

**St. Paul Lutheran Faculty Handbook**

*Updated 2010*

*\*\*Updates are highlighted in gray\*\**

**Mission:** As Lutheran teachers our main goal is to serve St. Paul’s congregation, especially the children of the congregation. Our faculty at St. Paul has been called first and foremost to spread the Gospel of Jesus Christ, while providing a supplemental education in the core subjects.

**Faculty Roles:** Each called worker has specific teaching duties as well as other mutually agreed upon responsibilities. The principal oversees the day to day operation of the school; and is responsible for establishing school procedures and having them carried out.

* **Teacher Guidelines**
  + Class Schedule
    - The class schedule must be prepared prior to the opening of school. The schedule should be followed as much as possible on a daily basis. If any drastic changes are made in the class schedule the principal must be notified.
  + Grading/Grade Book
    - For grades 1-8, grades are to be recorded in a standard (or online) grade book.
    - Grading will be done according to an agreed upon school wide grading scale, which is consistent with other WELS schools.
    - If a teacher decides to offer students a chance to make up failed (low scoring) work, an average grade must be calculated.
    - Cumulative record must be kept up to date to aid parents in viewing their child’s progress if requested.
  + Curriculum
    - The curriculum at St. Paul is based upon the textbooks and workbooks provided for each grade.
    - All curriculum material should compliment Michigan state standards as closely as possible.
  + Report Cards
    - Letter grades are to be given for the following subjects in grades 1-8: Christ-Light, memory work, reading, science, social studies, english, math, spelling, phonics, art, and Weekly Reader. E,S,N,U, are to be given for oral reading, music, handwriting, physical education, typing, and conduct.
  + Teacher Duties and Responsibilities
    - Mutually agreed upon duties may include…
      * Organ work
      * Coaching duties
      * After school tutoring
      * Sunday school
      * Youth group
      * Participation in the July 4th parade
      * Christmas/Easter for Kids
    - Expected duties include…
      * Vacation Bible School
      * Congregational Life: Called workers are leaders within the congregation. This leadership will be evidenced by:

1) Regular church and Bible class attendance

2) Punctuality in all matters

3) Attendance of extra-curricular activities

4) Professional/clean appearance

* + - * Conferences
        + Teachers are expected to attend all conferences, state and local.
        + All excusals must be directed to the principal and Board of Education.
      * Meetings
        + All teachers are expected to be present at monthly School Board meetings, PICE meetings and regular Voter’s Meetings (if members of St. Paul).
  + Fire/Tornado/Lock Down Drills
    - Practice drills should be prescheduled and conducted in accordance with state policies.
  + School Policies
    - Retention: We do not wish to surprise parents at the end of the year, telling them that their child should be held back. When problems are recognized, parents should be informed and measures should be taken to remedy the issue(s) in a timely matter.
    - If necessary faculty and parents will develop an I.E.P. to assist a struggling student.
    - Public school provided specialists will be utilized if requested and/or necessary (VBISD).
    - Progress Reports
      * Reports will be issued in a timely manner if requested appropriately from parents.
    - Discipline
      * We as Lutheran teachers will make every effort to use the law and gospel in dealing with children. St. Paul Lutheran School has a policy for dealing with disruptive behavior on school grounds. That policy, as stated in the student handbook, will be strictly enforced.
    - Parent Teacher Rapport
      * Regular contact with the parents is important. If a child is having problems in school, discipline or scholastic wise, a phone call or a personal visit will be appreciated by the parents and will encourage home-school cooperation.
    - Attendance
      * School attendance records are to be kept in a designated book. A short absence for a doctor or dentist appointment is not to be recorded. Tardiness should be recorded. Church attendance will be taken if the teacher deems it necessary.
      * Biweekly attendance reports must be completed and rendered to the principal at the morning faculty meeting.
    - Faculty Meetings
      * The faculty at St. Paul will meet on a given number of days as mutual decided upon.
        + Daily morning meetings are encouraged (currently used).
      * Special meetings and in-service days will be announced by the principal.
  + Abuse Detection/Reporting
    - Each teacher is a mandatory (mandated) reporter and is required by law to report any sign of abuse or neglect.
    - Occurrences will be treated with absolute confidentiality.
    - See attached Michigan State Reporting Resource Book.
  + First Aid/C.P.R./AED
    - Teachers must renew the required training when necessary.
  + Finger Printing
    - The state of Michigan requires that all employees have official prints on record.
      * This includes teaching aides or those who have regular contact with the children.
  + Time Off Procedures
    - * Funeral/Serious injury leave will be granted and accommodated for.
      * Sick leave will be granted on a basis appropriate with the illness attained.
        + The principal should be contacted promptly in the event of an illness so that a substitute teacher can be sought out.
      * If a faculty member is called upon for jury duty that individual should explain our unique situation at St. Paul in an attempt to avoid jury duty. If attendance is necessary accommodations will be made.
  + Absence for Birth of a Child Policy

**ABSENCE FOR BIRTH OF A CHILD**

A father may be absent from school in order to attend the birth of his child and the events immediately following the birth that typically occur during a normal hospitalization period for a child's birth. A father may also be absent from school to see to the safe arrival of his newborn child at the

family home. The absence for the birth of a child will under normal circumstances not exceed one week or any portion thereof. If more time is needed the school board/council will review the situation and make a suggestion.

**LEAVE OF ABSENCE FOR MATERNITY REASONS**

Leaves of absence for child-bearing/maternity reasons may be arranged. A leave of absence with salary for child-bearing (not child-rearing) will be provided in such cases. Full-time faculty and staff members of St. Paulare allowed up to six weeks of paid child-bearing/maternity leave during the school year with benefits. Leave of absence beyond the six weeks is available without pay for up to an additional six weeks. However, health insurance coverage will continue for 12 weeks, and can be extended at the staff member's own expenses after that time. Should the leave time extend into the summer months, the salary of the called worker will be paid as long as a substitute is not needed and the faculty member intends to return to full-time work for the next school year.

A child-rearing leave of absence without pay may be granted at the time of the birth or adoption of a child for a maximum of 12 weeks upon request. Benefits would continue for this leave of absence. This child-rearing policy applies to male and female employees. Part-time faculty and staff are allowed up to 12 weeks of unpaid maternity leave. This policy applies in the same way for those who adopt a child into their family.

Any faculty or staff member who requests maternity leave or a leave of absence for child-rearing should do so at least two months in advance so that appropriate plans can be made to cover the individual's duties.

In all cases, the principal and faculty or staff member need to work together in developing a timeline for return to full-time duties.

* + Summer Availability
    - Each teacher is considered a professional called worker and is assumed to use responsible discretion in planning for the upcoming school year. Therefore, the faculty will be present at school as professionally necessary during the summer. If a specific need is apparent for regular attendance the faculty will fulfill that need.
    - An availability/contact sign will be posted during the summer.
  + Classroom Appearance
    - Each teacher is responsible for the proper appearance of everything within the classroom. Children should clean up around their desk at the end of each day.
    - Each teacher is to make sure that each student treats his/her desk appropriately.
    - Bulletin boards should be changed several times throughout the year. Each teacher will use discretion in deciding upon when to change classroom décor.