

LOVING SAVIOR LUTHERAN CHURCH AND SCHOOL BOARD OF EDUCATION POLICY MANUAL TABLE OF CONTENTS

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Section 1- General Policies

1.01 Educational Philosophy and Purpose of Loving Savior Lutheran School Committing Children to Christ

Loving Savior Lutheran School has been organized to address the total needs of the student. We believe in the Triune God: Father, Son, and Holy Spirit; and that the bible is the inerrant word of God. We teach it to students in terms they can understand. As Christ is the center of Church and School, so He is the center of our educational philosophy and directs all teaching and learning experiences.

We will strive to develop each student's individual abilities, to educate good citizenship, to provide and maintain the highest academic standards, to improve human relationships, and to minister to individual and family needs as best we can. We will provide a thorough instruction in God's Word, so that the children may learn God's will and know and trust Him as their living, Loving Savior.

“Bring up your children in the nurture and admonition of the Lord.” Ephesians 6:4

1.02 Goals of Loving Savior Lutheran School

Loving Savior Lutheran School has established these Goals in accordance with its Educational Philosophy. These Goals demonstrate the school's commitment to educational excellence and help the school fulfill each of the congregation's five functions: education, worship, evangelism, fellowship, and service.

- I. To provide instruction in God's Word in accordance with the Lutheran Confessions, enabling students:
 - a. To find in Jesus Christ an all-sufficient Savior.
 - b. To grow in love for their Savior and express this love in every-day experiences with others.
 - c. To know and respond to God's will for His people on earth.
 - d. To witness to their faith in Jesus Christ.
- II. To aid each family by:
 - a. Training children in the virtues of Christian obedience, church life, and citizenship.
 - b. Assisting parents in meeting the varied challenges of guiding children.
 - c. Providing opportunities to worship.
- III. To help in developing for the at large citizens who:
 - a. Recognize God as their source of all government.
 - b. Will use their talents in His service.
 - c. Find obedience to law and participation in civic affairs beneficial to society.
- IV. To provide the best academic training possible so that students:

- a. Are prepared for further education and life after leaving our school.
 - b. Have learned how to learn.
- V. To be a vital mission arm of Loving Savior Lutheran Church. As such, to consistently strive to improve the school's excellence, and actively promote its growth as we offer quality Christian education to the community of the Chino Valley, California, so that the Kingdom of God may grow.

1.03 Expected Schoolwide Learning Results (ESLRs)

Students of Loving Savior will:

Spiritual

- Know Jesus as their personal Savior and share the Gospel through words and actions.
- Demonstrate age appropriate knowledge of the Bible through social interaction and community service.
- Recognize and use individual God-given gifts and talents.

Academic

- Demonstrate at or above grade level according to state standards in all subject areas.
- Read a variety of literature with comprehension to predict, analyze, interpret, and problem solve.
- Clearly and concisely express ideas and feelings through written and verbal communication skills.
- Have a working understanding of computer technology and its application in all subject areas.
- Appreciate the visual and performing arts and use them to glorify God.
- Demonstrate critical thinking skills to independently, as well as cooperatively, problem solve.
- Think critically and creatively by actively implementing the scientific method.

Physical

- Learn and practice physical skills through games and sports that will lead to lifelong activities and healthy habits.
- Achieve at least the minimal national standards for physical fitness.

Responsible Citizens

- Practice self-control and conflict resolution skills.
- Work cooperatively and collaboratively.
- Be responsible citizens who care for their neighbors, community, and environment.
- Demonstrate knowledge, respect, and understanding of diversity in God's people.
- Manage stress and express feelings appropriately.
- Demonstrate Christ-centered attitudes (peace, security, and confidence)

1.04 Board of Education Membership

The Board of Education shall consist of at least three (3) Loving Savior members. The principal shall be an ex-officio member of the Board. Members must meet the criteria established by the *Constitution* of Loving Savior Lutheran Church (i.e., confirmed member at least 18 years of age). Spouses, parents, children, siblings or any other family members of paid school staff are not eligible for the Board of Education. The term of office for the Chairperson and Board members is two years.

1.05 Board of Education Job Description

1. Be responsible for school operation and insure that spiritual learning opportunities are provided.
2. Meet regularly to receive reports on the school from the principal, to formulate policies for the conduct of the school with the pastor and the principal, and to make plans for the school's continued development and improvement as one of the congregation's agencies of Christian education.
3. Set objectives and goals, and annually review them to determine whether they are being met and recommend revision and additions as deemed advisable.
4. Keep informed regarding courses of study, textbooks, effectiveness of teaching and discipline.
5. Assure that the Christian training and instruction being given is in accordance with orthodox Lutheran doctrine and sound practice.
6. Determine that the course of study, as much as possible, conforms to local and State Department of Education standards.
7. Approve curriculum and instructional materials and make provision for the necessary equipment and supplies.
8. Consider and recommend candidates for called teachers and be responsible for the employment of contract teachers and staff.
9. Be concerned with the physical and spiritual welfare of the school staff and encourage and assist them in every way possible in their ministries.
10. Foster and maintain interest in the school within the congregation and encourage the enrollment of all member children who are eligible.
11. Take steps necessary to maintain accreditation with the National Lutheran School Accreditation Commission (NLSA) and the Western Association of Schools and Colleges (WASC).
12. Assure that all applications for enrollment are in accordance with accepted enrollment policies, keeping in mind the school's purpose as an agency of Christian training.
13. Review annually the salary and benefits of all school staff members and make changes as necessary.
14. Prepare and submit an annual budget as requested by the Church Council.
15. For administrative purposes and program development, be responsible for supervising the work of the Parents and Teachers of Loving Savior (PTLS), etc.

16. Annually conduct a self-evaluation program.
17. Assure that annual performance reviews are conducted for all school staff.
Conduct an annual performance review of the Principal based on the job description for the position.

1.06 Responsibilities of Chair

The Chair shall:

1. Preside over all Board meetings.
2. Call special Board meetings should the need arise.
3. Attend Church Council meetings and report on behalf of the Board.
4. Attend and report to the Voter's Assembly.
5. Check on and approve purchase orders exceeding \$500. Review all purchase orders.
6. Be on call for questions and information for the administration, staff, parents, and congregation.
7. Hand out diplomas at graduation and possibly speak at school gatherings.
8. Coordinate the work of any committees of the Board of Education.
9. See that Board of Education manual is maintained and that all Board members have access to it.

1.07 Responsibilities of Secretary

The Secretary shall:

1. Be appointed by the chair annually.
2. Keep accurate and comprehensive notes concerning all Board meetings.
3. Make available these minutes to all Board members, church Board chairs, Pastor(s), and congregational chair by the second week after each Board meeting.
4. Be responsible for submitting a final document to the principal for any and all entries, new or modifications, concerning the school manual and see that all are added to the online manual.
5. Be encouraged to serve on other committees in addition to this position.

Section 2- Administration

2.01 School Governing Board Minutes

The Board shall keep and maintain permanent records of the Board including, but not limited to, records of the minutes of Board meetings, and other required records received by the Board. The minutes shall be preserved in accordance with Board policy.

Minutes waiting approval at the next Board meeting will be available for inspection after the Board secretary transcribes the notes and has made them available to the Board members.

2.02 Examination of School Public Records

The public may view public records of Loving Savior School during the regular hours of the administrative office of the school. These hours are 8 a.m. to 4 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to review the Loving Savior School public records shall contact the principal, who will make arrangements for anyone to view the records as soon as practicable, depending on the nature of the request.

Records defined by law as confidential records shall only be viewed or copied upon receipt of written permission of the principal from the person or entity whose confidential records are being requested.

The principal shall be the custodian of the Loving Savior School records. It shall be the responsibility of the principal to respond in a timely manner to requests for viewing and receiving public records of Loving Savior School.

2.03 Development of Policy

The Board has jurisdiction to legislate policy for the school with the force and effect of law. Board policy shall provide the general direction as to what the Board wishes to accomplish while allowing the principal the professional prerogative to implement Board policy.

The written policy statements contained in this manual provide guidelines and goals to the congregation members, administration, staff and students of Loving Savior Lutheran Church and School. The policy statements shall be the base for the formulation of regulations by the administration. The Board shall determine the effectiveness of the policy statements by evaluating periodic reports from the administration in the area of the policy statement.

A member of the Board, administration, staff, students, or any other member of Loving Savior congregation may propose policy statements. Proposed policy statements or ideas must be submitted to the Board through the office of the principal in order to be placed on the agenda of the school board meeting. It shall be the responsibility of the principal to bring these proposals to the attention of the Board.

