



John 10:27

My sheep listen to my voice; I know them, and they follow me.

The School Policy Handbook

March 2024

INTRODUCTION

The Mission of The Good Shepherd Lutheran School and Early Childhood Center is to share the love of God in Christ Jesus, the caring Shepherd, through the power of the Holy Spirit.

Our Ministry to accomplish this Mission is:

- Celebrating Christ as God's gift for our salvation, proclaiming Him as Savior, and growing through grace.
- Equipping, developing, and utilizing God's people for ministry.
- Ministering with the Gospel to each other, our community, and the world.

OBJECTIVES OF GOOD SHEPHERD LUTHERAN SCHOOL AND EARLY CHILDHOOD CENTER

God teaches that parents are to provide Christian training for their children and promises blessings from it. Consider the following words of God:

*"Teaching them to observe all things whatsoever I have commanded you."
Matthew 28:20 (KJV)*

*"You fathers, bring up your children in the nurture and instruction of the Lord."
" Ephesians 6:4 (KJV)*

*"These words which I commanded you this day shall be in your heart, and you shall teach
them diligently to your children."
Deut. 6:6-7 (KJV)*

*"Train up a child in the way he should go, and when he is old, he shall not depart from it."
Proverbs 22:6 (KJV)*

*"All of your sons shall be taught by the Lord, and great shall be the property of your sons."
Isaiah 54: 13 (KJV)*

The School and ECC exist to provide a program of education, care, and development that is in harmony with God's will, as revealed in the Bible. All life, including knowledge and service, finds its source, meaning, and purpose in the Lord Jesus Christ. The Church operates the School and Early Childhood Center as a part of God's mission to all people. It makes this route available to those families of the congregation and the community desiring this kind of Christian education program. Even though the School and ECC are essential agencies in the training of children, the other agencies of the Church, such as Sunday School, weekly worship services, and youth activities, are integral parts of the spiritual training of the total child. All parents and students at the School and ECC are encouraged to participate regularly in these agencies.

We aim to provide a total educational program in a caring Christian atmosphere. Not only are there daily religion classes, in which the crucified and risen "Christ is exalted, but the secular subjects are also taught in the light of Christ and Scripture. Our purpose is to assist parents in educating their children to become good citizens of this country and to help them become and remain citizens in the kingdom of heaven. This is done by the daily use of God's word, prayer, and Christian example through the power and working of the Holy Spirit. We also wish to assist parents by providing a loving, caring atmosphere in the School and ECC, where children learn to share, care for, and love one another.

PHILOSOPHY

WE BELIEVE that the Bible teaches that man was created perfect and holy with free will by our loving God (Genesis 1:27, 31; 2:16-17). But this was all lost when sin entered the world through Adam and Eve's disobedience and spread to all through the inheritance of a sinful nature (Romans 5:8). Because of his boundless love for us, Jesus rescued us from the punishment we and all people earned by our sins (Romans 5:8), and it is by the acceptance of the Lord Jesus Christ as our personal Savior that we receive the forgiveness of sins as a free gift from God (Romans 10:9). It is the Holy Spirit working in us to draw us to Him (Romans 8:8-9). As we seek the total leadership of Jesus in every part of our lives, the "growing in grace" occurs (II Peter 3:18), which we trust the Lord not only to receive but also to share this Good News of salvation with the world, beginning where we are (Matthew 28:19-20).

WE BELIEVE that Christian education is unique because:

- Christian education views the pupil as one redeemed by Christ.
- Christian education carries out God's command to educate humanity.
- Christian education is powered by the Holy Spirit to accomplish its purposes.

The guiding principles of Good Shepherd Lutheran School and Early Childhood Center are found in Scripture, the inspired Word of God, and the only norm and source for all we believe and teach, as outlined in the Lutheran Confessions.

WE BELIEVE that our Christian responsibility compels us to pursue academic quality as the proper response to Christ's redemptive work. Good Shepherd Lutheran School and Early Childhood Center strives to make itself an effective educational agency for equipping children and their families through participation in the following five functional areas of Christian living: Education, Worship, Evangelism, Fellowship, and Service.

