

Purpose of This Handbook

The purpose of this handbook is to provide all members of the faculty with a concise and orderly guide to the policies and procedures of St. Matthew's Lutheran School. It is hoped that such a guide will make it easier for new teachers to adapt themselves to their work at St. Matthew's, and will serve as a reminder to existing faculty members.

Administration

Board of Education - The board of education has the constitutional responsibility of making the policies which govern the educational endeavors of St. Matthew's Lutheran Church. The board consists of five elected laymen, one of whom is elected as chairman. The chairman represents the board on the church council. The pastors and principal are advisory members of the board.

Principal - The principal is a called servant of the congregation. His general responsibility is to carry out the policies, plans, and decisions of the board of education. In order to carry out his responsibilities it is necessary that he...

1. serve as chairman of faculty meetings;
2. supervise the school's curriculum which includes textbook adoption;
3. delegate assignments;
4. visit each teacher's classroom regularly;
5. make regular reports to the board of education, church council, and congregation;
6. prepare the school budget;
7. supervise the keeping of accurate records (financial and pupil); and
8. establish the school calendar together with the faculty.

Curriculum

Curriculum Development - By writing and reviewing curriculum objectives, and by the selecting textbooks, the faculty will establish the curriculum for the school.

Text Book Replacement - Our school has traditionally replaced one textbook each year. In that way a major subject area text will be replaced every five or six years.

Testing Program - Our school uses the Metropolitan Skills Test as one means of evaluating the achievement of our students. Tests are given to grades 3-8 in the spring of the year. Results are shared with parents before the close of school. Teachers are to put the results into the students' files. In addition, the third grade takes the state reading test in the spring and the eighth grade takes the state eighth grade test in the spring.

Teachers

As called servants of the congregation, all teachers have the general responsibility to assist parents in the education of their children. In order to fulfill this calling, it is necessary that all teachers...

1. Maintain a record of daily and long-range planning;
2. Establish and carry out classroom procedures, rules, and schedules;
3. Keep accurate records of student progress and attendance;
4. Recognize the parents as the primary source of Christian nurturing for the child and work with them in this task; and
5. Make proper use of the Law and the Gospel when dealing with students.

Staff

Secretary - The secretary's job is really two-fold: she is the "principal's" secretary as well as the "school" secretary. She is the school secretary in that she will do duplicating for all the teachers, call parents to check on absences, and attend to sick or injured children and notify their parents. Although the secretary will be very willing to help with a number of things, the secretary should not be asked to assume a teacher's duties.

Custodian - The custodian is a full-time employee who has a diversified job description. First and foremost, the custodian is to make sure the school is properly and regularly cleaned. The custodian also has responsibility for taking care of "light" maintenance. Although the majority of maintenance is done over the summer months, there will be a need for some maintenance to be done during the school year. All requests for maintenance should be given to the principal who will work with the custodian in making sure they are taken care of as time warrants. Minor requests like replacing a light bulb or getting more paper towels can be referred directly to the custodian.

Lunch Director - The school lunch director plans menus, prepares and serves lunches, and keeps accurate records of monies and participation. Please let the lunch director know in advance if your class will be gone from school (field trip, etc.).

General Considerations for Faculty Members

Absentee Students - Our school requires written notes from students who have been absent. Be sure to get these notes and keep them. At the conclusion of the school year, place them in a marked manila envelope and turn them into the principal. If students are home sick, our parents will usually notify the school about their child's absence from school. If parents do not call, and their child is not in school, our school secretary will phone the home when she sees the child's name on the classroom absentee slip. All teachers must send an absentee slip to the school office each morning (PM for Preschool).

All teachers are to keep track of attendance in their class attendance registers. Mark all full or half day absences (use symbols consistent with others). Teachers should also keep track of tardies in their class attendance registers. If students come in to school more than one hour late, they are considered absent for a half day and not tardy. When students miss school for a doctor's appointment, they are considered absent for a half day if they are gone for more than an hour. If they are gone for less than an hour, nothing is recorded.