2.04 Loving Savior School Records

Loving Savior school records shall be housed in the administrative offices of the school. It shall be the responsibility of the principal to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved, according to the schedule below:

Minutes of the Board of Loving Savior School	Permanently
Annual budget	Permanently
Permanent record of individual pupil	Permanently
Written calls	10 years
Program grants	As determined by the grant

Personnel records shall be housed in the administrative offices of Loving Savior School. The principal shall maintain the personnel records.

An inventory of the furniture, equipment and other non-consumable items other than real property of the school shall be conducted annually under the supervision of the principal. This report shall be filed with the Board secretary.

The permanent and cumulative records of students currently enrolled in Loving Savior School shall be housed in the administrative office. Permanent records must be housed in a storage area on campus. The principal shall be responsible for keeping those records current. Records of students who have graduated or are no longer enrolled in Loving Savior School shall also be housed in the administrative office. These records are to be maintained by the school secretary and principal.

2.05 Adoption of Policy

The board shall give notice of proposed policy changes or adoptions of new policy by placing the item on the agenda of a board meeting. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority of the board. The policy will be effective on the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

2.06 Dissemination of Policy

A current, up-to-date, copy of the Loving Savior Lutheran School Board Policy Manual shall be kept in the school office and each board member shall have a personal copy of said manual. Any person wishing to inspect the Board Policy Manual shall contact the board secretary, who shall have a Board Policy Manual available for public inspection.

It shall be the responsibility of the board secretary to ensure that copies of new and revised policy statements are distributed to the current board members within twenty (20) days of the change or addition to the board manual. Copies of changes in board policy shall also be attached to the minutes of the meeting at which time the change in policy was approved.

Each board member, during their term in office, shall keep their copy of the board manual up-to-date and surrender their copy of the board manual to the board secretary at the conclusion of their term.

2.07 Administration in Absence of Policy

When there is no board policy in existence to provide guidance in a matter before the administration, the principal is authorized to act appropriately under the circumstances surrounding the situation, keeping in mind good Christian common sense, and the by-laws of Loving Savior Lutheran Church constitution.

The principal shall draft a policy to recommend before the board for board approval if it is deemed necessary and appropriate.

2.08 Review and Revision of Policy

Loving Savior Lutheran School Board will review the Loving Savior Board Policy Manual at least every three (3) years. When the policy manual has been reviewed, a notation of the date of review will be made in the front of the Board Policy Manual. The review date and any revisions shall be attached to the minutes at the time of review.

2.09 Review of Administrative Regulations

Board policy sets the direction of the administration of the education program. Loving Savior Lutheran School is an integral part of Loving Savior Lutheran Church. The school is under the control and supervision of the congregation through its Voters' Assembly.

The Board of Education elected by the congregation is responsible to the congregation for the operation of the school and its functions. The Pastors, the principal, and the Preschool Director are non-voting members of the Board. The principal of the school must act as the executive director who, with the help of the faculty, suggests regulations and policies for the improvement of the school, as well as its welfare. He/She is

responsible for carrying out the wishes and the policies of the Board of Education and congregation with respect to the education program.

It shall be the responsibility of the principal to develop administrative regulations, where necessary, to implement the board policies. The regulations will be reviewed by the board prior to their use in school.

The administrative regulations will be available no later than thirty (30) days from the date of review by the board.

2.10 Grievance Procedures – Student or Parent

I. Purpose

The following procedures outline specific steps, which are followed, by students or parents of Loving Savior Lutheran School in order to insure prompt and equitable resolution of grievances. Students or parents who believe they have been treated unfairly, or subjected to any form of abuse or sexual harassment may initiate the formal grievance procedures outlined below.

As in all matters of faith and life, Holy Scripture guides us. The procedures outlined below attempt to follow the guide of Matthew 18 in dealing with problems. How we deal with problems communicates one aspect of our Christian philosophy to the community. We are motivated by the love of Christ to approach all concerns as loving and caring brothers and sisters in the Lord.

II. Staff, Student and Parent Responsibilities Regarding a Grievance

A. Solve at Lowest Level

All problems will be solved at the lowest level whenever possible. It is the responsibility of student or parent who believes that he/she have been treated unfairly to initiate the grievance procedures.

B. Staff Responsibility

It is the responsibility of all staff to hear promptly and courteously all grievances registered in good faith by a student or parent within their class, to try to clarify misunderstandings, and to make reasonable adjustments of any complaints that arise in day-to-day situations.

III. Procedures to Be Followed in Resolution of a Formal Grievance

Step A - Formal Discussion

Students or Parents will discuss their grievances first with the staff member involved. If a grievance is not settled within 10 working days, or if the student or parent is not satisfied with the results, the student or parent may elect to proceed with step B.

Step B - Principal

1. The student or parent shall present the grievance in writing or in person to the school principal. The principal will arrange a meeting with both parties involved.
2. If the grievance is not settled within 10 working days, or if the student or parent is not satisfied with the results, the student or parent may elect to proceed with step C of the grievance procedures.

Step C - Written Presentation

1. The student or parent shall present the grievance in writing to the chair of the school board. The written grievance must contain sufficient detail to identify and clarify the basis for the grievance. The written grievance should contain the following:
 - a. The specific action or incident upon which the grievance is based, the date the action or incident occurred.
 - b. The reason upon which the student or parent bases the belief that the action was unfair or unjust, and the specific policy or written agreement that was violated (if applicable).
 - c. Corrective action sought by the student or parent.
 - d. A brief summary of the students or parents attempts to date to resolve the problem, and the results of such actions.
2. Upon receipt of a written grievance, the chair of the school board will take the following actions:
 - a. Establish and maintain a grievance file which will be the official record of all action taken during the grievance procedure.
 - i. The grievance file will contain the original written grievance, any written revisions, all written replies, and a dated summary of all official action regarding the grievance and resolution.
 - ii. The student or parent will have access to the grievance file and will receive a written copy upon request.
 - b. Consult with the staff member and the principal to gather all relevant information regarding the nature, circumstances, desired corrective action, and previous action taken regarding the grievance.
 - c. Study all relevant policies, and other written agreements.
 - d. Reach an equitable decision regarding resolution of the grievance, discuss such resolutions with the board members, and provide a written summary of the decision for the student or parent and the grievance file.
 - e. If the grievance is not settled within 10 working days, or if the student or parent is not satisfied with the results, the student or parent may elect to proceed with step D of the grievance procedures.

Step D – Voters Assembly

1. The student or parent, if dissatisfied with the decision, may appeal to the Voters' Assembly by presenting a written request to the President of the Congregation at least 7 days prior to the next Voters' Assembly meeting.

2. The decision of the Voters' Assembly is final.

2.11 Grievance Procedures - Staff

I. Purpose

The following procedures outline specific steps, which are followed by all involved staff of Loving Savior Lutheran Church and School in order to insure prompt and equitable resolution of work-related disputes. Staff members who believe they have been treated unfairly, or subjected to any form of abuse or sexual harassment as a result of their working conditions or another staff person's actions may initiate the formal grievance procedures outlined below.

As in all matters of faith and life, we are guided by Holy Scripture. The procedures outlined below attempt to follow the guide of Matthew 18 in dealing with problems. Staff relationships and working conditions should reflect the philosophy of ministry. How we deal with problems communicates one aspect of our Christian philosophy to the community. We are motivated by the love of Christ to approach all concerns as loving and caring brothers and sisters in the Lord.

II. Staff Member's Responsibilities Regarding a Grievance

A. Solve at Lowest Level

All problems will be solved at the lowest level whenever possible. It is the responsibility of staff members who believe that they have been treated unfairly to initiate the grievance procedures to resolve a work-related dispute which unresolved may result in unsatisfactory job performance, resignation, termination, or registering such complaints with any other authorized committee or legal body.

B. Supervisor Responsibility

It is the responsibility of all staff with supervisory responsibilities to hear promptly and courteously all grievances registered in good faith by staff members under their supervision, to try to clarify misunderstandings, and to make reasonable adjustments of any complaints that arise in day-to-day work situations.

III. Procedures to Be Followed in Resolution of a Formal Grievance

A. Step One - Formal Discussion

Staff members will discuss their grievances first with their immediate supervisor. If a grievance is not settled within 10 working days, or if the staff member is not satisfied with the results, the staff member may elect to proceed with step 2.

B. Step Two - Written Presentation

1. The employee shall present the grievance in writing to the chair of the Board of Education. The written grievance must contain sufficient detail

to identify and clarify the basis for the grievance, and must specify the relief requested by the staff member. The written grievance should contain the following:

- a. The specific action or incident upon which the grievance is based, the date the action or incident occurred (if known), and the date the staff member first learned of the action (if applicable).
- b. The reason upon which the staff member bases the belief that the action was unfair or unjust, and the specific policy or written agreement that was violated.
- c. Corrective action sought by the staff member.
- d. A brief summary of the staff member's attempt to date to resolve the problem, and the results of such actions.