- **EDUCATION:** Christian education nurtures children's faith for a lifetime of service to God and their fellowmen. The Holy Spirit empowers all teaching, especially exposure to God's word for accomplishing God's purposes. Students are prepared to become responsible stewards of the gifts God has bestowed upon them. II Timothy 3:16 says, "All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness."
- **WORSHIP:** Students are helped to grow spiritually through all the practical aspects of worship: prayer, praise, and thanksgiving. Teachers provide Christian models and leadership in building the worship life of students. Matthew 4:10 says, "Worship the Lord your God, and serve Him only."
- **EVANGELISM:** Students and teachers learn to bear witness to their faith by witnessing to each other and their community. Children hear and share the Good News of Jesus' love with their families and friends. Colossians 3:16 says, "Let the word of Christ dwell in you richly, as you teach and admonish one another in all wisdom, as you sing psalms and hymns and spiritual songs with thankfulness in your hearts to God."
- **FELLOWSHIP:** Students and faculty accept one another as fellow members of the Body of Christ. They work and play together, support and encourage each other, and learn to value, accept, and respect one another. The understanding of the Law and Gospel pervades relationships so that each person knows they are a redeemed sinner and a beloved child of God. Teachers and students work together to maintain an atmosphere of love and joy. Romans 12:5 says: "So in Christ we who are many form one body, and each member belongs to all the others."
- **SERVICE:** Students and teachers help each other and the community to emulate Christ-like compassion and love for all people. John 13:35 says, "By this, all men shall know that you are my disciples if you love one another."

WE BELIEVE each child is a special gift from God, a unique creation, possessing their personality, learning style, and maturation pace. Mindful of this, our programs are designed to encompass the total child and promote each individual's spiritual, physical, cognitive, emotional, aesthetic, and social development.

WHAT IS EDUCATION IN A CHRISTIAN SCHOOL?

In education, we are focused on the development of knowledge, skill, ability, attitude, and character utilizing teaching, training, study, and experience. Christian education has precisely the same general aims, but it is based on the Bible and has three specific goals:

- To lead the individual to faith in Christ and to keep them in that faith.

- To help the individual develop into an even more perfect Christian in all of life's secular and religious relationships.
- To keep the goal of every child of God before the individual - eternal life in heaven.

WE BELIEVE that the Lutheran school is the best agency for such Christian education because it provides for the total growth and development of the child. The Bible describes such a complete education in Luke 2:52:

"And Jesus increased in wisdom and stature and favor with God and man."

Five types of growth are included in our educational program: Mental, Emotional, Physical, Spiritual, and Social Development. All five types receive daily attention at Good Shepherd Lutheran School and Early Childhood Center. In this total program, the Word of God influences everything the child learns and serves as a unifying and organizing force in the school and childcare program.

OVERALL ORGANIZATION

GOD

The Universal Christian Church

Congregation

Voters' Assembly

The Board of Christian Education

Administrators

Parochial School Teachers and Childcare Caregivers

Paraprofessionals

Students and Parents

The above flow chart demonstrates authority in descending order and accountability in ascending order. It is paramount that each entity recognizes, respects, and works in peace and harmony with those above and below for the good and welfare of the church as a whole.

GOD

The triune God who created, redeemed, and sanctified us and continues to do so is responsible for our very being. As revealed through Holy Scripture, His Word shall be heeded and obeyed, as Jesus stated in Matt. 22:37, "Thou shalt love the Lord, thy God, shall all thy heart and with all thy soul and with all thy mind."

UNIVERSAL CHRISTIAN CHURCH

The body of all true believers, regardless of denominational lines. As stated in the Office of the Keys and Confessions, "It is the peculiar church power which Christ has given to His Church on earth to forgive the sins of penitent sinners but to retain the sins of the impenitent as long as they do not repent. The church has the power or authority to preach the Word of God, to administer the Sacraments, and especially, the power to forgive and retain sins.