Before and After School Responsibilities - Teachers should be in school by 7:30 A.M. each morning. After school, teachers should be in the building until 3:30 P.M. Besides correcting papers and preparing for the next school day, this is a good time for you to be available for parents

papers and preparing for the next school day, this is a good time for you to be available for parents who may want to meet with you. There is also a rotating schedule of after school “door duty”, in which a teacher has the responsibility of supervising after school pickup on the front porch until 2:45 P.M. Doors may be locked at that time. Students that need to wait beyond 2:45 for a ride home should then wait in the classroom of the teacher that has door duty. Before leaving school, all teachers should lock their doors and shut their windows. This is becoming ever more important with the addition of new and expensive computer equipment in the classrooms.

Bookstore - The school bookstore is located in the school office and contains items for sale to our students (teacher supplies are located in the storeroom). If there are items in the bookstore that you need and are not located elsewhere, let our school secretary know so that she can maintain accurate bookkeeping records. You will not need to pay for these items.

Bulletin Boards - Bulletin boards are an excellent educational aid in the classroom. They can present a religious theme or concept and can be used for teaching a secular concept. They also enlighten a room and help convey a learning atmosphere. Make good use of your room bulletin boards. Change them often! Our school has a letter punch machine that will enable you to punch letters during the summer months to save time during the school year. Also remember that you can use the laminator to extend the life of the parts to your bulletin boards. Teachers who share a hall bulletin board need to agree on who will be responsible for changing the board each month.

Chapel Services - St. Matthew’s has all-school chapel services twice a month. There is a morning chapel service, led by one of the pastors, on the first Friday of every month. This service begins at 8:15 A.M. There is also an afternoon chapel service, led by one of the male teachers, on the third Friday of every month. This service begins at 12:15 P.M. Students sit with assigned "chapel buddies."

Church Attendance - Teachers are to keep track of church attendance in their classrooms. This can be done in a variety of different ways, but never in such a way as to degrade or embarrass a student. You may record church attendance in your regular attendance register or on any other form you would like to use. Be as accurate as possible. Record attendance at St. Matthew's, other WELS churches, and other non-WELS churches. Church attendance will be discussed by the faculty periodically. Families that are in church less than 50% of the time are considered delinquent. Appropriate information regarding delinquent attendance is shared with the Board of Elders. Do what you can in your discussions with parents to encourage good church attendance. If one of your families becomes delinquent in their attendance, it is your responsibility to talk with them about this.

Classroom Parties/Presents - There are times throughout the year, especially in the lower grades, when a party is in order. In the past, parties have been held for Christmas, End-of-Year, Valentine's Day, a conclusion to a "special" unit, etc. Remember to use moderation in this area since the primary purpose of your classroom is to educate. Care should be taken with holiday parties because of possible religious and anti-religious connotations associated with them. You may want to discuss some of these things with your class prior to the party.

Each room holds a Christmas party the day before Christmas vacation (usually a half day of school). Presents are given by the teachers on behalf of the congregation to the children. The money for these presents amounts to approximately \$1.50 per student in grades P-4 and \$1.75 per student in grades 5-8. Teachers are responsible for purchasing student gifts. Students also exchange gifts with each other by the "Bring a 'boy' gift or a 'girl' gift method". Students are asked to follow this spending structure: Grades k-4 \$2.00 - \$4.00, Grades 5-8 \$3.00 for donation to WELS agency such as Pregnancy counseling center.

The last day of school is also a time when many classrooms hold parties. Our last day of school is a half day, set aside for clean up and party activities for your class.

Remember, Moms are often very willing to help you with planning and putting on parties!

Copier - The copier in the school office may be used by all school personnel. The school secretary will run copies for you. Get your duplicating requests to the office at least one half day in advance. Generally the school secretary will do all necessary duplicating early in the morning (7:30!), so although you are free to use the copier, make an effort to do so before or after school hours, or if necessary, during the day when the copier is not being used. If the copier is jammed and you aren't sure what to do, don't guess. Wait for someone to help you. During the school year, the copier is on a time that kicks in at 6:00 A.M. and shuts off at 6:00 P.M. if you are working outside of those hours, simply press the "Timer Cancel" button to activate the copier. There should be no need to switch the power on and off.