2. Upon receipt of a written grievance, the chair of the appropriate supervisory board will take the following actions:

- a. Establish and maintain a grievance file which will be the official record of all action taken during the grievance procedure.
 - i. The grievance file shall be independent, separate and distinct from the staff member's personnel records.
 - ii. The grievance file will contain the original written grievance, any written revisions, all written replies, and a dated summary of all official action regarding the grievance and resolution.
 - iii. The staff member will have access to the grievance file and will receive a written copy upon request.
- b. Consult with the staff member and the immediate supervisor (if applicable) to gather all relevant information regarding the nature, circumstances, desired corrective action, and previous action taken regarding the grievance.
- c. Study all relevant personnel policies, job descriptions, and other written agreements.
- d. Reach an equitable decision regarding resolution of the grievance, discuss such resolutions with the staff member, and provide a written summary of the decision for the staff member and the grievance file.
- e. If the grievance is not settled within 10 working days, or if the staff member is not satisfied with the results, the staff member may elect to proceed with step 3 of the grievance procedures.

C. Step Three (If Necessary)

1. The staff member, if dissatisfied with the decision, may appeal to the Voters' Assembly by presenting a written request to the President of the Congregation at least 7 days prior to the next Voters' Assembly meeting.
2. The decision of the Voters' Assembly is final.

2.13 Sexual Harassment

It is the policy of Loving Savior Lutheran Church and School to strictly prohibit any conduct which constitutes sexual harassment by an employee (worker) or non-employee (e.g. student, parent, vendor, or visitor) and will take action against any person guilty of such conduct. This policy is based on Title VII of the 1964 Civil Rights Act and related court decisions.

Sexual harassment in any form toward an employee (worker) by another employee or a non-employee will not be tolerated. Employees (workers) who believe that they have been or are being sexually harassed will inform the harasser that the behavior must stop immediately and, if continued, will be reported to school and/or church authorities. Any employee (worker) who believes that he or she has been subjected to repeated or abusive sexual harassment shall report the conduct to the school administrator (or pastor) who will arrange investigation of the incident and will present the investigated incident to the Board of Education. The Board will decide the appropriate action the situation warrants. This could include termination of employment, contract, or enrollment. It is the responsibility of each employee (worker) and non-employee to respect the rights of others.

2.14 Classroom Visitors

1. Classroom visitors are defined as (a) parents wanting to observe their child/children's behavior; (b) parents wanting to observe the interaction between teacher and student; and (c) parents wishing to help a teacher with classroom needs.
2. Classroom visitors are welcome in any grade. Prior to the visit, a *Request to Visit* form must be completed. This form informs the teacher of that class of the visit.
3. Visitors must obtain a temporary "Visitor" badge in the office before entering the general campus.
4. Classroom visitations may last for half a day, not a whole day.
5. Only one visitor per day is allowed in any one classroom unless prior arrangements have been made with the classroom teacher.

This policy does not apply to families considering enrollment at Loving Savior. The principal arranges the visitation of prospective students and parents.

Section 3- Curriculum and Instruction

3.01 School Calendar

The Loving Savior School academic calendar shall accommodate the educational program of the school. The calendar shall exceed the minimum number of instructional minutes as prescribed by the state of California.

The Loving Savior School academic year for students shall be a minimum of 178 days in the school calendar.

It shall be the responsibility of the principal to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may make recommendations concerning the official school calendar when the board considers a change to be in the best interest of the school's educational program.

3.02 School Days

The school day for grades one through eight shall consist of a minimum of five and one half hours not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by Loving Savior School. The minimum school day shall meet the requirements as established for the operation of accredited schools.

It shall be the responsibility of the principal to inform the board annually of the length of the school day.

3.03 Basic Instruction Program

The basic instruction program shall include the courses required for each grade level by the board as delineated by the state of California. The instructional approach will be nonsexist and multicultural.

Children enrolled in the pre-kindergarten program shall attend school at least two half days per week. The program shall be designed to help children work and play with others, express themselves, learn to use and manage their bodies, extend their interests in and understanding of the world about them, and share Jesus as their friend and Savior. The program shall relate the role of the family to the child's developing sense of self and perception of others. Activities shall encourage cooperative efforts between home and school and shall utilize community resources. The pre-kindergarten teacher shall be licensed to teach in pre-kindergarten.

Students enrolled in kindergarten shall attend school for a full day. The basic instruction program shall be designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete the individual tasks, the ability to protect and increase physical well-being.

The basic instruction program of students enrolled in grades one through eight shall include English language arts, social studies, mathematics, science, health, physical education, handwriting, music, visual arts, and religion.

The board may, in its discretion, offer additional courses in the education program.

Each instructional program shall be carefully planned for the optimal benefit, taking into consideration the budget of the school and other factors deemed relevant by the board or the principal. Each instructional program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It shall be the responsibility of the preschool director to develop administrative regulations stating the required instruction for pre-kindergarten students.

It shall be the responsibility of the principal to develop administrative regulations stating the required courses and optional courses for kindergarten through grade eight.

3.04 Health Education

Students in grade levels one through eight shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, emotional and social health, health resources, prevention and control of diseases, including characteristics of communicable diseases. While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. Beginning no later than in grade seven, characteristics of communicable disease shall include information about sexually transmitted diseases.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the principal. The principal shall have the final authority to determine the alternative activity or study.

3.05 Physical Education

Students in grades kindergarten through eight shall be required to participate in physical education courses unless the principal excuses them.

Students who will not participate in physical education must have a written request or statement from their parents. The written request shall include a proposed alternate activity or study acceptable to the principal. The principal shall have the final authority to determine the alternate activity or study.

3.06 Technology in the Curriculum

The Board of Christian Education at Loving Savior Lutheran School shall install a plan for the efficient and effective use of innovative methods of technology in the delivery of our educational programs. The Board of Christian Education encourages school staff to investigate ways to utilize instructional television, audiovisual materials, the use of computers, and other technological advances as a part of our curriculum here at Loving Savior Lutheran School.

3.06.01 Technology Moral and Ethical Use Policy

Students will be held responsible for their actions and activity while using technology at Loving Savior.

1. Technology will be used in ways consistent with our school philosophy and the Christian faith we profess.
2. Technology may not be used to harm other people.
Examples: Harassing or degrading messages
Bearing false witness or spreading rumors
Posting anonymous messages or personal communications without the original author's consent
3. Students may not interfere with other's computer work.
 - Degrading or disrupting equipment, software, or system performance.
 - Vandalizing the files of others.
 - Changing system settings, using obscene or inappropriate file names.
4. Students will store files only as directed and approved by the teacher.
5. Students may not snoop in other's computer files (invading the privacy of others).
6. Technology may not be used to steal.
 - Violation of copyrights or other contracts
 - Using the work of others and calling it your own (plagiarism)
7. Students may not use the resources of others without permission.
8. Technology resources may be used only with the teacher's permission.
9. Teachers may review student files at any time.
10. Students may not load software or files into school computers without the teacher's permission.
11. Students and their families are responsible for any financial expenses resulting from improper technology use. This includes payments to staff members for their time to correct problems due to abuse. Violations of this policy will also lead to loss of technology privileges, detention, and/or suspension (which could lead to expulsion).

Internet Use

1. Students will not post personal contact information about themselves or other people.
2. Students will not attempt to gain unauthorized access to sites on the Internet.
3. Students will not use obscene, profane, rude, threatening, or disrespectful language.
4. Students will not download large files without teacher approval.
5. Students will not plagiarize works they find on the Internet. If used, these works must be properly attributed to the owner of the property.
6. Students will use the Internet to access material in ways which is consistent with our school philosophy and the Christian faith we profess.
7. Violations of this policy will lead to loss of technology privileges, detention, and/or suspension (which could lead to expulsion).

3.07 Global Education

A realistic perspective on world issues, problems, and an awareness of the relationships between an individual's self-interest and the concerns of people elsewhere in the world can only be achieved by a global education program at Loving Savior Lutheran School.

The Board of Education will adopt a plan, which incorporates global education perspectives into all levels and areas of our present educational programs here at Loving Savior Lutheran School.

The following global categories that will be incorporated into our present educational systems: social, cultural, racial, economic, linguistic, technology and ecology.

3.08 Students at Risk

The board recognizes some students require special assistance in order to reach their full educational and social potential.

It shall be the responsibility of the principal to develop a comprehensive program to identify potentially at-risk students, provide for needed assistance, monitor, and evaluate the help given these students. The board also recognizes some students require assistance that Loving Savior cannot provide. Should this occur, the board will recommend placement in a public school where more resources may be available.