THE CONGREGATION

One often hears Lutherans speak of the autonomy of the congregation. Good Shepherd Lutheran Church has autonomy over all ministries and programs and the final say in all matters. The congregation has chosen to affiliate with the Lutheran Church - Missouri Synod, but the LCMS has no authority concerning the decisions of Good Shepherd Lutheran Church.

THE VOTERS' ASSEMBLY

This is the decision-making body of Good Shepherd Lutheran Church, consisting of members who wish to be a part of the decision-making process for the congregation. The voters' assembly calls church workers, elects congregational officers and elders, approves budgets, and retains the final say for all aspects of ministry at Good Shepherd Lutheran Church.

THE BOARD OF CHRISTIAN EDUCATION

This board consists of members from Good Shepherd Lutheran Church elected by and are accountable to the U1e Voters' Assembly and tasked with oversight of the parochial school and childcare programs, administrators, and the budgets for the parochial school and childcare programs. It is responsible for policymaking rather than for the day-to-day operations of the parochial school and childcare programs.

ADMINISTRATORS

The administration comprises the Administrator, the Early Childhood Center Director, and the Church Pastor. The Pastor is the spiritual superintendent of the parochial school and childcare programs. The Administrator and the Childcare Director are responsible for carrying out the policies the Board of Christian Education sets for their programs. They are responsible for overseeing and supervising the day-to-day operations of these programs. The Administrator and Childcare Director are accountable to the Board of Christian Education.

PAROCHIAL SCHOOL TEACHERS AND CAREGIVERS/COOKS

Teachers and caregivers/cooks work directly with students and their parents. They are to carry out their duties under the direction of the Administrator for the parochial schoolteachers and the Childcare Director for the caregivers/cooks. Teachers and caregivers/cooks are directly accountable to the administrator of their particular program.

PARAPROFESSIONALS

Paraprofessionals augment the overall educational programs of the parochial school and childcare programs. Paraprofessionals consist of secretaries, bookkeepers, custodians, foreign language teachers, teacher's aides, resource teachers, and substitute teachers/caregivers. While paraprofessionals are expected to work closely with teachers and caregivers, they are directly accountable to the program administrator under which they have been hired, except for the secretary, who is responsible to the Administrator and the custodian.

STUDENTS AND PARENTS

Upon enrollment, parents and students are given a Parent/Student Handbook, which defines the classroom teacher or paraprofessional as the classroom authority. Parents and students shall agree, as a part of enrollment at Good Shepherd Lutheran School or the Early Childhood Center, to accept the authority given to the teacher/caregiver/paraprofessional by the Board of Christian Education.

CODE OF ETHICS FOR EDUCATORS

PREAMBLE

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, students, parents, and community members provides the incentive to attain and maintain the

highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

PRINCIPLE I

Commitment to the Student. The educator strives to help each student realize their potential as a worthy and influential member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- Shall not unreasonably restrain the student from independent action in the pursuit of learning.
- Shall not unreasonably deny the student's access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to the student's progress.
- Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- Shall not intentionally expose the student to embarrassment or disparagement.
- Shall not on the basis of race, color, sex, national origin, political beliefs, family, or social or cultural background, unfairly:
- Exclude any student from participation in any program.
- Deny benefits to any student.
- Grant any advantage to any student.
- Shall not use professional relationships with students for private advantage.
- Information about students obtained in the course of professional services shall not be disclosed unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II

Commitment to the Profession. The education professional is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education professional directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In the fulfillment of the obligation to the profession, the educator:

- Shall not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
- Shall not misrepresent their professional qualifications.
- Shall not assist in any entry into the profession of a person known to be unqualified with respect to character, education, or other relevant attributes.
- Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- Shall not assist a noneducator in the unauthorized practice of teaching.
- Shall not disclose information about colleagues obtained in the course of professional services unless disclosure serves a compelling professional purpose or is required by law
- Shall not knowingly make false or malicious statements about a colleague.
- Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

SECTION 1 – BOARD PROCEDURE

101. PURPOSE

The purpose of the Board is to carry out the mission given by the Church to ensure that the School shall provide a Christ-centered educational experience based on the doctrine of the Lutheran Church Missouri Synod (LCMS) that focuses on challenging academics for each student.

