

St. Matthew's Lutheran School: Teacher Handbook 2010-2011



St. Matthew's Evangelical Lutheran School would like to acknowledge the following resources used to make this handbook.

- St. John's Evangelical Lutheran School Teacher Handbook, Sparta, WI
- Making the Pieces Fit A Resource Book for WELS Principals
- Divine Savior Academy, Florida; St. Matthew's Lutheran School Parents' Handbook
- Second Wind Diagnostic Visit Report; and the State of Minnesota

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Teacher's High Calling

We, as teachers, should bear in mind the wonderful work which God has placed in our hands. We all have a high calling from the Lord, the glorious work of leading little lambs to Him. This blessed work of sharing the glorious Gospel message with the souls entrusted to our care also enables us to teach all academic subjects in the light of His Words. God has chosen us over all others to teach at St. Matthew's Lutheran School. This is truly a humbling, yet joyous thought. May God ever be with us, strengthening and blessing us as He has promised.

Our Responsibilities as Called Workers in the Lord's Kingdom

- † Our loving Savior, Jesus Christ, gave his disciples the command to teach all nations (*Matthew 28:19-20*). To this work He has called us. We are responsible to Him.
- † Through a divine call, St. Matthew's congregation has called us to care for the lambs of Christ in its midst, asking for our assistance in their Christian training in whatever way they may require. Thus, we are responsible to the congregation and the school families.
- † Our call is to teach and train the children blood-bought souls of Christ at St. Matthew's Lutheran School. We are to assist in bringing them up in the training and instruction of the Lord. We are, therefore, committed to the children and their education..
- † Our principal has been called as administrator of St. Matthew's Lutheran School. It is his responsibility to carry out the policies established by the Board of Education and the congregation. It is our responsibility to cooperate with him as one who will help us to do our best in caring for His lambs.
- † Our pastor is the shepherd of the entire flock at St. Matthew's. This includes the teachers and staff. Since he is responsible for all the souls at St. Matthew's, including the young, we work closely with the pastor because we teach the younger souls.
- † As called teachers of St. Matthew's congregation, our primary goal is to make young souls wise for salvation. Providing a high quality education is also of great importance. We certainly will want to share equally in carrying out this most blessed work. In this work, we are responsible to each other for the sake of unity and harmony. As members of the calling congregation, the teachers, as appropriate, will be active in church and school activities and continued educational training. It is the love of Christ that should cause us to fulfill these responsibilities.

In extending this call to you, we solemnly charge you as follows:

- † To instruct and train the children entrusted to you diligently and faithfully in the chief truths of the Word of God as they are revealed in the Scriptures and set forth particularly in the Small Catechism of Martin Luther;
- † To teach the children thoroughly also the elementary branches of learning in the spirit of the gospel;
- † To maintain Christian discipline in the school;
- † To serve the congregation as an example by your Christian conduct;
- † To endeavor earnestly to live in Christian harmony with the pastor;
- † To submit to the supervision of the Principal and Board of Education who are responsible for the conduct of the school, and with the help of God to do everything within the limits of your call for the general advancement of the Kingdom of Christ; and
- † To assist also, as the present circumstances of the congregation require, as listed in the call.

Code of Ethics for Minnesota Teachers

As members of the teaching profession we want to consider guidelines set forth for licensed teachers in Minnesota which will also apply to our calling at St. Matthew's.

Standards of professional conduct

- A teacher shall provide a quality education.
- A teacher shall provide professional education services in a nondiscriminatory manner.
- A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- A teacher shall delegate authority for teaching responsibilities only to licensed personnel (for St. Matthew's this shall be synod approved).
- A teacher shall not deliberately suppress or distort subject matter.
- A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- A teacher shall not knowingly make false or malicious statements about students or colleagues.
- A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position (for St. Matthew's faculty this shall be a call).

Position Title: Principal

Reports to the Board of Education

God has called you to serve him as a minister of the gospel. In your life of thanksgiving, praise, service and obedience to God, and as a Christian teacher you will have many responsibilities. May you be strengthened in knowing that God will bless your efforts as you carry out the responsibilities put before you. The Principal shall create a school environment favorable to learning, in order to provide children access to quality education with high academic and spiritual standards, for the purpose of developing responsible Christian students with the skills and behaviors necessary for lifelong learning, higher education and employment.