3.08.01 Student-At-Risk Program

Identification of Students

Teacher referral is based upon

- A. Poor class work;
- B. Low standardized test scores;
- C. Inappropriate behavior in school;
- D. Parental concerns; and/or
- E. Referral from pastor

Follow - up

1. Conferences are held with parents, the principal, and the classroom teacher.
2. The principal and the teacher will meet monthly to monitor/assess progress.
3. The teacher will implement strategies/learning plan developed by the principal.
4. Children with severe learning disabilities or special education needs are referred to the local public school for resource services if the help needed cannot be provided through our program.

In-service

In-service programs for the faculty relating to at-risk issues will be provided periodically.

3.09 Curriculum Development/Implementation/Evaluation

Curriculum development will be an ongoing process at Loving Savior Lutheran School. Each curriculum area shall be reviewed and revised where necessary, according to a rotation schedule.

The principal will be responsible for curriculum development. Researching the school curriculum needs will:

1. Look at standards and benchmarks for a given curricular area.
2. Address student strengths and weaknesses based on performance levels of ITBS (or other national testing) as well as annual improvement goals identified by the school.
3. Identify minimum objectives for each grade.
4. Fulfill the philosophy and the Expected Schoolwide Learning Results (ESLR's) of Loving Savior Lutheran School.
5. Reflect the educational and operational needs assessment of the school.
6. Provide for the evaluation of the procedures and methods for obtaining the objectives.
7. Provide for objective monitoring of a student's progress.

It is the responsibility of the principal to keep the board apprised of necessary curriculum changes and revisions and to develop administrative regulations for curriculum development and recommendations to the board.

3.10 Instructional Materials Selection

The Board of Christian Education has sole discretion to approve instructional materials for Loving Savior Lutheran School. This authority is delegated to certified personnel to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, certified personnel shall consider the current and future need of the school as well as the changes and the trends in education and society. It shall be the

responsibility of the principal to report to the Board the action taken by certified personnel.

Educational materials given to the school must meet the criteria for selection of instructional materials.

3.11 Inspection of Instructional Materials

Parents of Loving Savior Lutheran School students may review instructional materials used by the students.

The instructional materials must be viewed on the school premises

It shall be the responsibility of the principal to develop administrative regulations regarding the inspection of instructional materials.

3.12 Objection to Instructional Materials

Parents of Loving Savior Lutheran School students may object to the instructional materials utilized in the school and ask for their use to be reconsidered.

It shall be the responsibility of the principal, in conjunction with the School Board, to develop administrative regulations for reconsideration of instructional materials.

3.13 Community Reporting/Feedback

Loving Savior Lutheran School makes every effort to keep the community informed of progress made on state and locally determined goals and achievement.

1. Overall ITBS (or other national testing) scores are published in the church newsletter, the school newsletter, and on the website.
2. The Annual Progress report is made available to anyone who requests a copy. A notice is put in the church and school newsletter concerning the availability of the annual progress report.
3. School leadership is actively involved in the congregation (community). The chair of the Board of Education is a member of the Church Council of the Loving Savior. This group is comprised of the chairmen of all congregational boards. The Church Council meets monthly to discuss the state of the church and school.
4. A monthly statement concerning the state of the school is included in the church newsletter.
5. Community members are encouraged to meet with teachers, the principal, and members of the board, at any time, to discuss the current events at Loving Savior Lutheran School.

Section 4- Student Activities

4.01 School Sponsored Athletic Events

The athletic director and the school principal must approve all athletic events and tournaments scheduled.

4.02 School Activities Nights

In order to best meet the needs of our school and the needs of our families who are involved in school programs or school sponsored activities,

1. Assignments will be limited on all activity nights.
2. Children will not be penalized for having to miss the activity or having to leave early to attend a church activity.
3. School activities will not occur on campus on early dismissal days scheduled for faculty in-service meetings.

This policy applies to all school-sponsored activities regardless of the specific location of the activity.

4.03 Use of Seat Belts and Expectations of Drivers

When using privately owned vehicles for school or school-related activities, all persons (including the driver) must wear seat belts at all times. It shall be the responsibility of the teacher to inform each driver of this requirement.

No child in pre-kindergarten through the second grade shall ride in a seat equipped with an air bag.

The safety of students is of greatest concern. Drivers who fail to require seat belt use will not be allowed to drive for future activities. Drivers who fail to require seat belt use put the school and themselves at a greater risk of liability should an accident occur.

Drivers are expected to be insured, have a valid driver's license, stay with the group, obey traffic laws (including the speed limit), and be over 21.

The use of alcohol by anyone (driver or chaperone) on a school or school-related activity is strictly prohibited.

Section Five- Students and Student Services

5.01 Statement of Nondiscrimination

Loving Savior Lutheran School admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, progress, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, and athletics or other school administered programs.

5.02 Student Records

Student records will be kept on file in the school office.

Records will be kept on file until the student has graduated or left Loving Savior Lutheran School at which time, after a request for transfer of records has been received by us from another school, we will mail the student's record to their next school. Loving Savior will keep a record of which school each student record has been sent.

5.03 Student Records Access

A student's parents may access the student's educational records. Other than the parents, only authorized certified personnel, and the student may access the student's educational records without the approval or the notification of the student's parents. Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parents or others only with the student's permission.

It shall be the responsibility of the principal to approve requests for access to student records.

It shall be the responsibility of the principal to determine administrative regulations regarding this policy including, but not limited to, the location and types of educational records maintained by the school.

5.04 Graduation Requirements

Students must have successfully completed the courses required by the board for graduation. Students must successfully complete each grade level, grades one through eight, and complete all the required courses of study prior to graduation, as determined by the State Department of Education and Board.

It shall be the responsibility of the principal to ensure that students complete grades one through eight with the minimum requirements for eighth grade graduation.

5.05 Student Promotion and Retention

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined on the judgment of the certified staff and principal in consultation with the parent(s) and qualified personnel, i.e. school psychologist.

It shall be the responsibility of the principal to develop administrative regulations regarding this policy. In developing these administrative regulations, the procedures for promotion and retention shall be included.

Students with one or more exceptional abilities who, in the judgment of administrative and certified personnel, would benefit from acceleration in the education program may take classes in curriculum areas beyond their current grade level, or participate in other approved forms of acceleration. Parents shall be contacted and may agree to or refuse the acceleration of the student.

5.06 Attendance

1. Regular attendance is very important in order to achieve success in school. Students who attend without being absent or tardy will be recognized at the end of each quarter. Certificates will be presented.
2. When students must miss school, one of their parents is to call the school office and notify the secretary. Doctor and dentist appointments should be arranged outside of the school day whenever possible. When this cannot be avoided and is known in advance, a note should be sent to the teacher. Students will not be permitted off the school grounds without the written consent of one of the parents.
3. Children who miss an extended amount of time for an illness should be under a physician's care. Before a child returns to the classroom after 6 or more consecutive school days of absence, the physician should certify that the child is able to return. This certification is to be given to the school secretary or principal.
4. If a child is going to be absent for 3 or more consecutive days for a reason other than illness, it will be necessary for the parent to meet with the principal prior to the absence to discuss the reason for the absence.
5. Children who miss more than 22 days of school during the year (excused and unexcused combined) may be retained. This is the equivalent of missing an entire month of school. The teacher and the principal will evaluate the child's progress and make a final determination. The absences alone are sufficient cause for retention.
6. Children who have 22 or more days of unexcused absences are considered truant and are subject to the California truancy laws.

7. Excused absences are those which are unavoidable, as in the case of illness or death in the family. The teacher determines whether or not the work needs to be made up. For an absence due to illness to be excused, the parent must send a note explaining the specific reason for the absence to the child's teacher the day the child returns to school or call the school office each morning of an absence due to illness. A note or phone call by a parent to the office in case of a death is necessary for the absence to be excused. Pre-arranged absences, as in the case of a family vacation, may be excused if approved by the principal *prior* to the absence.
8. Unexcused absences are those which are avoidable and those for which the school is given no explanation, an explanation which is not valid as an excuse, an absence which was not pre-arranged and excused in advance, or for which the student neglected to bring a written explanation on the first day of his/her return to class and for which the parent has not called the office.
9. Both excused and unexcused absences will be recorded on the report card. Having an excused absence does not allow a student to receive an "Outstanding Attendance" award. Doctor and dentist appointments during the school day are excused absences but also count against outstanding attendance.
10. Vacation trips during school days are strongly discouraged. Parents are expected to talk to the principal before all trips. Such absences adversely affect the quality of a child's education. If a trip must be taken, classroom teachers must be notified and the requirements for a prearranged absence must be met. After the trip it is the child's responsibility to make up all work missed. Teachers are only expected to prepare assignments in advance for completion during a vacation trip *if* the parents have informed them of the extended absence at least 2 weeks in advance. Work missed is due the number of days equivalent to the time lost (for example: 1 ½ days out --- work due 1 ½ days after return).
11. When students are tardy to school, it affects the classroom environment adversely and is not conducive to learning. Parents will receive a warning after the 3rd tardy per quarter and will receive a \$10 fine after the 5th tardy in a single quarter. Tardies are neither excused nor unexcused. Children are marked tardy if they are not in the room for the start of school (7:45am for grades 6-8 and 8:15am for grades K-5). Teachers may mark children tardy if they do not have their materials in the classroom for the start of a class and have to go to their locker. Students tardy at the beginning of the day are required to stop at the office upon arriving to request a tardy slip and so that their names can be removed from the absentee list. Any tardy disqualifies a student from outstanding attendance recognition.
12. Students who are absent on the day of an after school activity may not participate in that activity. This includes dances, sports (practice or games), or any club meetings.