102. AUTHORITY AND POWERS

POLICY

The authority to establish, equip, furnish, operate, and maintain the School is vested in the Board.

PROCEDURE

The Board shall establish such classrooms as are required for the education of every student at the School; shall equip, furnish, operate, and maintain the School; shall adopt and enforce policies for the school's management; and shall set tuition rates.

The Board shall prepare policies for the School's operation and procedures for the Administrator's guidance in the School's operation. Such policies and procedures shall be consistent with and directed towards maintaining and supporting a thorough and efficient Christian education system based on the Lutheran Church Missouri Synod (LCMS) doctrine.

The Board shall establish educational goals for students and govern a Christian education program designed to meet those goals. The Board shall establish, maintain, and appraise the School's educational activities.

103. PURPOSE AND FUNCTION

POLICY

The members of the Board shall strive to fulfill the following purposes and functions:

- To operate an effective School that shall provide Christ-driven education based on LCMS doctrine.
- To provide a building, equipment, materials, administrative staff, teaching staff, and support personnel necessary for the operation of the School.
- To always know the school's financial status in detail.
- To establish and maintain policies for all school operations, which shall maintain a working balance with the Administrator's responsibilities to administer and develop proper regulations.
- To be answerable to the students, their parent/guardian, and the congregation of the Church on all school matters (not held in closed session), including financial, educational, operational, and curricular issues.
- To know the school's educational and religious aims and objectives.
- To work harmoniously with other Board members and to act and vote impartially for the good of the School.
- To represent the School in such a way as to promote respect and support for the School and its programs.
- To be representative of the congregation of the Church and help uphold their opinions as a majority.

PROCEDURE

Legislative

The Board encourages the congregation of the Church, the Board members, the staff, the public, and the students to make suggestions for the School and its policies and procedures. The Board shall consider all legitimate suggestions.

The Board shall exercise its executive power by adopting policies and procedures for the organization and operation of the School. These policies and procedures may be adopted, amended, or repealed at any Board meeting.

Policies and procedure proposals, or suggested amendments, shall be submitted to the Administrator in writing at least two (2) weeks before the regularly scheduled Board meeting in which such proposals shall be considered. The Board reserves the right to ensure that all such proposals comply with existing Board policy. A vote for adoption shall occur at the present Board meeting unless further review is required.

Board policies and procedures shall require a two-thirds (2/3) vote of the entire Board for adoption or amending.

The adoption, modification, repeal, or suspension of a Board policy or procedure shall be recorded in the Board meeting minutes. All current policies and procedures shall be printed in the Board's policy manual.

Executive

The Board shall exercise its executive power by appointing an Administrator who enforces the policies of the Board. However, the Board has the right to take steps to ensure that these policies are being followed.

The Administrator shall be delegated the authority to take necessary action in circumstances not provided in Board policy. It shall be the Administrator's duty to promptly inform the Board of such action and the need for policy in this area. The Administrator's decision(s) and action(s) shall be subject to review by the Board.

Review

The Board may assume jurisdiction over controversies or disputes arising within the School and any matter over which the Board has authority.

In furtherance of its adjudicatory function, the Board may hold hearings that shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

104. MEMBERSHIP

POLICY

The Board shall consist of eleven (11) members. These shall consist of seven (7) voting members and four (4) non-voting members. The non-voting members shall consist of the Pastor, the Administrator, the Treasurer, and a teacher representative.