Duties and Responsibilities

1. Most important, you are responsible to the Lord.
2. Be faithful to His Word.
3. Every aspect of your educational program will reflect its distinctively Christian nature.
4. Use wisely the time and talents God has given you.
5. Supervises the called teaching staff and all other school employees and volunteers.
6. Participates in church leadership by working cooperatively with the pastor and the Church Council.
 - a. Works with the pastor to maintain the role of the school in the ministry of the church.
 - b. Meets regularly with the pastor to participate in unified church planning.
 - c. Meets regularly with the pastor to plan participation in school activities.
7. Prepares reports required by local, state, national and district officials and keeps current files of reports.
8. Promotes the school and encourages parents to enroll their children in the school through a program of child accounting.
9. Sends school news to parents regularly,
10. Prepares/maintains school handbook, faculty handbook, etc.
11. Enrolls students in accordance with policies established by the Board of Education.
12. Oversees the ordering and purchasing of school materials and equipment and keeps a complete inventory of these materials and equipment.
13. Oversees the collection of all monies as directed by the Board of Education and maintains an accurate financial record.
14. Consults with the Board of Education chairman on meeting agendas.
15. Communicates the decisions of the board to teachers, students and parents.
16. Advises the congregation on school finances.
17. Prepares the school calendar.
18. Arranges regular and purposeful meetings of teachers and as needed, the non-teaching staff.
19. Uses the available media to publicize the school to the community.

20. Advises and coordinates the activities of the parent-teacher organization.
21. Serves on or places representatives on committees and organization.
22. Works with the local school district in carrying out busing, special services, shared time programs, etc.
23. Develops programs of curricular study and improvement.
24. Promotes professional growth of the staff.
25. Supervises the instructional program of the school so that the philosophy and curricular objectives are fulfilled.
26. Carries out the Team Ministry Process for the school.
27. Maintains the standard on behavior established for the school and works with the teachers and staff to maintain those standards.
28. Provides an effective guidance program.
29. Helps the Board of Education develop and implement policies.
30. Represents the needs of the staff before the board.
31. Plays a leading role in securing qualified personnel for the school and orienting new staff members.
32. Assigns extra duties and orients new personnel to those special duties.
33. Demonstrates concern for the progress of each child.
34. Establishes good rapport with the students through openness with them and fair treatment in handling problems that arise.
35. Supervises school time schedules for coordination and smooth operation of the instructional program.
36. Has release time from teaching responsibility, the amount to be mutually determined each year by the principal and the Board of Education.
37. Works with the appropriate board for the safety and good maintenance of all facilities.
38. Supervises custodians in the safety, cleaning, and good maintenance of all facilities and reports any personnel problems to the appropriate board (at St. Matthew's this involves the Building and Grounds committee).
39. Performs all other duties as Board of Education and congregation determine.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each of the above essential duties satisfactorily. Additional qualifications include, but are not limited to, the following:

- Filled with the Holy Spirit
- Certified by the Synod
- Degree in Education
- Experience in classroom teaching
- Membership at St. Matthew's Lutheran Church, Winona, MN
- Certified in CPR/First Aid

The information contained in this job description is not an exhaustive list of duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Correctional Guidelines for Teachers

It is the responsibility of the principal to translate these general guidelines into specific behaviors and examples and to clearly articulate them to the teacher being assisted. By doing this, specific professional behaviors can be detected, diagnosed, discussed and evaluated in time. Developing specific behaviors and examples of such behavior will also better enable the principal and teacher to come up with a clear plan of action that is needed.

It is the intent of these guidelines to provide systematic and God-pleasing procedures. The spirit of Christian love; as well as Matthew 18 is followed in these steps:

General Guidelines

1. All efforts are aimed at assisting teachers to improve the performance of their public ministry for the welfare of children and to the glory of God.
2. Spiritual concerns are a primary consideration. Studying appropriate portions of Scripture is an integral part of the process of assisting educators in their ministry.
3. All documentation must stress facts and observable behavioral outcomes.
4. All documentation should be dated and initialed by both the principal and the teacher involved.
5. All plans of actions should list observable behavioral outcomes.
6. Involve others in counseling and intervention procedures.
7. Summarize all meetings in writing.
8. Act to insure due process and fairness.
9. Pray for guidance and patience.
10. Always remember that the pastor is a key resource when dealing with a problem teacher.
11. Always follow the Matthew 18 model when dealing with erring teachers.

Position Title: Called Teacher

Reports to the Principal

God has called you to serve him as a minister of the Gospel. In your life of thanksgiving, praise, service and obedience to God, and as a Christian teacher you will have many responsibilities. May you be strengthened in knowing that God will bless your efforts as you carry out the responsibilities put before you. The Called Teacher shall create a classroom environment favorable to learning in order to provide children a quality education with high academic and spiritual standards. Developing responsible Christian students with these skills and behaviors is necessary for lifelong learning, higher education and employment.