Discipline - Teachers in the Lutheran Elementary School are called by the congregation to assist parents in the task of "training a child in the way he should go" (Proverbs 22:6). Scripture points out that this training responsibility which God gives us as parents inevitably involves the use of both Law and Gospel. The Law is needed to bring the child to a knowledge of his sins, and the Gospel is needed to bring the child to the knowledge of his Savior from sin and an awareness of the Savior's forgiveness.

The teacher in the classroom acts as a representative and substitute for the parent during the hours of the school day. Teachers, then, will deal with children according to the same directives God gives to parents. The teacher is to employ the Law as a means of bringing the child to see his errors and is then to apply the message of the Gospel to assure the child of God's forgiveness of every sin through Christ. All disciplining in our school is an outgrowth of love for the child. In cases where misconduct continues the following guidelines will be used.

Disciplinary Guidelines

Continued Non-Compliance with School or Classroom Rules

- Step 1 The teacher will notify the parent(s) and meet to plan a course of action.
- Step 2 The teacher, principal, and parent(s) will meet further to discuss the situation and to join in a united effort in disciplining the child.
- Step 3 Disciplinary action will be taken by the school and will be determined by the school's administration.
- Action 1 Loss of all privileges for a period of 5 school days. This includes classroom privileges, field trips, and extra-curriculars.
- Action 2 2 day suspension and loss of privileges as in Action 1.
- Action 3 3 day suspension and loss of privileges as in Action 1.

For example, if a child shows continued non-compliance with classroom rules, the teacher will contact the child's parents in an effort to work together to change the behavior. If the child continues to disobey classroom rules, the parents, teacher, and principal will meet to discuss the situation. If the behavior still continues and another meeting is necessary, the school will take disciplinary Action 1. Further non-compliance would warrant Action 2, etc.

Gross Misconduct

In situations where a child's sinful nature has exerted itself in open rebellion against God's Word, swift and immediate steps need to be taken. The following are considered grounds for disciplinary action: fighting, deliberate truancy, stealing, open defiance or disrespect, vandalism, cheating, use of alcohol, other drugs, or cigarettes. In such cases one of the following disciplinary actions will be taken:

- Action 1 Loss of all privileges for a period of 5 school days. This includes classroom privileges, field trips, and extra-curriculars.
- Action 2 2 day suspension and loss of privileges as in Action 1.
- Action 3 3 day suspension and loss of privileges as in Action 1.

An actual expulsion takes place only after all other attempts have failed and then only with the advice and consent of the Board for Christian Education. For the sake of clarification, it must be stated that expulsion from school is not the equivalent of excommunication from the church.

General School Behavior

In addition to regular classroom rules established by each teacher, the following guidelines have been established to ensure the safety of the students and the physical well-being of the school:

1. At all times, children will walk in the building.
2. No fighting.
3. Keep hands, feet, and objects to yourself.
4. Stay within the prescribed boundaries during recess times.
5. Do not throw snow, stones, sticks, or anything that might be harmful to others.
6. Do not chew gum in school.
7. Food will be eaten in designated areas only.

Dress Code for Students - We do not have a detailed dress code policy. We do, however, expect our students to be CLEAN and MODESTLY dressed. Following are some types of clothing that should not be allowed: beer shirts or shirts with other questionable writing, gym clothing, ripped jeans, etc. Hats should not be worn in the school. Because of the fact that styles and fads come and go it isn't feasible to try to list all the clothing that is objectionable. At all times the teacher will have to judge whether or not the clothing being worn gives offense. Be fair and evangelical in your enforcement of our dress code. You may find it helpful to ask another teacher or the principal for help if you are unsure. In all cases of inappropriate clothing, the parents should be contacted, so that future problems may be avoided.

Dress Code for Teachers - There is no rigid dress code for teachers at St. Matthew's school. However, teachers should follow guidelines similar to the students: clean, modest, and non-offensive. Teachers in the public ministry set an example for students as well as parents, and must dress accordingly. Also, remember that you are a professional, and dress accordingly. There may be days in the spring or fall when the excessive heat dictates the wearing of shorts by the teachers.

Eligibility - St. Matthew's School encourages students to make use of their God-given talents outside of the regular classroom setting. Students who maintain an acceptable level of academic achievement and exhibit satisfactory behavior are eligible to participate in the school's extra-curricular programs.