Qualifications

Each voting member of the Board shall meet the following qualifications:

- Shall be a member in good standing of the Church, except there may be one (1) voting community member who shall be a member of a different local area Christian church and have a child or children as students at the school. The parent/guardian shall not be included in the simple majority of the Board for voting purposes.
- Shall be of good moral character.
- Shall be at least twenty-one (21) years of age.
- Shall be installed as an official Board member during July or when the Board approves their term.
- Shall not be a paid employee of the School.
- Shall not be from the same household as a current Board member.

A Parent/Guardian of a student at the School may be a member of the Board; however, the simple majority of four (4) voting members of the Board shall not be the parent/guardian of a student of the School.

PROCEDURE

Elections

The congregation of the Church shall confirm all Board members. New Board members shall be proposed at the July Voters Meeting as one unit for the congregation to pass with their blessing. The Board shall select the Board candidates, and their installation as official Board members shall occur at the same July Voters Meeting immediately after the congregation's approval.

Vacancies

A vacancy shall occur because of death, resignation, removal from the congregation, violation of Board ethics, or otherwise. A vacancy on the Board shall be filled by appointment of an eligible church member or School parent/guardian by the majority action of the remaining members. This appointment is held until the next scheduled election when a member is elected to the Board to fill the remainder of the original member's unexpired term. The appointee shall follow all required procedures to be elected.

The Board's nomination committee shall screen and select potential candidates for nomination. In doing so, this committee should:

- Request volunteers for the position from the congregation and School, if applicable, when the vacancy becomes official.
- Nominate the strongest candidate for the position.

All appointments shall be made within thirty (30) days of the vacancy through an affirmative vote of a majority of the members of the Board. Members appointed to replace elected Board members shall be installed at the regularly scheduled meeting at which they are appointed.

Term

The term of office of each Board member shall last three (3) years and shall expire on the first day of August.

If Board continuity is deemed significantly disrupted by the premature resignation of one or more Board members, the Board has the discretion to vote to extend the term of one or more existing members in one-year increments to reduce the impact of such events. Such a vote shall be separately approved for each member whose term shall be extended by a two-thirds (2/3) majority of the remaining voting Board members. In no event shall any Board member have their term extended more than three (3) consecutive times.

Election of New Members

A nomination committee comprised of existing Board members shall search for potential candidates among the congregation of the Church and the School's parent/guardian. Open nominations shall also be held.

Removal

Whenever a Board member ceases to be a member of the Church's congregation, their membership on the Board shall cease immediately unless they are in good standing of an area Christian Church, have a child or children as students, and there is no current community Board member.

A Board member who does not give forty-eight (48) hour notification of their inability to attend a Board meeting, neglects or refuses to attend three (3) consecutive or five (5) non-consecutive regular meetings of the Board during their appointed term, unless detained by sickness or approved reason, fails to abide by the Code of Ethics and Conduct of the Board, or if in attendance at any meeting neglects or refuses to act in their official capacity as a Board member, may be removed from their office on the affirmative vote of a majority of the remaining members of the Board.

Notification of Board meeting changes shall be made by text, email, or phone. All notifications require a response from the recipient to ensure that all board members are aware of the change. If a recipient does not respond, this shall be considered an affirmative answer.

If a person elected or appointed as a Board member, having been notified, shall refuse such membership, the remaining members may immediately declare said office vacant and move to elect another candidate.

Resignation

Board members resigning shall notify the Board Chairperson in writing at least ten (10) days before the next regularly scheduled meeting of the Board and sixty (60) days before the resignation date. The letter should specify the date of resignation.

The removal of a Board member who resigns shall be effective upon such date specified within the written resignation letter. The Board shall act on all resignations before the next regularly scheduled meeting.

Orientation

The Board shall assist each new member-elect in understanding the Board's functions, policies, procedures, and operation of the School before they take office. Each member-elect shall:

Be given select material on the function of the Board and the School.

Be invited to attend Board meetings and participate in discussions. However, this person shall hold no authority until their term begins.

Be given a copy of the Board's and School's policies and procedures to be familiar with their manner of operation.

Conferences

The Board encourages the participation of all Board members to attend appropriate conferences, workshops, and conventions for continuing training and development.