Duties and Responsibilities

1. Most important, you are responsible to the Lord..
2. Be faithful to His Word.
3. Every aspect of your educational program will reflect its distinctively Christian nature.
4. Use wisely the time and talents God has given you.
5. You are to be responsible for your student's spiritual and academic development.
6. Keep the home-school connection strong.
7. Communicate regularly and cooperate fully with parents as you assist them with their child's educational and spiritual development.
8. Apply the word of God to student lives so they grow in grace and knowledge of Jesus Christ.
9. Motivate them with the gospel to develop their God-given gifts.
10. Encourage them to become productive Christian citizens who glorify God by serving others.
11. Use those precious teaching moments in academic subjects to apply the truth of God's Word.
12. Seek to strengthen your Christian camaraderie as teachers by being responsible to one another and coming together for fellowship and fun.
13. As Christian teachers be in the Word by studying it, applying it and living it.
14. Be effective discipliners of students in your charge following the guidelines of the discipline policy.
15. Be alert to potential conflict and direct students to resolve conflicts.
16. Use the Gospel to motivate students toward Christian behavior.
17. Evaluate and address special student needs with parents and if appropriate a counselor.
18. Strive to meet the needs of both gifted and talented students as well as students who may need remedial assistance.
19. As spiritual leaders of the school, set the example by faithfully attending as many spiritual growth activities in the church and school community.
20. Partner with school families to support them in the Christian training of their children.
21. Foster a Christian Education to all students in accordance with God's Word.

22. Demonstrate proficiency in the following (but not limited to) standards.
 - Teachers know the subjects they are teaching.
 - Teachers know how children grow.
 - Teachers understand that children learn differently.
 - Teachers know how to teach.
 - Teachers know how to manage a classroom.
 - Teachers communicate well.
 - Teachers are able to plan different kinds of lessons.
 - Teachers know how to test for student progress.
 - Teachers are able to evaluate themselves.
 - Teachers are connected with other teachers and the Church.
23. Professionally perform assigned teaching and supervisory duties (Call).
24. Maintain timely and accurate records of daily attendance, church attendance, monies collected, etc as required.
25. Keep an accurate inventory of all equipment, books and supplies which they are responsible for (Inventory is taken each spring with inventory sheets available in school office).
26. Assist and cooperate with the Principal in the supervision of students to maintain order and discipline throughout the school.
27. Attend meetings which are called by the Principal and/or Board of Education.
28. Maintain confidentiality of all student and staff information and records.
29. Be knowledgeable and follow all school and church policies.
30. As a representative of the school and church; deal with the public and school employees in a courteous and professional manner.
31. Perform all other duties as the Principal, Board of Education, and congregation determine.
32. Review and interpret the results of the standardized testing results to identify potential areas of improvement and communicate the test results to the Board of Education, principal, and parents.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each of the above essential duty satisfactorily. Additional qualifications include, but are not limited to, the following:

- Proper Education - Graduate of Martin Luther College or Synod Certified
- Academic skills
- Reasoning ability
- Technology skills
- Physical demands
- Maintain proper work environment
- Certified in CPR/First Aid

The information contained in this job description is not an exhaustive list of duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Board of Education

St. Matthew's Lutheran School's Board of Education consists of the following members: The chairman, who is a member of the Church Council, another elected member of the Church Council and three laymen appointed by the Church Council. The pastor and principal of St. Matthew's are ex-officio members of the Board.

Faculty members may attend each monthly meeting.

Meetings are held one time per month.

Faculty Meetings

Faculty meetings are held each morning for a devotion and pertinent information for the day. Regular faculty meetings to discuss matters pertaining to curriculum, school policy, pupils, special events, or other issues pertaining to matters of the school will be scheduled monthly. Periodic meetings of the faculty take place as announced for in-service purposes or professional growth.

Dress Code

All teachers should be dressed neatly and in proper clothing fitting the occasion. They are to be good examples of proper Christian behavior, and this includes their dress. Refer to the dress code in the St. Matthew's Student Handbook.

Mandatory Reporting / Reporting of Maltreatment of Minors

Per the Minnesota Statutes Subdivision 1 Public Policy. The legislature hereby declares that the public policy of the state is to protect children whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse. A person who knows or has reason to believe a child is being neglected or physically or sexually abused within in the preceding three years, shall immediately (defined as soon as possible but in no event longer than 24 hours) report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, or the county sheriff.

www.revisor.mn.gov/statutes/?id=626.556

Teacher Late Arrival/ Illness

If it is necessary for the teacher to be late, he/she should inform the principal so that adjustments in the classroom can be made. In case of illness or other inability to perform regularly assigned duties, the principal should be informed the night before, if possible, or as soon as possible in the morning. It is the principal's duty to assign a substitute for an absent teacher or approve the procuring of a suitable substitute.

Evaluations

Regular evaluations of all teachers will also be taken and kept on file. If St. Matthew's ministry is being deliberately hindered by any teacher, official records will be taken and put into that teacher's cumulative file. The Board of Education will have official say over such issues.

Federal and State Aid

Our school receives federal and state aid in the following areas: hot lunch program, free busing for all students living in excess of one mile from the school, guidance and counseling, health services, and textbooks and workbooks through District #861.

Teamwork

The school staff is to commit themselves to helping children and others to grow spiritually and academically. Key relationships with Christ, family members, and with one another are of great importance. They accept one another's differences, are thankful for one another's gifts, and respect one another's ideas. The spiritual welfare of one another is the motivation for words and actions. We all have one great calling, let no trivialities harm the Lord's work. Christ-like love flourishes in the school that is able to accomplish this. Matthew 18:15-17.

