additional information will be used in determining classroom population:

- A. Maximum numbers
 - 1. Physical room capacity (34 desks)
 - 2. Educationally sound room population for one teacher as listed above.
 - 3. Practical maximum room population for one teacher (Item A2 + 2 Students = A3).
- B. Limit new tuition students at A2.
- C. Accept member students up to A3.
- D. If member student enrollment increases room population to above A3, then the Board shall consider hiring an aide for that room. Hiring procedures as outlined elsewhere in this manual shall be followed.
- E. If A1 is exceeded, then the Board shall consider hiring an additional teacher for that grade. Hiring procedures as outlined elsewhere in this manual shall be followed.

II/D - Congregational Partnerships

1. MY LUTHERAN/FAITH COOPERATIVE ARRANGEMENT

The following points outline an arrangement between My Lutheran School in Frankenmuth and Faith Lutheran in Bridgeport that provides a means for

1 supporting and promoting Christian education among member families at Faith.
2 This agreement formalizes and renews an arrangement of cooperation that has
3 been in existence between the two congregations since 1968.

4 A. Tuition Arrangement

- 5 1. One teacher's salary and benefits are provided by Faith Lutheran Church in
6 Bridgeport, where he also serves as Director of Christian Education.
7 2. Tuition for students from Faith attending My Lutheran will be provided by
8 Faith to My Lutheran on the following basis:
9 a. **Teacher in lieu of tuition** - A comparison shall be made between the
10 number of Faith students (2 Kindergarten = 1 Gr. 1-8) and the average class
11 size at My Lutheran (K-8 homerooms) based on the official fourth Friday
12 count.
13 b. If the number of Faith students exceeds the average class size of My
14 Lutheran School students, an amount based on the following formula will be
15 communicated to the Faith and My Lutheran Boards of Education by
16 October 15th for budgeting purposes.

17 Example

18 Total # of Faith Students	32
19 Minus the My Lutheran class average	- <u>25</u>
	7
20 Times the current tuition rate	<u>x 1,850</u>
21	
22 Equals the total amount owed to My Lutheran	\$12,950

- 23 c. If the average My Lutheran School class size exceeds the number of Faith
24 students enrolled, an amount based on the following formula will be
25 communicated to the Faith and My Lutheran Boards of Education by
26 October 15th for budgeting purposes.

27 Example

28 Average My Lutheran class size	22
29 <u>Minus the total number of Faith students</u>	- <u>20</u>
30	2
31 Times the current tuition rate	<u>x 1,850</u>
32	
33 Total amount owed to Faith	\$ 3,700

- 34 d. In either "b" or "c", the amount owed will be paid to the other congregation
35 by January 31st of the current school year.
36 3. Representatives from both congregations' Boards of Education will meet in late
37 spring of each year to review and renew the cooperative arrangement and to
38 discuss any questions related to My Lutheran School.

39 B. Faith Lutheran Teacher Vacancy

1 The process for selecting a staff member to fill the vacancy created when the
2 teacher from Faith Lutheran leaves is as follows:

3 Faith Lutheran provides notification to My Lutheran School of the up-coming
4 vacancy.

5 The My Lutheran Board of Education reviews the position description, makes
6 any needed modifications and submits the position requirements to the Faith
7 Lutheran Board of Education. Faith Lutheran Board of Education reviews the
8 description and submits any recommended changes to My Lutheran School for
9 approval.

10 The My Lutheran Board of Education then develops a slate of candidates. The
11 candidates are reviewed, interviewed, and the field is narrowed to two candidates.

12 The My Lutheran Board of Education submits a list of two candidates to Faith
13 Lutheran. Faith Lutheran selects from the two candidates and extends the
14 appropriate call.

15 **2. OTHER CONGREGATIONS**

- 16 A. St. Martins - The St. Martin Congregation has agreed to assist in the cost of
17 their students attending My Lutheran. This annual subsidy amount is
18 applied to the family account. Currently this is \$500 per student per year.
19 B. St. John - The St. John Congregation has agreed to cover the cost of
20 tuition for students attending My Lutheran. The actual non-member
21 tuition is paid by St. John.

22 **II E. General Fees - Outstanding Accounts**

23 **1. GENERAL FEE DETERMINATION**

24 The following formula will be utilized to assist in the determination of the
25 general fee:

26 General Fee = Board of Education Expenses - Teaching Staff Wages and
27 Benefits

28 Total Number of Students

29 Refer to addendum #11 - Fee Schedule

30 **2. NON-MEMBER TUITION DETERMINATION**

31 The following formula will be utilized to assist in the determination of non-
32 member tuition:

1 Non-Member Tuition = Teaching Staff Wages and Benefits
2 Total Number of Students

3 Refer to addendum #11 - Fee Schedule

4 **3. OUTSTANDING DEBT PROCEDURE**

5 All fees and tuition are due in full October 1 of each school year unless a
6 deferred payment schedule is approved by the Principal. Any family with an
7 outstanding balance at the end of the first semester, will be denied admittance
8 for the second semester until all fees have been paid.

9 The following procedure for outstanding debt has been established to assist
10 with the collection of payments of non-member tuition and general fees. This
11 procedure has been set up in four stages.

12 STAGE 1:

13 Board of Christian Education approves the fee and tuition policy
14 based on Section II/E2 and 3. This policy is included in the school
15 handbook available at registration.

16 STAGE 2:

17 All fees and tuition are due in full on October 1. As of October 1,
18 those families who are not paid would receive *Letter One* from the
19 principal.

20 STAGE 3:

21 To those families who have not paid as of October 15, *Letter Two*
22 will be sent by the principal notifying the parent of what is owed.

23 STAGE 4:

24 On October 30 a *final letter* will be sent from the principal stating
25 that the fees and/or tuition are now one month overdue. The family
26 has until the end of the first semester, approximately the second
27 week of January, to pay said fees or their child(ren) will not be
28 allowed to enter school for the second semester.

29 See Addendum #7 for Outstanding Debt Letters

30 **II/F - Discipline**

31 **"DISCIPLINE" AT MY LUTHERAN**

32 Our primary purpose for discipline at My Lutheran is to help "make disciples" of the
33 children entrusted to our care. As God first loved us, we strive to show love to one
34 another through our thoughts, words, and actions. Christian discipline -- growing in
35 Christian discipleship -- means guiding behavior so that a child:

- 1 - demonstrates respect for one's self, teachers, other students, and property
- 2 - makes the best use of his/her God-given gifts and talents
- 3 - communicates openly with teachers and peers positively and respectfully
- 4 - receives and shows forgiveness for misbehavior
- 5 - feels reinforcement for positive behavior
- 6 - accepts responsibility for action

7 **A. STUDENT CONDUCT**

8 My Lutheran students are expected to conduct themselves in a Christian manner
9 in school, on the playground, on the bus, and during extra-curricular activities.
10 My Lutheran is designated as a smoke free, drug free, weapon free zone. The
11 following rules and procedures must be followed by students at every grade level.

- 12 1. Students will show respect for all adults, other children, and themselves at all
13 times. Behavior that demonstrates overt disrespect for teachers, other students,
14 and property (including foul language and fighting) will not be tolerated.
- 15 2. Parent permission must be received for children to arrive at school prior to 7:40
16 A.M. since teachers are involved with daily meetings and are not available for
17 supervision. Students are also not to be in the building after 3:10 except for
18 participation in special directed activities, in which case all students are under
19 direct adult supervision.
- 20 3. Students must have written permission before they are allowed to participate in
21 athletic activities, go on field trips, and participate in other special school
22 functions.
- 23 4. Students in junior high are to be excluded from extra-curricular activities if their
24 attitude and behavior have a negative effect on others and/or if their parents are
25 consistently negligent in picking them up on time.
- 26 5. Gum, candy, soda, and other such treats are not allowed during the school day.
27 Eating in the hallways and classrooms is also prohibited unless there is a special
28 activity or special privilege day.
- 29 6. Personal computer games, radios, small electronic games, and any other personal
30 toys are not allowed in the school except by special permission.
- 31 7. For the benefit of others and to promote an environment conducive to learning,
32 students are not to run in the hallways or be engaged in unnecessary talking or
33 disruptive activities in the classroom, Learning Center, hallways or washrooms.
- 34 8. For the safety and benefit of all, students are expected to obey the bus safety
35 regulations and show respect to their drivers. All conduct problems on the bus
36 will be reported to the school office. Failure to comply with rules of bus conduct
37 will result in disciplinary action. Documentation will be placed in students file.

- 1 9. Students are to take pride and care in the physical facilities by keeping their desks
2 and rooms neat and orderly and by cleaning up after special activities. Any
3 defacing of school property will not be tolerated.
- 4 10. Students may be required to reimburse the school for the loss of, or the willful or
5 careless damage to, rental textbooks. School and church property are not to be
6 marred or damaged in any manner. Violators may be billed for the amount of
7 damage incurred.
- 8 11. For the safety of themselves and others, students are to obey the safety patrol
9 members, crossing guards, and all teachers and parents helping with supervision
10 before, during, and after the school day. Caution on the part of all students should
11 be taken in the parking lots during drop-off and pick-up times, especially around
12 the buses and cars.
- 13 12. Fighting by students during school hours or at extra-curricular activities will not
14 be tolerated and invites disciplinary action. Snowball throwing on school grounds
15 is not allowed at any time.
- 16 13. Where special help is needed from professional counselors outside of the school,
17 parents are to receive encouragement and assistance in securing such help.

18 **B. PROCEDURES FOR SCHOOL-WIDE DISCIPLINARY ACTION**

- 19 1. Each teacher will deal with student discipline first on an individual basis.
- 20 2. Conduct report - (See Addendum #1) will be used for minor infractions or in
21 cases where the teacher is hesitant to begin conduct referral process.
- 22 3. If steps #1 & #2 does not resolve the problem, the teacher should:
23 a. complete a Disciplinary Referral form (See Addendum #2)
24 b. consult the disciplinary file in the office to check for previous disciplinary
25 action.
26 - If there is no Disciplinary Referral form on file, proceed to #3c.
27 - If there is one form on file, proceed to #4.
28 - If there are two forms on file, proceed to #5.
29 c. arrange a meeting with the parents and the student, and route copies of the
30 Disciplinary Referral Form.
- 31 4. If a second Disciplinary Referral form needs to be completed, it should be given
32 to the administrator, who will arrange for a meeting which will include the
33 administrator, the parents, the teacher, and the student. A plan of action to
34 address the problem will be developed and agreed upon.
- 35 5. If a third Disciplinary Referral form needs to be completed, it should be given to
36 the administrator. The student, parents, and homeroom teacher will be notified
37 that a 3-day suspension from classroom and school activities will begin on the

1 next school day. The suspension may be an in-school or home suspension.
2 During the suspension period, the following will occur:

- 3 - The student will complete all daily work assigned during the suspension
4 period.
- 5 - The student will work on a written plan for improving conduct.
- 6 - A contract for desired behavior will be signed by the student, parents,
7 teacher, and administrator.

8 6. If the terms of the contract are not met, the matter will be taken to the Board of
9 Christian Education to consider the possibility of expulsion.

10 II/G - Testing

11 My Lutheran School conducts a complete program of standardized testing. Intelligence
12 tests, achievement tests, reading tests, and skills test are administered during the course
13 of the school year. The results of the various tests are used as a resource by teachers for
14 assessing the intellectual endowment of the pupils and for measuring the achievement of
15 curriculum objectives for each subject. Such information is then used for the guidance of
16 students, to identify the gifted and those in need of special assistance, to improve
17 instruction and learning, and to evaluate the entire educational program and curriculum
18 objectives.

19 Some tests are administered during the first part of the school year and the results
20 become a valuable aid to direct the teacher throughout the entire year. Other tests are
21 given toward the end of the school year, enabling teachers to measure progress achieved
22 during the school term.

23 All test results are communicated to the respective parents of the students. This gives our
24 parents a better understanding of our testing program - it's nature, scope and purpose, and
25 helps to foster harmonious and cooperative relations between school and home.

26 SCHEDULE		
27 TEST	GRADES	DATE
28 Cognitive Ability	1-8	April
29 Iowa Test of Basic Skills	1-8	April
30 MEAP	4,5,7,8	October

32 II/H - Preschool Program

33 The preschool program is an integral part of the educational programs offered at My
34 Lutheran School. The following Preschool Handbook outlines this program.

35 A. Introduction

36 Educational research verifies that the early years are most important in the social,
37 emotional, physical, mental and spiritual development of a child. Education is a
38 lifelong process that begins at birth and continues until death. Although parents are
39 the child's first and foremost teacher, preschool and pre-Kindergarten programs are

1 strong contributing factors to a young child's learning.

2 **B. Statement of Purpose**

3 The purpose of My Lutheran School Preschool is to assist parents in the God-given
4 responsibility of raising their children by providing an environment conducive to
5 learning. A developmentally appropriate curriculum is established to meet the
6 needs of the whole child in the areas of spiritual growth, social relationships,
7 emotional growth, vocabulary development and physical activity.

8 **C. Goals**

9 The goals of the My Lutheran School Preschool are:

- 10 - to provide opportunities for Christian learning of Jesus Christ as Lord and Savior
- 11 through formal lessons and worship, and informal living and learning experiences.
- 12 - to nurture the development of a healthy self-concept in each child and the
- 13 appreciation of the talents God has given to him/her.
- 14 - to provide a variety of experiences and activities that will stimulate growth in the
- 15 child's spiritual, emotional, social, intellectual and physical development.
- 16 - to provide guidance as the child becomes more independent and begins to take part
- 17 in small group and large group activities.
- 18 - to provide experiences that will broaden the child's aptitude for future academic
- 19 programs.

20 **D. Program Offerings**

21 We are offering three-year-old, four-year-old, and Young Fives session(s):

22 The three-year-old program provides an opportunity for children to participate in a
23 variety of enriching activities designed for the developing preschool child in a
24 Christian setting. Children must be three years of age on or before December 1st.
25 The 3 year old class meets twice a week.

26 The four-year-old program is designed to provide a variety of experiences to enlarge
27 the children's view of the world in which they live. Through social interaction,
28 children will see themselves as members of a larger family and a part of God's
29 creation. Children must be four years of age on or before December 1st. The 4 year
30 old class meets two or three times a week.

31 The Young Fives program is structured with a continued emphasis on learning
32 through experience and observation with a Christian perspective. This class is
33 offered for children who will benefit from a growth year before entering
34 Kindergarten. It is considered a pre-Kindergarten class. Children must be five
35 years old on or before December 1st. The Young Fives program meets three times a
36 week.

37
38 **E. Financial Support**

39 My Lutheran congregation views its preschool program as an integral and important
40 element of its ministry. Under the supervision of the Board of Christian Education,
41 My Lutheran congregation is committed to supporting this ministry by:

- 42 1. Providing and maintaining facilities for the preschool program including
- 43 utilities and maintenance services.
- 44 2. Providing the ministry of its professional staff to the children and parents
- 45 enrolled in its program.
- 46 3. Encouraging its members to remember the preschool program through
- 47 memorials and special gifts to the program.

48 **F. Tuition and Fees**

1 Fees for the Preschool program should be approved by the Board of Education
2 annually and should approach the following goal:

3 Preschool income = 75% of total preschool operational expenses

4 Payments are due on the first school day of the month. My Lutheran reserves the
5 right to withdraw a child from the program if payments become delinquent.

6 Refer to addendum #11 - Fee Schedule

7 **G. Enrollment Policy**

8 Three-year-old program - child must be three years of age by December 1st.

9 Four-year-old program - child must be four years of age by December 1st.

10 Young Fives program - child must be five years of age by December 1st.

11 In all programs, each child must be toilet trained and able to attend to his/her
12 personal needs.

13 Application for enrollment is open to all families who desire Christ-centered
14 instruction for their children. Admission will be on a first-come, first-served basis
15 in the following order of priority:

- 16 1. Children of My Lutheran Church members.
- 17 2. Children of sister Missouri Synod congregations and other Lutheran churches.
- 18 3. Children of unchurched homes and children whose parents are affiliated
19 with a religious denomination other than Lutheran.

20 My Lutheran School makes no discrimination in admission or determination of
21 enrollment on the basis of race, sex, color, or national origin.

22 **H. Class Size**

23 In the event that enrollment reaches capacity (see section IIC), a waiting list will be
24 kept in the same and continuing priority described for enrollment above.

25 In the event that enrollment does not reach capacity, My Lutheran reserves the right
26 to close classes. Alternative placement for all children will be arranged or the
27 registration fee will be refunded.

28 **I. Admission and Withdrawal Policy**

29 Registrations for the fall program will be accepted in the previous spring. Students
30 will be accepted during the course of a year as vacancies occur. The teacher should
31 be notified two weeks in advance if it becomes necessary to withdraw a child from
32 the program.

33 My Lutheran reserves the right to remove a child from the preschool program upon
34 the recommendation of the teacher and the Board of Education, should the child be
35 considered a detriment to other children.

36 **J. Health and Safety**

37 The State of Michigan requires that a Health Appraisal (Addendum #14B) and an
38 emergency card be held on file for each child. Immunization records must be up to
39 date and recorded on the health form (Addendum # 14B). These are to be
40 completed and returned to school before classes begin. Parents are to report any
41 new immunizations received.

1 K. **Transportation: Arrival and Departure**

2 The transportation of children to and from preschool is the responsibility of the
3 parents. Parents driving in a carpool are asked to provide the teacher with a written
4 schedule and list of names. If it becomes necessary for a child to leave school with
5 someone other than his/her parents or carpool driver, prior authorization must be
6 given in writing to the teacher.

7 Children in the morning class are to arrive at 8:30 a.m. and picked up promptly at
8 11:00 a.m. Afternoon children are to arrive at 12:15 p.m. and picked up promptly at
9 2:45 p.m. Children must be accompanied by an adult when walking to and from the
10 preschool classroom.

11 L. **Discipline**

12 Staff shall use positive methods of Christian discipline which encourage the
13 development of self-control, self-direction, self-esteem and cooperation. Rules of
14 the classroom will be clear and concise. Refer to Section II/F - Discipline.

15 M. **Field Trips**

16 Throughout the year, special experiences outside the classroom will be planned.
17 These trips provide opportunities for firsthand learning. Notes will be sent home
18 prior to each trip detailing the necessary information. Written permission from the
19 parent is required of all students attending field trips.

20 N. **Snack Policy**

21 Parents are asked to furnish a nutritious snack, a week at a time, on a rotating basis.
22 A schedule will be arranged by the teacher for the year.

23 O. **Children's Attire**

24 Children should be dressed in comfortable play clothes in compliance with Section
25 III/N - Dress Code

26 P. **School Calendar**

27 The approved school (calendar) will be used.

28 Q. **School Closings**

29 In the event that inclement weather forces a school cancellation, the closing will be
30 announced over local radio and TV stations.

31 R. **Parent-Teacher League**

32 Preschool parents are encouraged to attend and participate in the activities and
33 programs of the PTL.

34 S. **Progress Reports and Conferences**

35 A report of each child's progress will be given through a scheduled parent/teacher
36 conference. Additionally, parents may confer with the teacher after any preschool
37 session or request arrangements for a special conference.

38 3 year olds - May
39 4 year olds - March
40 Young Fives - January, May
41

42 T. **Duties of Assisting Parents**

43 Scheduled parent assistants should arrive 15 minutes before the preschool session
44 for a brief orientation of the daily planned activities.

45 Assisting parents will supervise in play areas and learning centers as directed by the

1 teacher.

2
3 Parent assistants should dress in casual attire which will allow for active
4 participation with the children in all activities.

5 There will be NO SMOKING while on duty as an assisting parent.

6 It is the responsibility of the assisting parent to arrange for a substitute in the event
7 of illness or other scheduling conflicts. A parent may trade days with another parent
8 or hire a paid substitute.

9 A list of substitutes is available. Parents who arrange their own substitute will pay a
10 fee to the substitute. Parents who fail to secure a substitute will be charged a fee.

11 The teacher is the final authority in the classroom. If differences should arise,
12 assisting parents are to carry out the teacher's directions. Discussion of the situation
13 in more detail will occur after the preschool session.

14 At the end of the session, parents should remain to help straighten the room if
15 necessary.
16
17

III - School Calendar

18 A school calendar will be published on an annual basis after consultation with the Frankenmuth
19 School District. Normally the calendar will be published prior to the end of the school year for
20 the next ensuing school year. Changes, additions, or deletions to the published schedule will be
21 distributed to staff members, the Board of Education, and parents through other means as deemed
22 appropriate as they occur.
23

II/J - Learning Center - Media Services

24 The program and materials in the Learning Center are designed to meet the individual and greatly
25 varying needs of all students and staff members. Opportunities are provided to explore, listen,
26 read, relate, and think. A professional director facilitates the constant use of both print and non-
27 print materials. The focus is always placed on the student. Inquiry and problem solving
28 techniques are stressed to increase motivation and stimulate a positive attitude toward learning.

29 Media services and resources are provided through the My Lutheran Learning Center and related
30 area resource centers.

31 See IV/C/5: Position Description of School Media Specialist/Librarian.

II/K - Field Trips

32 Many educational values can be gained by experiences which are not possible in a
33 classroom situation. Therefore, a number of excursions and field trips for each class are
34 planned during the school year, in addition to a program of resident outdoor education for
35 the sixth grade.
36

37 Each class should take at least two educational field trips per year. Grades 5-8 may take
38 one extended trip that goes beyond school hours. The children may be charged a slight
39 fee to cover the cost of transportation and incidental expenses. Any field trip which is of
40 an overnight nature shall have appropriate male/female staff and/or parent supervision if
41 not provided for at the host facility.

II/L - Curriculum Evaluation and Textbook Adoption

Curriculum evaluation and recommendations for revisions is the responsibility of the teachers and principal. This may be carried out most effectively through the use of committees. The committees study a subject area and have three major responsibilities:

- continually evaluate the educational program assigned to them.
- discuss possible revisions in goals, content, methods, philosophy and materials.
- decide on all changes and recommend their adoption to the staff and Board of Education.
- incorporate test results.

Revisions and evaluation will be on a maximum six year cycle, and will cycle annually as indicated in the table on the following page.

Textbook Review Schedule

To be reviewed for and/or adopted during the following years:

Year A	Math
Year B	Science
Year C	Social Studies
Year D	Religion and Fine Arts
Year E	Reading
Year F	English, Handwriting, Spelling

II/M - Worship

“All school” devotion and chapel services are to be conducted on a regular basis. The “all school” devotion and chapel services are to provide students with opportunities to participate in the school wide worship setting. In addition, opportunities to participate in the planning and leading of worship are encouraged. Student offerings shall be collected and distributed to the work of My Lutheran Church or to a designated mission project.

II/N - Music Programs

The school wide curriculum is to include a variety of instruction in music. Music, as a creation of God, is a vehicle of worship and a medium for creative expression. Students at all grade levels are to have the opportunity for music instruction. Students in preschool and kindergarten shall have music integrated into the curriculum. In grades 1-4, a time shall be reserved each week for music instruction. In grades 5-8, students will be offered a choice of classroom music, band, choir and/or handbells. The offerings will vary by grade level. In grades 5-8, students must participate in a music program.

II/O - Athletics

All athletic programs shall foster/demonstrate Christian sportsmanship. Because our bodies are “the temples of God,” it is imperative that we develop and nurture our growth physically as well as mentally.

Physical education, intramural and interscholastic sports are an integral part of the total school curriculum. They encourage physical welfare and vigor, and provide opportunities for “reaching” children. These programs are full partners in the educational progress and contribute to the development of the whole child.

1 **Athletic Policies**

2 1. Academic Requirements - We believe that athletics are an extension of the curriculum. If a
3 student works to capacity in the classroom, he is more apt to give the same effort as an
4 athlete. We, therefore, expect every athlete to work hard mentally as well as physically to
5 reach his potential. If a student is having academic difficulty, refer to Section III/O - Junior
6 High Student Participation in Extra-Curricular and Co-Curricular Events, and communicate
7 this to the parent and the athletic director.

8 2. Conduct/Discipline - When a student's attitude or action interferes with practice or a game, the
9 student may be suspended from athletic participation.