Code of Ethics and Conduct of the Board

As members of the Board representing all the members of the School and Church, we recognize the following:

That the public expects our first and most significant concern to be the Christian-based educational development of the children and youth attending the School, without distinction as to who they are or what their background may be that we shall take the initiative in helping all the students and their families to have all the facts about this School to assist the Board in providing the finest possible School program, staff, and facilities.

Given the preceding considerations, it shall be the constant endeavor of the Board to do the following:

- To devote time, thought, and study to the duties and responsibilities of the Board so that we may render effective and credible service.
- To work with fellow Board members in a spirit of harmony and cooperation despite differences of opinion that arise during vigorous debate of points at issue, and to this end, to focus on issues, not personalities, to treat in confidence comments or positions made in private by individual Board members, and to use recording or listening devices only when all Board members present have agreed.
- To base personal decisions upon all available facts in each situation, to vote our honest conviction in every case, uninfluenced by partisan bias of any kind, and to abide by and uphold the final majority decision of the Board.
- To always remember that as individuals, we have no legal authority outside of the meetings of the Board and to conduct our relationships with the School staff, students, and families based on this fact. To this end, Board members shall be ready to support any suggestions or complaints addressed and channel all suggestions, complaints, and questions through the Administrator's office.
- Exercise discretion in making decisions that may directly or indirectly concern members of their immediate families.
- To recognize that it is as essential for the Board to understand and evaluate the School's education programs as it is to plan for the business of the School's operation.

Interrelationships with the School Administrator

The Board realizes its primary function is to establish the policies by which the School shall be administered. The Administrator of the Christian-based education program and the conduct of School business shall be left to the Administrator and their staff. The Board is an administrative body only because it shall administer the law and perform ministerial functions. In this regard, the Board recognizes the following:

- The Board’s primary role is one of governance and oversight. It determines School policies to be implemented by the Administrator and their staff.
 - Individual Board members have no authority unless the Board has designated a special charge of responsibility to one or more of its members.
 - Board members as individuals do not have the authority to interview prospective administrators, teachers, or other staff persons.
 - The Chairperson of the Board shall ensure that all Board operations are practiced with consistency and fairness under a system of objective policies, procedures, and rules.
- The Board requires the Administrator to direct the operation of the School. As Administrator, they transmit the shall of the Board into executive action.
- The Board requires supervision and evaluation of staff performance by the Administrator. Individual Board members may not interfere with the Administrator’s authority in these areas. Individual Board members have the right and responsibility to request Board examination or action of the Administrator. The Board is the only agency that can challenge evaluation.

105. ORGANIZATION

POLICY

Organization Meeting

The Board shall meet and organize annually during July. The Secretary or Chairperson of the Board shall give notice of the time and place of the organization meeting to all members via mail or e-mail at least two (2) weeks before the proposed meeting. The organization meeting shall be a regular meeting.

PROCEDURE

Order

The organization meeting shall be called to order by the Chairperson, who shall preside over the election of a new Chairperson from among the holdover members of the Board. The Secretary of the Board shall be the secretary of the meeting.

Officers

Election of officers shall be by a simple majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes.

- The Board members shall annually, during July, elect from their members a Chairperson who shall serve for one (1) year. They may succeed themselves.
- The Chairperson shall be the presiding officer at all Board functions. Their primary duties shall be the following:
 - Preside over all regularly scheduled meetings.
 - Serve as an ex-officio member of all committees.
 - Make all committee appointments, including selection of the committee leader.
 - Call all special meetings, establishing time, place, and purpose when requested by any three (3) members of the Board or at their behest.
 - Execute any paper pertaining to the business of the Board over their signature.
 - Authorize the Vice-chairperson to act in their stead.
- The Vice-Chairperson shall be elected at the same July meeting and authorized to engage in all the above duties in the absence of the Chairperson with the following exception: cannot execute over their signature unless the Board has given prior approval.

Note: If both the Chairperson and Vice-Chairperson are absent, the Board shall select from those present a Chairperson protectorate to serve at that meeting only.