Resource book for WELS Principals

Treat students, parents, visitors, volunteers, and all staff members with the utmost respect one hundred percent of the time. Remove all sarcasm, intimidation, or condescension in conversation, tone of voice, or other interactions, even when the intentions are good. Remember Paul's words in Ephesians 5:22-26.

Second Wind Diagnostic Visit Report

Conflict Resolution

Unfortunately, due to our sinful human nature conflicts can sometimes occur. In dealing with a conflict, please remember to always act in a Christian manner. Colossians 3:16. Treat each other with love and respect. Please follow the procedures set here keeping in mind Matthew 18:15-17.

Dealing with Conflict Resolution

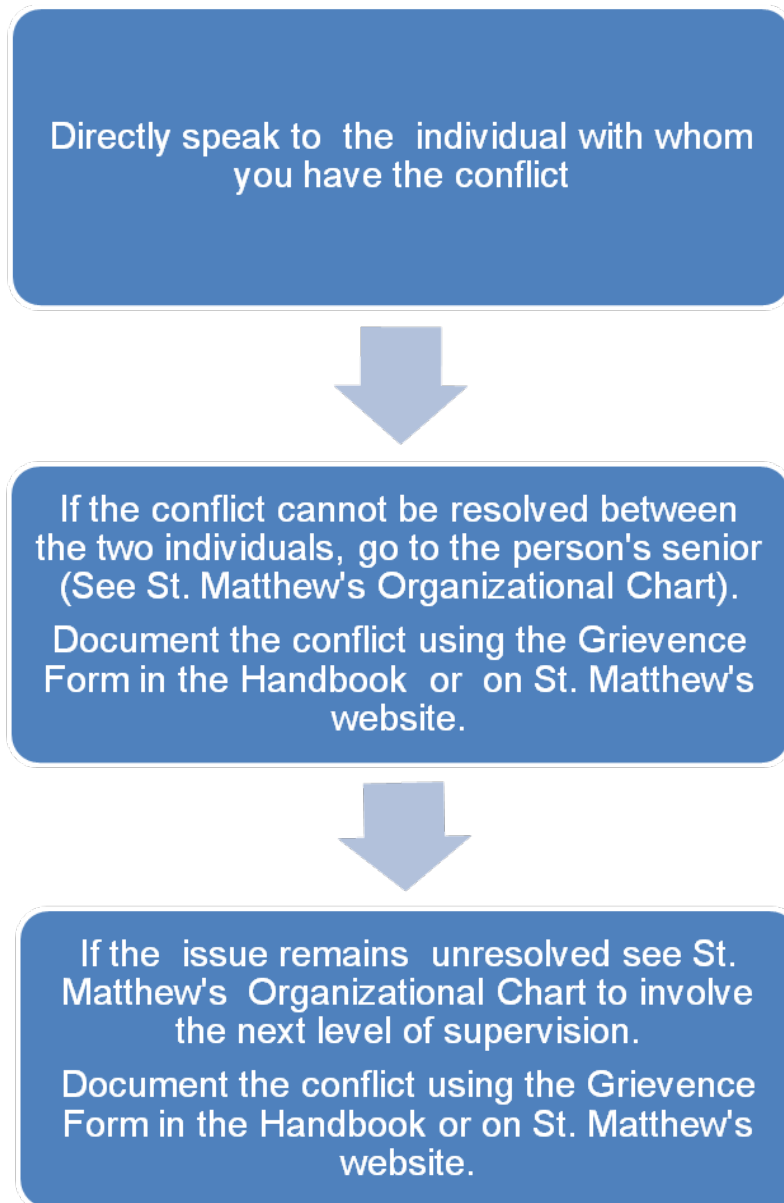
Many relational conflicts may develop within the school community, including teacher-student, teacher-teacher, teacher –parent, principal –teacher, pastor – principal –teacher, and staff – families. Despite the variety of potential conflicts, the basic process for resolving these conflicts remains constant. The Lord in his wisdom provides clear guidelines in Matthew 18.

Consider the following suggestions for dealing with people in conflict:

1. **Be decisive.** Gather enough information to understand the conflict or potential conflict, and then act quickly.
2. **Encourage people to resolve their own differences**, but help to get the process started. Direct individuals to resolve conflicts one-on-one, thus reinforce the first step in Matthew 18.
3. **Use others in authority for assistance.** Use St. Matthew's organizational chart to identify who to go to for assistance when a lack of resolution may damage the school's ministry. Those in authority should do the following:
 - **Focus disagreeing parties on the importance of the school's ministry.** Encourage individuals to remain calm, present their cases in a non-confrontational manner, listen to one another, compromise, and practice Christian love.
 - **Help individuals who cannot agree** on an issue to "agree to disagree" and to continue to treat each other with respect and consideration.
 - **Remain emotionally detached** when working through conflict resolution. A calm, concerned, professional approach can defuse a potentially volatile situation. Keep personal anger in check. Remain positive and enthusiastic about the school's ministry, keeping members of the community focused on the blessings God has given rather than on the negative situation.