Extra-curricular includes all school functions outside the regular curriculum of the school. These are: all sports, cheerleading, band, Jr. Choir, forensics, musical, etc. Extra-curricular does not include church functions not associated with the school, such as Pioneers, etc.

When determining "acceptable academic achievement," the teachers take into consideration that their students are redeemed children of God. Each one is an individual. There may be times when these eligibility guidelines must be tailored to the needs and abilities of an individual.

In general, however, students must maintain a Christian attitude toward their school, schoolwork, classmates, teachers, and coaches. This attitude will manifest itself through God-pleasing and constructive work habits. Students must also maintain a "C" (7.49) grade average or better and not receive an "F" on a midterm or quarter report. Finally, students must not have three or more late assignments in any given week.

"Exhibiting satisfactory behavior" means that students will comply with school and classroom rules and display sportsmanlike conduct on the playing field or court.

Students that are declared ineligible will be prohibited from participating in all extra-curricular activities for a duration of five school days from the time the student report is handed out or the third late assignment occurs.

The classroom teacher will contact the child's parent(s) promptly to discuss possible solutions to the problem.

After five school days, the student's progress will again be reviewed. If the student has demonstrated a satisfactory improvement, the student will be declared eligible.

Students involved in musicals or other such productions may be pulled from the musical in the case of ineligibility prior to the performance date. This decision will be left up to the director and will be based on the importance of the missed practices during the period of ineligibility.

Extra-Curricular Guidelines

Athletic Guidelines

The following guidelines have been established for our athletic program so that all things can be done decently and in order, and that all our words and actions may glorify our Savior Jesus. If there are any questions, contact the coach that is in charge of that specific activity.

1. After the conference season has started students will no longer be able to join the team.
2. All practices and games should be attended unless excused by a parent prior to the event, either verbally or by note to the coach. If sick during the school day, the individual should not attend practices or games. The coach need not be contacted if the a child leaves school because of sickness.
3. An individual must participate throughout the year and be present at practices and games at least 75% of the time to receive recognition as being part of the team.
4. One unexcused absence will result in suspension from the next game or practice.
5. On the third unexcused absence the individual may no longer be on the team for the sport in session. Three unexcused absences would seem to show a lack of interest and/or commitment.
6. To show the desire to learn the skills of any extra-curricular activity the student(s) must be willing to cooperate with coaches and/or assistants.
 - a) To practice willingly
 - b) To show respect to those in authority, based on the 4th Commandment, for example...
 - 1) No talking back
 - 2) No grumbling or complaining
 - 3) Willingness to follow directions
- *7. To reflect the love of our Savior, we should portray Christian sportsmanship at all times toward:
 - a) each other
 - b) opposing team players
 - c) coaches and assistants
 - d) fans
 - e) referees
- *78. As Christians, we should always respect the property and facilities of others, for example...
 - a) gyms, locker rooms
 - b) personal property

** If an individual fails to show cooperation or Christian conduct, he will receive one warning of reprimand. After the second occurrence, he will be placed out of the practice session or game. This will result in an unexcused absence.*
9. All major disciplinary actions will be reported to the principal.
10. Ineligible students should not attend games, concerts, etc.

Choir/Band Guidelines

The following guidelines have been established for our music programs so that all things can be done decently and in order, and that all our words and actions may glorify our Savior Jesus. If there are any questions, contact the director that is in charge of that specific activity.

1. After auditions have been completed, students will no longer be able to join the choir / band.
 2. All practices and performances (i.e. church services, Fine Arts Fair) should be attended unless excused to the director by a parent prior to the event, either verbally or by note. If sick during the school day, the individual should not attend practices activities. The director need not be contacted if the a child leaves school because of sickness.
 3. An individual must participate throughout the year and be present at practices and performances at least 75% of the time to receive recognition as being part of the group.
 4. One unexcused absence will result in suspension from the next practice or performance.
 5. After three unexcused absences the individual may no longer be part of the choir or band. Three unexcused absences would seem to show a lack of interest and/or commitment.
 - *6. To show the desire to learn the skills of any extra-curricular activity the student(s) must be willing to cooperate with directors, leaders, and/or assistants.
 - a) To practice willingly
 - b) To show respect to those in authority, based on the Fourth Commandment, for example...
 - 1) No talking back
 - 2) No grumbling or complaining
 - 3) Willingness to follow directions
- *If an individual fails to show cooperation or Christian conduct, he will receive one warning of reprimand. After the second occurrence, he will be placed out of the practice session or performance. This will result in an unexcused absence.*
7. All major disciplinary actions will be reported to the principal.
 8. Ineligible students should not attend games, concerts, etc.