10 See Section # II/F - Discipline

11 3. Insurance - My Lutheran School does not assume any financial expense incurred because of
12 athletic injuries. Therefore, we feel it is absolutely necessary for every athlete to be covered
13 by the parent's health insurance. Athletics is a voluntary program in which the student may
14 participate if he so desires, but he does so at his own risk of injury.

15 4. Transportation - The parents of all My Lutheran athletes are responsible for transportation
16 to and from practices and also to and from games. All My Lutheran athletes should be
17 picked-up and/or taken home within a reasonable amount of time after the practice or game.

18 **II/P - Reporting Student Progress**

19 Progress reports will be issued on a quarterly basis during the school year for grades K-6. Junior
20 High reports will be given every six weeks. In addition, parent-teacher conferences will be
21 scheduled at least once during the academic year; generally late in the first quarter.

22 Progress reports are based on the abilities and progress of each child. Therefore, two grades will
23 be given for each subject. Students will receive an effort grade and an achievement grade.

24 **II/Q - Special Student Events**

25 All special events held during or after the normal school day must:

- 26 1. Have specific prior administration approval.
27 2. Involve staff in the supervision of the event.
28 3. Conform to all rules set forth in Section II/F and II/S. Students not conforming will be
29 excluded from the event and placed in the custody of a parent or guardian.
30 4. Assure that music and/or dance that is inappropriate or presents an ideology opposed to
31 Christianity will not be used.

32 **II/R - Concerns Procedure**

33 There are concerns that parents, teachers, administrators, and staff always have when working
34 together within any organization. In order to establish a purposeful and positive procedure for
35 approaching a situation in good faith and with a Christian attitude, together with a concern for the
36 well-being of staff members, the students of our school and the ministry of My Lutheran Church,
37 the following steps are to be used in managing any concern in a forthright and Christian manner.
38 The objective is to maintain a positive attitude in an attempt to equitably settle and resolve the
39 matter at the lowest procedural level possible.

	STEPS	PROCEDURE	TIMING MEETING DATE
1	1.	Go see the individual first. Read Matthew 18:15-22. Pray about the matter and for strength and guidance to deal with the concern in a Christian manner. This needs to be the first step. Negative comments and criticisms are to be avoided. Always maintain a positive attitude toward resolution of the problem.	Within five school days of incident
2	2.	After both have prayed on the matter, return to the individual and share your views as presented on the reverse side. (Communicate your concerns on a feeling level with "I" messages.)	Within five school days
3	3.	Submit form to the principal. If necessary he will call a meeting with you and the individual in question. If concern is with the principal submit to the associate principal who will take appropriate action.	Within five school days
4	4.	Meet with the principal, the individual in question, board chairperson, and staff member of your choice to discuss your concerns.	Within five school days
5	5.	If not settled by this level, the board chairman will have a joint meeting with the individual in conflict and with the concerns committee of the school board which includes: <i>Principal Staff member of choice</i> <i>Associate Principal Board of Education Chairman</i> <i>Two Board of Education Members</i> <i>Pastor representative to Board of Education</i>	Within ten school days
6	6.	If necessary, meet at a full school Board of Education meeting, including the Administrative Pastor.	Within ten school days
7	7.	Meet with the Church Council	
8	8.	Finally, but hopefully not, a meeting would be held at the Voters Assembly.	

Forms will be available, by request, from the Principal. Meeting will be facilitated by the Principal, Associate Principal, or Board of Education Chairperson.

Name _____
Home Phone () _____
Date Submitted _____ Date of Occurrence _____

What is your perception of "The Problem"?

_____ What were

1 the triggering events?
2
3
4

5 What do you feel are possible solutions?
6
7
8

9 _____What is your role in the "conflict"?
10
11

12 What strategies have you employed to manage the conflict?
13
14
15

16 What do you feel is the best possible solution?
17
18
19

20 What action do you recommend be taken?
21
22
23

24 **II/S - Weapons Policy**

25 My Lutheran School is a weapon free zone. No student, faculty member, parent or other guest to
26 the school campus may bring a weapon, as defined in current Michigan Code (see addendum
27 #13), to or on school property. Should such an offense occur, the offender shall immediately be
28 isolated from the student population and the incident shall be reported to the Board of Education
29 for action. The current guidelines provided by the State of Michigan shall provide a basis for
30 Board of Education action (see addendum #13).

31 **III. STUDENTS AND STUDENT SERVICES**

32 **III/A - Lifestyle of the Student**

33 Children are expected to conduct themselves in a Christian manner in school, on the playground,
34 and during extra-curricular activities. This includes showing respect to all personnel and
35 observing school rules.

36 When a personal adjustment problem interferes with the development of the other students, and
37 class time has to be repeatedly sacrificed because of the individual's problem, then this matter will
38 be brought to the attention of the Board of Education and their decision and action will be final.

39 Disciplinary measures will be used as required. If any parents think the disciplinary action was
40 unjust or too severe, they are to notify the teacher and request an appointment so that the action
41 may be discussed and the problem eradicated.

III/B - Enrollment and Admission

Enrollment is not limited to children of the members of My Lutheran Church, but is open to any parents who want their children to receive Christ-centered instruction. My Lutheran is in compliance with the Department of Health, Education and Welfare regulation under Title VI of the Civil Rights Act for Non-Public Schools.

If classrooms reach capacity enrollment, pupils will be admitted in the following order:

1. Children of members of My Lutheran.
2. Children of sister congregations and other Lutheran churches.
3. Children of unchurched homes and children whose parents are affiliated with a religious denomination other than the Lutheran Church.

Believing in Christian education and family unity for all children, it is therefore a policy of My Lutheran School to enroll all children of a family unit, space permitting. Any situation differing from this policy must be handled on an individual basis with the parents, principal, and Board of Christian Education.

The school does not usually accept students from other schools whose work previously had been unacceptable or who have had serious disciplinary or other problems in connection with their school work. Each child accepted for admission above the first grade will be placed in the grade or group which best meets his individual needs as determined by My Lutheran School.

In all cases where a child transfers from another school, a conference between parents, child, and the school principal is advisable before the application is acted on by the Board of Education and the principal.

Children entering first grade in the fall must be six years old by the following December 1. Kindergarten children must be five years old prior to December 1.

Each family intending to return should complete a registration form. See Addendum #3.

My Lutheran School of Frankenmuth, Michigan admits students of any race, color 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, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

III/C - Attendance

In accordance with the state laws, all pupils are held to regular and punctual attendance. Absences must be excused in writing by the parents. These written excuses are to be presented to the teacher prior to admission to class. Parents and teachers should coordinate homework during periods of extended absences.

To assure the safety of the children and to maintain the best possible system of attendance accounting, the following guidelines are to be followed by the parents:

1. If you know at least one day ahead of time that your child will not be in

1 school, please SEND A NOTE to your child's teacher or CALL the office (652-
2 6141).

- 3 2. If you find out the night before or the morning of the day of school your child
4 will be absent, you may either...
5 a. send a note to the school office with your child's brother or sister OR
6 b. call the school office between 7:45 and 8:30 A.M. that morning.
- 7 3. If your child is absent from school by 8:30 in the morning, and no excuse has
8 been sent or called in, someone from the school office will call your home to
9 make sure your child is accounted for. If there is no answer, emergency numbers
10 will be used.

11 Parents may call during the night or early morning and leave their message on the voice mail.
12 Calls will be answered after 8 A.M. by the receptionist. Parents calling before 8 a.m. or after
13 4:30 p.m. should leave a message on the attendance voice mail extension #492.

14 III/D - Promotion and Retention

15 Decisions to promote or retain should be based on such factors as achievement, ability,
16 chronological age, physical maturity, social maturity, emotional maturity, and student and parent
17 attitude. If retention is recommended, it shall be presented to the student and parents as an
18 opportunity, not as a punishment.

19 Decisions concerning retention are initiated at the beginning of the second semester and are made
20 by the principal following consultation with parents and teachers.

21 Students must receive a D average, for the year, in each of the core subjects during the eighth
22 grade to receive an academic diploma. Students who fail to meet this requirement will be issued
23 a certificate of attendance.

24 This policy does not apply to students identified with special needs.

25 III/E - Suspension and Expulsion

26 Decisions to suspend a student shall be made by the principal. Decisions to expel a student shall
27 be made by the Board of Christian Education.

28 III/F - Transportation

29 My Lutheran provides bus transportation as a service to the community and for the convenience
30 of parents whose children attend My Lutheran or the public school and live within a 1-1/2 mile
31 radius from the school they attend. Children living outside the 1-1/2 mile radius from attended
32 school are transported by the public school bus.

33 Children are expected to observe all rules of safety and be exemplary in conduct while riding the
34 bus. If their behavior puts the safety of other children in jeopardy, we will have to take away bus
35 privileges. Parents should discuss the importance of proper conduct on the bus with their

1 children.

2 Those desiring bus service are to submit a request to My Lutheran prior to the middle of August.
3 Bus schedules will be published prior to the start of the school year. Bus fees will be set annually
4 by the Board of Trustees.

5 **III/G - Safety**

6 Regular fire, tornado, and disaster drills are to be carried out periodically during the school year
7 in compliance with state requirements. These drills should be done during the regular school day.
8 Evacuation routes and procedures are to be posted in each occupied room.

9 Safety programs should be presented annually to each grade on an appropriate academic and
10 interest level.

11 **III/H - Student Records**

12 The keeping of accurate records is an important part of teaching. A permanent record folder is to
13 be kept on file for each student. Teachers have the responsibility to keep records up to date for
14 their students.

15 The permanent records of My Lutheran School will consist of the following:

- 16 -- Daily Attendance
- 17 -- Standardized Test Results
- 18 -- Yearly Summary of Grades
- 19 -- Health Records

20 **III/I - Lunch Program**

21 A hot lunch program is available to all the children of My Lutheran. Since the school is an
22 affiliate of the Federal Lunch Program, we are able to offer hot lunches at a nominal cost. Milk
23 may be purchased to supplement lunches brought from home. Staff members, employees and
24 volunteers may purchase lunches at the established costs. Parents of students purchasing lunches
25 are to place a cash deposit in each child's account. The account will be debited each
26 time the child makes a purchase. Free and reduced price lunches are available for qualified
27 families.

28 **III/J - Sickness and Injury**

29 Out of regard for the health and well being of all students and staff, sick children shall be kept at
30 home until the condition is remedied. Children should not be returned to school until they are
31 well enough to participate in classroom activities.

32 In the event of injury or illness occurring at the school, parents shall be notified by the teacher or

1 school office immediately. An updated emergency information card shall be kept on all students.

2 Due to the high liability and risk factor, medication is not to be dispensed by teachers and/or kept
3 in the classroom.

4 Medication Distribution Procedure

- 5 1. The need for a student to take a medication during the school day is determined by parent
6 and/or physician. (Parents are encouraged to administer medications at home if possible.
- 7 2. Parent completes a medication form and sends the medication and the form to school.
8 (Parents are encouraged to deliver medications to the school office if possible.)
- 9 3. All medications are stored and distributed by office personnel.
- 10 4. When medications reach the office:
 - 11 a. A copy of the medication form indicating the time of distribution will be sent to
12 the classroom teacher.
 - 13 b. The medication and form will be placed in an envelope with the students name
14 on the outside.
 - 15 c. The classroom teacher will send the student to the office at the appropriate time.
 - 16 d. The office personnel will distribute the medication according to the instructions
17 and will date, time and initial the envelope indicating the time of distribution.
 - 18 e. Following the completion of the medication cycle, the office will retain the
19 record of distribution for the balance of the academic year.
 - 20 f. Parents are responsible for picking up any unused medications at the close of the
21 school year. Any medications remaining in the office at the close of the year will
22 be destroyed. No medications will be retained from school year to school year.

23 III/K - Students Leaving Building

24 To assure the safety of the children no child of any age will be allowed to leave the building
25 during school hours unless accompanied by a legal parent or guardian, or by someone who that
26 person has designated in writing with that responsibility.

27 A written note from the parent must inform the teacher of any appointments and the
28 parent/guardian **must come to the office** to pick the child up at the appropriate time.

29 III/L - Vacation Homework Policy

30 The student will be allowed the same number of days that he/she was absent to make up any
31 necessary homework after the student has returned.

32 III/M - Health Programs

33 Students are required to comply with State of Michigan requirements relating to immunizations
34 and physical examinations. (See Addendum 14 A & B)

35 The Board of Education will use the State of Michigan recommendations as guidelines in
36 handling students or employees who acquire AIDS (Acquired Immune Deficiency Syndrome).
37 (See Addendum #15).

III/N - Dress Code

We can look to God's Word for guidelines in all aspects of Christian living. Dress and grooming reflect an individual's attitude and self-concept. It is primarily the role of Christian parents to guide their children in choosing proper clothing and grooming. All clothing is to be neat, clean, mended, and modest. Students are to avoid extremes in dress and conduct that would tend to draw undue attention to themselves or to the school.

Students are permitted to wear warm weather clothes (shorts, jams, etc.) when the weather is appropriate. Parents and students will use the necessary discretion in determining what to wear from day to day. Students are required to participate in all daily classroom and out of classroom activities. Inappropriate choice of clothing for the weather conditions will not be considered an appropriate excuse for not participating in classroom and out of classroom activities. Certain items of clothing such as tank tops, halter tops, excessively baggy clothing, and bicycle shorts are not appropriate for school dress and should not be worn.

Shirts & Blouses

Shirts and blouses bearing suggestive or objectionable phrases, messages, graphics, characters, alcohol or tobacco advertisements, or non-Christian musicians may not be worn. Shirts not completely covering the midriff at all times, tank tops, and halter tops are not appropriate.

Pants, Dresses & Skirts

All clothing should fit properly. Revealing pants, blouses, shorts, dresses and skirts are not allowed.

Shoes

Shoes should be worn, fastened, at all times. Shoes which do not fit firmly on the foot are not appropriate school attire.

Hair Styles

Hair should at all times be neat and clean. Please refrain from haircuts that display an extreme style.

Accessories

Earrings are not allowed on boys. Body piercings are not allowed. Hats are to be worn outdoors only. Displaying permanent or temporary tattoos is not allowed.

In all matters regarding dress and overall appearance, the school reserves the right to counsel, reprimand, suspend, and even dismiss a student if the student does not comply with the school dress code.

III/O - Junior High Student Participation in Extra-Curricular and Co-Curricular Events

Participation in all extra-curricular and co-curricular events (formal worship services are not considered co-curricular events.), where the student is representing the school to the general

1 public, is a privilege afforded to any My Lutheran student who meets minimum academic, social,
2 and behavioral expectations. If a student works to capacity in the classroom, he/she is more apt
3 to give the same effort in any area of involvement. We expect every student to work hard
4 mentally as well as physically to reach his/her potential.

5 Students must meet the following requirements in order to be eligible to participate in on-going
6 extra-curricular and co-curricular events:

- 7 1) Must receive no less than a D in any of the subjects taken, including electives.
- 8 2) Must have no more than one minus (-) effort mark for individual effort in all of
9 the subjects taken.
- 10 3) Must demonstrate and show respect for the safety, dignity, and property of
11 others.

12 The following guidelines should be used during the course of a marking period to identify and
13 help students who are in danger of becoming ineligible:

- 14 1) Teacher discusses problems with student as soon as they arise or as the teacher
15 becomes aware of the problem.
- 16 2) If there is no improvement, the teacher speaks with the student's parents.
- 17 3) The junior high teachers discuss students with problems at the monthly
18 department meetings.

19 If any of the requirements listed above are not met by the end of each 6 week marking period, the
20 following procedures will be followed:

- 21 1) A letter will be mailed and a phone call will be made from the administrator,
22 explaining that the student is being placed on a temporary 3-week suspension
23 from all extra-curricular and co-curricular events, effective the following school
24 day.
- 25 2) The letter is to be signed and returned by the parents.
- 26 3) At the conclusion of the 3-week suspension period, the child's progress will be
27 reviewed by the junior high teachers and reported to the administrator.
 - 28 a. If sufficient improvement has been made, the suspension will be lifted
29 and the child and parents informed by the administrator.
 - 30 b. If no satisfactory progress has been made, the child and parents will be
31 notified by mail that the suspension will be extended for another 3
32 weeks.

33 Note: The three-week suspension does not include vacation days.

34 **III/P - Policy for Requests by Parents for** 35 **Specific Teacher/Classroom**

1 As a general policy, requests by parents for classroom/teacher placement of students will not be
2 considered. Only when extreme special circumstances exist will requests be considered.
3 Requests must be made in writing to the Principal, must detail special circumstances, and will
4 require the approval of the Principal and Associate-Principal. Parental or student preference, or
5 parental perspective of a teacher's qualification will not be considered as a special circumstance.
6 The Principal reserves the right to refuse any request.

7 **IV. STAFF**

8 **IV/A - Lifestyle of Staff**

9 It shall be the responsibility of the staff to share:

10 With Students: Share Jesus Christ, the Savior, as he/she directs his/her pupils in their
11 understanding of religious and secular subjects. Staff members will reflect God's love as they
12 counsel, guide, and interact with students, endeavoring to develop their God-given capabilities to
13 their fullest potential.

14 With One Another: Help pupils to see themselves as fellow sinner-saints who need Christ as their
15 Savior. Staff members should help each student to see each other as children of God and
16 therefore brothers and sisters in God's family. Staff members will provide means by which
17 they can express their love to God and to each other. They will seek opportunities to share the
18 joy of Christian faith with co-workers, pupils, parents, and congregation.

19 With The Frankenmuth Community: Participate and take an active interest in community affairs.
20 Staff members should be a citizen of the community who realizes and capitalizes upon God-given
21 opportunities to give a Christian witness. As a teacher he/she should impress upon pupils the
22 realization that they are ambassadors for Christ in the neighborhood community in which they
23 live.

24 With The World: Help his/her students become responsible Christian citizens by providing a
25 quality Christ-centered education which meets the needs of his/her students. Staff members will
26 keep abreast of current trends in education through professional study, in-service education,
27 attendance at workshops, conferences, and graduate study. They will emphasize the mission of
28 the church in the world and a students' responsibility toward it.

29 The Saving Gospel: Help pupils to become more fully aware that Jesus Christ is their only
30 Savior. By rightly dividing the Law and the Gospel, staff members will daily lead them to
31 acknowledge their sinful condition, repent of their sins, and turn to Christ for forgiveness and
32 strength to follow Him. Staff members should study the Word, enrich background as a teacher of

1 the Word, and strive to continually improve teaching techniques in directing pupils learning of
2 the Word.

3 Through the Holy Spirit: Recognize that only through the power of the Holy Spirit can one serve
4 the Lord and those entrusted to his/her care. Staff members must realize that they must be like
5 Christ if Christ would speak and serve through them. Only the Holy Spirit can enable a staff
6 member to be such a worker in Christ. He/she should acknowledge the fact that achievements
7 are blessings from the Holy Spirit.

8 Carrying Out the Father's Business: To evaluate effectively the use of time, talents, and goods as
9 to further the work of Christ's Kingdom. He/she must lead his pupils in such a way that they are
10 motivated to dedicate their spiritual and intellectual resources to whatever service for His
11 Kingdom that their Lord and Master, Jesus Christ, may assign them.

12 **IV/B - Teacher Classifications**

13 **Staff Categories**

14 One mission, one ministry.

15 My Lutheran School exists to support its members as they carry out the great commission. The
16 professional church workers serving My Lutheran have chosen to dedicate their professional
17 career to serving our Lord. The guidelines that follow are designed to assist in establishing and
18 maintaining a sense of equality in responsibilities and compensation. The reality is that our Lord
19 has called each of our staff members into service, equipped them with a variety of gifts, and has
20 given them this place of service. The guidelines are designed to assist in ministry - not to restrict
21 or limit but to enable. Indeed our Lord wants us all to use our gifts and talents to His glory!

22 My Lutheran has three categories of responsibility; Teacher, Teacher Program Leader, Teacher
23 Program Director. Here is a brief description of each category.

24 **Teacher**

25 Workers Called to serve in the Teaching ministry have responsibilities for their assigned teaching
26 duties and all faculty committee, athletic and musical tasks that are assigned. Since the salary for
27 such responsibilities is related to the completion of the tasks rather than a number of days served
28 no specific time requirement is attached. It is expected that all workers in this category are
29 available for meetings and class work from the second week in August through the end of the third
30 week in June each year unless they are on vacation.

31 **Teacher Leader**

32 Workers Called to serve in the Teaching ministry have responsibilities for their assigned teaching
33 duties and all faculty committee, athletic and musical tasks that are assigned. The Teacher Leader
34 also has specific tasks that require significant responsibility as assistants in program areas. Since
35 the salary for such responsibilities is related to the completion of the tasks rather than a number of
36 days served no specific time requirement is attached. It is expected that all workers in this
37 category are available for meetings and class work from the second week in August through the
38 end of the third week in June each year unless they are on vacation.

1 **Teacher Program Leader**

2 Workers Called to serve as a Teacher Program Leader have responsibilities for their assigned
3 teaching areas, all faculty committee, athletic and musical tasks as well as significant
4 responsibility for leading a school or parish program. Since the salary for such responsibilities is
5 related to the completion of the tasks rather than a number of days served no specific time
6 requirement is attached. It is expected that all workers in this category are available for meetings
7 and class work from August 1 to July 31 each year unless they are on vacation..

8 **Teacher Program Director**

9 Workers Called to serve as Teacher Program Director have responsibilities for their assigned
10 teaching areas, all faculty committee, athletic and musical tasks as well as significant
11 responsibility in leading a school or parish program. In addition the Teacher Program Director is
12 responsible for program development and the supervising of other staff members working within
13 this program. Since the salary for such responsibilities is related to the completion of the tasks
14 rather than a number of days served no specific time requirement is attached. It is expected that all
15 workers in this category are available for meetings and class work from August 1 to July 31 each
16 year, unless the worker is on vacation.

17 **Stipends and salary:**

18	Teacher	Paid at the base salary plus experience increments
19	Teacher Leader	Paid at the base salary plus experience increments plus 10%
20	Teacher Program Leader	Paid at the base salary plus experience increments plus 15 %
21	Teacher Program Director	Paid at the base salary plus experience increments plus 20 %

22 All workers are entitled to vacation. Workers in the Teacher category receive up to 15 days of
23 vacation.

24	After 1 year	5 days
25	After 10 years	10 days
26	After 20 years	15 days

27 Workers in the Teacher Program Leader, Teacher Leader and Teacher Program Director receive
28 vacation according to the Wage and Salary Vacation schedule.

29	After 1 year	15 days
30	After 10 years	20 days
31	After 20 years	25 days

32 Workers in the Teacher Program Director may receive up to one additional week should
33 responsibilities during the program year require significant weekend responsibilities.

34 All workers are expected to be at school unless they are on a scheduled vacation. All vacation
35 schedules must be submitted to and approved by the principal in advance of the days off.

36 **Changes in status:**

37 Current Program Leaders and Program Directors:

38 Each Leader, Program Leader and Program Director will meet with the appropriate supervisor
39 once a year to evaluate performance and goal setting for the areas of responsibility. At that time
40 either the worker or the supervisor can indicate a need for a change. Should the worker no longer
41 carry the responsibilities the salary stipend would be adjusted at the end of the current cycle.

1 Changes in status require a recommendation by the principal with action by the Board of
2 Education.

3 **Changes - Leaders, Program Leaders and Program Directors:**

- 4 1. Annually the principal and the Board of Education will assess the need for additional
5 Leaders, Program Leaders or Program Directors. This will take the form of replacements
6 for positions previously held by other workers and any additional positions authorized by
7 the appropriate board.
8 2. A listing of any/all Leader, Program Leader/Directors will be listed in the principal's
9 weekly announcements. Individual staff members interested in being considered for the
10 available positions are to contact the principal to indicate interest.
11 3. Leader, Program Leaders/Directors interested in a change in their duties must inform the
12 principal no later than the end of January regarding changes for the next academic year.

13 **Sample Responsibilities:**

14 **Teacher:** (includes responsibilities such as)

15 **Classroom Work PLUS**

16 Participation in congregational activities/programs (sing in choir, attend Bible Study, lead
17 a Bible Class, teach Sunday School, participate in service organization.)