5.07 Student Discipline/Due Process

We believe an integral component of discipline is the Gospel of Jesus Christ. The Law accuses, pointing out our sinfulness. The Gospel forgives. Within the philosophy of Christian education, a child needs to experience the forgiveness of his/her teacher and be reassured of Christ's forgiveness.

Student conduct and attitude at Loving Savior is expected to be of the highest Christian quality both in school and when involved in co curricular and extracurricular activities. Students are expected to conduct themselves in a manner consistent with the school's philosophy and goals and serve as ambassadors for the school.

The law states that a fundamental goal is the educational development of all persons to the limit of their capabilities. However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to the loss of some of their rights.

Such is the case with the right to an education. When a student commits an act of gross disobedience or misconduct defined by the School Board, the student's right to an education may be temporarily withheld.

Except for cases of serious misconduct, the following sequence is used to correct problems:

- A. **Classroom Consequences:** Teachers utilize their own system of progressive discipline. Once the student has exhausted the teacher's disciplinary methods, the teacher may refer the student to the principal.
- B. **Referral to the Principal:** While parent conferences may be requested at any time, they are required if a student receives three (3) referrals in one semester.

In cases of serious misconduct, the school may not deprive a student of rights via a suspension or expulsion without due process. A student is entitled to and shall receive procedural due process and will be allowed to present a defense, to explain the circumstances of the actions in question, or to attempt to prove innocence.

- C. **In-School Suspension:** In-school suspension is the temporary isolation of a student from one or more classes while under appropriate supervision. Generally, suspensions last 1-5 days. All work must be completed but will be given a 10% grade suspension penalty. Before issuing this suspension, the principal will meet with the teacher and the student. All incidents will be documented and presented to the student and the parent.
- D. **Out-of-School Suspension:** Out-of-school suspension is the removal from the school environment for periods of short duration. The principal, for gross or repeated infractions of school rules, regulations, policy or the law, will impose this suspension. All incidents will be documented and presented to the student and the parent. All work must be completed but will be given a 10% grade suspension penalty.

In the event of serious infraction, the student will remain suspended pending a meeting with the Board of Education to determine whether or not the child will be expelled. This meeting will be held at such time as Board members are reasonably able to assemble. The decision of the Board of Education is final.

The offenses resulting in any type of suspension will be determined by the principal, but are not limited to: repetitive or flagrant disobedience, misbehavior or misconduct; excessive disruption of classroom procedures; use of obscene or vulgar language (written, verbal, or gestured); cheating; disrespect toward staff; intimidation; stealing; physical harm to others; or activating false alarm.

Following any suspension, before returning to class, the child and parent will meet with the principal. Students returning from suspension are on probation for the remainder of the quarter.

E. **Expulsion:** Expulsion is the removal of a student from the school environment, which includes, but is not limited to, classes and activities. Only the Board may remove a student from the school environment in this manner. Students may be expelled for violations of board policy, school rules, or the law.

When a student is recommended for expulsion by the board, the student and parents are provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts *unless* the witnesses are students whose names may be released only at the discretion of the principal;
3. An opportunity to present a defense against the charges on the student's behalf;
4. The right to be represented by counsel.

The results of the board's findings will be in writing, and open to the student's inspection.

Specific serious offenses are identified and handled as follows:

Weapons - The possession of weapons is handled according to state law. Violators are expelled from school and the incident is reported to the appropriate law enforcement agency. The possession of *look alike* items results in a suspension from school pending a hearing before the Board of Education.

Tobacco, alcohol, and controlled substances - Possession or use results in a suspension from school pending a hearing before the Board of Education. An incident involving alcohol or controlled substances may be reported to the appropriate law enforcement agency.

Violent, destructive, and seriously disruptive behavior will result in immediate removal from class or other activity in which the student is involved. The principal will investigate the incident, talk with parents, child, and teacher, and determine what additional action, if any, is necessary.

F. **Sexual Harassment:** Sexual harassment includes any inappropriate behavior of a sexual nature whether physical or verbal. Any behavior which embarrasses a student and has sexual connotations or calls attention to the student's sexuality in a demeaning or un-Christian manner will not be tolerated. Sexual harassment

complaints may be filed by the victim, the victim's parents, or any observer. The school will act in the following way to immediately and deliberately halt the harassment:

1. First offenses result in a referral. The principal or teacher will inform the child that the offense constitutes sexual harassment and explain it. The child will apologize to the victim. The child is informed that another act of sexual harassment will result in a hearing before the Board of Education to decide upon continued enrollment. The child forfeits recess for one week. The child's parents are notified in writing. The victim's parents will be notified of the incident and of the action taken by the school. If, in the opinion of the principal and classroom teacher, the incident is extremely offensive (e.g., fondling, indecent exposure, etc.), the principal may suspend the student pending a Board of Education hearing to determine the enrollment status of the offender.
2. A second offense will result in immediate suspension from school until such time as the Board of Education is able to conduct a hearing to determine the enrollment status of the offender.
3. A third offense results in expulsion.
4. Any act of sexual harassment which might involve criminal penalties will be referred to the appropriate law enforcement agency for further investigation.

5.08 Student Injury or Illness at School

When a student becomes ill or is injured at school, the teacher or another school employee will notify the student's parents as soon as possible after these individuals are aware of the incident.

The school, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present administer emergency and/or minor first aid if possible. An ill or injured student will be turned over to the care of the parent, the parent's designee, or qualified medical personnel as quickly as possible.

Parents shall be required to complete a medical emergency authorization card indicating the procedure to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parent to provide the school with updated information on the medical authorization card.

It shall be the responsibility of the classroom teacher/playground supervisor to fill out an accident report within a 48-hour period with the office.

5.09 Administration of Medication to Students

Students may be required to take medication during the school day. Only qualified designees shall administer medication. A qualified designee is a person who has been trained under the State Department of Health guidelines.

No medication prescribed or otherwise will be administered without written authorization from the parent and/or the child's physician. A written record of the administration procedure must be kept for each child receiving medication.

The principal shall be responsible to develop rules and regulations governing the administration of medication, prescription and non-prescription, to students. Students and parents shall be provided with the requirements for administration of medication by the school annually.

5.10 Student Health Services

Students are required to be in reasonably good health, as certified in writing, by their physician, prior to admission into school. Thereafter, the Board retains the authority to deny continued enrollment if the student has not complied with the minimum immunization requirements as stated by the State Department of Health, and to require at any time a certification of reasonable good health for any student.

Health services shall be coordinated with the health education and physical education curriculum and the guidance counseling services. The goal of the health services provided by the school is to help each student protect, improve, and maintain physical, emotional, and sound well-being.

5.11 Student Activity Program

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.

Students will have an opportunity to participate in an intramural or interscholastic athletic activity unless the activity is not offered, or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each others teams when there are activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interest and abilities in the students.

The principal must approve student activity events, unless it involves unusual travel and expense, in which case the Board will take action. The events must not disrupt the education program or other school operations.

It shall be the responsibility of the principal to develop regulations for each school activity. Students wanting to participate in school activities must meet the requirements set out by the school for participation in the activity.

5.12 Identifying and Reporting Child Abuse

It is the policy of Loving Savior Lutheran School that any certificated or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the Department of Children's Services (DCS) within twenty-four hours, and follow the verbal report with a written report on appropriate forms. The reporting of suspected abuse of children by non-certified or non-licensed employees is encouraged. The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary sanctions up to and including discharge.

It is also the policy of Loving Savior Lutheran School that reports of child abuse remain confidential, as required by law.

Loving Savior Lutheran School shall provide the training required by law in the identification and reporting of child abuse, to all mandatory reporters employed by the school within six months of initial employment. The school shall also provide each new employee, who is a mandatory reporter, with the legal requirements of child abuse reporting within one month of initial employment.

Loving Savior Lutheran School administration and staff will cooperate fully with DCS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interviews. Loving Savior Lutheran School recognizes no obligation to contact the parents of guardians of a child suspected to be a victim of abuse.