School/Church discipline procedure will be enforced when one party refuses to resolve a conflict and uses the conflict to undermine the school's ministry.

Conflict Resolution Flowchart



Christian Counseling

St. Matthew's Lutheran School is happy to recommend to our families, faculty and staff the services of trained professional Christian counselors.

Calendar

A proposed calendar for the coming school year is presented to the faculty in the spring by the principal for approval. The calendar is then presented to the Board Education for final approval. Minor changes in the calendar may be made with the knowledge and approval of the Board Education.

A printed copy of the calendar is given to parents at the beginning of the school year. Teachers should keep a copy on hand for quick reference.

Teacher Planning

Subjects are to be blocked out for the year. A copy must be submitted to the principal. Planning sheets with all the dates will be provided. Teachers will check their plans each quarter to see how they are progressing.

Lesson plans are made on a weekly basis. Plan books will be provided if you wish them, or forms may be copied on the copier. Your plan for each lesson should include 1) the aim, 2) the objectives, 3) materials to be used, including the pages in the text, and 4) the assignment. Be brief, yet complete.

The teacher's plans should be left in the classroom in such a place that a substitute would be able to find them easily. The substitute teacher will make every effort to keep normal classroom flow. A "Substitute Teacher" file should be kept on teacher's desk to guide the substitute throughout any school day.

Daily Schedule

Each teacher must submit one copy of his/her classroom schedule for approval to the principal and Board of Education at the beginning of the school year. This information is of benefit to the principal/evaluator who will be visiting the classrooms during the course of the school year. You should also deliver the copy when you make home visits to each family.

Home Visits

Teachers will visit the homes of her/his students before the new school term begins. If this is not possible home visits should be made within the first month of school.

Parent-Teacher Organization

St. Matthew's PTO meets regularly during the school year. The schedule is established at the beginning of each year by the PTO Program Committee. The Program Committee consists of one pastor, one faculty member, and the officers of the PTO. The proposed program is approved by the PTO at its first meeting in the fall. The meeting schedule is coordinated with the school calendar.

Parent-Teacher Conference

Teachers meet with parents at the end of the first and third quarter of the school year to discuss the educational welfare of the individual students. Additional conferences are optional. A scheduling form is sent home with all students prior to the consultation. When these forms have been returned, a consultation schedule is made and the parents are informed of the time they are to meet with their child's teacher.

Supplies

All supplies are purchased as needed. The supplies are stored in designated areas throughout the school. Any supplies ordered by teachers for items not regularly purchased must have the approval of the principal.

Permanent Records

Each teacher is to keep the child's cumulative record up to date and complete. A registration form will be filled out by the parents for any child entering St. Matthew's Lutheran School. These forms are kept in the student's cumulative file.

Teachers have a card for each child with emergency contact information. The information on these is to be up-dated at home visits. Immunization forms must also be on file in the health office for each child so that the nurse has them available to check over whenever the government requires it. Legal action is to be taken against any parents who refuse to file the immunization form/waiver.

Report cards will be used to report to parents the student's progress. The file copy of the form remains in the school for permanent records. Parents will receive their copy of the report card prior to consultation times.

The cumulative folders for the students are kept with the class and are passed to the next teacher. The cumulative folder should contain standardized testing results for any student having completed 3rd-8th Grade. Records will be updated annually as they become available.

You may also put into the folder any information you feel would be helpful to future teachers of the child. Some information, especially if it is of a personal nature, may be removed when the child moves to another school and the cumulative folder goes with him or her.

Testing

To insure a high standard of instruction, our school has adopted the Synod's suggestion for standardized testing. Completed answer sheets are to be organized and sent to the scoring service. The results of these tests will be recorded in the child's cumulative folder and should be carefully studied by the teacher to identify areas needing improvement. Teachers are cautioned not to place too much emphasis just on the test results as they are only one tool used to evaluate student progress.

Grading System

Teachers are to grade each child objectively. St. Matthew's Lutheran School faculty members are encouraged to use the following system of grading.

96-100 =	A	85-87 =	B-	74-76 =	D+
93-95 =	A-	83-84 =	C+	72-73 =	D
91-92 =	B+	80-82 =	C	69-71 =	D-
88-90 =	B	77-79 =	C-	0-68 =	F

In addition, teachers may subjectively grade using the S (satisfactory) and U (unsatisfactory) systems for such subjects as Art, Music, and Physical Education.

Church Attendance

Church attendance is recorded weekly to keep in the child's mind the importance of being in God's house every week. Teachers should use the prepared cards to record attendance. These cards should be sent home each quarter with the report cards as a reminder of the

importance of regular church attendance. Copies of the church attendance records are shared with area pastors. The complete record is placed in the class file at the end of the year.