18 Coaching one sport or equivalent

19 Directs one choir that meets during the school day

20 Faculty committee responsibilities

21 **Teacher Program Leader:** (includes combinations of responsibilities such as)

22 Includes "Teacher" classification responsibilities plus

23 Coaching two sports - two seasons

24 Leading a congregational/school program (Rainbows, Wednesday school, special
25 education Bible study)

26 Directing choir/handbells that meet outside the school day

27 Assistant Athletic Director

28 Assistant Sunday School Director

29 Technology Leader

30 Youth Counselor

31 **Teacher Program Director:** (includes responsibilities such as:)

32 Includes "Teacher" classification responsibilities plus

33 Athletic Director/Coach

34 Sunday School Director

35 Instrumental Music Director

36 Part Time Agencies Director - (Position not currently established)

37 To address the reclassification of workers and to establish an appropriate compensation package
38 the current salary schedule was reviewed. The following salary schedule was adopted:

My Lutheran Church
Salary Schedule

The salary paid a worker at My Lutheran is calculated by taking the following factors and multiplying them:

- Degree level base
- Service factor
- Position factor

Example:

BA Teacher Base	21,400
Three years of Service	1.09
Position factor	<u>1.00</u>
	\$23,326

Base	BA	21892.00
	Ba + 18	22404.00
	MA	23017.00
	MA+30	23529.00
	Ph.D.	24040.00

Service

0	1.00
1	1.03
2	1.06
3	1.09
4	1.12
5	1.15
6	1.18
7	1.21
8	1.24
9	1.27
10	1.30
11	1.32
12	1.34
13	1.36
14	1.38
15	1.40

1		16	1.42
2		17	1.44
3		18	1.46
4		19	1.48
5		20	1.50

6 Position factors:

7	Teacher		1.00
8	Teacher Leader	1.10	
9	Teacher Program Leader		1.15
10	Teacher Program Director		1.20
11	Assistant Principal		1.25
12	Associate Principal		1.30
13	Principal		1.50

14 To calculate a part time position add a factor for the portion of full time served.

15 To determine the service factor for new workers full credit is given for full time service to other
 16 Lutheran Church Missouri Synod congregations or associations. Service for positions not full
 17 time or not at a LCMS congregation or association will be determined at the time of Call/contract
 18 issuance.

19 The maximum years of service available for a BA degree is 16.

20 Normal adjustments for changes related to position factors will be made effective August 1. Any
 21 adjustments to the salary schedule due to cost of living adjustments will normally be made
 22 effective January 1.

23 IV/C - Educational Staff Job Descriptions

24
 25 Position description shall be maintained:

- 26 Principal - see Appendix A.
- 27 Associate Principal - see Appendix B.
- 28 Assistant Principal - see Appendix C.
- 29 Teacher - see Appendix D.
- 30 Student Services Instructor - see Appendix E.
- 31 School Media Specialist/Librarian - see Appendix F.
- 32 Elective Teacher - see Appendix G.
- 33 Teacher Assistant - see Appendix H.
- 34 Teacher Program Leader/Teacher Program Director - see Appendix I
- 35 Director of Instrumental Music - see Appendix J.
- 36 Preschool Teacher/Director - see Appendix K.
- 37 Teacher Young Fives/Storytime - see Appendix L.
- 38 Kindergarten Teacher - see Appendix M.
- 39 German Teacher - see Appendix N.
- 40 Physical Education Teacher - see Appendix O.

41 IV/D - Teacher Certification

42 My Lutheran requires all teaching staff members to hold appropriate State of Michigan

1 certification.

2 **IV/E - Professional Growth**

3 The board encourages the My Lutheran faculty members and administrators to continue their
4 education beyond required levels for the following reasons:

- 5 A. The board expects teachers to keep abreast of new developments in their fields of
6 expertise and interest.
- 7 B. Educators can strengthen weaknesses by attending appropriate classes and learn new
8 teaching techniques.
- 9 C. Teachers can empathize more readily with their own students, if they themselves are
10 sometimes students.
- 11 D. Teachers can gain new skills in unfamiliar fields and thus enhance their value to the school
12 and community.
- 13 E. Knowledge concerning learning and the psychology of the student is constantly
14 increasing, and the board wants its staff to be able to use all possible tools.
- 15 F. The board expects the teachers and administrators to be involved in curriculum
16 improvement and development.
- 17 G. The principal is allowed an average of 2 days/month away from the school building for
18 other church and school related meetings.

19 To achieve this professional growth, the board supports a system of compensation, which rewards
20 workers who reach higher levels of education. Such compensation will be determined by the
21 Salary and Wage Committee.

22 **IV/F - Principal Evaluation**

23 The board shall conduct both an ongoing and annual review of the principal's performance.
24 Annually, by July 1st, the Chairman of the Board of Education will consolidate an evaluation based
25 on the individual evaluations prepared by each Board of Education member, and will review the
26 consolidated evaluation with the Principal. A copy of this evaluation will be given to the
27 Administrative Pastor.

28 Refer to Addendum #5 for Principal Evaluation Form

29 **IV/G - Teacher Evaluation and Supervision**

- 30 1. **Purpose**
31 The purpose for the supervision and evaluation of teachers and instruction is to enhance
32 student learning and assure the purpose and objectives of My Lutheran Church and School
33 are achieved.
- 34 2. **Observation**
35 The principal will formally observe classroom instruction at least two times during the
36 review period and record observations on the classroom observation form. See Addendum
37 #9. These observations will become an integral part of the yearly teacher evaluation.
- 38 3. **Evaluation**
39 During the spring of each school year, the principal will complete a Teacher Performance

1 Appraisal for each teacher. The appraisal shall be reviewed and approved by the
2 Administrative Pastor. This review process is confidential and is to be shared with the
3 teacher and Associate Principal. Following review by the Administrative Pastor, the
4 principal will review the appraisal with the teacher, discuss observations, set goals, and
5 detail any required course of action. Careful records of goals and course of action must be
6 kept to assure effective follow-up and evaluate progress. The principal will report to the
7 Board of Education general observations, progress of the appraisal

8 process, and any specific concerns at the June regular meeting. All appraisals will be
9 completed and reviewed with the respective teacher by July 1.

10 See Addendum #8: Teacher Performance Appraisal

11 **IV/H - Teacher Correction Action Policy**

12 The purpose of this policy is to address problems that are not able to be resolved, or are beyond
13 the scope of the teacher performance appraisal procedures.

- 14 1. The Principal will identify, document, and discuss the area of concern and plan of
15 action with the teacher. The Principal will evaluate the response to the plan of
16 action within an appropriate time table not to exceed 30 days.
- 17 2. If the area of concern is not resolved within 30 days, the Principal will document
18 the concern, plan of action, and consequence of further non-compliance in a letter
19 addressed to the teacher. This letter will be reviewed with the teacher by the
20 Principal and Administrative Pastor, and will be signed and dated by all three
21 parties. The Principal will report the area of concern to the Board of Education in
22 executive session and will update the board periodically on the status.
- 23 3. If the area of concern is not resolved within the time frame detailed in step two,
24 the Principal will document the continuing non-compliance and recommend
25 disciplinary action, which may include time off without
26 compensation, in a letter to the Board of Education. The Board of Education will approve
27 or recommend disciplinary action in executive session.
- 28 4. If the non-compliance continues after the disciplinary action of step three, the
29 Board of Education will consider recommending dismissal to the voters assembly.

30 **IV/I - Call, Contract and Tenure**

31 Official Lutheran Church - Missouri Synod Policy, Procedures, Terminology and Call Documents
32 shall be used.

33 Summary:

34 A Solemn or Divine Call is an official request, offer, or agreement extended by a calling body to a
35 person eligible to receive such a Call.

36 The words "appointment" or "contract" are no longer used in reference to synodically trained
37 personnel.

38 A Call may be temporary or for a limited time period (non-tenured) or permanent, unlimited in
39 time (tenured).

40 An open Call for a college graduate describes the details of the position to be filled, but identifies
41 no candidate.

1 A designated Call for a college graduate describes the details of the position to a specific
2 candidate.

3 Eligible persons are those men and women who have completed the graduation or colloquy
4 requirements of a synodical teacher's college, who have been approved for ministry by its faculty,
5 and who are recent graduates, or are already engaged in the ministry.

6 Non-synodically trained persons with or without professional experience are classified as lay
7 educators and are not eligible to receive a Call. They must be engaged by other means, but may be
8 publicly installed into office. Lay educators engaged as full-time parish workers, parish workers
9 with teacher only status or part-time workers will be offered non-tenured positions only. Lay
10 educators are encouraged to complete a colloquy program at one of the synodical schools. At
11 such time that a colloquy program is successfully completed, the person will be considered for a
12 solemn Call.

13 "Lay salaried educators that have been hired by contract need not be members of My Lutheran
14 Church, but must be a member of the Lutheran Church Missouri Synod. Lay educators contracted
15 by My Lutheran must complete their colloquy within a five year period beginning with the first
16 year of their contract, after which time they would be considered for a solemn Call. Upon
17 accepting a solemn Call the called worker would be required to become a member of My Lutheran
18 Church."

19 The constitution of My Lutheran requires congregational action on tenured Calls, but empowers
20 the Board of Christian Education to extend non-tenured Calls (up to three years) and to appoint
21 contract teachers.

22 Non-tenured Calls are normally issued for one year at a time. At the end of the third Non-Tenured
23 Call, the Board may elect to issue a three year - rollover - Non-Tenured Call. In this case, a Non-
24 Tenured Call is issued with a three year term of service. As a year expires from the Non-Tenured
25 Call, the Board has the option of extending the term by an additional year returning it to three
26 years. Should the extension not be offered, the term becomes 2 years, then 1 year and then
27 expires. A formal letter will be sent to the worker informing them if an extension is offered.

28 (Refer to Dual Spouse Agreement)

29 **IV/J - Teacher Leaves (Sickness, Maternal, 30 Personal)**

31 Teacher leaves shall be considered on an individual case by case basis per wage and salary
32 guidelines. Personal time off during the school day shall be discouraged (see Wage & Salary
33 Guidelines).

34 If deemed necessary based on job performance, an additional physical examination may be
35 required upon request of the principal and/or Board of Education and paid by My Lutheran
36 Church.

37 Any situation not covered within established guidelines shall be approved by the principal with the
38 concurrence of the Board of Education.

IV/K - Salary and Other Benefits (Teacher Mileage)

Teachers' salary and other benefits shall be reviewed annually by the Salary and Wage Committee; a congregational committee established by the Constitution of My Lutheran Congregation.

Teacher Mileage Allowance Policy

1. Mileage is not allowed for commuting to and from school or traveling to colleges for further education.
2. Mileage is allowed for assigned and approved extra-curricular school and parish responsibilities.
3. All mileage must be submitted to and approved by the Associate Principal. (Per form)

IV/L - Anniversary/Retirement/Farewell Celebrations

Anniversary celebrations for teachers, pastors, and staff will be in accordance with congregational guidelines established by the Church Council.

Celebration Guidelines

1. Dates Observed

- A. 25th anniversary celebrations for 25 years in ministry for full-time teachers, pastors, and youth director(s); and full-time staff who have served 25 years at My Lutheran will be recognized by a reception in the church parlor between Sunday services and a catered or restaurant dinner with a program.
- B. Retirement celebrations for teachers, pastors, youth director(s), and staff will be recognized by a reception in the church parlor between services and a catered or restaurant dinner with a program.
- C. Farewell celebration for teachers, pastors, and youth director(s) who accept a call to other congregations will be recognized by a reception in the church parlor between Sunday services. In addition, a catered or restaurant dinner with a program will be left up to the discretion of the honoree and the Celebration Committee.

2. Number and Type of Celebration Annually

- A. There will be one combined celebration for all persons celebrating 25th anniversaries; one combined celebration for all persons celebrating retirements, and if possible, one combined farewell celebration for persons leaving My Lutheran staff if the honoree and the Celebration Committee identify that a celebration is appropriate.
- B. The principal and administrative pastor will identify all honorees for the coming year by October 1. The names will be submitted to the Celebration Committee and the Budget Committee for planning and budgeting purposes.

3. Planning and Organization

1 A. A standing committee called the Celebration Committee will be established to
2 organize all retirement, anniversary, and farewell celebrations. This committee
3 will be comprised of one appointed member from each of the following Boards:

- 4 ●Board of Elders ●Board of Christian Education
- 5 ●Board of Youth ●Board of Trustees

6 B. The chairman of the congregation will ensure that the committee is established by
7 February 1 of each year.

8 4. **Expenses**

9 A. Expenses involved in the celebrations was approximately \$300.00 in 1994. The
10 amount will be determined annually based upon the number of celebrations
11 identified by October 1. The chairman of the congregation will ensure that these
12 expenses are provided for in SDU's or the budget.

13 B. The following scale will be used to determine the amount of the My Lutheran
14 Board gift which will be presented at the celebration dinner:

<u>Celebration</u>	<u>Gift of Remembrance</u>
1. 25th Anniversary in the ministry (called workers) and 25 years of service at My Lutheran (staff)	\$150.00
2. Retirement	
1 - 5 years of service at My Lutheran	\$125.00
6 - 10 years of service at My Lutheran	\$150.00
11 - 20 years of service at My Lutheran	\$175.00
21 - 30 years of service at My Lutheran	\$200.00
30 + years of service at My Lutheran	\$225.00
3. Farewell	
1 - 5 years of service at My Lutheran	\$ 50.00
6 - 10 years of service at My Lutheran	\$ 75.00
11 - 19 years of service at My Lutheran	\$100.00
20 + years of service at My Lutheran	\$125.00

29 C. The number of gratis guests tickets will be determined by Church Council Policy.

31 5. **Congregation Gift - Anniversary and Retirement Celebrations**

32 A. An informational letter regarding the honoree and his/her anniversary or
33 retirement celebration will be placed in each church mailbox. This letter will
34 include a detachable dinner reservation form and a detachable gift contribution
35 form which can be brought or mailed to the church office separately or together by
36 a designated date.

37 B. These contributions will be presented by the chairman of the congregation as the
38 Congregation Gift during the Sunday recognition service.

39 For specific guidelines on how to arrange for these celebrations, refer to Addendum #4.

40 **IV/M - Retirement**

41 The normal retirement age is determined when the worker is eligible for full Social Security
42 benefits. Upon reaching the age of 65, if a person wishes to continue teaching they shall request

1 same in writing to the principal. The principal will bring such a request to the board for approval.
2 The decision of the board will be final. Retirement benefits at any age will be as provided by the
3 Concordia Plan. A retirement celebration will be observed following the guidelines established for
4 anniversary celebrations. (See Section IV/L)

5 Whenever possible, retirement dates should coincide with the end of the school year. The actual
6 retirement date, assuming an end of school year retirement, would be no later than July 31 of that
7 year. This allows for completion of assigned tasks and/or accrued vacation time. Any summer
8 date later than July 31 would have to be cleared through the principal and approved by the Board
9 of Education.

10 Retirement dates other than at the end of the school year also require principal and Board
11 approval.

12 **IV/N - Termination of Employment**

13 Reasons for termination of employment:

- 14 1. Resignation of employee
- 15 2. Adherence to false doctrines
- 16 3. Conduct unbecoming to a servant of the Word
- 17 4. Neglect of Duty
- 18 5. Inability to perform the work for which he/she has been called.
- 19 6. Non-renewal of contract or non-tenured position
- 20 7. Lay off or termination due to decreased student enrollment.
- 21 8. Retirement
- 22 9. Reduction in force

23 Termination procedures:

- 24 1. Termination due to resignation or retirement will be at the request of the individual with
25 approval from the Board of Education.
- 26 2. Guidelines for the Board of Education for determining priority for retention are as follows:

27 (a. = highest priority)

- 28 a. Total parish worker seniority* assuming qualifications meet needs. To be
29 considered as a parish worker, a teacher must be on this status for one school year
30 preceding any reduction.
- 31 b. On basis of qualifications and school needs
- 32 c. Seniority of teacher only status
- 33 d. Non-tenured positions
- 34 e. Non-tenured teacher only status

35 3. Terminations as a result of 2 through 5 will be made in accordance with the constitution of
36 My Lutheran Church. See also Section IV/H, Teacher Corrective Action Policy

37 4. *Seniority defined as total years of service in Lutheran Church - Missouri Synod (Parish
38 worker and/or teacher only)

IV/O - Procedure of Employing New Personnel

Staffing Decision Tree

When a vacancy on the staff occurs due to a release, resignation, retirement or other reason, the following decision model will be used:

1. Is there a need to fill the vacancy? Yes[] No [] if yes go to 2.
If no - finish
2. Is there a need to revise the position description? Yes[] No [] if yes go to 3
If no go to 4
3. Revise and approve the position description.
4. Is the position to be filled with an experienced candidate or a graduate?
If experienced candidate go to 5
If graduate go to 9
5. Is the position to be filled with a tenured, non-tenured or contract position?
If tenured go to 6
If non-tenured go to 7
If contract go to 8
6. If tenured
 - A. Announce the vacancy to the staff and congregation.
 - B. Make copies of the position description available upon request
 - C. Contact the Michigan District Office for a Call list
 - A. Place a call for candidates to the staff and congregation
 - B. Gather information on all candidates
 - C. Interview candidates
 - D. Select a slate of two or more candidates to present to the Voters Assembly
 - E. Voters select candidate and extended Call
7. If non-tenured
 - A. Announce the vacancy to the staff and congregation.
 - B. Make copies of the position description available upon request
 - C. Contact the Michigan District Office for a Call list
 - D. Place a call for candidates to the staff and congregation
 - E. Gather information on all candidates
 - F. Interview candidates
 - G. Select candidate
 - H. The Board of Education will extend Non-tenured Call on behalf of the congregation
8. If contracted
 - A. Announce the vacancy to the staff and congregation.
 - B. Make copies of the position description available upon request
 - C. Contact the Michigan District Office for a Call list
 - D. Place a call for candidates to the staff and congregation
 - E. Gather information on all candidates
 - F. Interview candidates
 - G. Select a candidate
 - H. The Board of Education will extend the contract on behalf of the congregation.

- 1 9. If a graduate
 2 A. Contact the placement office at each of our Concordias
 3 B. Secure the names and qualifications of potential candidates
 4 C. Review all candidate information with the Board of Education
 5 D. Interview candidates
 6 E. Select a candidate
 7 F. The Board of Education will extend a designated Non-Tenured Call on
 8 behalf of the congregation.
 9
- 10 10. Presenting a Non-Tenured Staff person to the congregation for tenure.
 11 A. The Board of Education would recommend a list of one to the Church
 12 Council for presentation to the Voters Assembly.
 13 B. The Church Council would approve submission of a list of one to the
 14 Voters Assembly.
 15 C. The Voters would act on the request for tenure.
 16
- 17 11. Extending Part Time Positions
 18 A. The vacancy will be announced in the Principal's Announcements to staff.
 19 B. Other announcements may be made but are not required.
 20 C. Candidate information is gathered.
 21 D. Principal conducts interviews
 22 E. Principal recommends a candidate to the Board for action.
 23 F. The Board of Education will extend either a part time non-tenured Call or
 24 a contract.
 25
- 26 12. Priorities
 27 A. Priority is given to candidates who are synodically trained.
 28 B. Priority is given to candidates who are successfully serving on the staff.
 29

30 The Board of Education and the principal shall screen and/or interview possible candidates for the
 31 position of either call or contract teacher. In the case of a call teacher, the Board shall recommend
 32 to the Voters' Assembly one or two candidates for final approval.

33 The following steps should be used for securing Called Tenured educational personnel:

34 THE CALLING PROCESS AT My Lutheran

- 35 **A. Declaration of the Vacancy**
 36 A vacancy ordinarily exists at My Lutheran Church when an incumbent has accepted a
 37 call to another position, has resigned, retired, or is otherwise released from a current call at
 38 My Lutheran. The Council shall declare the vacancy. A vacancy also exists when the
 39 congregation adds a new position for the overall mission and ministry of My Lutheran,
 40 and that position is to be filled by a called worker. The appropriate District office(s) shall
 41 be notified.
- 42 **B. Initiation of the Calling Process**
 43 The appropriate Board initiates the call process. It shall do so by acting as the call
 44 committee itself, or by designating a sub-committee of the Board to serve as the call
 45 committee, which will report always to the Board. The appropriate Board has the
 46 responsibility to present to the Council and the Voters' Assembly candidates for the
 47 position.
- 48 **C. Review of the Position Description**
 49 The first step in the Call process is to review the position description. If changes are in
 50 order, then the appropriate procedure should be followed to officially revise the position
 51 description. This will be taken to the Church Council and, if it was a major deviation, it
 52 would require voters' approval.

1 **D. Solicitation of Candidates**

2 Following re-affirmation of the position description or a new position description having
3 been voted upon, names of candidates are solicited to fill the vacancy. The steps are as
4 follows:

- 5 1. A brief over-view of the position description should be presented in the weekly
6 bulletin, with an invitation to the congregation to offer names of candidates. the
7 position description shall also be sent to the District with the request for
8 candidates.
9 2. This shall be published in the church bulletins for at least two (2) weeks.
10 3. All such names received shall be sent to the District Office for review. The
11 District will return the appropriate Personnel Application Forms (PAF), Personnel
12 Information Forms (PIF), or the call list.
13 4. Upon reception of the PAF, PIF, or call list, the process of evaluation of the
14 candidates who would qualify for the position shall begin.
15 5. Candidates may not submit their own name for consideration, but a My Lutheran
16 member may submit any name.

17 **E. Selection of Candidates**

18 The call committee begins the process of selecting those who will be presented to the
19 council and the Voters' Assembly.

- 20 1. The candidates shall meet all the requirements of the position description.
21 2. The candidates may be interviewed by telephone, and/or at My Lutheran by the
22 call committee or its representatives as agreed upon.
23 3. Input and information from supervisors, District officials, peers, etc. shall also be
24 requested.
25 4. The Principal shall approve all candidates for positions on the instructional staff of
26 My Lutheran School. The Administrative Pastor shall approve all candidates for
27 all positions at My Lutheran.
28 5. The candidate, if the call is extended and accepted, will become a member of My
29 Lutheran congregation. The candidate must be informed beforehand of this
30 condition of a Call to My Lutheran.

31 **F. Presentation of Candidates**

- 32 1. Following the selection process and having arrived at a list of recommended
33 candidates, the call committee reports to its Board. Upon the Board's acceptance
34 and approval, recommended candidates shall be presented to the Church Council
35 for approval.
36 2. A minimum of two (2) totally viable candidates for the position is necessary for
37 presentation to Council and Voters.
38 3. Following Council approval, the Council calls a special Voters' meeting for
39 extending a call if the regular Voters' meeting is not timely for filling the position.
40 4. The Board may recommend to the Council and the Voters a candidate for the
41 position in question based on criteria it considers significant.

42 **G. Announcement of Candidates**

- 43 1. The meeting shall be announced in the church bulletin at least seven (7) days in
44 advance. The announcement shall include a brief position description of the
45 vacancy, and a listing of the recommended candidates. This list will normally
46 include name, present ministry, location, and experience. The list of all
47 candidates will be presented at the Voters' Assembly.
48 2. At the Voters' Assembly, the list of all candidates will be presented and more
49 complete biographical data of the recommended candidates shall be fairly
50 presented.

1 **H. Extending the Call at the Voters' Assembly**

- 2 1. The list of candidates and the biographical information on the recommended
3 candidates shall be presented.
4 2. The Voters' shall vote by ballot with the lowest vote getter dropped off the ballot
5 until one (1) candidate receives a majority of the votes cast.
6 3. The candidates for the Call shall not attend the Voters' Assembly at which they are
7 being considered for a Call. They should be informed ahead of time.
8 4. When a majority vote has been determined, a motion to make the call unanimous
9 shall be called for. It shall pass unanimously unless the negative voter(s) has/have
10 Scriptural reason why the candidate's ministry will not be valid at My Lutheran.
11 The motion indicates support for and acceptance of the will of the majority in
12 receiving the candidates ministry if he/she accepts the call.