5.12.01 Reporting Procedure for Identifying and Reporting Child Abuse

Any certificated staff or administration member who has a reasonable belief that a child enrolled in Loving Savior Lutheran School has suffered abuse by a person responsible for the care of that child shall observe the following procedures:

1. Contact the Department of Children's Services (DCS) by telephone or in person to make an oral report of the suspected abuse.
2. Follow the oral report with a written report on forms provided by DCS within 48 hours of the oral report.
3. Cooperate with DCS personnel in conducting their investigation.
4. Maintain a copy of the school employee's written report in the employee's personal file at home for the sole purpose of documenting the fact that the employee reported the suspected abuse. If a written report is received by the employee from the DCS following the investigation, such report shall also be filed with the employee's copy of the suspected abuse report or destroyed.
5. The employee shall maintain the confidentiality of the report at all stages following the oral report of suspected abuse.

5.13 Tuition Incentive for New Family Recruitment

When a new family enrolls students at Loving Savior Lutheran School, they will be asked if any Loving Savior School family or Loving Savior staff is responsible for them choosing to attend Loving Savior. If a Loving Savior family or staff member is identified, then the following benefits will accrue when the new family has finished paying the registration and fees for one complete school year:

1. In the case of Loving Savior family, they will receive a \$50 credit for any student who enrolls based on the referral.
2. In the case of a Loving Savior staff member, he or she will receive a \$50 bonus check once the student enrolls.

5.14 Kindergarten Enrollment Age

It shall be considered a policy of Loving Savior Lutheran School that no child may enter the kindergarten class if his/her 5th birthday falls after September 15th of the school year enrolled.

5.15 Class Size

1. When enrollment for a particular class reaches 25, the Board of Education may employ an aide to assist the teacher. The amount of time the aide will spend at school each day will be determined by the age of the students and the needs of the teacher.
2. When enrollment reaches the following limits, future applicants for that grade will be placed on a Waiting List:
K-1 = 20
2 -8 = 24
3. When the Waiting List for a particular class reaches 12, a second teacher may be employed at the discretion of the Board.
4. The Board has the discretion to temporarily increase class size for extenuating circumstances such as new professional staff members with children, or existing family additions.

5.16 Class Trips

All Trips

Any field trip more than 100 miles from Chino Hills must have Board of Education approval.

Procedure

Date, destination and trip duration for all field trips will be a discussion between involved staff and must be approved by the principal. There must also be signed parent/guardian permission slip turned in to the teacher.

5.17 Admissions Policy

Children interested in enrollment and admission to Loving Savior Lutheran School must adhere to the following guidelines:

1. An application is filled out and application fees are paid.
2. Receipt of current report card and, when applicable, current ITBS (or other national testing) results. Report card and national testing results will be reviewed to help ascertain child's skill level.
3. Written permission is given by the parent for the principal to contact the current school to get background information. Child must be in good standing at current school.
4. Successful results on an academic screening conducted by a Loving Savior teacher. There is a \$25 testing fee due at the time of the test.
5. The principal will meet with the family for an interview.
6. Upon completion of steps 1-5, the student may be considered for admittance. The principal, who will inform the family of the decision made concerning enrollment, makes the final decision.
7. All new students are on probation for the first six weeks.

Applications for enrollment (up to March 15th) are accepted in the following order:

1. Children who are members of Loving Savior Lutheran Church;
2. Children who have no church home;
3. Children who are members of other area Lutheran churches; and
4. Children who are members of other Christian denominations.

Applicants for enrollment who are siblings of existing students are accorded member status for the purpose of acceptance.

Re-enrolling students always receive preference. Re-enrollment must take place before March 15th for grades K-8. *Once that deadline has passed, those students are no longer enrolled and must go through the admissions process as a new applicant.*

Additional Requirements for Admission

1. For Grades 1-8:
 - A. Medical exams are required for first grade.
 - B. California immunization cards are required in all grades.
 - C. New students must have sports physicals to participate in team sports.
 - D. Completed enrollment package

2. For Kindergarten:
 - A. Parent interview by principal/prospective teacher. Child interview by teacher.
 - B. Current medical examinations and current California immunization card.
 - C. Completed enrollment package
3. For Pre-Kindergarten:
 - A. Parent interview by principal and/or prospective teacher. Child interview by teacher.
 - B. Current medical examinations and current California immunization card.
 - C. Completed enrollment package

5.18 Student Early Release Check-Out Procedure

If a parent or guardian wishes to take a child from school prior to the end of the school day, the following procedure must be followed:

1. The parent/guardian or other adult listed on the child's emergency card is to report to the school office and sign, date, and time a release form.
2. The secretary will call the classroom for the release of the student. The parent/guardian will wait in the school office for their child/children. The teacher will dismiss the child at that time. Loving Savior will not release children to anyone who does not follow these procedures.
3. If someone other than the parent/guardian is picking up the child, the parent/guardian must notify the school office by telephone of the name of the person picking up the child. This person must be listed on the child's emergency card and will then be asked to show a driver's license or some other picture ID to the secretary before a release authorization will be issued.

This procedure has been implemented to protect the child. While teachers are acquainted with parents, they may not recognize older siblings, relatives, and friends of the family.

5.19 Student Progress Reports and Conferences

All students will receive a Report Card at the end of each 9-week quarter. In between report cards, students in grades 2-5 will receive a Midterm Progress Report to help parents monitor their child/children's progress in all subjects. Parents and students of grades 6-8 may log on to our online grading system to check progress, grades, missing assignments, etc., at any time during each quarter.

Parents will also receive a copy of their child's Iowa Test of Basic Skills (or other national testing) results when those are in. There is one required parent/teacher conference in November. Teachers or parents may request conferences at any time during the year to discuss student progress as well as any other concerns. Other reporting is done by notes, e-mail or phone calls as needed.

5.20 Tuition Assistance

We believe at Loving Savior Lutheran School that every child has a right to a Christian education. The cost of an education at Loving Savior is funded through tuition. Members of Loving Savior Lutheran Church receive a member tuition rate while anyone else enrolling in Loving Savior Lutheran School receives a nonmember rate.

We do know that there are some families who wish to have their child/children here, but have a difficult time with tuition. Therefore, we do offer some financial help when and if tuition assistance funds are available.

If a family wishes to be considered for tuition assistance, the application form needs to be picked up in the school office. The process, once the form is received by the Board, takes three weeks.

Anyone submitting an application for tuition assistance must check first with their congregation to see if they can give any aid. Any aid obtained must be declared to Loving Savior Lutheran School prior to consideration for tuition assistance.

Section 6- Staff

6.01 Professional Instructional Staff Qualifications

All staff shall perform duties according to the regulations adopted by the Loving Savior Lutheran Church in a God-pleasing manner.

All instructional staff shall be Certified, or in the process of Certification, as required by the State of California, and present evidence of it to the principal of Loving Savior Lutheran School. All non-instructional staff shall be under the direct supervision of the principal.

The teacher should be a graduate of a synodical school, have completed the colloquy program, or have completed a California Teaching Credential program. Teachers actively pursuing the colloquy program may be employed while they work toward completing the program.

The Board of Education shall determine what, if any, additional qualifications may be required as determined by the needs of the school.

The staff members Called by Loving Savior will hold active membership at Loving Savior Lutheran Church, unless special arrangements are made for teachers, such as membership at a sister LCMS congregation, or at the discretion of the board.

6.02 The Role of the Pastor at Loving Savior Lutheran School

The pastor's or pastors' relationship with the school, the relationship between the pastor and principal, and the expectations of the pastor define the role of the pastor.

- I. Relationship with school
The pastor, who is the spiritual overseer of all the members in Loving Savior congregation, is also the spiritual overseer of the students and parents, teachers and staff of Loving Savior Lutheran School.
- II. Relationship between pastor and principal
The goal of pastor and principal is to develop a team ministry, which upholds and edifies the ministry of each and fulfills the mission and ministry of the congregation and its school. The following shall mark their relationship:
 - The principal acknowledges the pastor as spiritual leader and assists the pastor in this ministry.
 - The pastor acknowledges the principal and the preschool director as the school administrators and helps them in that ministry.
 - The pastor, principal, and the preschool director are role models in cooperative helpfulness in ministry; they publicly and privately uphold and affirm each other's position and responsibilities in the congregation and school.
 - The principal, preschool director, and pastor will confer and consult with each other before making major decisions or taking significant actions that affect the school, its welfare, or those it serves.
 - The pastor, principal, and preschool director will conduct regularly scheduled meetings to assure cooperative helpfulness.
- III. Expectations of the pastor in the school
 - Help plan and lead school chapel services or endorse the plan prepared by the principal and the preschool director.
 - Participate in faculty Bible study sessions.
 - Share the responsibility with the principal and preschool director for the spiritual growth of the faculty.
 - Be available to counsel school children and parents as needed and appropriate.
 - Plan with the music coordinator for school participation in worship services.
 - Communicate the school purpose wherever appropriate.
 - Encourage enrollments in the school when making member and non-member visits.
 - Attend major school functions to maintain visibility and show support.
 - Visit classrooms for goodwill purposes.
 - Affirm teachers as fellow ministers in the church and assist with the orientation of new staff.