Field Trips/Permission Slips - Teachers are encouraged to take their class on field trips as a way of enhancing their curriculum. Teachers have traditionally planned end-of-the-year field trips for their classes. Whenever possible, take a bus to your destination! It may cost more, but is safer and much easier to arrange. In the past, different classes have gone on trips together to make the bus ride cost effective. For any off-campus trip, parents should be notified via a permission slip (even trips to the downtown library!). Permission slips being sent home with students should be cleared with the principal. Each classroom is allowed to take one "fun" trip each year. All other trips should be educational in nature. Field trips in May need to be set up in early April.

Fire and Tornado Drills - Our school is required to conduct fire drills at least once each month if the weather permits (we usually don't during the winter months), and tornado drills during the spring months. Make sure you and your students are aware of the procedures. The faculty will review the procedures before conducting the first drills of the year.

Grading - The following grade scale is used at St. Matthew's. Listed are the percent, the letter grade, and number. The number is what is recorded in the teacher's grade book.

Percent	Letter	Number
100-98%	A+	0
97-96	A	1
95-93	A-	2
92-91	B+	3
90-87	B	4
86-85	B-	5
84-83	C+	6
82-79	C	7
78-77	C-	8
76-75	D+	9
74-72	D	10
71-70	D-	11
69-50	F	12
49-25	F13	13
25-0	F14	14

Although we generally try to have common agreement on grading practices, there will be differences in this area among the teachers. It will do you well to communicate your system to your parents.

Homework - There will probably be some differences in how teachers deal with homework, late work, etc. in their classrooms. There are, however, some general guidelines to follow:

1. Late work should always be completed
2. Late work receives a lowered grade (i.e. B+ to C+)
3. Parents are called if a student has TWO late assignments in a week
4. Participation in athletics is forfeited for five school days if a student has THREE late assignments in a given week
5. In classrooms, students should not be working on the previous day's assignments when they are to be working on the present day's assignments

Honor Roll - Students in grades 5-8 are eligible to be named to the school's Honor Roll. The students must have an A- (2.49) or better grade point average to be named to the Honor Roll.

Keeping Children After School - There may be times when it is necessary for children to remain after school for either disciplinary reasons or make up work. Parents must be informed of this beforehand. If it is necessary for a child to remain after school **that day**, the parents should be called by the teacher during the school day as soon as possible. Depending on the situation it may be better to have the child stay after school on the following day. Remember, it is against the law for teachers to keep children after school without parent consent.

Lunch and Milk Procedures - At the beginning of each week students taking lunch or milk will bring in envelopes containing their selections and money for payment. These envelopes should be brought directly to the office in the morning. A record of who is taking what for lunch will be kept in the kitchen. Each teacher is responsible for standing at the serving line and keeping a tally of who takes hot lunch and who takes milk with their sack lunch. The teacher should also make sure each child takes 3 out of the 5 food groups offered.

Makeup Work - Students that are absent from school need to be given any makeup work as soon as possible. Many parents will call and ask you to have the student's work ready at a certain time for pickup. If there is no such call, either send home the makeup work with a brother, sister, or close neighbor, or have the work out on the child's desk in case the parent would stop by after school to pick it up. Generally students will be allowed 2 days plus one day for every day absent to make up their homework.

Midterms - Midterm reports are sent out at mid-quarter throughout the school year. The midterms should be returned to school promptly by the students after they have been signed by one of the parents. Although the midterm report is a good way to communicate to parents the progress of their children, it is advisable not to "wait for the midterm" if problems exist beforehand. Good communication is a must!