13 **I. Any deviations from the above process shall be approved by the Council.**

14 The Board of Christian Education follows the call procedure guidelines established by the
15 Church Council. In addition, the following procedure will be used to facilitate the call
16 process.

- 17 1. The full board will establish criteria for the vacancy to be filled.
18 2. The School Committee will narrow down candidates to be interviewed.
19 3. The full board reviews interview tapes and PAF's
20 4. The full board decides on candidate recommendation to the Church Council.

21 **IV/P - Dual Spouse Agreement**

22 Special Notice Regarding Dual Spouse Employment

23 Administrator:

24 Teachers at My Lutheran School are very special. They are special to parents, students, to
25 administration and to the entire congregation as a whole.

26 In the process of normal professional life there are often situations which require both praise and
27 admonishment. As principal, it is my duty to share both success and challenge as I deal with my
28 professional staff.

29 The Board of Education, and indeed the congregation of My Lutheran, has determined that it is
30 appropriate to have married couples on our staff. As principal, I am pleased with this decision and
31 believe that it is important to have each professional considered for what he/she individually can
32 contribute to our team.

33 As administrator, I am also well aware of the fact that there will be situations during a normal
34 professional life that could be strained because of the dual relationship that exists--personal and
35 professional.

36 Staff Member:

37 As a team member, with my spouse on the faculty and/or staff at My Lutheran, I
38 _____ agree to do everything in my power to allow my
39 spouse to function as an independent member of our team. I will respect the decisions of
40 administration related to my spouse and his or her position on our staff. I will support the
41 decisions of administration publically and will voice any special concerns that I might have
42 privately.

43 In the case that our personal relationship infringes on my ability to either manage the situation, or
44 to be viewed as capable of managing a situation, I agree, in advance, to support our administration
45 and our Board of Education in any final decisions that are reached.

1 In no way does my action limit or restrict my spouse's right or ability to raise concerns or to
2 challenge issues in an appropriate way. My decisions as outlined on this form simply implies that I
3 will refrain from participation in situations due to our dual role on the My Lutheran team.

4 Principal
5 Principal My Lutheran School

Jane Doe
Teacher

6 **IV/Q - Teacher/Principal Records**

7 The principal shall keep a file of records for each staff (teacher) member and principal. These
8 records should include items such as date of birth and other personal information, teaching
9 experience, education, certifications, areas of expertise, interests, and annual evaluation reports.

10 Access to these records shall be restricted to the staff member, principal, Board of Education and
11 Administrative Pastor only.

12 **IV/R - Substitute Teachers**

13 The principal is ultimately responsible for securing substitute teachers in the absence of regular
14 staff members. The most qualified substitute for the vacancy should be selected within the time
15 constraints allowed. During periods of planned absence the regular teacher has the responsibility
16 in planning lessons for the substitute. The pay scale for substitute teachers is established annually
17 by the Wage and Salary Committee.
18

19 **SUBSTITUTE TEACHER QUALIFICATIONS**

20 The substitute teacher's function is not custodial but instructional. The substitute teacher is not on
21 duty just to "keep the children" he/she is there to teach. Therefore, the substitute should carefully
22 use the homeroom teacher's lesson plans, class rolls, schedules, and other provided materials
23 which will enable him/her to assume quickly the role of teacher.

24 The substitute is obligated to conduct herself in a professional, ethical manner in her relationship
25 with pupils, colleagues, parents, and the teacher whose place she is filling. This should follow the
26 lesson plans for the day as closely as possible. He/she should understand the policy regarding her
27 responsibilities for correcting and grading written work assigned by the regular teacher and
28 whether she should make assignments herself.

29 The substitute teacher:

- 30 1. Is an example of Christian conduct and attitude.
- 31 2. Makes a good personal appearance.
- 32 3. Has a cooperative nature.
- 33 4. If self-motivating.
- 34 5. Accepts the schools general philosophy and objectives.
- 35 6. Is cooperative and possesses a healthy self-concept.
- 36 7. Is structured for efficiency and is able to cope with flexibility.
- 37 8. Properly supervises the children and is in control of the classroom situation, even
38 when offering limited freedom to pupils.
- 39 9. Keeps pupils profitably occupied.
- 40 10. Is able to retain confidential information.
- 41 11. Shows love and concern for children.
- 42 12. Is able to make wise decisions in the teachers absence.

1 All persons interested in working as a substitute teacher at My Lutheran shall possess either a valid
2 Michigan teaching certificate in the appropriate area of instruction or a valid substitute permit. All
3 arrangements for such a permit will be made through the school office, but the cost (if any) must
4 be born by the applicant. Any emergency situation or extenuating circumstances requiring the
5 hiring of a substitute teacher without valid certification or permit shall be considered and acted
6 upon by the principal.

7 **IV/S - Hiring Policy for Those in Temporary** 8 **Instructional Positions**

9 All candidates must meet the required qualifications for the position in question. Assuming
10 candidates are equally qualified, hire according to the following hierarchy:

- 11 1. Consider only Synodically trained candidates.
- 12 2. Consider candidates who are a member of a Lutheran Church Missouri Synod
13 congregation.

14 **IV/T - Supplemental Employment**

15 Staff members may engage in outside employment providing such work does not interfere with
16 their assigned school and parish duties and responsibilities.

17 **IV/U - Extra Parish and School Activities**

18 All new activities and programs which require staff participation, supervision and/or management
19 must have prior approval of the principal and the Board of Education.

20 The principal will assign staff members extra parish responsibilities according to need and the
21 qualifications of the individual staff members.

22 **IV/V - Congregational Membership**

23 Full time staff members must be members of My Lutheran Church, City, State.* It is preferred that
24 less than full time staff members are members of My Lutheran.

25 *The staff teacher supplied by Faith Lutheran Church, Bridgeport does not have to be a member of
26 My Lutheran Church; as he has obligations to Faith Lutheran as their Director of Christian
27 Education.

28 **V. BOARD**

29 **V/A - Accountability**

30 As part of a larger organization, the My Lutheran Board of Education is responsible to various
31 groups and individuals. Following is a list of actions the Board takes in its accountability
32 function:

- 33 1. Invite an elected faculty advisor to board meetings. See Section V/G : Policy for Board
34 Faculty Advisory.

- 1 2. Distributes approved minutes to all Church Council members.
- 2 3. The chairman summarizes board decisions at voters' assembly.
- 3 4. Reports of school programs and board policy decisions are presented at Parent-Teacher
- 4 League meetings.
- 5 5. Board meetings are open to all members of My Lutheran.
- 6 6. A brief summary of the board meetings will be included in the school newsletter.
- 7 7. Members of the Board of Education at My Lutheran will carry out their responsibilities in
- 8 a Christian caring way. Board of Education members must consider ways in which they
- 9 can help members of the congregation view their school as a place where Christ is present
- 10 and the Holy Spirit is at work. If a member disagrees with items that are brought before
- 11 the Board for action, they have the right to disagree and present any objections they may
- 12 have with discussion at the meeting. After the Chairman has called the vote, they will
- 13 support the Board action whether they have voted for or against. They will support the
- 14 Board and will not speak publicly against Board action.

15 **V/B - Board Officer Election Policy**

- 16 1. Vice-Chairman will automatically become Chairperson upon the completion of
- 17 Chairperson's two year term, or if the Chairperson should choose to step down.
- 18 2. When openings exist for offices of Vice-Chairperson or Secretary, the Chairperson will
- 19 poll members prior to the meeting for candidates.
- 20 3. Maximum term for Board Chairperson and Secretary will be two years.
- 21 4. All elections will be by paper ballot.

22 **V/C - Policy for Board Meeting Attendance**

23 As general policy, Board of Education members shall make every attempt to attend all regular
24 board and special assignment committee meetings. When attendance is not possible, the chairman
25 of the respective meeting shall be contacted and arrangements should be made by the absent
26 member for reports due to be presented by an alternate. If a member is absent for 3 consecutive
27 meetings, or if assigned responsibilities are not being met, the officers of the Board shall meet with
28 the member and determine if resignation/appointment of a new member is in the best interest of
29 the Board.

30 Ultimately the Board is responsible to God. That is why every board meeting opens and closes
31 with prayer. Board members are confident that the Spirit is present at each meeting and that all
32 decisions will be made in accordance with God's will and plan.

33 **V/D - Board Supervision of School Finances**

- 34 A. Determine that responsible financial procedures for the receipt and disbursement
- 35 of funds are established.
- 36 B. Supervise the administration of the school budget and the maintaining of accurate
- 37 financial records in all school related purchases and expenditures.
- 38 C. The chairperson of the Board of Education will appoint one board member
- 39 annually as its representative to the Wage & Salary Committee. The principal will
- 40

attend all Wage & Salary Committee meetings.

D. The Chairperson of the Board of Education will appoint one board member annually as a representative to the Congregational Ministry Plan. Through this representative, the Board will present a budget for the upcoming calendar year to the Congregational Budget Committee. The principal will attend all Congregational Budget Committee and Voter’s Assembly meetings.

E. The board and principal will utilize the business office as a resource in planning, implementing, and evaluating the school budget.

Special Gifts

People wishing to make special gifts will be given a list of needs by the principal. The board will receive a report of significant gifts.

V/E - Guidelines for Classroom Visitations by the Board of Christian Education

The My Lutheran Board of Education members have a responsibility to be knowledgeable of the activities and operation of our Christian Day School. As a tool to keep in touch with the daily activities of the school, a board member will visit our school each month.

1. A visitation schedule is adopted in January each year.
2. The assigned board member contacts the principal at least one week prior to schedule the visitation.
3. The visit is to include:
 - a. A meeting with the principal to review the activities of the day as well as any upcoming activities.
 - b. A tour of the building with the principal which will provide highlights related to staff and programs.
 - c. If the board member would like a closer look at any of the programs, this is to be arranged with the principal.
4. The board member is to prepare a report for the next board meeting providing highlights of the visit. Any special concerns identified during the visit should be reported to the principal for action.

V/F - Opportunity for Ministry Descriptions

V/F/1 - Chairperson, Board of Christian Education

Basic Description:

Coordinator of the My Lutheran Board of Christian Education

Duties:

BOARD:

Schedule meetings, run all meetings, draft agenda after consultation with principal. Make Committee assignments, follow-up on all Board responsibilities and ensures successful completion of projects.

1 Become thoroughly familiar with the various congregational and educational
2 programs, and staff members.

3 **CHURCH COUNCIL:**

4 Represents the Board and its interests at all Church Council meetings.

5 Supervision:

6 Given to: Principal, Board of Christian Education members

7 Received from: Church Council, Voters Assembly

8 Helpful Skills:

9 Understanding of administrative and educational process. Good communication skills in
10 dealing with various people and issues. Able to conduct group meetings. Strong
11 leadership and organizational abilities. Ability to "see the big picture". Spiritually
12 discerning.

13 Term:

14 Maximum two year term

15 Time Commitment:

16 Average of 4-8 hours per month

17 **V/F/2 - Vice-Chairperson, Board of Christian**
18 **Education**

19 Basic Description:

20 Vice-Chairman of the Board of Education is second in charge of the Board of Education, and
21 assists the Chairman in Board of Education business.

22 Duties:

23 To handle duties of the Chairman of the Board of Education in Chairman's absence, including
24 attending Church Council meetings, and addressing the Voter's Assembly. To become thoroughly
25 familiar with the various congregational and educational programs, and staff members. Serve as
26 Chairman of the School Committee.

27 Supervision:

28 Given to: School personnel in Chairman's absence

29 Received from: Chairman of Board of Education

30 Helpful Skills:

31 Understanding of administrative and educational process. Good communication skills in dealing
32 with people and issues. Able to conduct group meetings. Strong leadership and organizational
33 abilities. Ability to "see the picture". Spiritually discerning.

34 Term:

35 Maximum two year term

36 Time Commitment:

37 One hour per month plus Committee time commitments

38 **V/F/3 - Secretary, Board of Christian**
39 **Education**

1 Basic Description:

2 Responsible to record and maintain the transactions of all Board of Education meetings
3 and activities.

4 Duties:

- 5 1. Record minutes of scheduled monthly meetings and any special meetings called by
6 Chairman of the Board
7 2. Prepare copy of minutes and submit to the Principal within two weeks of Board of
8 Education meetings. Secretary will be notified by the Principal regarding any proposed
9 revisions. Minutes will be distributed by the Principal to all Board of Education members
10 and approved minutes will be distributed by the Principal to Church Council members.
11 3. Maintain copies of other reports, letters, policies, proposals and agendas submitted at
12 Board meetings
13 4. Write and send correspondence as assigned
14 5. Maintain the Board of Education Handbook per Section V/H.

15 Supervision:

16 Given to: Guidance to the Board of Education

17 Received from: Chairman of the Board of Education

18 Helpful Skills:

19 Listening and accurately describing proceedings. Mental organization and writing skills.
20 Impartial, prompt, and typing skills helpful. Spiritually discerning.

21 Term:

22 Maximum two year term

23 Time Commitment:

24 Four hours each month

25 **V/F/4 - Member, Board of Christian Education**

26 Basic Description:

27 To establish and review policies and procedures for the My Lutheran Education Program, for the
28 strengthening of children and adults in their faith, and in the development of their God-given
29 talents and abilities.

30 Duties:

31 OF THE GENERAL BOARD - To review administrative and educational policies. To provide
32 advice, guidance and policy review. To establish and maintain the academic standards of
33 excellence. To assist parents in leading their children into successful, useful and purposeful living.
34 To develop Christian character among our graduates. To select and develop a professional
35 teaching staff, and to determine the best parish assignments for the teachers. To provide for
36 prudent administration of the schools finances. To provide for the ongoing development and
37 education of all members of My Lutheran congregation.

38 As a member of the Board of Education at My Lutheran, I will carry out my responsibilities in a
39 Christian caring way. I, as a member of the Board of Education, must consider ways in which I
40 can help members of the congregation view their school as a place where Christ is present and the
41 Holy Spirit is at work. If I, as a member, disagree with items that are brought before the Board for
42 action, I do have the right to disagree and present any objections that I may have with discussion at
43 the meeting. After the Chairman has called the vote, I will support the Board action whether I
44 have voted for or against. I will support the Board and will not speak publicly against Board
45 action.

46 Supervision:

1 Given to: The Principal, Teachers and Auxiliary personnel
2 Received from: Chairman of the Board of Education

3 Helpful Skills:

4 Understanding of the educational process. Financial understanding. A good communicator.
5 Interested in the training and education of children and adults. Good listener. Able to use
6 problem-solving skills - and when evaluating the problem, to make the decision and then act.
7 Spiritually discerning.

8 Term:

9 Maximum of Two Three-year terms

10 Time Commitment:

11 3-6 hours per month
12 Including an annual school visitation

13 **V/F/5 - Chairperson, School Budget**
14 **Committee**

15 Chairman - School Budget Committee

16 Duties:

17 Develop a budget that will meet the financial needs of the school, with input supplied by the
18 principal. Represent the Board of Education at Congregational Budget Committee meetings.
19 Present a budget for approval first to the Board of Education, then the Congregational Budget
20 Committee, and to be presented at the Voters Assembly. Work in consultation with the Wage and
21 Salary Committee. Review the Board of Education portion of the monthly Church
22 Financial Report.

23 Supervision:

24 To: Principal
25 From: Board of Education, Chairman of the Congregational Budget Committee

26 Helpful Skills:

27 Math and communication skills are helpful, as well as a general knowledge of the needs of the
28 school and an ability to be spiritually discerning.

29 Term:

30 One year, appointed by the Chairman of the Board of Education (no term limit).

31 Time Commitment:

32 Four hours of preparatory committee meetings, two Congregational Budget Committee meetings,
33 and two Voter's Assembly meetings.

34 **V/F/6 - Chairperson, School Committee**

35 Basic Description:

36 To oversee the operation of the Christian Day School and its teaching personnel.

37 Duties:

38 Work with principal regarding future plans, special school-related concerns, and policy
39 development.

40 Supervision:

41 Given to: Principal and Teachers
42 Received from: Board of Education

1 Helpful Skills:

2 Ability to work and communicate with others
3 Knowledge of job interview and selection process
4 A patient and good listener
5 Knowledgeable in school operation
6 Spiritually discerning

7 Term:

8 1-year term beginning Jan. 1 of each year; maximum of two years

9 Time Commitment:

10 Depending on need of committee - 1 hour to 3 hours a month

11 **V/F/7 - Wage and Salary Committee**
12 **Representative**

13 Basic Description:

14 To develop and present to Budget Committee a salary and wage structure for the coming fiscal
15 year.

16 Duties:

17 To meet with the congregational Salary & Wage Committee to review salary and benefits, and
18 present the Board of Education's proposals concerning salary and wages. To work with the
19 Committee to develop a salary and wage structure that is fair and rewarding for a person's fruitful
20 labors in the vineyard of God, and service to My Lutheran Congregation. As a
21 Committee, present salary and wage proposals that have been developed. Concern for the total
22 well-being and welfare of individual staff members.

23 Supervision:

24 Given to: The Budget Committee
25 Received from: Board of Christian Education, Principal

26 Helpful Skills:

27 Financial understanding. Understanding of Salary & Wage trends in surrounding areas.
28 Understanding basic economic conditions. Basic math skills. Interest in the just rewards of
29 Church laborers. Spiritually discerning.

30 Term:

31 One year as appointed by the Board of Christian Education

32 Time Commitment:

33 Twelve hours per year

34 **V/F/8 - Children's Ministries (non-school)**
35 **Representative**

36 Basic Description:

37 Provides a sound program of Christian education for those not enrolled in our full-time school
38 program. A representative from the Board of Education in the area of mid-week, Sunday School,
39 V.B.S., and Break Through Bible Study programs. Serves as a liaison between the Board and the
40 assigned staff members.

41 Duties:

42 Meet regularly with the director of Children's Ministries. Set a least one project goal for the each
43 program per year reflecting needs of students, families and teachers. Report activities on a regular

1 basis to Board of Education. Supervise program making sure there is ample communication with
2 the home, that program is meeting needs of students, that teachers are adequately trained, and that
3 responsibilities are carried out. Assess the weaknesses and strengths of the programs. Make sure
4 congregational goals and Board of Education goals are being carried out.

5 Supervision:

6 Receive from: Board of Education

7 Given to: The Director of Children's Ministries program

8 Helpful Skills:

9 Leadership qualities. Team person. Witnessing of your faith. Good communicator. Knowledgeable
10 about and interested in Christian education. Concerned individual. Spiritually discerning.

11 Term:

12 One year as designated by the Chairman of the Board of Education

13 Time Commitment:

14 Regular meetings with director and program visits quarterly = One hour per month

15 **V/F/9 - Nominations Committee**
16 **Representative**

17 Basic Description:

18 To develop a slate of candidates for the nomination of School Board Members

19 Duties:

20 To develop a list of potential candidates, and have this list approved by Board of Education.
21 Review the list with the Chairman of the My Lutheran Church Nomination Committee so there is
22 no duplication. Contact the individual nominees. Present the completed slate to the Board of
23 Education and to the Chairman of the My Lutheran Church Nominations Committee. Give
24 assistance to the various Boards in filling vacancies.

25 See Addendum #12: Nominations/Elections Committee Procedure Manual

26 Supervision Skills:

27 Skilled in interviewing. Communicates well, primarily via telephone. Knowledge of the
28 requirements of the Board of Education. Able to determine the abilities of the potential
29 candidates, and how they relate to the needs of the Board of Education. Spiritually discerning.

30 Term:

31 As designated by the Chairman of the Board of Education.

32 Time Commitment:

33 Two hours per week during September and October.

34 **V/F/10 - Representative, Card Ministry**

35 Basic Description:

36 To provide support and encouragement to teachers, pastors, and staff through cards from the Board
37 of Education.

38 Duties:

1 Purchase appropriate cards and have these cards ready for board members to sign at each monthly
2 meeting. Cards may be sent in recognition of birthdays, anniversaries, births, deaths, appreciation,
3 and other momentous occasions.

4 Supervision:

5 Received from: Board of Education Chairman

6 Helpful Skills:

7 Creative writing ability. Organizational skills.

8 Term:

9 One year or as designated by Board of Education Chairman

10 Time Commitment:

11 Thirty minutes monthly

12 **V/F/11 - Anniversary/Retirement/Farewell** 13 **Celebration Committee Member**

14 Basic Description:

15 To assist in planning and organizing anniversary, retirement, and farewell celebrations for
16 teachers, faculty, and staff.

17 Duties:

18 To be available for meetings and assist in the coordination of the above celebrations. See
19 Addendum #4 Guidelines for Arranging Anniversary, Retirements, and Farewell Celebrations.

20 Supervision:

21 Given to: Work closely with other board representatives or the Celebration Committee.

22 Received from: Chairman of Board of Education

23 Helpful Skills:

24 Ability to coordinate celebrations involving large members of people; organizational and planning
25 skills; good communication and public relations skills to coordinate celebrant, family, board, and
26 congregational needs.

27 Terms:

28 One year or designated by Board Chairman

29 Time Commitment:

30 Varies on number of celebrations

31 **V/F/12 - P.T.L. Board of Education** 32 **Representative**

33 Basic Description:

34 Represent the Board of Education to the P.T.L. and its Board.

35 Duties:

36 Attends all P.T.L. board meetings, gives a report on Board of Education activities, and acts as a

liaison between the P.T.L. board and the Board of Education. Reports on P.T.L. board activities to the Board of Education at the following board meeting. Gives a report to the general P.T.L. membership on Board of Education activities at the regularly scheduled P.T.L. membership meetings.

Supervision:

Given to: Liaison to P.T.L. Board
Received from: Chairman of Board of Education

Helpful Skills:

Ability to communicate clearly board activities. Organizational skills to prioritize information.
Ability to speak to a large group of parents.

Term:

One year

Time Commitment:

Two hours - four times per year to attend P.T.L. Board meetings plus to attend general P.T.L. meetings.

V/G - Policy for Board Faculty Advisor (Coordinator)

I. Purpose The Faculty Advisor serves in an advisory capacity at the direction and/or request of the Board of Education.

II. Responsibilities

1. Normally, the Faculty Advisor will be invited to come to the beginning of each meeting and to make a report. The report should be coordinated with the principal. Following the report the advisor will be dismissed from the Board of Education to continue its business.
2. As a general policy, the Faculty Advisor shall attend all regular Board of Education meetings. When attendance is not possible, the principal shall be contacted and arrangements for a report will be made.
3. The Faculty Advisor should work cooperatively with the Board of Education.
4. The Board Faculty Advisor is not a representative of the faculty to the Board of Education, but rather is an advisor working at the direction of the Board of Education. The principal is the representative of all faculty and staff.

III. Qualifications

1. Has been a called teacher at My Lutheran School for at least three years prior to election.
2. Has the ability to objectively advise the Board of Education on issues related to the school.

IV. Membership/Election

- One teacher will be chosen annually by the faculty to coordinate the team of faculty.

1 City, State ZIP
2 Phone

3 Any parent or guardian of a student or an employee who feels that the rights of a female/male or
4 handicapped person have been misused in relationship to the provision of equal opportunity in
5 educational programs and activities, or in employment, may contact the principal.

6
7 **VI/B - Guidelines and Grievance Procedures
Regarding Title 9 and Section 504**

8 **COMPLAINT/GRIEVANCE PROCEDURE**

9 **Grievance/Complaint Procedure for Title VI and Title IX of the Education Amendment Act**
10 **of 1972 and Section 504 of the Rehabilitation Act of 1973**

11 **Section I**

12 If any person believes that My Lutheran School has inadequately applied the principles and/or
13 regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education
14 Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring
15 forward a complaint, which shall be referred to as a grievance, to the local Civil Rights
16 Coordinator at the following address:

17 Principal
18 My Lutheran School
19 Street Address
20 City, State ZIP
21 Phone Number

22 **Section II**

23 The person who believes he/she has a valid basis for grievance shall discuss the grievance
24 informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn
25 investigate the complaint and reply with an answer to the complaint. He/she may initiate formal
26 procedures according to the following steps:

27 **Step 1**

28 A written statement of the grievance signed by the complainant shall be submitted to the local
29 Civil Rights Coordinator within five (5) business days of receipt of answers to the informal
30 complaint. The coordinator shall further investigate the matters of grievance and reply in writing
31 to the complainant within five (5) days.