6.03 Job Description - Principal

Basic Function

The principal shall promote and maintain a Christian Day School in accordance with Lutheran Church Missouri Synod and Loving Savior Lutheran Board of Education guidelines. This includes execution of any and all procedures and policies necessary to ensure a successful day school program. The principal is responsible for the day-to-day operations of managing a Christian Day School.

Relationships

Responsible to: Board of Education
Works with: Pastor(s), Teachers, Support Staff

Qualifications

1. The principal shall meet professional staff qualifications.
2. The applicant shall have met the requirement for the professional certificate endorsed for one of the several types of teaching services, and in addition thereto, have secured a master's degree in elementary education with emphasis on administration or be actively pursuing this degree within a timeframe acceptable to the Board of Education, five years of teaching experience, and school administrative experience with the amount to be judged by the Board of Education.
3. The principal shall be a member of (and participate in) professional organizations and associations.
4. The principal shall be a member of Loving Savior Lutheran Church and should take an active interest in the work of the Church, Pacific Southwest District, and the Synod.

General Responsibilities

1. Evaluate the curriculum and programs with other professional staff.
2. Regularly evaluate teachers' classroom performance as outline by policy and reports to the Board.
3. Maintain teacher files including biographical data, correspondence, state certificates, record of medical examinations, and transcripts of academic credits.
4. Require daily classroom schedules of each teacher and suggests revisions, if needed.
5. Require the preparation of lessons plans by all teachers.
6. Represent the faculty and staff at the Board of Education meetings.
7. Report to the faculty and staff on Board action related to school and faculty.
8. Administer the budget as approved.
9. Approve student admissions and transfers in consultation with the Board.
Approve all promotions, accelerations, and retentions of pupils in accordance with policies set forth by the Board of Education.
10. Conduct faculty meetings regularly using planned and written agendas.
11. Arrange for regular meetings and consultations with pastoral staff.
12. Provide orientation meeting for all new and returning professional staff.
13. Coordinate fire and safety drills.
14. Maintain current handbooks: parent, student, and faculty.

15. Encourage teachers to be present at all PTLs meetings on a rotating basis.
16. Coordinate the parent-student orientation meeting at the beginning of the school year.
17. Be responsible for the ordering of all school material and equipment.
18. Make certain that teachers communicate to parents through conferences, private consultations, written and oral forms, on the status of each student.
19. Coordinate administration of annual achievement tests and review results as part of curriculum review.
20. Keep accurate student records in accordance with the law.
21. Recommend policies, as needed, to the Board of Education.
22. Disseminate school news to school and church families and other area churches when appropriate.
23. Actively participate in PTLs meetings.
24. Promote the school and encourage parents to enroll their children.
25. Meet with prospective families.
26. Administer policies as set by the Board of Education.
27. Assist the Board of Education in the development of annual goals.
28. Actively participate in District sponsored conferences and workshops related to, or specifically designed for, principals.
29. Attend school Chapel Service each week and help as needed.
30. Attend all school functions and worship services in which school children are performing.

6.04 Job Description - Teacher

Basic Function

The teacher is part of the team ministry of Loving Savior Lutheran Church and School. The teacher provides instruction in the Christian Day School in accordance with the guidelines of the Board of Education of the congregation.

Relationships

Responsible to: Principal
 Works with: Other teachers, support staff, parents

Qualifications

1. The teacher shall be defined as a member of the professional instructional staff who holds a certificate endorsed by the type of position in which employed.
2. The teacher models the Christian faith, dresses appropriately, and is an effective communicator.

General Responsibilities

1. Takes continuing education courses.
2. Supports in practice the school's statements of purpose, philosophy, goals, and the mission statement of the congregation. A teacher diagnoses, prescribes, evaluates, and directs student learning in terms of the school's objectives.
3. Follows Matthew 18 in conflict resolution.

4. Fulfills assigned responsibilities - including grade level assignment, staff assignments, and co-curricular assignments.
5. Completes required reports, records, and forms on time.
6. Maintains a Christian professional relationship with colleagues, parents, and students.
7. Attends and participates in faculty meetings.
8. Attends PTLS meetings as directed by the principal.
9. Prepares all schedules for teachers, aides and support staff.

6.05 Job Description – Preschool Director

Basic Function

The preschool director shall promote and maintain a Christian Preschool in accordance with Lutheran Church Missouri Synod and Loving Savior Lutheran Board of Education guidelines. This includes execution of any and all procedures and policies necessary to ensure a successful preschool program. The principal is responsible for the day-to-day operations of managing a Christian Preschool.

Relationships

Responsible to: Principal and the Board of Education
Works with: Pastor(s), Parents, Teachers, Support Staff

Qualifications

1. The preschool director shall meet professional staff qualifications.
2. The applicant shall have met the requirements stipulated under Title 22 of the State of California, five years of classroom teaching experience, and school administrative experience with the amount to be judged by the Board of Education.
3. The preschool director shall be a member of (and participate in) professional organizations and associations.
4. The preschool director shall be a member of an LCMS Lutheran Church, preferably. He/She must be a member of a Christian church to be considered for the position.

General Responsibilities

1. Evaluate the curriculum and programs with other professional staff.
2. Regularly evaluate teachers' classroom performance as outline by policy and reports to the Board.
3. Maintain teacher files including biographical data, correspondence, state certificates, record of medical examinations, and transcripts of academic credits.
4. Require daily classroom schedules of each teacher and suggests revisions, if needed.
5. Require the preparation of lessons plans by all teachers.
6. Represent the faculty and staff at the Board of Education meetings.
7. Report to the faculty and staff on Board action related to school and faculty.
8. Administer the budget as approved.

9. Approve student admissions and transfers in consultation with the Board.
Approve all promotions, accelerations, and retentions of pupils in accordance with policies set forth by the Board of Education.
10. Conduct faculty meetings regularly using planned and written agendas.
11. Arrange for regular meetings and consultations with pastoral staff.
12. Provide orientation meeting for all new and returning professional staff.
13. Coordinate fire and safety drills.
14. Maintain current handbooks: parent, student, and faculty.
15. Coordinate health-related visits and tests.
16. Be responsible for the bus transportation program and drivers to assure welfare and safety of students.
17. Encourage teachers to be present at all PTLS meetings on a rotating basis.
18. Coordinate the parent-student orientation meeting at the beginning of the school year.
19. Be responsible for the ordering of all school material and equipment.
20. Oversee the operation of the Hot Lunch program and make certain that the manager meets state requirements.
21. Make certain that teachers communicate to parents through conferences, private consultations, written and oral forms, and the status of each student.
22. Coordinate administration of annual achievement tests and review results as part of curriculum review.
23. Keep accurate student records in accordance with the law.
24. Recommend policies, as needed, to the Board of Education.
25. Disseminate school news to school and church families and other area churches when appropriate.
26. Actively participate in PTLS meetings.
27. Promote the school and encourage parents to enroll their children.
28. Meet with prospective families.
29. Administer policies as set by the Board of Education.
30. Assist the Board of Education in the development of annual goals.
31. Actively participate in District sponsored conferences and workshops related to, or specifically designed for, preschool directors.
32. Subscribe to several educational and/or administration periodicals and add to personal professional library regularly. Expenses for these periodicals and books may be budgeted by the Board of Education.
33. Plan and organize a summer program for the Preschool each year.
34. Attend school Chapel service each week.
35. Attend all Preschool functions and worship services in which preschool children are performing.

6.06 Job Description - Preschool Teacher

Basic Function

The preschool teacher is part of the team ministry of Loving Savior Lutheran Church and School. The preschool teacher provides instruction in the Christian Day School preschool program in accordance with the guidelines of the Board of Education of the congregation.

Relationships

Responsible to: Preschool Director
Works with: Other teachers, support staff, parents

Qualifications

1. The teacher shall meet professional staff qualifications.
2. The teacher models the Christian faith, dresses appropriately, and is an effective communicator.