Mission Money - Mission Money is collected from the students (and teachers!) at the end of each week. The money is then sent down to the school office where it is counted. At the end of each quarter, the total mission money collected is sent to the designated recipient (chosen prior to the start of the school year). Teachers need not keep track of how much each student brings in each week, but should keep record whether or not each student contributes at all. This information is for your records only, and is a way to help you encourage your students to give of their treasures to further God's kingdom.

Notes Home - Non-routine notes going home to your parents should be reviewed by the principal first.

Parent-Teacher Conferences - Parent-Teacher conferences are held in conjunction with the sending out of quarterly report cards. Teachers meet with all of the parents after the first quarter report cards are issued. After the first quarter, quarterly Parent-Teacher conferences are scheduled only with parents who request a conference or for parents with whom a particular teacher would like to conference.

Parent-Teacher League (PTL) - This organization of our church meets periodically during the school year. All teachers are expected to be present at these meetings. There is usually a social “coffee and cookie break” after the meeting. Try to stay for a time to talk with parents!

Parking - Faculty and staff should park either on the north end of the playground (dumpster) or on the southeast end (by the white fence).

Pay Period - Your pay begins when you begin your service to the congregation, usually July 1. Teachers, pastors, and hired staff are paid bimonthly.

Personal Days - The Board of Education has provided 3 personal days for each teacher to use throughout the school year. The Board has encouraged the use of these days. Requests for personal days should be brought before the principal as soon as possible. The principal will be responsible for securing substitute teachers.

Professional Growth - The Board of Education realizes the importance of continued professional growth. It is for this reason that they have consistently requested and budgeted money in the congregational budget to be used for faculty summer classes. This money is to be used for tuition. Books, supplies, and other costs are to be borne by the teacher. During the spring a number of course offering brochures will come through your box. These may give you ideas of what you want to pursue. There are also any number of excellent workshops available to assist in professional growth. Requests for courses must be approved by the Board of Education. The board expects each teacher to complete an Annual Plan for professional and spiritual growth as well as a Long-range Plan (3 years) for the same. This information is helpful in establishing Continuing Education budgets from year to year.

Recess - Teachers should encourage all students to go outside for recess. There are times, however, when students need to be inside. These include: sickness, disciplinary reasons, and failure to have the proper clothing during cold weather. If students are inside for any reason, there should always be a teacher present in the room.

The teachers that go outside for recess should make every effort to get outside when the first students go out so that the recess activities are always supervised. In that vein, teachers who are outside during recess should make a habit of supervising all areas of the playground. When accompanied by pleasant interaction with the students, this can go a long way in preventing fights and other problems on the playground.

Report Cards - Report cards are issued four times a year. Report card envelopes should be signed by a parent and returned to the teacher, while the report card itself may be kept.

School Closing - In times of severe weather it may be necessary to call off school. St. Matthew’s School joins with the other parochial schools in Oconomowoc in going along with the decision of the Oconomowoc School District. Actually, the bus company (Oconomowoc Transport) decides whether or not it is safe for buses to operate. If school is called off, it will be announced on WTMJ radio (6.20 AM) in the mornings every quarter hour. St. Matthew’s will not be mentioned by name, so listen for “Oconomowoc Schools”. The principal may also call to let you know that morning. Other than inclement weather, it may at times be necessary to cancel school because of contagious illness.

School Phone Use - Students are not to use the school phones during the day. If a student needs to call home, the teacher will make the call.

School Newsletter - The school newsletter goes out once a week on Wednesdays. Twice a month, teachers contribute "Class News." Class News is simply a way to communicate with parents what is going on in your classroom. It also could be a vehicle for thanking volunteer parents and requesting volunteer help.

Singing in Church - Each classroom, as well as the Junior Choir, will sing in church 2-3 times per year (more for the YOUth Praise Choir). Encourage 100% attendance from your students. Select music and begin practicing well in advance of the date you are to sing. Communicate with the pastor in charge of the service for that Sunday. Our singing groups have traditionally sung in either the choir loft at the front of church or in the balcony. We have made it a practice to ask students to arrive in church 15 minutes prior to the start of the service so there can be warmup time.