- The Board members shall annually, during July, elect a Treasurer who shall serve for one (1) year, beginning the first day of August after such an election. To promote financial consistency, the Treasurer shall be intended to be a three (3) year commitment subject to annual confirmations.
- The Treasurer shall oversee and undertake the following duties:
 - The Treasurer updates the Board on the financial status and trajectory of the school by preparing a monthly treasurer's report for each Board meeting. The report should contain, at minimum, all year-to-date revenue and expenditure items and their comparison to the current year's budget.
 - In collaboration with the Administrator, the Treasurer prepares an annual budget and submits it to the Board for consideration at the December Board meeting and final consideration at the January Board meeting.
 - The Treasurer acts as a conduit between the Board and the Administrator to address any financial issues these parties raise.
 - As a check on the school's financial transactions, the Treasurer monitors the bank balances, reviews bank statements (including the signature authorization on checks), and inspects payroll reports.
 - The Treasurer is responsible for oversight of the Accounting Procedure Manual that is used for financial actions. The Treasurer shall bring any recommendations for changes to accounting procedures to the Board for full approval/vote.
 - Day-to-day administrative matters, such as routine payments and bookkeeping, shall be delegated to administrative personnel. However, final responsibility for all recordkeeping and accounting matters shall remain with the Treasurer.
- The Board members shall annually, during July, elect a Secretary who shall serve a term of one (1) year, beginning the first day of August following such an election.
- The primary duties of the Secretary of the Board shall be as follows:
 - Keep a proper record of all Board proceedings and make appropriate reports.
 - Furnish all necessary reports to the Church.
 - Act as custodian of all Board records and papers. Create appropriate Board history files/records.
 - Distribute rough draft copies of the Board meeting minutes within two (2) weeks of all meetings.
- The Board members shall fill vacancies in any office, and such appointed officers shall serve for the remainder of the unexpired term.
- The same Board member may not hold more than one (1) office of the Board. Officers of the Board may be removed from office for incompetence, intemperance, neglect of duty, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of the Board members.

Resolutions

The Board may at the organization meeting:

- Designate a depositor for School funds.
- Designate a recurring day, place, and time for regular meetings.

Committees

The Board shall operate as a Committee of the Whole in the following circumstances:

- Interviewing a prospective Administrator.
- Concerning personnel matters at the request of the Administrator.
- When requested by the Board Chairperson.

If the Board appoints a committee, membership of which is typically assigned by the Board Chairperson, such committee shall have a definite task, established term of existence, and shall report to the Board as directed. The Chairperson should appoint a leader of the Board-created committee.

- Committees do not take action of any sort unless they have been granted specific authority by Board resolution.
- Committees shall generally be created to develop information to assist the Board in deliberations. Communications to committees shall be passed on with any deliberations on the part of the committee for the Board's consideration.

Standing Committees

The Board shall authorize the Chairperson to appoint standing committees deemed necessary to serve for no longer than the ensuing organizational meeting of the Board unless reappointed. The Board Chairperson, on or before the next meeting of the Board after their election, shall appoint standing committees consisting of an appropriate number of Board members for the task.

These committees shall be consultative and consider such matters as may be referred to them by the Board or the Administrator. The functions of committees shall ordinarily be fact-finding, deliberative, and advisory. They shall report their findings to the Board for discussion, recommendations, and action. Each committee shall be expected to present a report at regular monthly board meetings.

Advisory Committees

The Board Chairperson, upon the advice and consent of the Board, may appoint an advisory committee or task force as needed. Committees and task forces shall be fact-finding, deliberative, and advisory, but never legislative or administrative. When the specified work of all such committees or task forces has been completed, the group shall automatically become dissolved. The chairperson or Administrator shall be an ex-officio member of all such groups.

106. MEETINGS

POLICY

Quorum

A quorum shall have four (4) voting members present at any meeting. No business shall be transacted at any meeting without a quorum.