Report Cards

Report cards are issued quarterly in grades K - 8. The actual number of days per quarter will be announced prior to completing the report cards. Teachers and pastors who are involved in departmentalized teaching should provide grade averages to their colleagues in a reasonable amount of time in advance of report cards being issued.

Be sure to save samples of the pupils' work as a reference point for Parent-Teacher consultations.

Indicate next year's grade placement on the report cards at the end of the fourth quarter.

Health Certification

A school nurse and aide will visit our school. The school nurse will be responsible for vision, hearing and scoliosis screening, consultation with the faculty and individual students on health or related problems, assistance with health education programs, etc.

The school maintains health records for each student. These records are filed in the nurse's office on the second floor. All health related information should be filed immediately in the nurse's office. A physical examination is required of all pupils prior to entrance into kindergarten and seventh grade.

First Day of School

On the first day of school, the children will go directly to their respective classrooms. The school year begins with a worship service conducted by one of the area pastors. Teachers should have their students ready to enter church by the appointed time. At the end of the service, the children will return to their rooms, and the day will continue as scheduled.

Before School

Teachers should be at school no later than 7:00 AM for faculty devotion, and should be in

their classrooms by 7:15 AM, or before the first bell rings. If duplicating, gathering of materials, or discussions with other teachers concerning problems needs to be done, the teachers should arrange their schedules accordingly. If the students enter the building before 7:15 AM, they are to wait in the entryway for the bell. The teachers are to remain in their classrooms listening to recitations, answering questions, or visiting with the students. Students are to be in their rooms preparing for the day. Students must have permission to be moving about the school once they have entered the classroom. Before devotions, attendance and lunch count should be taken. The school day begins at 7:45 AM.

Excused Absences

Children are not permitted to leave the school grounds at any time during the school day unless permission is given by a parent or legal guardian (Field trips, Health Care Provider's appointment, etc.). Parents or guardians are to come to the classroom when picking up a student for an appointment. During the school day, students are allowed to leave school only if accompanied by a legitimate supervising adult. A teacher is never to ask a student to run an errand which would require leaving school grounds.

Absenteeism/Tardiness

The permanent and official attendance records are to be kept in each student's cumulative folder.

1. A tardy is marked if the student arrives within 15 minutes late from the beginning of school.
2. Students not in the classroom by the bell marking the beginning of school may be marked tardy.
3. For a normally scheduled class day, a half-day absence is marked if a student arrives after 8:00 AM but is in school for more than 3 ¼ hours.
4. Students will not be marked tardy if their bus is late.
5. Students will not be marked tardy if their bus or car transportation is late due to weather or road conditions.
6. Questions regarding attendance will be referred to the faculty for discussion.

Recess

All children are expected to play outside in good weather during their recess period. If a child is to remain in the building during this period of play for reasons of health, the child's parents should verify it in writing in advance. Each teacher is expected to supervise recess

periods and see that the children are outside. Group recess supervision duty is handled by the faculty on a rotating basis with the schedule made out by the faculty at the beginning of the school year. Any student kept in from recess should have teacher supervision.

Throwing snowballs and "face washing" are not allowed on school grounds.

Recess Rules and Regulations

Recess periods are staggered to eliminate congestion on the playground. Students may play on the parking lot and on High Street during recess times, provided the barricades are properly positioned. The playground behind the school is also to be used for play. Children should stay off the grass of our neighbors. Students are not to leave the playground areas or be permitted to ride their bikes during school hours. Students are to return all equipment on the playground to its proper place for storage.

Teachers are to lead their students to the playground areas. Students are not allowed to run in the halls or on the stairways, nor is loitering allowed in the halls or washrooms. Failure to obey should meet with reasonable punishment. Proper playground supervision is essential to the safety of our children.

Physical Education and Athletics

All children are expected to participate in physical education activities unless they have a health care provider's or parent's written excuse. Students in grades 5-8 are required to provide special clothing for physical education class.

Children in grades 5-8 (with the option of fourth grade) have the opportunity to participate in extra-curricular sport activities. A student should maintain at least a "C-" average in each class to be eligible for these activities. Coaches for each sport, chosen from the current teaching staff or a select group of volunteers, shall be determined by the athletic director and principal at the beginning of the school year.

Students in grades 7-8 are permitted to participate in any sport program available through School District #861 which is not provided by St. Matthew's Lutheran School. All fees and expenses for participation in these programs are covered by the student.

Check the current Athletic Policy for any variations to these guidelines.

Cleanliness/ Teacher Responsibility

The appearance of the classroom is a direct reflection upon the teacher. Teachers are expected to do their part in training their students to keep the classroom neat and clean. Teachers must also remind themselves to daily set a good example. Hallway storage shelves should receive periodic attention; hallway bulletin boards are the responsibility of the teachers and should be decorated throughout the year.