32 **Step 2**

33 If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, he/she may
34 submit a signed statement of appeal to the Superintendent of Schools or administrator within five
35 (5) business days after receipt of the Coordinator's response. The superintendent or administrator
36 shall meet with all parties involved, formulate a conclusion, and respond in writing to the
37 complainant within ten (10) business days.

38 **Step 3**

39 If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to
40 the Board of Education within five (5) business days of his receipt of the superintendent's response

1 in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the
2 concerned parties and their representative within (40) days of the receipt of such an appeal. A
3 copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10)
4 days of this meeting.

5 Step 4

6 If at this point the grievance has not been satisfactorily settled, further appeal may be made to the
7 Michigan Department of Civil Rights and/or Secretary of Agriculture.

8 **VI/C - Guidelines and Grievance Procedures**
9 **Regarding Title 9 and Section 504**

10 My Lutheran School
11 CITY, STATE

12 **GRIEVANCE/COMPLAINT DOCUMENTATION**

13 Name of Grievant or Complainant _____ Title or

14 Status (Student, Parent, Employee, etc.) _____

15 Date of Grievance _____

16 Allegation _____

17 _____

18 _____

19 _____ Requested Corrective Action _____

20 _____

21 _____

22 _____ Levels of
23 Processing followed, and the resolution, date and decision making authority at each level. _____

24 _____

25 _____

26 _____

27 _____

28 Summary of facts and evidence presented by each party. _____

29 _____

30 _____

31 _____

32 _____ Statement of the final resolution and the nature of any
33 corrective/remedial action taken. _____

34 _____

35 _____

36 _____

37 Date _____

38 Signed _____

1 **VI/D - Guidelines and Grievance Procedures**
2 **Regarding Title 9 and Section 504**

3 **My Lutheran School**
4 **CITY, STATE ZIP**

5 Job Goal

6 To provide leadership and direction in expediting full compliance with the provisions of Title IX
7 of the Education Amendments of 1972.

8 Performance Responsibilities

- 9 1. Advises the Board of Education, the administration, and the staff of necessary action to
10 eliminate discrimination on the basis of sex in all educational programs, curricular and
11 extra-curricular activities and employment practices which come under the regulations or
12 Title IX.
- 13 2. Facilitates the evaluation of current practices of the school district/institution as they
14 pertain to Title IX.
- 15 3. Investigates complaints based on sex discrimination.
- 16 4. Receives and responds to inquiries related to sex discriminations.
- 17 5. Supervises implementation of Title IX compliance efforts.
- 18 6. Advises employment personnel of nondiscriminatory regulations in relationship to
19 recruitment, hiring, assignment, promotion, transfer, lay-off, termination, reinstatement,
20 job classification, salary and fringe benefits for all employees.
- 21 7. Assists in providing all students an equal opportunity to participate in, and benefit from,
22 all academic and extra-curricular activities and services.
- 23 8. Implements the school district's/institution's Title IX Grievance Procedure.
- 24 9. Conducts appropriate evaluations of this school district's policies and practices and their
25 effect on discrimination in specified areas of activity.
- 26 10. Assists in the development of internal procedures to insure that all appraisal and
27 counseling materials do not discriminate on the basis of sex.
- 28 11. Directs appropriate personnel to maintain required data and records.
- 29 12. Assumes responsibility to be informed of changes and developments in the provisions of
30 Title IX and related legislation by attending professional meetings and reading appropriate
31 publications.

32 **TITLE IX Coordinator:** **Principal**
33 **My Lutheran School**
34 **Street Address**
35 **City, State ZIP**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

Phone Number

V/E - Guidelines and Grievance Procedures Regarding Title 9 and Section 504

My Lutheran School
CITY, STATE ZIP

Job Goal:

To provide leadership and direction in expediting full compliance with the provisions of Section 504 of the Rehabilitation Act of 1973.

Performance Responsibilities:

1. Advises the Board of Education, administration and staff of necessary action to eliminate discrimination on the basis of handicap in all educational programs, curricular activities and employment practices which come under the regulations of Section 504.
2. Investigate complaints based on handicap.
3. Responds to inquiries related to discrimination on the basis of handicap.
4. Supervises implementation of Section 504 compliance efforts.
5. Implements the school district's/institution's Section 504 grievance procedure.
6. Directs appropriate personnel to maintain required data and records.
7. Assumes responsibility to be informed of changes and developments in the provisions of Section 504 by attending professional meetings and reading appropriate publications.
8. Every school year conducts an evaluation of Section 504 compliance in the school district/institution.

SECTION 504 Coordinator:

Principal
My Lutheran School
Street Address
City, State ZIP

1

2

3

ADDENDUMS

4

Addendum #1- Conduct Report

My Lutheran School Conduct Report

Date Given _____

Grade _____

Student Name _____

Reason Given: _____

Teacher's Signature _____

Parents Signature _____

Addendum #2 - Disciplinary Referral Form

Student's Name		DISCIPLINARY REFERRAL	Class-Grade	Date
Student ID Number			Teacher	
Date of Incident	Time			
<p><u>NOTICE TO PARENT/GUARDIAN</u></p> <p>1. The purpose of this report is to inform you of a disciplinary incident involving the student. 2. You are urged to appreciate the action taken by the teacher and to cooperate with the corrective action initiated today.</p>				
<p>REASON(S) FOR REFERRAL:</p> <p> <input type="checkbox"/> EXCESSIVE TARDINESS <input type="checkbox"/> LACK OF CLASS MATERIALS <input type="checkbox"/> RESTLESS, INATTENTIVE <input type="checkbox"/> ANNOYING TO CLASSMATES <input type="checkbox"/> LACK OF COOPERATION <input type="checkbox"/> EXCESSIVE TALKING <input type="checkbox"/> DESTRUCTIVE TO SCHOOL PROPERTY <input type="checkbox"/> RUDE, DISCOURTEOUS <input type="checkbox"/> MISCHIEF <input type="checkbox"/> _____ </p>				
<p>ACTION TAKEN PRIOR TO REFERRAL:</p> <p> <input type="checkbox"/> CHECKED STUDENT'S FOLDER <input type="checkbox"/> DETAINED STUDENT AFTER SCHOOL <input type="checkbox"/> HELD CONFERENCE WITH PARENT <input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> CHANGED STUDENT'S SEAT <input type="checkbox"/> SENT PREVIOUS REPORT HOME <input type="checkbox"/> CONSULTED COUNSELOR <input type="checkbox"/> TELEPHONE PARENT <input type="checkbox"/> _____ </p>				
<p>PRESENT ACTION AND RECOMMENDATION(S):</p> <p> <input type="checkbox"/> STUDENT REGRETS INCIDENT, COOPERATIVE <input type="checkbox"/> STUDENT PLACED ON PROBATION <input type="checkbox"/> STUDENT WILL MAKE UP TIME <input type="checkbox"/> RECURRING INCIDENTS WILL BE REPORTED <input type="checkbox"/> STUDENT SUSPENDED <input type="checkbox"/> CASE REFERRED TO: <input type="checkbox"/> _____ <input type="checkbox"/> _____ </p>				
<p> <input type="checkbox"/> PLEASE SIGN AND RETURN <input type="checkbox"/> NEED NOT BE RETURNED </p> <p style="text-align: right;">_____ PARENT/GUARDIAN SIGNATURE</p>				

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27

Addendum #3 - Registration Form

1997-1998 Tuition General Fees My Lutheran
Grades 1-8 (see Addendum #11 -Fee Schedule) **LUTHERAN SCHOOL**

Kindergarten

2-Day

3-Day

PARENT COMMITMENT

NON-MEMBER STATUS

+++++

We, the parents of _____, recognizing the value of a Christian education for our child(ren) agree to the following obligations to My Lutheran:

1. A SPIRITUAL COMMITMENT to aid and assist our child(ren), through Christian examples and through parental support, to grow in an understanding of Jesus' love and God's will in their lives. Parents who are not members of My Lutheran are invited to attend our adult education classes which would help parents to become acquainted with the religious teachings in which children attending My Lutheran School are instructed.

2. AN INVOLVEMENT to support the faculty and administration of My Lutheran School and to work together with them for the benefit of our child(ren). To submit to the policies and regulations of the Board of Education. To be active in P.T.L. and to volunteer time and talent, demonstrating a willingness to be a part of the educational process.

3. A FINANCIAL COMMITMENT to support My Lutheran School by paying all fees by the date indicated on the fee statement and by meeting the tuition obligations according to the following schedule:

- () 1 payment of \$ _____ due by October 1.
- () 2 payments of \$ _____ due by August 15 and January 15.
- () 4 payments of \$ _____ due by August 15, November 15, January 15 and March 15.

We fully realize the importance of a Christian education for our child(ren) and willingly commit to the above obligations.

Father Mother

Date _____

OUR MINISTRY OF EDUCATION:

1 **My Lutheran School**
2 **"A Christian Community Reaching, Teaching and Caring**
3 **for People by Sharing Jesus' Love"**
4 **(My Lutheran Mission Statement)**

5 *Our Purpose:*

6 All who have been brought to faith in Jesus Christ are commissioned by Him to preserve and
7 extend the kingdom of God. This becomes a corporate responsibility when Christians gather as a
8 congregation.

9 This is done by proclaiming to all - in the most effective way possible - the life, death, and
10 resurrection of Jesus Christ.

11 Through the work of the Holy Spirit, this proclamation changes hearts and lives (effects
12 repentance), and brings victory (over sin and death) and comfort to individuals who are declared
13 totally and unconditionally righteous for Christ's sake.

14 Christian education -- applying God's Law and Gospel to all aspects of life and learning -- is a vital
15 component of every Lutheran congregation's ministry. As a church body, we believe that "the
16 most effective education agencies available to the church (to complement what God directed the
17 home to do) for equipping children and youth for ministry are the full-time Lutheran elementary
18 {including pre-school} and secondary schools" (1983 Convention Proceedings, Res. 2-17). As
19 an important ministry of the congregation, the Lutheran school helps fulfill each of the
20 congregation's five functions: education, worship, evangelism, fellowship, and service.

21 (From the My Lutheran School "Statement of Purpose" - April, 1991)

22 *Our Ministry*

23 At My Lutheran, our goal is to do everything possible to meet the needs of the *whole child*:
24 spiritual, intellectual, emotional, physical, social, and aesthetic. Every aspect of a child's daily
25 experience is Christ-centered. Following are some of the areas that touch the lives of our children
26 each day:

- 27 ▶ Religious instruction
- 28 ▶ Content curriculum: Mathematics, Social Studies, Science, Language Arts, Foreign
29 Language (German), Fine Arts (including music, art, and drama), Physical Education
- 30 ▶ Computer instruction
- 31 ▶ Co-curricular activities (e.g. field trips, concerts, operettas)
- 32 ▶ Extra-curricular activities (e.g. athletic program, Academic Bowl, Spelling Bee)
- 33 ▶ Positive school climate
- 34 ▶ School and Community (e.g. visits to Lutheran Home, public performances)
- 35 ▶ School and Congregation (e.g. singing at worship services, involvement in special
36 celebrations and projects)

37 **Commitment Form**

38 As parents of the children listed below, we commit ourselves to:

- 39 ▶ upholding and supporting the mission and ministry of My Lutheran School through
40 participation and prayer
- 41 ▶ working closely with teachers in carrying out all aspects of each child's education
- 42 ▶ supporting the total school curriculum and program of instruction as specified by the Board
43 of Education
- 44 ▶ cooperating with teachers and administration in implementing the discipline policy

45 **Addendum #4 - Guidelines for Arranging**
46 **Anniversary, Retirements, and Farewell**

Celebrations

TO ARRANGE AN ANNIVERSARY CELEBRATION

1. SET DATE (*Recommendation - 2 months prior to celebration*)

- check with Pastors and Principal; need a Friday or Saturday plus Sunday morning
- check with restaurant for a Friday or Saturday night for about 100 guests
- check with honoree
- reserve room at restaurant--usually have an open bar for 30 to 60 minutes, then dinner and program
- establish estimated attendance (note previous celebrations)

2. GET FROM HONOREE

- list of guests--family and friends (decide who are complimentary dinners--immediate family)
- biographical sketch to church office 2 weeks prior to celebration
- black and white glossy picture (need two) to be used for Frankenmuth News, District Paper, Worship service and Program

3. CONTACT (EARLY):

- Congregation chairman to present money at Sunday service (picked up and wrapped by committee)
- PTL regarding reception in church basement between services (9:00 to 10:30) plan for approximately 10 dozen bars plus punch and coffee
- room-mothers in case they want to do anything special with the children (2 months prior to celebration)
- inform teachers of date and Board of Education regarding their responsibilities (celebration Sunday A.M. reception and Sunday A.M. processional)

4. PROGRAM

- secure master of ceremony
- set program (refer to previous program)
- get speaker (speakers)
- determine entertainment (staff involvement and special interest of honoree)

5. PUBLIC RELATIONS

- letter with envelope to congregation one month before celebration
- letters to area congregations and district, sent by principal
- "Michigan Lutheran" at least a month before (they keep picture)--deadline is at very beginning of the month; paper comes out early second week.
- Frankenmuth News
- My Lutheran bulletin starting 3 weeks in advance (see attached for samples)
- letters of invitation to friends, family and former congregations at least 2 months prior to celebration
- letters to fellow teachers

6. ORDER (*Purchase Orders required for all expenses*)

- florist--corsage and centerpieces
- meals--restaurant or caterer--order numbers, ask about reserved table, podium, mike, stage, slide projector, screens, name tags, piano
- decorations

- photographer

NOTE: A teacher appreciation fund was started to help pay for the teachers meals. One half of the cost of the meal for teacher and spouse plus the gift of \$125 was taken out of that fund.

- When determining the cost per guest consider meal, tax, gratuity, photographer fees, envelope or printing fees, flower and decoration costs.

7. PRINT PROGRAM (Church office) -- 1 week prior to celebration

- Cover suggestions: picture of honoree, have class design a cover

8. GIFT

- See guidelines approved by Church Council for all board gift(s) and congregation gift(s)
- Secure video operator to video celebration and present to honoree as a gift.

9. SCRAPBOOK with letters received (optional)

10. AT RESTAURANT

- reserve table for family and guests of honoree (head count from family)
- centerpiece to be given to honoree
- speaker table: podium, mike, etc.
- check off guests as they enter and return list to church office for final tabulation

11. SEND THANK YOU’S

12. IF IN THE SCHOOL GYM:

- Clear date with Athletic Director, church office, and P.E. Director (also establish time)
- Arrange for help with set-up and take-down
- Secure tablecloth (check with Fish Fry Committee)
- Determine table decorations
- Equipment needs
- Hire caterer

Addendum #5 - Board Of Education Annual Comment and Reflection on Principal’s Activities

1

2
3

A. Curriculum - Providing and/or allowing for development of curriculum, materials and resources, supervision of instruction, teaching of the Faith throughout the day, scope of curriculum

4

Areas particularly well done	Areas needing attention
-------------------------------------	--------------------------------

5
6

B. Staff - Formulating policies, recruiting, assigning and supervising of staff. Encourages professional and educational advancement. Promotes team ministry.

7

Areas particularly well done	Areas needing attention
-------------------------------------	--------------------------------

8
9
10

C. Students - Communicating philosophy of Christian education, formulating policies, providing for counseling, dealing with disciplinary problems, promoting extracurricular activities and general school spirit. Shows loving care and concern for students.

11

Areas particularly well done	Areas needing attention
-------------------------------------	--------------------------------

12
13
14

D. Parents - Communicating philosophy of Christian education and school policies, counseling regarding student behavior and activities, listening to problems and suggestions, enlisting support and cooperation. Properly and adequately advises P.T.L.

15

Areas particularly well done	Areas needing attention
-------------------------------------	--------------------------------

16
17

E. Board of Education - Reporting on school progress and problems, presenting suggested actions, enlisting cooperation, support and promotion of school, serving as resource, counselor and leader.

18

Areas particularly well done	Areas needing attention
-------------------------------------	--------------------------------

19
20

F. Congregation - Communicating school objectives and programs, enlisting cooperation and support. Exemplifying the Christian faith and life through active congregational membership and worship.

21

Areas particularly well done	Areas needing attention
-------------------------------------	--------------------------------

22
23

G. Community - Maintaining an active interest in community affairs, good public relations with community organizations and public and parochial schools.

24

Areas particularly well done	Areas needing attention
-------------------------------------	--------------------------------

25
26
27

H. Business Management - Organization and working with the business staff, providing for custody of school property, being knowledgeable in such areas as budgeting, large-scale fund raising, building programs, capitalization and debt service.

28

Areas particularly well done	Areas needing attention
-------------------------------------	--------------------------------

29
30

Signature of person completing this form _____
Date _____

31

Addendum #6A - Organizational Chart

1
2
3
4
5

Voters Assembly

President
Vice President
Secretary
Treasurer
Assistant Treasurer

6
7
8
9

Church Council

10
11
12

Board of Elders
Board of Trustees
Board of Education
Board of Adult Christian Growth
Board of Youth
Board of Mission and Evangelism
Board of Stewardship
Board of Communication Ministry

13

Standing Committees - Report to the Church Council

14
15
16
17
18
19
20

- Nominations and Elections
- Auditing
- Student Aid
- Wage and Salary
- Strategic Planning
- Cemetery Perpetual Care Fund
- The My Lutheran Foundation (A separate legal non-profit corporation)

21

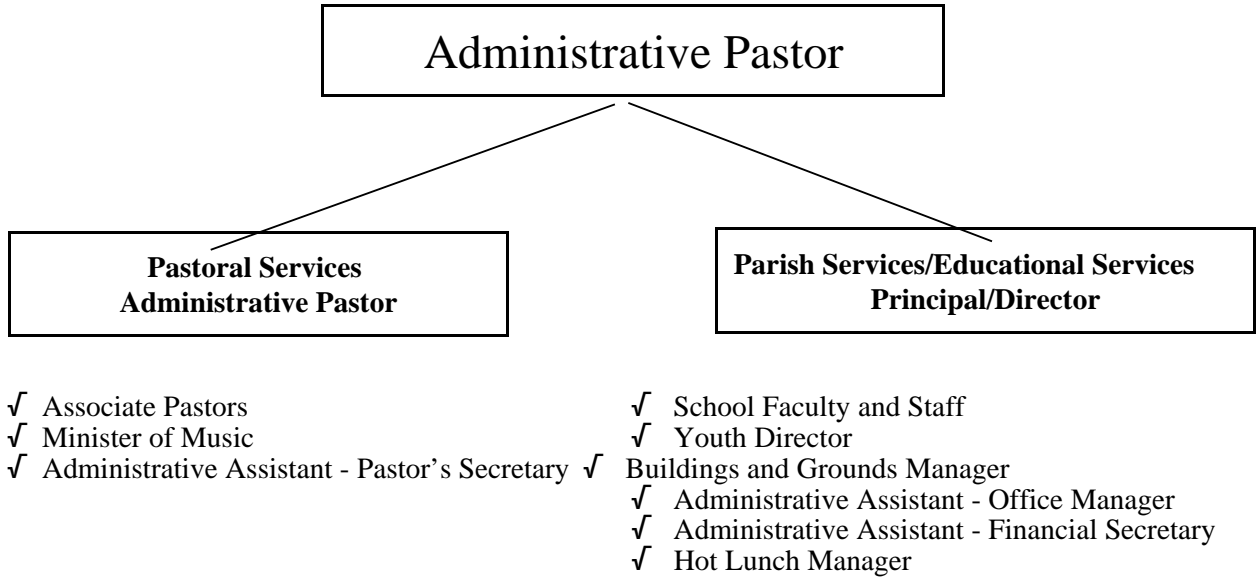
Additional Committees appointed

22

- Facilities and Land Use Committee

Addendum # 6B - Staff Reporting Structure

My Lutheran Church Staff Reporting Structure



Standing Committee - Executive Ministry Staff

Administrative Pastor
Associate Pastor - Caring Ministries
Associate Pastor - Reaching Ministries
Associate Pastor - Family Ministries
Minister of Music
Youth Director
Principal/Director of Parish Services

Addendum #7 - Sample Outstanding Debt Letters

May 26, 2006

FIELD(1)

Dear School Parent:

This letter is to inform you that your tuition payment and/or general fees have not been received as of the October 1 deadline.

We would appreciate it if you would send in the payments that are due.

If you feel that our records are incorrect, or if there is a concern in being able to make these payments, please contact the school office.

Yours in Christ,

Name
Principal
PAB/mah

October 15, 1995

FIELD(1)

Dear FIELD(2):

According to our records, your tuition and/or general fees are currently two weeks overdue. Your tuition payment in the amount of \$FIELD(3) was due on October 1, 1995.

The Board of Education has adopted a tuition policy for the 1995-96 school year which states "all fees and tuition are due in full by October 1." If you have questions regarding details of this policy, please review your Parent Handbook. Payment of \$FIELD(3) is due immediately. If our records are incorrect or there is a difficulty in being able to pay at this time, please contact the school office.

Thank you for your prompt attention to this matter.

In His Name,

Name
Principal
PAB/mah

October 30, 1995

FIELD(1)

Dear FIELD(2):

According to our records, your tuition payment and/or general fees account are currently four weeks overdue. On October 15, a letter was sent to notify you that your account was two weeks overdue. Since that time, we have received no payment on your past-due tuition.

The Board of Education has adopted a tuition policy for the 1995-96 school year, which states "All fees and tuition are due in full by October 1 of each school year unless a deferred payment schedule is approved by the Principal. Any family with an outstanding balance at the end of the first semester will be denied admittance for the second semester until all fees have been paid!"

Payment of \$FIELD(3) is due immediately! If this cannot be done, a meeting with me must be arranged. We are anxiously waiting to hear from you. Until we do, we will not be able to admit your child(ren) for the second semester.

Sincerely,

Name
Principal
PAB/mah

Addendum #8 - Teacher Performance

Appraisal

My Lutheran School TEACHER PERFORMANCE APPRAISAL

Teacher _____ Grade/Subject _____ Review Period _____ to _____

Ratings for individual areas/overall rating are as follows:

EXCEPTIONAL	Performance consistently far exceeds what is expected. Demonstrates innovation, imagination, and enthusiasm. Is relied on heavily for opinions/advice and is highly respected.
EXCEEDS	Performance consistently exceeds what is expected. Displays leadership among peers. Can handle several responsibilities simultaneously and quickly adapts/responds to special requests/changes in priorities.
EFFECTIVE	Performance meets what is expected. Understands and works towards accomplishing goals/objectives. Handles responsibilities in a professional manner. Always displays respect/tact when dealing with peers or administration.
NEEDS IMPROVEMENT	Performance does not consistently meet what is expected. Performance requires administration intervention occasionally in classroom matters. Does not handle responsibilities in a professional manner and does not adapt/respond to special requests/changes in priorities.
UNSATISFACTORY	Performance fails to meet what is expected. Performance requires intervention in routine classroom matters and is not a positive example of a Christian teacher.

1. PROFESSIONALISM

	Unsat.	Needs Imp.	Effect	Exceeds	Except.
Membership in professional organizations.					
Participation in faculty/committee meetings.					
Remains current in teaching field/discipline, and in theory and practice by continuing education, career development, and reading professional publications.					
Improves competencies through participation in workshops, conferences, and attending inservices required by the District.					