General Responsibilities

1. Attends workshops, seminars, and professional training course.
2. Develops and implements the academic curriculum in the areas of language, math, science, social studies, physical development, music, Bible, and art.
3. Follows Matthew 18 in conflict resolution.
4. Provides a loving, caring Christian environment and promotes the child's spiritual, social, personal and emotional development.
5. Completes required reports, records, and forms on time.
6. Maintains a Christian professional relationship with colleagues, parents, and students.
7. Attends and participates in faculty meetings and PTLs meetings and activities as instructed by the director.
8. Meets state requirements for a preschool teacher.
9. Promotes and publicizes the preschool program.
10. Reports any accidents or incidents that cause physical or emotional injury to a child to the Director's office as soon as possible.
11. Provides periodic evaluation of each child.

6.07 Job Description - Teacher Assistant/Educational Aide

Basic Function

Provide assistance to the classroom teacher

Relationships

Responsible to: Classroom teacher
Works with: Other teachers, support staff, principal

Qualifications

1. The board shall approve the use of employed and volunteer educational aides, to assist certified personnel in classroom duties.
2. The assistant will be under the supervision of the Director, who will conduct an annual training program for such personnel.
3. The assistant shall be over the age of 18 and be a high school graduate.
4. The assistant shall understand the philosophy of the school.
5. The assistant models the Christian faith.

6. The assistant will work with the lead teacher when the other lead teacher is out (substitute).
7. All aides must have 6 units in core ECE classes and enrolled in another core class until all have been completed per Title 22 requirements.

General Responsibilities

1. Corrects papers, makes copies of worksheets and tests for the classroom teacher, and other non-instructional tasks the teacher may assign.
2. Supervises children at recess, lunch, and during group instruction given by the teacher.
3. Works with individual children or small groups of children to reinforce and extend instruction previously given by the teacher.
4. Attends in-service sessions as scheduled by the principal.
5. Performs any other duties deemed appropriate by the classroom teacher and the principal.

The Board of Education, upon the recommendation of the principal, will approve the hiring of teacher assistants.

6.08 Job Description - Substitute Teacher

Basic Function

The substitute teacher fulfills the responsibilities of the classroom teacher on a temporary basis.

Relationships

Responsible to: Principal
Works with: Other teachers

Qualifications

1. The substitute shall be over the age of 21 and be a college graduate (minimum).
2. The substitute shall understand the philosophy of the school.
3. The substitute shall model the Christian faith.

General Responsibilities

Executes lesson plans as prepared by the teacher and supervises the children throughout the day.

6.09 Job Description - Athletic Director

Basic Function

The athletic director coordinates and implements a sports program for Loving Savior Lutheran Church and School which demonstrates a Christian and enthusiastic attitude.

Relationships

Responsible to: Principal
Works with: Teachers, Support Staff

Qualifications

1. The Athletic Director shall be a faculty member and meet professional staff qualifications.
2. The Athletic Director models the Christian faith, understands the philosophy of the school, and incorporates the philosophy into the athletic program.

General Responsibilities

1. Emphasizes the glory of God over self and school.
2. Serves as a Christian example of fair play and good sportsmanship.
3. Supervises coaches, assistant coaches, and other volunteers in athletics.
4. Arranges for drivers and has the necessary paperwork completed.
5. Schedules and approves all athletic activities, coordinating with the principal with respect to the school schedule and needs and with the Senior Pastor with respect to the congregational schedule and needs.
6. Secure facilities at which to conduct interscholastic activities.
7. Train game officials for all interscholastic contests.
8. Line up scorekeepers, timers, and other personnel needed for the conducting of interscholastic contests.
9. Submit a budget projection to the principal for each new school year by June 15th.
10. Be responsible for ordering new equipment as well as caring for existing equipment.

6.10 Job Description - School Secretary

Basic Function

The secretary will performed the duties assigned and supervised by the principal as is necessary for the orderly conduct of school business.

Relationships

Responsible to: Principal
Works with: Faculty, support staff of school and congregation, Board of Education

Qualifications

1. The secretary shall model the Christian faith and understand the philosophy of the school.
2. The secretary shall complete the requirements application.
3. The secretary shall have a minimum of a high school education and demonstrate skills in word and data processing, accounting, telephone etiquette and office organization necessary to performing the duties of the position.
4. The secretary shall relate well to both children and adults.

General Responsibilities

1. Maintains appropriate student records and oversees the proper transfer of records to other schools.
2. Maintains confidentiality.
3. Works independently.
4. Makes decisions as appropriate.
5. Completes state reports on attendance.
6. Serves as school receptionist.
7. Performs other duties as deemed necessary and directed by the principal.

6.11 Job Description - Coach: Team Sports

Basic Function

Coaches organize and implement a successful sports program which demonstrates a Christian and enthusiastic spirit.

Relationships

Responsible to: Athletic Director (While directly responsible to the athletic director, coaches are representatives of the school administration and are ultimately accountable to the principal and the Board of Christian School).

Works with: Students, Parents, and Teachers

Qualifications

1. Coaches shall model the Christian faith, understand the philosophy of the school, and incorporate the philosophy into his/her coaching.
2. Coaches shall demonstrate knowledge of the sport to be coached and shall demonstrate the ability to work with the age level of children in their sport.

General Responsibilities

1. Emphasize the glory of God over self and school.
2. Serve as a Christian example of fair play and good sportsmanship.
3. Conduct a preseason meeting with the parents of the student-athletes participating in the given sport, and distribute a copy of team guidelines, coach's expectations, and practice and game schedules to all parents.
4. Provide supervision for student athletes after practices and games until their parents pick them up.
5. Organize and execute practice sessions in conjunction with practice times coordinated with the Athletic Director.
6. Are responsible for making new equipment needs known to the Athletic Director as well as caring for existing equipment used in the sport coached.
7. Attend all games and are responsible for the conduct of the team at all games.

6.12 Job Description - Extended Care Director

Basic Function

The Extended Care Director will oversee the Extended Care Program in accordance with the Loving Savior Lutheran School Board of Education guidelines.

Relationships

Responsible to: Principal
Works with: Extended Care staff, faculty, and secretary

Qualifications

1. Shall model the Christian faith.
2. Shall understand and support the philosophy of the school.
3. Shall have a minimum of a high school education.
4. Shall demonstrate the ability to oversee a staff of people.
5. Shall be certified in Medication Administration.

General Responsibilities

1. Update handbook.
2. Prepare information sheets to parents.
3. Coordinate snack calendar.
4. Call staff and board meetings.
5. Handle the finances of the program.
6. Scheduling of staff.
7. Oversee turning in of time cards.
8. Hire and dismiss staff.
9. Organize all field trips.
10. Plan activities for full and half days off.
11. Conference with parents when needed.
12. Handle discipline decisions.
13. Assist with homework.
14. Meet with principal on a regular basis.

6.13 Job Description - Extended Care Assistant

Basic Function

The Extended Care Worker will assist with the Extended Care program in accordance with the Loving Savior Lutheran School Board of Education guidelines.

Relationships

Responsible to: Extended Care Director and Principal
Works with: Extended Care Staff, Teachers

Qualifications

1. Shall model the Christian faith.
2. Shall understand and support the philosophy of the school.

3. Shall uphold the purpose of the Extended Care program in accordance with the Extended Care Handbook.
4. Shall demonstrate the ability to work with children.
5. Shall be 18 years of age or older.

General Responsibilities

1. Arrive promptly and regularly.
2. Let Director know if he/she will be late or gone.
3. Assist with daily program activities.
4. Attend monthly staff meetings.
5. Participate in in-service training as requested.
6. Follow health and safety standards.
7. Perform regulated duties as requested by the Director.
8. Accurately maintain the sign in/sign out log.
9. Help with homework.
10. Assist with lunch/snack time.

6.14 Evaluation of Licensed Personnel

Evaluation of licensed personnel on their skills, abilities, and competence shall be an ongoing process supervised by the principal. The goal of the formal evaluation shall be to improve the educational program, to maintain licensed personnel who meet or exceed the board's standards of performance, to clarify each licensed employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the principal and other school personnel.

The formal evaluation criteria shall be in writing and brought to the board's attention if necessary. The formal evaluation shall provide an opportunity for the principal and the licensed employee to discuss the past year's performance and the future areas of growth. The formal evaluation shall be completed by the principal, signed by the licensed employee and filed in the employee's personnel file.

It shall be the responsibility of the principal and the preschool director to ensure licensed personnel are evaluated annually. First and second year licensed teachers shall be evaluated twice a year.

6.15 Principal Evaluation

The board will conduct an annual written evaluation of the principal based on the principal's skills, abilities, and competence. The goal of the principal's annual formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the principal's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the principal. The criteria will be related to the job description and the goals of the board.

The evaluation shall be conducted by the chair of the Board of Education. It is the responsibility of the chair of the Board to see that the evaluation is completed annually. The board may discuss the principal's evaluation in closed session.

The evaluation will be filed in the principal's personnel file.

6.16 Personnel Files

Staff personnel files shall include a certificate or statement of professional recognition, transcript, and record of benefits.