After School

All students prepare for dismissal and have a closing prayer or routine so that they are dismissed by 2:15 PM. If the bus schedule necessitates a change, you will be notified. Teachers are to remain at school at least one half hour after the closing of school unless church/school related duties require them to leave earlier. Other reasons for leaving before one-half hour after the closing of school must be discussed and approved by the principal prior to leaving.

Students are expected to leave the school grounds within 15 minutes of school dismissal with the exception of those who participate in after school activities. Those students waiting for a ride after the time of normal bus or car pick up, are to wait in their classroom or a designated classroom until their ride arrives.

Bus and Car Duty

Teachers are to supervise the departure of buses and cars at the end of the school day as a safety precaution. A pick-up duty schedule shall be determined by the faculty prior to the beginning of the school year.

After School Detention

Students may be detained during recess or after school for assistance with their work or as a disciplinary consequence. Loss of recess should not be a daily/regular classroom punishment. The children need recess to run off stored up energy. If a student is kept after school, please be sure to notify the parents so that arrangements may be made to pick the child up from school.

Fire Drills

Fire drills are held five times throughout the school year. Other emergency drills are held periodically. At the beginning of the school year, drills will be held to help the students become accustomed to the correct procedure. Teachers are responsible for a head count. The students should be told to move calmly with no pushing and to go to the designated areas of safety. Exit information for fire and tornado emergency drills is diagramed and displayed in each classroom.

Emergency Procedures

All accidents and major injuries occurring on school grounds or while under school supervision shall be reported immediately to the school office and the principal. A written accident report must be filed with the school office. The report should include the actions taken at the time and any other pertinent information regarding the incident.

First aid supplies are stored in the nurse's office and the downstairs faculty restroom. No over-the-counter medication, including aspirin or its equivalent, may be taken by a child without a health care provider's written order. Administration of medication must be supervised by an adult.

Recommended Procedure for Emergency and First Aid Care in the School Setting

Make an immediate assessment of the situation to determine nature, seriousness, and location of the illness/injury.

1. Determine course of action, which will reflect both the severity of the injury/illness and the skill of the responder.
2. Call the office and/or immediately send a dependable student messenger to the office with the following information:
 - a. Location of the ill/injured person.
 - b. Type and extent of the injury/illness.
 - c. Description of care being provided, and who is providing care.
 - d. Request for appropriate assistance.
3. Emergency Care/Parental Notification.
 - a. School personnel can give emergency care and notify parents regarding nature and extent of illness/injury and the care provided.
 - b. Emergency care requiring treatment and/or transportation beyond the scope of school personnel, call 911.
4. Have follow-up communication with parents regarding information relating to the nature and extent of illness/injury, care provided.

5. Investigate the cause of reportable accidents. Supervising personnel should insure that any apparatus, equipment, and/or conditions involved in the accident are retained in status quo until the investigation is complete.
6. Follow-up and correct any precipitating factors to an incident. If the situation cannot be corrected immediately, report the condition and its status to the principal.
7. Complete and file a written accident report as soon as possible.
8. Document all assessment and care provided for any student illness/injury including communication with child's family or physician.

Library

St. Matthew's has a wide variety of books in its school library. The librarian and/or staff shall be responsible for the checking out and the return of all books. Reference books are not to be removed from the school building. Our library is not to take the place of a public library but is to be used as a supplement for reading materials available in the school. Children who are unable to take proper care of books will not be allowed to check out books for recreational reading. Children will also be expected to pay for excessive damage to any books. Teachers are allowed to check out a book indefinitely to read to the class but should sign the check out card so the librarian knows who has the book. Library hours will be set up at the beginning of the school year.

Lunch and Milk Program

Current hot lunch and milk prices are announced at the beginning of the school year. Our school participates in a federally-funded hot lunch program and as such must follow certain procedures established by the government. Each family must be properly informed by the school regarding the availability of free or reduced price lunches. This procedure is handled through a letter sent to every family at the beginning of the school year. Our school is reimbursed by the government for those families who qualify for free or reduced lunches.

Lunches include one-half pint of white or chocolate milk. An extra milk is also available for an extra cost. Milk and orange juice are available in the mornings at a nominal cost. Hot lunches are available to all school visitors at a cost to be determined and announced at the beginning of the school year. (Payment of all visitors' lunches are received and recorded separately.)

Grades K-4 and Grades 5-8 of the school will be designated when to eat. Meal prayers are spoken each day.

Lost and Found

Steps are taken to locate the owners of lost or misplaced articles. Unclaimed articles are stored in a box located in the nurse's office and will be disposed of in some way if these articles are not claimed before the end of the current school term. Unclaimed money will be placed in the petty cash fund.

Pictures

An arrangement with a photographer will be made each year so that individual or class pictures can be taken. Pre-school aged children may also have their pictures taken.