___ Unsatisfactory ___ Needs Improvement ___ Effective ___ Exceeds ___ Exceptional

Comments, Examples, Developmental Needs _____

2. INSTRUCTIONAL EFFECTIVENESS

	Unsat.	Needs Imp.	Effect	Exceeds	Except.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

Uses correct speech and language, demonstrates good written and oral communication skills.					
Displays enthusiasm, creativity, and confidence.					
Demonstrates patience and is supportive of students with special needs.					
Has the ability to motivate/stimulate students, and maintains student attention and focus.					
Has a well organized lesson plan that assures achievement of school curriculum objectives.					
Effectively utilizes a variety of teaching methods such as practical illustrations of subject matter.					
Homework assignments enhance classroom presentations, are appropriate in length, are coordinated with assignments given in other subjects, and are clear and concise.					
Maintains familiarity with Learning Center reference materials and community resources.					
Evaluation of student's learning (tests, reports, oral presentations) reflect subject matter covered and are fair.					
Subject matter is current.					
Has ability to explain complex topics to all students adequately.					
Relates Christian principals when teaching secular subjects.					
Utilizes audio visual and other resource materials as lesson aids.					
Does not exhibit mannerisms that detract from teacher effectiveness.					
Incorporates evaluation of students past learning experiences.					

38
39
40
41

2. INSTRUCTIONAL EFFECTIVENESS (Con't.)

___ Unsatisfactory ___ Needs Improvement ___ Effective ___ Exceeds ___ Exceptional

Comments, Examples, Developmental Needs _____

1

2
3

3. CONDUCT IN THE CLASSROOM, CLASSROOM MANAGEMENT, AND STUDENT RELATIONS

4
5
6

7
8

9
10
11

12
13

14
15

16
17
18
19
20
21
22

23
24
25

26
27
28
29

30
31
32

33
34

	Unsat.	Needs Imp.	Effect	Exceeds	Except.
Classroom discipline and control are handled in a consistent, calm and Christian manner.					
Students are taught to respect teacher, school, and other student's property.					
Students respect teacher and are taught to respect each other and to accept responsibilities for their actions.					
Students are aware of rules, and rules are well established, defined, and enforced.					
School discipline policy is understood and followed.					
Avoids sarcasm, labeling students, withholding praise, withholding forgiveness, blaming the group for the actions of a few, holding double standards, comparing students, and other ways which are psychologically and emotionally abusive.					
Other school policies are effectively carried out such as dress code, vacation homework policy, etc.					
Listens actively to students, is responsive to questions and physical cues, and demonstrates respect/fairness when dealing with students.					
Attempts to understand concerns/backgrounds of students prior to and during the school year.					
Gives positive recognition to individual students.					

	Unsat.	Needs Imp.	Effect	Exceeds	Except.
1 2 3 Is cooperative with parents and seeks their assistance when special student problems arise.					
4 5 6 7 Classroom decor is a good physical and spiritual environment, is conducive to learning and provides a Christian atmosphere.					
8 Classes start and end promptly.					
9 10 11 12 When necessary, seeks and uses counsel from principal, pastor, and other professional colleagues in working with students and parents.					
13 14 15 Assists students in becoming responsible Christian citizens through involvement in school, church, and community activities.					

16 ___ Unsatisfactory ___ Needs Improvement ___ Effective ___ Exceeds ___ Exceptional

17 Comments, Examples, Developmental Needs _____
 18 _____
 19 _____

20 4. SPIRITUAL

	Unsat.	Needs Imp.	Effect	Exceeds	Except.
21 22 23 Demonstrates a desire to grow spiritually and in Christian service, ministry, and discipline.					
24 25 26 27 Follows Christ's example of love and forgiveness in dealing with people, particularly students, parents, and the entire school family.					
28 29 Participates in Bible reading, study, worship, and prayer.					
30 31 Displays a Christian attitude and lives under God's will and word.					

	Unsat.	Needs Imp.	Effect	Exceeds	Except.
1 2 Witnesses fruits of the spirit to students, parents, and other teachers.					
3 Helps each child grow as a child of God.					
4 Evidences a sense of the "divine call."					

5 ___ Unsatisfactory ___ Needs Improvement ___ Effective ___ Exceeds ___ Exceptional

6 Comments, Examples, Developmental Needs _____
7 _____
8 _____
9 _____

10 5. STAFF, PRINCIPAL, ADMINISTRATION (BOARD OF EDUCATION) RELATIONS

	Unsat.	Needs Imp.	Effect	Exceeds	Except.
11 12 13 Is receptive/responds favorably to constructive criticism and directives from the principal or administration.					
14 15 Evidences administrative suggestions and recommendations are being followed.					
16 17 Works well with, shows respect for, and displays a positive view of other staff.					
18 19 Avoids criticism of other staff, principal, administration, and Board of Education.					
20 21 Is a team player and supports entire parish ministry.					
22 23 Willingly assumes his/her share of responsibility.					
24 25 Shows a willingness to share ideas and techniques with fellow staff.					

26 ___ Unsatisfactory ___ Needs Improvement ___ Effective ___ Exceeds ___ Exceptional

27 Comments, Examples, Developmental Needs _____
28 _____
29 _____

30 6. PERSONAL

	Unsat.	Needs Imp.	Effect	Exceeds	Except.
1 Displays enthusiasm for life and teaching.					
2 Maintains an appropriate appearance and 3 dress.					
4 Is prompt, dependable, and punctual.					
5 Loves, respects, and has a good attitude 6 towards children.					
7 Demonstrates self control and handles high 8 stress situations well.					
9 Has the ability to separate personal 10 problems from professional obligations.					
11 Displays a willingness to be involved 12 with/support extracurricular activities.					
13 Can admit mistakes when in error.					

14 ___ Unsatisfactory ___ Needs Improvement ___ Effective ___ Exceeds ___ Exceptional

15 Comments, Examples, Developmental Needs _____

17 **7. GENERAL COMMENTS**

18 Summarize teacher's major strengths and any action plan for required improvements _____

19 _____

20 _____

21 _____

22 _____

23 _____

25 **8. RESPONSE TO PREVIOUS ACTION PLAN OR ANY OTHER EVIDENCE OF SELF**
26 **IMPROVEMENT**

27 _____

28 _____

29 _____

30 _____

31 _____

32 _____

33 _____

34 **9. EVALUATION SUMMARY**

35 ___ Unsatisfactory ___ Needs Improvement ___ Effective ___ Exceeds ___ Exceptional

1 Completed by _____ Date _____
2 Reviewed by _____ Date _____

3 **10. TEACHER COMMENTS**

4 Teacher read appraisal _____ If no, why? _____
5 _____

6 Teacher comments _____
7 _____
8 _____
9 _____
10 _____
11 _____
12 _____

13 Teacher Signature _____ Date _____
14

15 (a: Teacher Appraisal Form)

16 **Addendum #9 - Principal Appraisal Form for**
17 **Classroom Visitation**

18 NAME _____
19 GRADE _____
20 NO. OF YEARS IN THE TEACHING MINISTRY _____
21 NO. OF YEARS AT My Lutheran _____
22

23 I. The teacher as an Effective Teacher Exceptional ____

1	A. <u>Classroom Atmosphere</u>	Exceeds ___
2	Maintains a neat and attractive classroom	Effective ___
3	Proper temperature and ventilation	Needs Improvement ___
4	Student orientated	Unsatisfactory ___
5	Comment:	
6	B. <u>Class and Classroom Control</u>	Exceptional ___
7	Is in control of the class situation	Exceeds ___
8	Can control unexpected behavior	Effective ___
9	Displays Christian concern in discipline	Needs Improvement ___
10	Classroom free of undue restraint	Unsatisfactory ___
11	There is attention, order, cooperation and respect	
12	Comment:	
13	C. <u>Gaining Attention and Establishing Focus</u>	Exceptional ___
14	Lessons are taught in light of God's Word	Exceeds ___
15	Well defined objectives	Effective ___
16	Students become aware of purpose of lesson	Needs Improvement ___
17	Attention and focus are attained	Unsatisfactory ___
18	Comment:	
19	D. <u>Asking Questions</u>	Exceptional ___
20	Sees teaching as raising questions	Exceeds ___
21	Conducting inquiry into matters of value and fact	Effective ___
22	Help child establish beliefs and make value judgement	Needs Improvement ___
23	Comment:	Unsatisfactory ___
24		
25	E. <u>Recognizing Pupil Cues</u>	Exceptional ___
26	Responds to facial and body cues	Exceeds ___
27	Student participation	Effective ___
28	Quality of responses	Needs Improvement ___
29	Types of student questions	Unsatisfactory ___
30	Comment:	
31	F. <u>Varying the Stimulus Field</u>	Exceptional ___
32	Teachers body movements	Exceeds ___
33	Gestures	Effective ___
34	Oral expression	Needs Improvement ___
35	Use of silence	Unsatisfactory ___
36	Use of repetition	
37	Demonstrates enthusiasm and displays creative teaching techniques	
38	Comment:	
39	G. <u>Visual Aids</u>	Exceptional ___
40	Use of A-V material	Exceeds ___
41	Chalkboard	Effective ___
42	Bulletin board	Needs Improvement ___
43	Maps	Unsatisfactory ___
44	Models	
45	Computers	
46	Comment:	
47	H. <u>Planning and Daily Preparation</u>	Exceptional ___
48	Daily and long-range plans	Exceeds ___
49	Plans ahead so that texts, reference materials and other	Effective ___
50	supplies are on hand when needed	Needs Improvement ___
51	Preparation for pupil evaluation	Unsatisfactory ___

1
2
3

Comment:

Date _____

Principal's Signature

1 **Addendum #10 - Appraisal Form for Teacher**
2 **Parish Responsibility**

3 *APPRAISAL FORM FOR TEACHER PARISH RESPONSIBILITY*

4 **Teacher:** _____

5 **Grade level taught:** _____

6 **Present Parish Responsibilities:**

7
8 1. _____

9 **General Comments:** _____
10 _____
11 _____
12 _____
13 _____
14 _____

15 2. _____

16 **General Comments:** _____
17 _____
18 _____
19 _____
20 _____
21 _____

22 **Date:** _____

23 **Evaluator's Signature:** _____

24 **Teacher Signature:** _____
25

Addendum #11 - Fee Schedule

TUITION AND FEES 2003-2004

<u>NON-MEMBER TUITION</u>	Grades 1-8	\$2400.00/child
	Kindergarten	\$1400.00/child

<u>GENERAL FEE</u>	Grades 1-8	\$ 375.00/child
	Kindergarten	\$ 300.00/child

<u>PRESCHOOL REGISTRATION FEE</u>	(NON-REFUNDABLE)	\$ 25.00
--	------------------	----------

<u>PRESCHOOL TUITION</u>	2-day	\$ 60.00/month (\$540.00 year)
	3-day	\$ 75.00/month (\$675.00 year)

<u>PRESCHOOL GENERAL FEE</u>	2-day	\$ 60.00/child
	3-day	\$ 70.00/child

<u>HOT LUNCH</u>	Grades 1-3 (1 lunch)	\$ 1.70
	Grades 4-8 (1 lunch)	\$ 1.80
	Ala carte sandwiches	\$.75
	Milk	\$.30
	Kindergarten milk for year	\$ 50.00
	Adult lunch (1 lunch)	\$ 2.80
	Adult milk	\$.30

<u>BUS FARES (CITY)</u>	<u>Round Trip</u>	<u>One Way</u>		
	1 child	\$245	1 child	\$160
	2 children	\$360	2 children	\$240
	3 children	\$420	3 children	\$290
	4 children	\$480	4 children	\$340

<u>PTL DUES</u>	\$6.00 PER CHILD
------------------------	------------------

<u>GYM CLOTHES</u>	Shorts	\$10.00
	Shirt	\$ 8.00

<u>YEARBOOK</u>	\$12.00 PER CHILD
------------------------	-------------------

SCHOOL HOURS	8:00 A.M. - 3:00 P.M.
KINDERGARTEN HOURS	8:00 A.M. - 11:00 A.M.
	12:00 P.M. - 3:00 P.M.
3 & 4 YEAR OLD PRESCHOOL	8:30 A.M. - 11:00 A.M.
	12:15 P.M. - 2:45 P.M.
YOUNG FIVES PRE-KINDERGARTEN	12:15 P.M. - 3:00 P.M.

1

TUITION AND FEES 2004-2005

2	<u>NON-MEMBER TUITION</u>	Grades 1-8	\$2450.00/child
3		Kindergarten	\$1450.00/child

4	<u>GENERAL FEE</u>	Grades 1-8	\$ 385.00/child
5		Kindergarten	\$ 315.00/child

6	<u>PRESCHOOL REGISTRATION FEE</u> (NON-REFUNDABLE)		\$ 25.00
---	---	--	----------

7	<u>PRESCHOOL TUITION</u>	2-day	\$ 60.00/month (\$540.00 year)
8		3-day	\$ 75.00/month (\$675.00 year)

10	<u>PRESCHOOL GENERAL FEE</u>	2-day	\$ 65.00/child
11		3-day	\$ 75.00/child

13	<u>HOT LUNCH</u>	Grades 1-3 (1 lunch)	\$ 1.70
14		Grades 4-8 (1 lunch)	\$ 1.80
15		Ala carte sandwiches	\$.75
16		Milk	\$.30
17		Kindergarten milk for year	\$ 50.00
18		Adult lunch (1 lunch)	\$ 2.80
19	<i>*Subject to change</i>	Adult milk	\$.30

20	<u>BUS FARES (CITY)</u>	<u>Round Trip</u>		<u>One Way</u>	
21		1 child	\$245	1 child	\$160
22		2 children	\$360	2 children	\$240
23		3 children	\$420	3 children	\$290
24	<i>*Subject to change</i>	4 children	\$480	4 children	\$340

25	<u>PTL DUES</u>	\$6.00 PER CHILD
----	------------------------	------------------

26	<u>GYM CLOTHES</u>	Shorts	\$10.00
27		Shirt	\$ 8.00

28	<u>YEARBOOK</u>	\$12.00 PER CHILD
----	------------------------	-------------------

29	SCHOOL HOURS	8:00 a.m. - 3:00 p.m.
30	KINDERGARTEN HOURS	8:00 a.m. - 12:00 noon
31	3 & 4 YEAR OLD PRESCHOOL	8:30 a.m. - 11:00 a.m.
32		12:15 p.m. - 2:45 p.m.
33	<u>YOUNG FIVES PRE-KINDERGARTEN</u>	12:15 p.m. - 3:00 p.m.

Addendum #12 - Nominations/Elections Committee Procedure Manual

Procedures Manual Table of Contents

My Lutheran School NOMINATIONS/ELECTION COMMITTEE PROCEDURES MANUAL TABLE OF CONTENTS

9	I. Structure	
10	A. The Standing Committee	82
11	B. Board Representatives	82
12	C. Officers	82
13	II. Scheduling/Notices	
14	D. First Contact in the Church Year	82
15	E. First Meeting	82
16	F. Report to Church Council	82
17	G. Report to Voter's Assembly	82
18	H. Election Date	82
19	I. Results of Election	83
20	J. Committee Appointments/Reappointments	83
21	III. Duties	
22	A. Chairman	83
23	B. Vice Chairman	83
24	C. Secretary	83
25	D. Standing Committee Members	83
26	E. Board Representatives	83
27	IV. Committee Meeting Procedures	
28	A. Devotions/Prayer	84
29	B. Candidate Selection	84
30	C. Review of Work Assignment	84
31	1. Photographs	84
32	2. Easel Preparation	84
33	3. Candidate Resumes	84
34	4. Voting Ballot Boxes	84
35	5. Other Correspondence	84
36	V. Election	
37	A. Absentee Ballots	84
38	B. Staffing	84
39	C. Voter Poll Monitoring	85
40	D. Tabulation	85
41	E. Results	85
42	VI. Appointment	
43	A. Board	85
44	B. Appointment	85
45	C. Elections	85
46	D. Nomination Form	86

I. Structure

A. The Standing Committee

The standing committee members consist of six electors appointed at-large by the chairman of the congregation. The secretary of the congregation also serves as an ex-officio member of this committee. Members shall be appointed for three-year terms alternating with two members coming due each year. It is recommended that members serve for no more than two consecutive terms.

B. Board Representatives

One member from each board shall be appointed by the chairman of each board to serve as a member of this committee.

C. Officers

The committee shall elect from its membership a chairman, a vice chairman, and a secretary. This election should take place annually at the first organizational meeting of the committee.

II. Scheduling/Notices

A. First Contact in the Church Year

This is directed by the temporary chairman appointed by the chairman of the congregation. Recommended is contact of board representatives early in the church year, preferably the first quarter to provide sufficient time to gather potential candidates from the entire board input.

B. First Meeting

Suggested for late August, early September, to coordinate leadership positions within the committee, assignment of board candidate subcommittees, and submission of all potential candidates by board representatives.

C. Report to Church Council

The first report to the church council is suggested for the September council meeting by submission of all potential candidates to be contacted by subcommittees. The slate should be complete by the October church council meeting for their review and approval prior to the November Voters' Assembly meeting.

D. Report to the Voters' Assembly

The first report of candidates goes to the Voters' Assembly at the November meeting with submission to the December assembly of election results.

E. Election Date

Elections shall take place on the first Saturday/Sunday of the month of December. Absentee ballots will be available one week prior to the election and must all be submitted one day prior to the election.

F. Results of Election

All election results are tabulated on the Sunday of the election and submitted to the Voters'

1 Assembly which is held on the same day.

2 **G. Committee Appointments/Reappointments**

3 Referring to the standing committee, appointments and reappointments are due to the church
4 chairman by the end of the church year, which is December 1st.

5 **III. Duties**

6 **A. Chairman**

7
8 The chairman is assigned the following duties:

- 9 1. Organization of meeting schedules.
10 2. Preparing meeting agendas.
11 3. Assignment of devotions for each meeting.
12 4. Submission of committee reports to church council.
13 5. Verbal and written, if any, communication to chairman, church council, and voters’
14 assembly.
15 6. Delegation of work assignments as needed.
16 7. Proposed committee appointments and reappointments to the chairman.

17 **B. Vice Chairman**

18 Be prepared to continue chairman’s duties in his absence or inability to perform.

19 **C. Secretary**

20 Maintain a standing record and provide copies to all members of meeting minutes. Also,
21 prepare other communication on behalf of the committee as required.

22 **D. Standing Committee Members**

- 23 1. Provide leadership on all board subcommittees in contacting of nominees.
24 2. Perform work assignments as delegated by the chairman or vice chairman.
25 3. Be available directly for assistance in the voting procedure at the polls on the first
26 Saturday/Sunday of each December.

27 **E. Board Representatives**

- 28 1. Take responsibility along with chairman of each board to gather qualified candidate
29 name/selections for approval and eventual contact by committee.
30 2. Report nominating an elections committee activities back to each representative board.
31 3. Perform assigned duties as designated by the chairman or vice chairman.
32 4. Be available directly for assistance in the voting procedure at the polls on the first
33 Saturday/Sunday of each December.

34 **IV. Committee Meeting Procedures**

35 **A. Devotions/Prayer**

1
2 Each meeting is preceded by a few moments of meditation, devotion, and commitment to our
3 God.

4 **B. Candidate Selection**

5
6 This shall take place as reflected on the agenda and shall be coordinated by the subcommittee of
7 each board. Names will be submitted and shall be reviewed for approval and subsequent
8 submission to the church council before contact. Upon approval, the subcommittee proceeds
9 with contacting nominee for approval to run under the board slate. Each candidate will only be
10 allowed to run for one board or office and shall be coordinated through the subcommittees and
11 the candidate.

12 **C. Review of Work Assignment**

- 13
14 1. Candidate Photographs - Once candidates have been selected, they are notified in writing as
15 to dates and also photograph session, typically held the last Sunday in October from 9:00 a.m.
16 until 10:45 a.m. in the church basement (traditionally coordinated by William Rummel of
17 Rummel Studios).
18 2. Easel Preparation - Coordinated through the photographer (William Rummel of Rummel
19 Studio has also done this traditionally) for display of photographs in the church basement
20 beginning on Thanksgiving Day and lasting until the end of the election.
21 3. Candidate Resumes - Forms are forwarded to each candidate by the church office and
22 returned to the committee for review and clarification. The church office then prepares the
23 candidates' resumes combined with their picture for the voters to review through mailbox
24 delivery on the Sunday following Thanksgiving.
25 4. Voting Ballot Boxes - Preparation of the voting ballot boxes, to be placed in the church
26 basement, during the election process.
27 5. Other Correspondence - Includes submission of election dates for the church bulletin and
28 other informative publications. Letters of thank you to the candidates for running. Notices to
29 all candidates regarding election results. Optionally, letters of thank you to all participating
30 committee members at election of process.

31 **V. Election**

32 **A. Absentee Ballots**

33
34 Consisting of the same ballot prepared for voters on the first Saturday/Sunday, these are made
35 available at the church office one week prior to the election, but no later than 4:00 p.m. Friday
36 before the election.

37 **B. Staffing**

38
39 All committee members are to be available for the Saturday/Sunday polls to assist in monitoring
40 the tabulation of the election ballots. Ballots are prepared by the church office.
41

42 **C. Voter Poll Monitoring**

43
44 Voter registration controlled by the signature of the voter on certification form attached to the
45 front of the ballot. This is separated from the ballot upon completion and accumulated
separately for verification.

1 **D. Tabulation**

2 The present method includes separation of the ballots by sheet and cutting of sheets and counted
3 by tally, usually in subcommittees of two.

4 **E. Results**

5
6 The results are then reported that afternoon at the Voters' Assembly meeting for their
7 subsequent approval of candidates which will then be installed on January 1st of the following
8 year.

9 **VI. Appointment**

10 As you are aware, our congregation revised the process used to select members for our boards.
11 Effective July 11, 1999, our process includes both election and appointment. To implement the
12 action of the Voters, we will begin appointing one member to each of our boards this year and each
13 year until we have achieved the balance prescribed in the constitution.

14 Here is a chart that illustrates the vacancies for each board and the number of individuals to be
15 selected by nomination and by appointment:

16 **A. Board**

<u>Board</u>	<u>Positions to be filled</u>	<u>Election</u>	<u>Appointment</u>
Board of Elders	4	3	1
Board of Trustees	3	2	1
Board of Education	3	2	1
Board of Stewardship	4	3	1
Board of Missions/Evangelism	3	2	1
Board of Youth	3	2	1
Board of Adult Christian Growth	3	2	1
Board of Communications	3	2	1

17
18
19
20
21
22
23
24
25
26 In order to process the names for appointment and for nominations, you are to submit candidates
27 for appointment and nominations by August 31st. The names that you submit will be either
28 forwarded to the nominations committee or processed for consideration for appointment.

29 **B. Appointment**

30 You are to submit two names for the vacancy that is to be filled by appointment. Please
31 complete the attached form and return it to the President no later than August 31st.

32 **C. Elections**

33
34 You are to submit two names for each of the vacancies that are to be filled by election. Please
35 complete the attached form and return your list of candidates to the President no later than
36 August 31st.

37 No candidates should be contacted at this time.

38 The President expects to bring his recommendations for appointment to the Church Council on
39 September 27th and the nominating committee is to have the slate of candidates prepared by the
40 October 25th Church Council meeting.

41 If you have questions or concerns related to this process, please feel free to contact the
42 President.

43 **D. Nomination Form**

Addendum 13 - State of Michigan Code - Weapons

380.1311 Suspension or expulsion of pupils.

Sec. 1311. (1) Subject to subsection (2), the school board, or the school district superintendent, a school building principal, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the state board to determine if the student is handicapped, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711.

(2) If a pupil possesses in a weapon free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board as described in subsection (1) on behalf of the school board, shall expel the pupil from the school district permanently, subject to possible reinstatement under subsection (5). However, a school board is not required to expel a pupil for possessing a weapon if the pupil establishes in a clear and convincing manner at least 1 of the following:

- (a) The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- (b) The weapon was not knowingly possessed by the pupil.
- (c) The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- (d) The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

(3) If an individual is expelled pursuant to subsection (2), the expelling school district shall enter on the individual's permanent record that he or she has been expelled pursuant to subsection (2). Except if a school district operates or participates cooperatively in an alternative education program appropriate for individuals expelled pursuant to subsection (2) and in its discretion admits the individual to that program, an individual expelled pursuant to subsection (2) is expelled from all public schools in this state and the officials of a school district shall not allow the individual to enroll in the school district unless the individual has been reinstated under subsection (5). Except as otherwise provided by law, a program operated for individuals expelled pursuant to subsection (2) shall ensure that those individuals are physically separated at all times during the school day from the general pupil population. If an individual expelled from a school district pursuant to subsection (2) is not placed in an alternative education program, the school district may provide, or may arrange for the intermediate school district to provide, appropriate instructional services to the individual at home. The type of services provided shall be similar to those provided to homebound or hospitalized pupils under section 109 of the state school aid act of 1979, being section 388.1709 of the Michigan Compiled Laws, and the services may be contracted for in the same manner as under that section. This subsection does not require a school district to expend more money for providing services for pupil expelled pursuant to subsection (2) than the amount of the foundation allowance the school district receives for the pupil under section 20 of the state school aid act of 1979, being section 388.1620 of the Michigan Compiled Laws.