Slush Fund - A "Slush Fund" is available to all teachers for use throughout the year. \$5.00 per student is set aside for buying your odds and ends that are not in our general supply but are needed for a particular project in the classroom. Teachers will receive their allotment of slush money in the form of a check at the beginning of the school year.

Student Injury - The majority of injuries you will encounter occur during recess or gym period and are minor in nature. In most cases, the first thing that should be done is to get an ice pack from the school office. Minor cuts and scrapes need to be cleaned thoroughly before applying band aids. Remember, anytime you are dealing with blood, you must take the proper safety precautions. (rubber gloves, etc.). Our school secretary has the basic first aid equipment and should be asked to attend to tend to the injured child's needs. These injuries should be taken care of immediately. In more serious cases, or if the extent of the injury is unknown, the child should not be moved until the situation can be evaluated by someone with the appropriate injury training. Our school secretary has had this type of training and should be called to the scene before moving the child. If she is unavailable, wait until someone else with appropriate training can reach the injured party.

It is the teacher's responsibility to see to it that the parents of an injured child are contacted about the injury.

Student Sickness - If a student should become sick in school, you will need to make a judgment of what to do. Is it a temporary illness that will pass (headache, stomach discomfort, etc.), or is it one that needs the student to be sent home? At all times keep the physical comfort and mental well-being of the child in mind. Also remember that our school secretary has nursing skills that may be utilized when students become ill.

If a child needs to go home you may contact the school secretary so that the proper phone calls can be made. If the secretary is not available, you are to make the call yourself. If a child needs to be sent home and there is no one at home, there is a cot in the school office where the child may rest until an adult comes to accompany them home. In all cases, an adult must accompany the child home. In some cases it has been necessary for the secretary or mother helper to take the child home with the parent's permission.

If a child becomes sick in school and leaves a mess, take care of the child and then put Voban, or some other absorbent, down to take care of the odor and assist in cleanup. If you are unable to do this, perhaps the custodian or another teacher can help. Remember, anytime you are dealing with bodily fluids, you must take the proper safety precautions. (rubber gloves, etc.). After this is done, the custodian should be notified so that the area can be properly cleaned and disinfected. If the custodian is unavailable, do your best to clean the area, and then make sure you contact the custodian as soon as you can. Under no circumstances should another child be asked to

disinfected. If the custodian is unavailable, do your best to clean the area, and then make sure you contact the custodian as soon as you can. Under no circumstances should another child be asked to clean up a classmate's mess.

Teachers have the responsibility to communicate with the secretary/nurse about the decision to send a child home or not. It is the teacher's responsibility to see to it that the parents of sick children are notified of the sickness.

Substitute Teachers - The principal is responsible for securing substitute teachers. If you are sick and need a substitute, call the principal soon after 6:00 A.M. as possible. Substitutes are paid by the church. Full day sub pay is \$70. Half day sub pay is \$40. Be prepared in the event that you someday might need a substitute. A lesson plan book, attendance register, seating chart, class rules and procedures, special student considerations (health, behavior, etc.), class schedule, and the necessary teacher's manuals should be readily available in each classroom. It might be helpful to prepare a file that contains these materials.

Summer Vacation - The primary purpose of the summer period is for you to relax and refresh yourself so you are ready for the next school year. At the conclusion of the school year please turn in supply requests and textbook inventory sheets. Complete the curriculum summary in your class file(s) and send all files on to the next teacher. Be aware of the custodian's cleaning schedule so that you can plan to be out of your classroom during the time when floors are being waxed, walls are being painted, etc. All teachers, except the principal of the school, have 11-month calls. This means that there is one month of the summer where nothing is expected of you. Please communicate with the principal your summer plans. You will have to plan to be available for June faculty meetings, August faculty meetings and home visits, and perhaps VBS.

VBS - St. Matthew's holds a Vacation Bible School each summer. One faculty member, chosen on a rotating basis, will work with one of the pastors in planning and organizing VBS each year. In general, VBS teachers and helpers are not faculty members. However, faculty members should be willing to help in this area if the need arises.

Mission Statement of St. Matthew's Lutheran School

St. Matthew's Lutheran School exists to make disciples for the Lord's kingdom through Christian education, assisting parents in the training of their children as we grow in God's inerrant Word, serving and glorifying Him.