A yearbook will be available to the students for purchase near the end of the school year which includes the individual student photos as well as other student activities.

Parties - Birthdays – Holidays

Celebrating special occasions is allowed providing it does not interfere with curriculum objectives or violate our religious principles. Please use common sense and Christian judgment for these occasions. Teachers should inform the principal before making plans for a classroom party.

Christmas

Prior to Christmas, the pastors, teachers, and Sunday School staff of St. Matthew's Lutheran School will review and select a Christmas Eve Service. Rehearsals are held over several weeks in December.

A portion of the last day of school before Christmas recess is used for Christmas parties. The children in each grade may exchange gifts at that time. The faculty will determine the amount the students are to spend.

Teachers are expected to clean their rooms and take down Christmas trees during the Christmas break. The custodian should be consulted in order to coordinate Christmas clean-up with any planned work he has scheduled.

Last Days of School

One of the last days of school is set aside for an all-school activity. Classrooms should have been cleaned. Report cards for grades K-8 are to be completed for mailing after the school year. Report cards are not given to students with any unpaid bills (hot lunch, library or book damage fines, etc.) but may be picked up once bills are paid.

End of the Year

The closing days of the school year are always hectic. It is for this reason that teachers must plan ahead and be aware of the many duties facing them. A number of the more important tasks are listed below:

- Take an inventory of all books and give the information to the principal. Include an inventory of supplies and improvements and any items you feel are necessary for the coming year. The year-end checklist provides a form for these inventories.
- Give the cumulative record folder to the child's next teacher.
- Make sure that everything in your classroom is stored in an orderly manner.

Field Trips

To give children a well-rounded education, field trips are sometimes taken. While taking field trips is strongly encouraged, there are a few preliminary steps involved in making the venture successful:

1. Permission from the principal and/or Board of Education.
2. Alert the people whom you intend to visit.
3. Inform the parents by means of a note and have signed permission forms on file.
4. Arrange for approved transportation for the children.
5. Write a letter of appreciation to the host, if appropriate.

Graduation

Our school's eighth graders are formally graduated in a special church service at the close of the school year. The class is introduced by the principal and the distribution of diplomas is the responsibility of the chairman of the Board of Education. The graduation address is given by a local pastor. The children of St. Matthew's Lutheran School will sing during the service. All seventh graders and their parents are responsible for decorations and a

reception which follows the graduation service. A special graduation bulletin containing the order of service, names of the graduates, class colors, class flower, class hymn, and class speaker shall be given to all who attend the service. Members of the Board of Education are requested to be in attendance at the graduation service.

Mission Program

The faculty will decide the Mission Program for the current school year.

Envelopes for this special collection should be distributed to the students. An ample supply of mission envelopes will be made available.

Student Discipline

All discipline is to be carried out in a positive and constructive manner. The welfare of the students demands that the Christian disciplinary measures aim to develop pupil self-discipline, self-direction, and self-control.

Student discipline will be applied according to the Discipline Policy in the student handbook.

The following are suggestions which will help avoid disciplinary problems:

1. Organize the school work in such a manner as to keep pupils busy with worthwhile tasks every minute of the class period. Have appropriate assignments, which will occupy most of the children's remaining time at school. Encourage students to go right into their assignment after class.
2. Create opportunities for pupils to cooperate in activities for the good of the class and school.
3. Plan to use the surplus energy of the pupils in directed play activities.
4. Keep the number of rules to a minimum and make only those rules which you are able to enforce. Enforce all rules consistently.
5. Avoid showing favoritism.
6. Be firm from the start.
7. A teacher is to be present when the children are engaged in play activities during recess.
8. As much as possible, determine the activities for a recess before leaving the classroom.
9. Promote and encourage academic progress; if necessary, suggestions may be needed for parents to use at home. Parent and teacher cooperation and communication are essential for a quality school year.

Public Relations

Your relationship with the students is an important example of good Christian witnessing and modeling. Administrator and faculty members should take the initiative to establish and maintain good positive working relationships with parents. Seek to greet and converse with them at every opportunity. Welcome them into the classroom and encourage their participation in the education process. Willingly and eagerly share information with them about their child's progress by using notes, phone calls, face to face communication to report test scores, grades, and other aspects of their child's school performance. Clearly express real concern and love for them and their children.

The internet web page for each class should be updated weekly and e-mail could be used as another means of open communication between the home and school. Teacher produced notes should be submitted to the principal as a point of information.

Fully and respectfully hear all parents. Do not ignore or brush aside their concerns but give them serious consideration, act upon them, or explain why no action is appropriate or possible.

Identify and share with parents the proper steps for resolving a concern. Encourage parents to apply the Biblical principles of Matthew 18. If a difference is not settled, encourage parents to use the Grievance Process of St. Matthew's.

Second Wind Diagnostic Visit Report

Homework

General recommendations for homework are 10 minutes per grade starting at first grade.

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