(4) If a school board expels an individual pursuant to subsection (2), the school board shall ensure that, within 3 days after the expulsion, an official of the school district refers the individual to the appropriate county department of social services or county community mental health agency and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral.

(5) The parent or legal guardian of an individual expelled pursuant to subsection (2) or, if the individual is at least age 18 or is an emancipated minor, the individual may petition the expelling school board for reinstatement of the individual to public education in the school district. If the expelling school board denies a petition for reinstatement, the parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, the individual may petition another school board for reinstatement of the individual in that other school district. All of the following apply to reinstatement under this subsection:

- 1 (a) For an individual who was enrolled in grade 5 or below at the time of the expulsion and who
2 has been expelled for possessing a firearm or threatening another person with a dangerous
3 weapon, the parent or legal guardian or, if the individual is at least age 18 or is an
4 emancipated minor, the individual may initiate a petition for reinstatement at any time after
5 the expiration of 60 school days after the date of expulsion. For an individual who was
6 enrolled in grade 5 or below at the time of the expulsion and who has been expelled pursuant
7 to subsection (2) for a reason other than possessing a firearm or threatening another person
8 with a dangerous weapon, the parent or legal guardian or, if the individual is at least age 18 or
9 is an emancipated minor, the individual may initiate a petition for reinstatement at any time.
10 For an individual who was in grade 6 or above at the time of expulsion, the parent or legal
11 guardian or, if the individual is at least age 18 or is an emancipated minor, the individual may
12 initiate a petition for reinstatement at any time after the expiration of 150 school days after
13 the date of expulsion.
- 14 (b) An individual who was in grade 5 or below at the time of the expulsion and who has been
15 expelled for possessing a firearm or threatening another person with dangerous weapon shall
16 not be reinstated before the expiration of 90 school days after the date of expulsion. An
17 individual who was in grade 5 or below at the time of the expulsion and who has been
18 expelled pursuant to subsection (2) for a reason other than possessing a firearm or threatening
19 another person with a dangerous weapon shall not be reinstated before the expiration of 10
20 school days after the date of the expulsion. An individual who was in grade 6 or above at the
21 time of the expulsion shall not be reinstated before the expiration of 180 school days after the
22 date of expulsion.
- 23 (c) It is the responsibility of the parent or legal guardian or, if the individual is at least age 18 or
24 is an emancipated minor, of the individual to prepare and submit the petition. A school board
25 is not required to provide any assistance in preparing the petition. Upon request by a parent
26 or legal guardian or, if the individual is at least age 18 or is an emancipated minor, by the
27 individual, a school board shall make available a form for a petition.
- 28 (d) Not later than 10 school days after receiving a petition for reinstatement under this
29 subsection, a school board shall appoint a committee to review the petition and any
30 supporting information submitted by the parent or legal guardian or, if the individual is at
31 least age 18 or is an emancipated minor, by the individual. The committee shall consist of 2
32 school board members, 1 school administrator, 1 teacher, and 1 parent of a pupil in the school
33 district. During this time the superintendent of the school district may prepare and submit for
34 consideration by the committee information concerning the circumstances of the expulsion and
35 any factors mitigating for or against reinstatement.
- 36 (e) Not later than 10 school days after all members are appointed, the committee described in
37 subdivision (d) shall review the petition and any supporting information and information
38 provided by the school district and shall submit a recommendation to the school board on the
39 issue of reinstatement. The recommendation shall be for unconditional reinstatement, for
40 conditional reinstatement, or against reinstatement, and shall be accompanied by an
41 explanation of the reasons for the recommendation and of any recommended conditions for
42 reinstatement. The recommendation shall be based on consideration of all of the following
43 factors:
- 44 (i) The extent to which reinstatement of the individual would create a risk of harm to pupils or
45 school personnel.
- 46 (ii) The extent to which reinstatement of the individual would create a risk of school district or
47 individual liability for the school board or school district personnel.
- 48 (iii) The age and maturity of the individual.
- 49 (iv) The individual's school record before the incident that caused the expulsion.
- 50 (v) The individual's attitude concerning the incident that caused the expulsion.
- 51 (vi) The individual's behavior since the expulsion and the prospects for remediation of the
52 individual.
- 53 (vii) If the petition was filed by a parent or legal guardian, the degree of cooperation and
54 support that has been provided by the parent or legal guardian and that can be expected
55 if the individual is reinstated, including, but not limited to, receptiveness toward possible
56 conditions placed on the reinstatement.
- 57 (f) Not later than the next regularly scheduled board meeting after receiving the recommendation

1 of the committee under subdivision (e), a school board shall make a decision to
2 unconditionally reinstate the individual, conditionally reinstate the individual, or deny
3 reinstatement of the individual. The decision of the school board is final.

4 (g) A school board may require an individual and, if the petition was filed by a parent or legal
5 guardian, his or her parent or legal guardian to agree in writing to specific conditions before
6 reinstating the individual in a conditional reinstatement. The conditions may include, but are
7 not limited to, agreement to a behavior contract, which may involve the individual, parent or
8 legal guardian, and an outside agency; participation in or completion of an anger management
9 program or other appropriate counseling; periodic progress reviews; and specified immediate
10 consequences for failure to abide by a condition. A parent or legal guardian or, if the
11 individual is at least age 18 or is an emancipated minor, the individual may include proposed
12 conditions in a petition for reinstatement submitted under this subsection.

13 (6) A school board or school administrator that complies with subsection (2) is not liable for
14 damages for expelling a pupil pursuant to subsection (2), and the authorizing body of a public school
15 academy established under part 6a or part 6b is not liable for damages for expulsion of a pupil by the
16 public school academy pursuant to subsection (2).

17 (7) The department shall develop and distribute to all school districts a form for a petition to be
18 used under subsection (5).

19 (8) Subsections (2) to (7) do not diminish the due process rights under federal law of a pupil who
20 has been determined to be eligible for special education programs and services.

21 (9) If a pupil expelled from a public school district pursuant to subsection (2) is enrolled by a
22 public school sponsored alternative education program or a public school academy during the period
23 of expulsion, the public school academy or the alternative education program shall immediately
24 become eligible for the prorated share of either the public academy foundation allowance or the
25 expelling school district's foundation allowance, whichever is higher.

26 **Addendum #14A - Immunization**
27 **Requirements**

Michigan Department of Community Health
IMMUNIZATION REQUIREMENTS

Parent(s)/Guardian(s) of School Entrants
(Kindergarten & Entrants New to the School District in Grades 1-12)

To Enter School: State law* prohibits a principal or teacher from admitting new entrants to school without a record of having received at least one dose of each: Measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, and (effective 2000-2001 school year, hepatitis B).

To Stay in School: You must provide the school with a record showing that your child has received all of the following immunizations:

IMMUNIZATIONS	AGES 4 - 6	AGES 7 - 18
DIPHTHERIA, TETANUS & PERTUSSIS**	4 doses are required. If a dose was not given on or after the 4th birthday, a booster dose of DTP is required. Most children will have 5 doses.	4 doses are required. If a dose was not given in the last 10 years, a booster dose of Td is required.
POLIO	3 doses are required. If the last dose was not given on or after the 4th birthday, a booster dose is required. Most children will have 4 doses.	3 doses are required.
MEASLES, MUMPS & RUBELLA	2 doses are required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose and at or after 15 months of age.	2 doses are required. The 1st dose must be given on or after the 1st birthday. The 2nd dose must be given at least 28 days from the 1st dose and at or after 15 months of age.
HEPATITIS B	Effective 2000/2001 school year 3 doses are required.	Effective 2000/2001 school year 3 doses are required.

CHILDREN who have not received the required immunizations **WILL BE EXCLUDED** from school UNTIL parents provide proof that **ALL REQUIRED IMMUNIZATIONS** have been GIVEN.

*Part 92, Act 368 of the Public Acts of 1978, as amended.

**Children ages 4-6 must have received 4 doses of pertussis. DT is only accepted if a signed waiver is on file for that particular dose of pertussis vaccine.

**SECTION III - PHYSICAL EXAMINATION, INSPECTION, TESTS, AND MEASUREMENTS
EXAMINATIONS AND/OR INSPECTIONS**

ESSENTIAL FINDINGS DEVIATING FROM NORMAL AND/OR RECOMMENDATIONS

TESTS AND MEASUREMENTS

	Normal	Under Care	Referred		Normal	Under Care	Referred
Vision Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Visual Acuity <input type="checkbox"/> Ocular Muscle Date _____ <input type="checkbox"/> Other _____				Urinalysis Done? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sugar <input type="checkbox"/> Albumin Date _____ <input type="checkbox"/> Microscopic			
Hearing Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Audiometer <input type="checkbox"/> Other _____ Date _____				Blood Pressure Measured? <input type="checkbox"/> Yes <input type="checkbox"/> No Reading _____			
Hemoglobin/Hematocrit Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No				Height _____ Weight _____ Other: _____			

ESSENTIAL FINDINGS DEVIATING FROM NORMAL AND/OR RECOMMENDATIONS

Tuberculin Test (if given) Date _____ Type: _____ Negative Positive _____ mm.

SECTION IV - RECOMMENDATIONS

Is there any defect of vision, hearing, or other condition for which the school could help by seating or other action? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain
Should the student's activity be restricted because of any physical defect or illness? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check below and explain degree of restriction: <input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Gymnasium <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Competitive Sports <input type="checkbox"/> Camp <input type="checkbox"/> Other
Examiner's Signature _____ Date _____ Examiner's Name (print or type) _____ Degree or License _____
Number & Street _____ City _____ Zip _____ Telephone _____

SECTION V - DENTAL EXAMINATION AND RECOMMENDATIONS (OPTIONAL)

I have examined _____ Child's Name _____ teeth and make the following recommendations as to treatment: _____
_____ Dentist's Signature _____ Date _____

COMMENTS:

Addendum 15 - State of Michigan Recommendations Regarding AIDS

Recommendations regarding students with AIDS include the following:

1. The best educational setting for a child with AIDS should be determined by a team approach involving the child's parents and doctor, public health officials and school personnel.
2. Each such case should be reviewed on a case-by-case basis where risks and benefits to both the infected child and other children in the school setting should be weighed.
3. Most children with AIDS should be allowed to attend school because there is an apparent non-existent risk of transmission of the virus to classmates.
4. Mandatory screening of children for AIDS as a condition for entry to school is not warranted.
5. Teachers and others involved in the care of children with AIDS should thoroughly wash their hands if exposed to the child's blood or body fluids. Gloves should be worn if the teacher or caretaker has open lesions on his or her hands.
6. Surfaces soiled by the blood or body fluids of a child with AIDS should be promptly cleaned with disinfectants.
7. The hygienic practices of a child with AIDS may improve as the child matures or worsen as the child's condition deteriorates; evaluations of the condition of the child should be made on a regular basis.
8. A child with AIDS may need to be removed from the classroom for his/her own protection when cases of measles, chicken pox or other contagious diseases occur in the school population. Such a decision should be made by the child's physician and/or parent of guardian, in consultation with school health officials.
9. Because schools require that school children be routinely immunized against a variety of diseases, the need for such vaccination of a child with AIDS should be discussed with the child's own physician.
10. School and public health officials should inform parents, children and educators about the AIDS virus and how it is transmitted.
11. When reliable evidence or information from a qualified source such as individual's parent, physician, or public health officer confirms that a student/staff member is known to have a communicable disease or infection that is known not to be spread by casual contact*, i.e. A.I.D.S., Hepatitis B and other like diseases, the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis following approved protocol. A case by case review is necessary to ensure that decisions are based upon sound, reasonable medical judgements and not on unwarranted fears or suspicions. Protocol and review panel membership is outlined in Appendix B. Rationale for including A.I.D.S. as a disease known not to be spread by casual contact is included in Appendix A. These appendixes are available in the school office.

Employee recommendations approved by the state board include the following:

1. The determination of whether an employee with AIDS should be permitted to remain employed

- 1 should be made on a case-by-case basis using a team of public health personnel, the employee's
2 physician, the employee or his/her representative and appropriate school personnel.
- 3 2. In making the determination, the team should consider the physical/mental condition of the
4 employee, the expected type of interaction with others in school, and the impact on both the
5 employee and others in that setting.
- 6 3. Mandatory screening as a condition for employment or continued employment is not warranted.
- 7 4. A school employee shall be required to teach and provide other normal personal contact services
8 unless a determination to the contrary has been made by the team established in Recommendation
9 1.
- 10 5. If an AIDS-infected student is not permitted to attend classes, the Public School will provide an
11 alternative education. If there is no risk of infection to the employee who provides that service, the
12 employee will serve.
- 13 6. School employers should seek to assure that AIDS-infected school employees, whether employed
14 or not, should be eligible to receive medical disability, retirement, and other appropriate fringe
15 benefits for which employees are eligible had they contracted any other infectious disease.

1

APPENDIXES

2

3

Appendix A. - Principal

4

POSITION DESCRIPTION - Principal

5

SCHOOL PURPOSE

1 My Lutheran School exists as a ministry to the congregation and to the community. The purpose of
2 My Lutheran School is to strengthen children in their faith, that they may grow in knowledge of our
3 Savior, in love for Him, serving Him and:

- 4 -- to help children discover and develop their God-given talents and abilities, that they may use
5 them to His glory and for the benefit of their fellow man.
- 6 -- to cooperate with and assist parents in leading their children into successful, useful, purposeful
7 living.
- 8 -- to maintain high standards of early childhood, elementary and junior high school education
9 integrated with and related to the teaching of God's Word for the development of the whole
10 child.
- 11 -- to develop the kind of Christian character which would make the graduates of our school leaders
12 in the church, in the community, and in the world tomorrow.

13 Believing that as we come to know our Savior better, our love for Him and each other will increase,
14 the Board of Education endeavors to provide a wide variety of Christian education experiences for its
15 students.

16 **A. POSITION TITLE - Principal**

17 **B. POSITION PURPOSE**

18 Provides school management, staff administration, and leadership to accomplish the above
19 stated school purpose.

20 **C. DUTIES AND RESPONSIBILITIES**

21 1. School Management

- 22 a. In consultation with the Board of Education, the Principal shall approve all
23 admissions, transfers, promotions, accelerations, retention, suspensions, or expulsion
24 of students in accordance with policies adopted by the Board.
- 25 b. The Principal will conduct regular staff meetings with written agendas.
- 26 c. The Principal shall provide written reports on school and faculty matters to the Board
27 of Education, prior to scheduled meetings.

28 2. Public Relations and Communications

- 29 a. The Principal participates in congregational and appropriate community activities.
- 30 b. The Principal provides for communication with parents through bulletins, newsletters,
31 message board, questionnaires, school visits, consultations, meetings, or similar
32 activities.
- 33 c. The Principal maintains and updates handbooks for faculty, students, and parents.
- 34 d. The Principal coordinates communication that offers school programs and services to
35 the whole congregation and the community.

36 3. School Office Management

- 37 a. The Principal is responsible for maintaining student records relating to attendance,
38 academic achievement, health, biographical evaluations, and certification data.
- 39 b. The Principal is responsible for maintaining official copies of school policies, position
40 descriptions, and other documents approved by the Board of Education.
- 41 c. The Principal is responsible for managing the duties of the school secretary.

42 4. Student Enrollment and Admissions

- 43 a. The Principal will annually compile data regarding number and names of eligible
44 students in the congregation and the community.

- 1 b. On the basis of that data, the Principal will annually set enrollment goals and five-year
2 projections.
3 c. The Principal will also provide this data to the Part-Time Education Planner.

4 5. Financial Planning and Accounting

- 5 a. The Principal is responsible for administering the school budget and all school-related
6 financial matters, and will follow the Purchasing Policy and Procedure under the
7 direction of the Director of Parish Services. Any purchase that exceeds the budgeted
8 amount requires prior Board of Education approval.
9 b. The Principal is responsible for maintaining and providing information regarding
10 current costs and projected needs required for preparing the annual budget. The
11 Principal will assist in developing and maintaining five-year financial projections to
12 assure quality Christian education and responsible use of resources.
13 c. The Principal will approve all fund raising events of the school.

14 6. Board of Education Executive Administration

- 15 a. The Principal will help the Board prepare appropriate policies and procedures
16 necessary to achieve the school's purpose.
17 b. The Principal will serve as a spokesperson for the Board, to communicate policies and
18 programs to the staff.
19 c. The Principal will carry out Board policies and directives.
20 d. The Principal will represent the faculty and staff at Board meetings and will involve
21 them in meetings when desirable.
22

23 7. Management of School Education Programs and Ministry

24 a. School Curriculum

- 25 1. The Principal is responsible for developing and supervising a plan of curriculum
26 development.
27 2. The Principal will approve classroom schedules and periodically review lesson
28 plans.
29 3. The Principal will assure required curriculum objectives are attained by each
30 teacher at each grade level for all subjects.
31 4. The Principal is responsible for school year scheduling.
32

33 b. Supervision of Teachers and Instruction

- 34 1. The Principal will develop and manage a program for the supervision of instruction
35 to help teachers develop and improve their skills in teaching and helping children.
36 2. The Principal will evaluate teacher performance by preparing annual appraisals in
37 accordance with the Teacher Evaluation and Supervision section in the Board of
38 Education Handbook.
39 3. The Principal is responsible for maintaining personnel files including biographical,
40 health, evaluative, and certification data.
41 4. The principal is responsible to administer the Teacher Corrective Action Policy as
42 stated in the Board of Education Handbook.
43

44 c. Inservice for Professional and Spiritual Growth

- 45 1. The Principal will provide inservice opportunities for professional and spiritual
46 growth to meet both individual and collective needs of the faculty.
47 2. The Principal will conduct orientation sessions for new teachers and prior to school
48 year meetings with all staff members.
49

50 8. School Climate

- 51 a. Spiritual Leadership - The Principal will, in carrying out the responsibilities assigned
52 by this job description, seek to bring honor to God's name and enhance the ministry of
53 Jesus Christ.
54 b. Student Life - The Principal is responsible for creating and maintaining a school
55 environment which will contribute positively to the life, growth, and learning of all
students.

- c. Discipline in the School - The Principal will administer the procedure for School-Wide Disciplinary Action as stated in the Board of Education Handbook.
- d. Buildings and Grounds
 1. The Principal is responsible for maintaining a distinctively Christian appearance in the school.
 2. The Principal is responsible to maintain a hospitable, safe, and secure environment for all who use the facility.
 3. The Principal will make recommendations to the Board of Trustees regarding building care, maintenance, and security.
 4. The Principal will work with the business office in the management and supervision of school property and equipment.

D. ORGANIZATIONAL RELATIONSHIP

The Principal is responsible for fulfillment of responsibilities in the Position Description. The Principal is responsible to the Administrative Pastor for day-to-day school operations and to the Board of Education for executing policies and procedures established by the Board of Education.

E. PERFORMANCE REVIEW

Annually, by July 1st, the Chairman of the Board of Education will consolidate an evaluation based on the individual evaluations prepared by each Board of Education member, and will review the consolidated evaluation with the Principal. A copy of this evaluation will be given to the Administrative Pastor. Annually, by August 1st, the Administrative Pastor will prepare an independent evaluation and will review it with the Principal.

F. QUALIFICATIONS

1. The Principal is on the professional roster of the Lutheran Church-Missouri Synod by graduation from a Synodical school or through colloquy.
2. The Principal holds the required state teaching certificate.
3. The Principal has obtained a master's degree with credits in administration and supervision.

G. CHURCH QUALIFICATIONS

The Principal must be a member in good standing of Lutheran Church-Missouri Synod and willing to become a member of the Evangelical Lutheran Church of My Lutheran.

Appendix B. - Associate Principal

POSITION DESCRIPTION - Associate Principal

A. POSITION TITLE - Associate Principal

B. POSITION PURPOSE - To assist and support the principal

C. SPECIFIC AREAS OF RESPONSIBILITY

1. Assume the responsibilities of the principal in his/her absence.
2. Support the principal in developing and implementing:
 - a. Staff inservice and professional development

- 1 b. School improvement projects
 2 c. Staff supervision and evaluation
 3 d. Staff involvement in the church and community
- 4 3. Provide leadership in the areas of:
 5 a. financial planning and reporting of non-salary school accounts
 6 b. standardized testing
 7 c. student and class scheduling
 8 d. student services program
 9 e. ordering textbooks and supplies
- 10 4. Assist the principal with:
 11 a. class divisions
 12 b. student discipline and counseling
 13 c. additional duties as assigned
- 14
 15 **D. PERFORMANCE REVIEW**
 16 Annually in March, the Principal will evaluate the Associate Principal. The principal will
 17 provide the Board of Education with a summary of the evaluation no later than June 30 each
 18 year.
- 19 **E. QUALIFICATIONS**
 20 Minimum: Bachelor's degree and a valid Michigan Teaching Certificate
 21 Preferred: Master's degree in Administration
- 22 **F. CHURCH QUALIFICATIONS**
 23 Minimum: a member of the Lutheran-Church Missouri Synod
 24 a member or willing to become a member of My Lutheran Church
- 25 Preferred: on, or eligible to be on, the roster as a Commissioned Minister of Religion
- 26 **G. ACCOUNTABILITY**
 27 The Associate Principal is accountable to the principal and is subject to all current Board of
 28 Education policies.

29 **Appendix C. - Assistant Principal**

30 **POSITION DESCRIPTION - Assistant Principal**

- 31 **A. POSITION TITLE** - Assistant Principal
- 32 **B. POSITION PURPOSE** - To assist and support the principal
- 33 **C. SPECIFIC AREAS OF RESPONSIBILITY**
 34 1. Assume the responsibilities of the principal in the absence of the principal or associate
 35 principal.
- 36 2. Support the principal in developing and implementing:
 37 a. Student recruiting

- 1 b. Unit plan supervision and documentation
- 2 c. Lunch program operation
- 3 d. Staff involvement in the church and community

- 4 3. Provide leadership in the areas of:
- 5 a. Student fund raising activities
- 6 b. Preschool program operations
- 7 c. After school care program operations
- 8 d. Public relations

- 9 4. Assist the principal with:
- 10 a. class divisions
- 11 b. student discipline and counseling
- 12 c. additional duties as assigned

- 13
- 14 **D. PERFORMANCE REVIEW**
- 15 Annually in March, the Principal will evaluate the Assistant Principal. The principal will
- 16 provide the Board of Education with a summary of the evaluation no later than June 30 each
- 17 year.

- 18 **E. QUALIFICATIONS**
- 19 Minimum: Bachelor's degree and a valid Michigan Teaching Certificate
- 20 Preferred: Master's degree in Administration

- 21 **F. CHURCH QUALIFICATIONS**
- 22 Minimum: a member of the Lutheran-Church Missouri Synod
- 23 a member or willing to become a member of My Lutheran Church

- 24 Preferred: on, or eligible to be on, the roster as a Commissioned Minister of Religion

- 25 **G. ACCOUNTABILITY**
- 26 The Assistant Principal is accountable to the principal and is subject to all current Board of
- 27 Education policies.

28 **Appendix D. - Teacher**

29 **POSITION DESCRIPTION - Teacher**

30 The position of Teacher at My Lutheran School includes the following duties and responsibilities:

- 31 **A. CLASSROOM**
- 32 This position requires the preparation, teaching and evaluation of all assigned classes. The
- 33 number of students in this classroom is determined by the principal as per the Board of
- 34 Education Policy.

- 35 **B. ADDITIONAL SCHOOL AND PARISH RESPONSIBILITIES**
- 36 The teacher:
- 37 1. Is responsible for playground, corridor, lunchroom and other supervision as assigned.
- 38 2. Is responsible for making reports to parents, written and oral.

3. Is responsible for assisting with special school programs, services, projects and co-curricular activities as assigned.
4. Attends all faculty meetings.
5. Attends all teacher conferences.
6. Attends all parent-teacher meetings.
7. Is responsible for documentation of the curriculum for that grade.
8. Is active in My Lutheran Congregation providing visibility and leadership as agreed with the principal.

9 **C. ADJUSTMENTS TO POSITION DESCRIPTION**

10 Through the course of the planning for the new school year adjustments may be necessary in this
11 position description. Such adjustments will be made at the direction of the principal following
12 discussion with the teacher and will be noted on this document. Should the teacher be
13 dissatisfied with the decision of the principal the final decision is made by the Board of
14 Education.

15 **D. PERFORMANCE REVIEW**

16 Annual. The principal will provide the Board of Education with a summary of the evaluation no
17 later than June 30 each year.

18 **E. QUALIFICATIONS**

19 Minimum: Bachelor's degree and a valid Michigan Teaching Certificate.

20 **F. CHURCH QUALIFICATIONS**

21 Minimum: a member of the Lutheran-Church Missouri Synod
22 a member or willing to become a member of My Lutheran Church

23 Preferred: on, or eligible to be on, the roster as a Commissioned Minister of Religion

24 **G. ACCOUNTABILITY**

25 The teacher is accountable to the school principal and is subject to all current Board of
26 Education policies.

27 **Appendix E. - Student Services Instructor**

28 **POSITION DESCRIPTION - Student Services Instructor**

29 The position of Student Services Instructor at My Lutheran School includes the following duties and
30 responsibilities:

31 **A. STUDENT SERVICES**

32 This position requires the preparation, teaching and evaluation of all assigned student
33 instruction. The number of students assigned is determined by the assistant principal and
34 approved by the principal.

35 **B. ADDITIONAL SCHOOL AND PARISH RESPONSIBILITIES**

36 The teacher:

- 37 1. Is responsible for classroom, corridor and other supervision as assigned.

2. Is responsible for making reports to parents, written and oral as directed by the Student Services Director or the Principal.
3. Is responsible for assisting with special school programs, services, projects and co-curricular activities as assigned.
4. Attends all faculty meetings.
5. Attends teacher conferences as outlined by the principal.
6. Attends all parent-teacher meetings.
7. Is a member of the Student Services Committee.

C. ADJUSTMENTS TO POSITION DESCRIPTION

Through the course of the planning for the new school year adjustments may be necessary in this position description. Such adjustments will be made at the direction of the principal following discussion with the teacher and will be noted on this document. Should the teacher be dissatisfied with the decision of the principal, the final decision is made by the Board of Education.

D. PERFORMANCE REVIEW

Annual. The principal will provide the Board of Education with a summary of the evaluation no later than June 30 each year.

E. QUALIFICATIONS

Minimum: A member of the Lutheran-Church Missouri Synod
A member or willing to become a member of My Lutheran Church

Preferred: On, or eligible to be on, the roster as a Commissioned Minister of Religion

F. ACCOUNTABILITY

The teacher is accountable to the school principal and is subject to all current Board of Education policies.

Appendix F. - School Media Specialist/Librarian

POSITION DESCRIPTION - School Media Specialist/Librarian

A. POSITION TITLE - School Media Specialist/Librarian

B. REPORTS TO - School Principal

C. POSITION PURPOSE

In the area of **administration** and **management** the Media Specialist shall:

1. Plan and establish a media philosophy and formulate appropriate goals to be presented to the principal annually.
2. Design, implement and evaluate a school media program. Provide principal with quarterly progress reports.
3. Establish a public relations program that will effectively inform both school and

- community of media program activities.
4. On an annual basis analyze and evaluate the media program and establish new policies and services as necessary.
 5. Maintain a training program for media staff and student assistants.
 6. Provide orientation of staff and students through special and on-going in-service programs.
 7. Instruct faculty on the applications and uses of media production equipment and materials.
 8. Assist faculty in developing student competencies in listening, viewing, reading, and comprehensive skills as related to media materials.
 9. Provide reading guidance for accelerated computer reading program.
 10. Seek out and communicate to the staff the results of research which have implications on the use of media in areas of instruction.
 11. Design and produce audio-visual materials.
 12. In cooperation with faculty, assist in the development of alternative instructional techniques and materials designed to meet the needs of student in the media center.
 13. Participate in professional association(s) at the local, state and national levels. This shall include conferences and workshops.
 14. Remain current in the media profession through journal articles, professional reading, graduate classes, research, and publishing.
 15. Supply current statistical data and consult with the district or area media director.

D. PERFORMANCE REVIEW

Annually in March, the Principal will evaluate the Media Specialist. The Principal will also provide the Board of Education with an annual evaluation at the end of the school year.

E. QUALIFICATIONS

Minimum: Bachelor's degree and a valid Michigan teaching certificate with a media specialist endorsement is desired.

Preferred: 1. Master's degree with major concentration in library/media.
2. Experience in teaching

F. CHURCH QUALIFICATIONS

Must be a member in good standing with the LCMS and is or is willing to become a member of the Evangelical Lutheran Church of Saint Lorenz.

Appendix G. - Elective Teacher

POSITION DESCRIPTION - Elective Teacher

A. POSITION TITLE - Elective Teacher

B. POSITION PURPOSE - To enrich students in subject areas other than the core curriculum.

C. GOALS

1. To provide a learning experience in the area being taught.
2. To help the student gain knowledge in subject areas other than the core curriculum.
3. To enable the student to learn a specific skill in a new content area.

D. DUTIES

1. Instructional Effectiveness
 - a. Displays enthusiasm, creativity, and confidence
 - b. Motivates students and maintains student attention and focus

- 1 c. Utilizes resource materials
- 2 d. Relates Christian principles
- 3 2. Classroom Management
- 4 a. Handles discipline in a consistent and Christian manner
- 5 b. Provides a Christian atmosphere and spiritual environment which is conducive to
- 6 learning
- 7 c. Starts and ends classes promptly
- 8 3. Spiritual
- 9 a. Helps each child to grow as a child of God
- 10 b. Models Christ's example of love and forgiveness to all people
- 11 4. Personal
- 12 a. Displays enthusiasm for teaching
- 13 b. Maintains an appropriate appearance
- 14 c. Is prompt, dependable, and punctual
- 15 d. Loves and respects the children
- 16 e. Demonstrates self control

17 E. **ELECTIVE REVIEW**
18 The Principal and the Assistant Principal will review each elective and its instructor at the
19 conclusion of its class time.

20 F. **QUALIFICATIONS**
21 Has knowledge or expertise in a specific elective subject area and is willing to share knowledge
22 in an educational and Christian way.

23 G. **CHURCH QUALIFICATIONS**
24 Membership in the Lutheran Church Missouri Synod is preferred.

25 **Appendix H. - Teacher Assistant**

26 **POSITION DESCRIPTION - Teacher Assistant**

27 A. **POSITION TITLE** - Teacher Assistant

28 B. **POSITION PURPOSE** - To support classroom teachers in specific needs of students.

29 C. **CLASSROOM DUTIES**

- 30 1. Listening to memory work
- 31 2. Reviewing for tests
- 32 3. Re-emphasizing math instruction
- 33 4. Implementing learning centers
- 34 5. Listening to reading groups
- 35 6. Reading books to children
- 36 7. Assist teacher to help child understand assignment
- 37

38 D. **ADDITIONAL DUTIES**

- 39 1. Encourage individual students reading progress by listening to them read on a daily basis.

- 1 2. Assist with students doing standardized tests and/or administer tests to those who were
- 2 absent.
- 3 3. Implement and instruct children in the use of educational games.
- 4 4. Assist with classes or specific groups in the computer lab.
- 5 5. Dictate tests to children with reading difficulty.
- 6 6. Assist children in the library, learning to use necessary library skills, and/or assist those
- 7 students having difficulty with any assignment while in the library.
- 8 7. Assist in the art area or classroom with special projects.
- 9 8. Help teachers with classroom supervision in an emergency basis.
- 10 9. Assist teachers in various ways during non-scheduled times.

11 **E. PERFORMANCE REVIEW**

12 Annually in March, the Principal will evaluate the Teacher Assistants. The Principal will also
13 provide the Board of Education with an annual evaluation of the Teacher Assistant Program at
14 the end of the school year.

15 **F. QUALIFICATIONS**

16 Minimum: High School Diploma or G.E.D.

17 Preferred: Bachelor's degree and a valid Michigan Teaching Certificate

18 **G. CHURCH QUALIFICATIONS**

19 Must be a member in good standing with the Lutheran Church-Missouri Synod and is or is
20 willing to become a member of the Evangelical Lutheran church of Saint Lorenz.

21 **Appendix I. - Teacher Program**

22 **Leader/Teacher Program Director**

23 **POSITION DESCRIPTION - Teacher Program Leader/Teacher Program Director**

24 **A. Athletics - Program Director**

- 25 1. Be responsible for the successful operation of the school athletic program.
- 26 2. Select and train all coaches and their assistants.
- 27 3. Arrange and schedule the gymnasium, athletic fields, officials, all games and competitive
- 28 events.
- 29 4. Communicate all athletic expectations to students, parents and staff.
- 30 5. Work with the principal to assure that all eligibility rules are fairly administered.
- 31 6. Supervise or arrange for supervision all home and away events.
- 32 7. Coordinate all athletic fund raising events.
- 33 8. Maintain the inventory of all equipment, uniforms, and supplies and arrange for purchases
- 34 through the principal.
- 35 9. Submit all requested reports and activity summaries to the principal.
- 36 10. Encourage and foster Christian sportsmanship at all levels of the athletics program.
- 37 11. Provide supervision for all staff members assigned to duties in the area of athletics.

- 1 B. Children's Ministry (Non-school) - Program Director
2 1. Be responsible for the supervision and successful operation of all non-school Children's
3 Ministry Programs.
4 2. Supervise and coordinate the services of the Program Leaders for Sunday School, Weekday
5 Education, VBS, Breakthrough Bible Study, and other Children's Ministries.
6 3. Review and submit all financial needs to the principal.
7 4. Review regular reports from the various ministries and submit a summary to the principal.
8 5. Work with the pastoral team to provide a continued program of ministry for all the children
9 of the congregation.
- 10 C. Sunday School Program Leader
11 1. Be responsible for the successful operation of the Sunday School program for the pre-
12 school and elementary school age children.
13 2. Select and train teachers for the Sunday School program.
14 3. Be responsible for the varied details of the Sunday School.
15 4. Cooperate with the part-time agencies director towards gaining the desired enrollment and
16 attaining satisfactory attendance.
17 5. Submit the budget requirement to be administered by the treasurer.
18 6. Submit the financial reports to the congregation's auditors.
19 7. Submit regular reports to the board in reference to the progress of the agency.
20 8. Be responsible to obtain new materials and clear with pastors for doctrinal soundness (if
21 not synodical material).
- 22 D. Weekday Education - Program Leader
23 1. Be responsible to make available the study materials required for instruction.
24 2. Contact the families and pupils who are not attending the school for the purpose of
25 enrollment if such do not enroll into the school.
26 3. Cooperate with public school administrators for release of public school pupils for special
27 events.
28 4. Arrange for regular staff teachers and facilities of the school to conduct these classes on a
29 regular schedule.
- 30 5. Cooperate with the Sunday School superintendent towards gaining the desired enrollment
31 and attaining satisfactory attendance.
32 6. Submit regular reports to the board in reference to the programs of the agency.
33 7. Be responsible for training new staff.
- 34 E. V.B.S. Program Leader
35 1. Initiate the planning and development of the program for the elementary school age level.
36 2. Designate area responsibilities to fellow staff members.
37 3. Enlist the required lay help.
38 4. Operate the program with the limits of the designated enrollment fees.
39 5. Submit a report to the board in reference to program and finances.
40 6. Provide a system for recruiting participants.
- 41 F. Breakthrough Bible Study Program Leader
42 1. Be responsible for the successful operation of Bible classes for the academically challenged
43 or certified special ed students.
44 2. Promote and organize classes for special students.
45 3. Select and train teachers for these classes.
46 4. Be responsible for expenditures of accepted budgets and prepare financial statements when
47 requested.
48 5. Submit regular reports to the board in references to the progress of the agency.

Appendix J. - Director of Instrumental Music

POSITION DESCRIPTION - Director of Instrumental Music

- A. **POSITION TITLE** - Director of Instrumental Music: My Lutheran Church & School
- B. **POSITION PURPOSE** - Provide leadership and support of the instrumental and the school music programs at My Lutheran.
- C. **POSITION RELATIONSHIP TO MINISTER OF MUSIC** - Coordinates with Minister of Music to organize, coordinate, and manage the entire school and instrumental music programs of the parish.
- D. **DUTIES**
1. Teaching Responsibilities
 - a. Teach daily instrument classes (Grades 5-8)
 1. Recruit, place, and train all instrumental students
 2. Plan a regular time for score preparation and study
 3. Plan a regular time for class and rehearsal preparation
 4. Prepare and coach students for Lutheran Schools Music Festival.
 - b. Rehearse weekly parish instrument choirs and ensembles
 1. Recruit, place, and train all instrumental students
 2. Plan a regular time for score preparation and study
 3. Plan a regular time for class and rehearsal preparation

- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10
 - 11
 - 12
 - 13
 - 14
 - 15
 - 16
 - 17
 - 18
 - 19
 - 20
 - 21
 - 22
 - 23
2. Coordinate School Music Program
 - a. Coordinate school music philosophy in all grades
 1. Chapel services
 2. Concerts
 3. Other events
 - b. Meet on a regular basis with other school music personnel
 - c. Serve on the school Fine Arts Committee & Chapel Committee
 - d. Preparation with staff for Lutheran Schools Music Festival
 - e. Work with the Minister of Music to develop the school music budget
 3. Coordinate and Direct Parish/School Instrumental Music Program
 - a. Meet with the Minister of Music on a weekly basis
 1. Assist in the planning of worship services
 2. Coordinate instrumental groups in worship services
 - b. Order, inventory, and sell student band supplies (reeds, valve oil, straps, etc.)
 - c. Make minor student instrument repairs during the school day
 - d. Repair, service, and maintain school/parish owned instruments
 - e. Build and maintain a parish/school music library
 - f. Work with the Minister of Music to develop the instrumental music budget
 - g. Initiate and develop programs, ensembles, etc., to meet the worship needs of the congregation with the Minister of Music
 - h. Write, arrange, and orchestrate music for the music program
 - i. Participate as one of the church organists if ability and desire is there to do so

24 **E. PERFORMANCE REVIEW**
 25 The Principal will prepare a performance appraisal in accordance with the teacher evaluation and
 26 supervision section of the Board of Education Handbook. The Minister of Music will complete
 27 the Parish Responsibility Evaluation Form and will give to the Principal to include with the
 28 Performance Appraisal.

29 **F. QUALIFICATIONS**
 30 Should be experienced at teaching instrumental music and music education at all levels,
 31 elementary/high school/adult. Must have a Bachelor's Degree in Music and a valid Michigan
 32 Teaching Certificate. Having obtained or being in the process of obtaining a Master's Degree in
 33 Instrumental Music is required.

34 **G. CHURCH QUALIFICATIONS**
 35 All called teachers must be a member in good standing of the Lutheran Church-Missouri Synod
 36 and willing to become a member of the Evangelical Lutheran Church of Saint Lorenz.

Appendix K. - Preschool Teacher/ Director

POSITION DESCRIPTION - Preschool Teacher/Director

The position of Preschool Teacher/Director at My Lutheran School includes the following duties and responsibilities:

A. CLASSROOM

This position requires the preparation, teaching and evaluation of all assigned classes. This position also requires leadership in the area of preschool programming and administration. The number of students in this classroom is determined by the principal as per the Board of Education Policy.

B. ADDITIONAL SCHOOL AND PARISH RESPONSIBILITIES

The teacher:

1. Is responsible for playground, corridor, lunchroom and other supervision as assigned.
2. Is responsible for making reports to parents, written and oral.
3. Is responsible for assisting with special school programs, services, projects and co-curricular activities as assigned.
4. Attends all faculty meetings.
5. Attends all teacher conferences.
6. Attends all parent-teacher meetings.
7. Coordinates the Preschool and Young Fives programs
8. Recruits potential students for the Preschool programs

C. ADJUSTMENTS TO POSITION DESCRIPTION

Through the course of the planning for the new school year adjustments may be necessary in this position description. Such adjustments will be made at the direction of the principal following discussion with the teacher and will be noted on this document. Should the teacher be dissatisfied with the decision of the principal the final decision is made by the Board of

- 1 Education.
- 2 **D. PERFORMANCE REVIEW**
- 3 Annual. The principal will provide the Board of Education with a summary of the evaluation no
- 4 later than June 30 each year.
- 5 **E. QUALIFICATIONS**
- 6 Minimum: Bachelor's degree and a valid Michigan Teaching Certificate.
- 7 **F. CHURCH QUALIFICATIONS**
- 8 Minimum: a member of the Lutheran-Church Missouri Synod
- 9 a member or willing to become a member of My Lutheran Church
- 10 Preferred: on, or eligible to be on, the roster as a Commissioned Minister of Religion
- 11 **G. ACCOUNTABILITY**
- 12 The teacher is accountable to the school principal and is subject to all current Board of
- 13 Education policies.

14 **Appendix L. - Teacher Young Fives/Storytime**

15 **POSITION DESCRIPTION - Teacher Young Fives/Storytime**

16 The position of Teacher Young Fives & Story Time at My Lutheran School includes the following

17 duties and responsibilities:

- 18 **A. CLASSROOM**
- 19 This position requires the preparation, teaching and evaluation of all assigned classes. The
- 20 number of students in this classroom is determined by the principal as per the Board of
- 21 Education Policy.
- 22 **B. ADDITIONAL SCHOOL AND PARISH RESPONSIBILITIES**
- 23 The teacher:
- 24 1. Is responsible for playground, corridor, lunchroom and other supervision as assigned.
- 25 2. Is responsible for making reports to parents, written and oral.
- 26 3. Is responsible for assisting with special school programs, services, projects and co-
- 27 curricular activities as assigned.
- 28 4. Attends all faculty meetings.
- 29 5. Attends all teacher conferences.
- 30 6. Attends all parent-teacher meetings.
- 31 **C. ADJUSTMENTS TO POSITION DESCRIPTION**
- 32 Through the course of the planning for the new school year adjustments may be necessary in this
- 33 position description. Such adjustments will be made at the direction of the principal following
- 34 discussion with the teacher and will be noted on this document. Should the teacher be
- 35 dissatisfied with the decision of the principal, the final decision is made by the Board of
- 36 Education.
- 37 **D. PERFORMANCE REVIEW**
- 38 Annual. The principal will provide the Board of Education with a summary of the evaluation no

1 later than June 30 each year.

2 **E. QUALIFICATIONS**

3 Minimum: Bachelor's degree and a valid Michigan Teaching Certificate.

4 **F. CHURCH QUALIFICATIONS**

5 Minimum: A member of the Lutheran-Church Missouri Synod

6 A member or willing to become a member of My Lutheran Church

7 Preferred: On, or eligible to be on, the roster as a Commissioned Minister of Religion

8 **G. ACCOUNTABILITY**

9 The teacher is accountable to the school principal and is subject to all current Board of

10 Education policies.

11 **Appendix M. - Kindergarten Teacher**

12 **POSITION DESCRIPTION - Kindergarten Teacher**

13 The position of Kindergarten teacher at My Lutheran School includes the following duties
14 and responsibilities:

15 **A. CLASSROOM**

16 This position requires the preparation, teaching and evaluation of all assigned classes.

17 The number of students in this classroom is determined by the principal as per the Board
18 of Education Policy.

19 **B. ADDITIONAL SCHOOL AND PARISH RESPONSIBILITIES**

20 The teacher:

- 21 1. Is responsible for playground, corridor, lunchroom and other supervision as
22 assigned.
- 23 2. Is responsible for making reports to parents, written and oral.
- 24 3. Is responsible for assisting with special school programs, services, projects and co-
25 curricular activities as assigned.
- 26 4. Attends all faculty meetings.
- 27 5. Attends all teacher conferences.
- 28 6. Attends all parent-teacher meetings.
- 29 7. Coordinates curriculum with the other kindergarten teacher
- 30 8. Is responsible for documentation of the kindergarten curriculum.

31 **C. ADJUSTMENTS TO POSITION DESCRIPTION**

32 Through the course of the planning for the new school year adjustments may be
33 necessary in this position description. Such adjustments will be made at the direction of
34 the principal following discussion with the teacher and will be noted on this document.
35 Should the teacher be dissatisfied with the decision of the principal the final decision is

- 1 made by the Board of Education.
- 2 **D. PERFORMANCE REVIEW**
- 3 Annual. The principal will provide the Board of Education with a summary of the
- 4 evaluation no later than June 30 each year.
- 5 **E. QUALIFICATIONS**
- 6 Minimum: Bachelor’s degree and a valid Michigan Teaching Certificate.
- 7 **F. CHURCH QUALIFICATIONS**
- 8 Minimum: a member of the Lutheran-Church Missouri Synod
- 9 a member or willing to become a member of My Lutheran Church
- 10 Preferred: on, or eligible to be on, the roster as a Commissioned Minister of Religion
- 11 **G. ACCOUNTABILITY**
- 12 The teacher is accountable to the school principal and is subject to all current Board of
- 13 Education policies.

14 **Appendix N. - German Teacher**

15 **POSITION DESCRIPTION - German Teacher**

16 The position of German teacher at My Lutheran School includes the following duties and

17 responsibilities:

18 **A. CLASSROOM**

19 This position requires the preparation, teaching and evaluation of all assigned classes.

20 The number of students in this classroom is determined by the principal as per the Board

21 of Education Policy.

22 **B. ADDITIONAL SCHOOL AND PARISH RESPONSIBILITIES**

23 The teacher:

- 24 1. Is responsible for playground, corridor, lunchroom and other supervision as
- 25 assigned.
- 26 2. Is responsible for making reports to parents, written and oral.
- 27 3. Is responsible for assisting with special school programs, services, projects and co-
- 28 curricular activities as assigned.
- 29 4. Attends all faculty meetings.
- 30 5. Attends all teacher conferences.
- 31 6. Attends all parent-teacher meetings.
- 32 7. Is to engage My Lutheran student in community German activities
- 33 8. Assist the pastors in planning (2) German services for student participation.
- 34 9. Is responsible for documentation of the German curriculum.

- 1 and co-curricular activities as assigned.
- 2 4. Attends all faculty meetings.
- 3 5. Attends all teacher inservice programs and conferences.
- 4 6. Attends all parent-teacher meetings.
- 5 7. Assists in scheduling the gymnasium in cooperation with the athletic director
- 6 and principal.
- 7 8. Is responsible for all athletic equipment used in physical education.
- 8 9. Is responsible for documentation of the physical education curriculum as
- 9 instructed by the principal.

10 E. **PERFORMANCE REVIEW**
11 Annual. The principal will provide the Board of Education with a summary of the
12 evaluation no later than June 30 each year.

13 F. **QUALIFICATIONS**
14 Minimum: Bachelor’s degree with an emphasis in Physical Education and a valid
15 Michigan Teaching Certificate

16 Preferred: Master’s degree in Physical Education

17 G. **CHURCH QUALIFICATIONS**
18 Minimum: a member of the Lutheran-Church Missouri Synod
19 a member or willing to become a member of My Lutheran Church

20 Preferred: on, or eligible to be on, the roster as a Commissioned Minister of
21 Religion

22 H. **ADJUSTMENTS TO THE POSITION DESCRIPTION**
23 Through the course of planning for the new school year adjustments may be
24 necessary to this position description. Such adjustments will be made at the direction
25 of principal following discussion with the teacher and will be noted on this document.

26 Should the teacher be dissatisfied with the decision of the principal the final decision
27 is made by the Board of Education.

28 I. **ACCOUNTABILITY**
29 The teacher is accountable to the school principal and is subject to all current Board
30 of Education policies.