PROCEDURE

Types of Meetings

Board meetings shall be structured under the following headings: regular meetings, special meetings, organization meetings, and committee meetings.

Presiding Officer

The Chairperson shall preside over all Board meetings other than committee meetings. In the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall act instead. If neither person is present, a Board member shall be elected Chairperson pro tempore by a majority vote to preside at that meeting only.

Notice

Notice of all regular Board meetings shall be printed in the Church and School calendars.

Regular Meetings

Regular Meetings of the Board shall be held on the second Tuesday of each calendar month unless an alternate time is arranged and agreed upon by the Board before the next scheduled meeting. All notification of meeting changes or cancellations shall be done by e-mail or phone and shall require a response from the Board member on receiving the notice. Regular board meetings shall consist of open and closed sessions.

Open Session

Guests and visitors can attend open sessions, generally the first part of regular meetings. Guests who wish to attend the open session shall refer to Section 601 of the Policy Manual.

The Board may discuss the following matters in open session:

- New Business
- Marketing
- Admissions

- Accreditation
- Treasurer's Report (not including specific personnel financial or salary information)
- Standing Committee Reports

Closed Session

Closed sessions follow the open session of the meeting and are attended by the voting Board members, the Administrator, and the Church Pastor.

The Board may discuss the following matters in closed session:

- Employment issues.
- Labor relations.
- Salary and personnel financial considerations.
- Financial Assistance applications and appropriate related financial information.
- Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
- Matters shall be conducted privately to protect a lawful privilege or confidentiality.

The meeting agenda shall be the responsibility of the Board Chairperson.

Board members shall receive, no later than three (3) days in advance, or otherwise as soon as practicable, an agenda and supportive material for every meeting to enable them to make proper preparations. Material arriving after agendas have been sent to Board members shall usually (except in extreme urgency) be considered under 'New Business' or placed on the agenda for the subsequent month's Board meeting. The agenda shall be followed unless the Board grants an exception.

Special Meetings

Special meetings may be called for special or general purposes.

The Chairperson may call a special meeting at any time and shall call a special meeting at the formal request of four (4) Board members. Upon the Chairperson's failure or refusal to call a special meeting, such a meeting may be called at any time by a majority of Board members. The Chairperson shall determine whether the meeting shall be open or closed.

Voting

All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by these procedures.

- The following action requires the recorded affirmative votes of two-thirds (2/3) of the total number of Board members:
 - Transfer of budgeted funds.
 - Transfer any unencumbered balance, or portion thereof, from one appropriation to another or from one spending agency to another.
 - Incur a temporary debt or borrow money upon an obligation.
 - Incur a temporary debt to meet an emergency or catastrophe.
 - Adopt or change all educational material without the recommendation of the Administrator.
 - Dismiss after hearing from a professional employee.
- The following actions require the recorded affirmative votes of a majority of the total number of Board members:
 - Adopting textbooks/curricular materials recommended by the Administrator in conjunction with the recommendation of the Curriculum Committee.
 - Appointing the Administrator.
 - Appointing teachers.
 - Adopting or significantly altering the courses of study.
 - Designating depositories for School funds.
 - Expending School funds.

- Entering contracts of any kind, including supplies, where the amount involved would exceed the cap on the credit card of \$50.00 or exceed transactions of over \$2,000 per day.
- Fixing salaries or compensation of teachers and other appointees of the Board.
- Declaring a vacancy exists on the Board because of the failure or neglect of a Board member to qualify.
- Removing a Board member.
- Removing an officer from the Board.

Board members are expected to vote on all issues, not present a conflict of interest. Those who choose to abstain have consented to the will of the majority. An abstention is not a 'yes' or 'no' vote.

Minutes

The Board shall cause to be made and retain, as a permanent record of the School, minutes of all open meetings of the Board. Said minutes shall be comprehensible and complete and shall show:

- The date, place, and time of the meeting.
- The names of members present.
- The presiding officers.
- The substance of all official actions.
- Actions taken.
- Recorded votes and a record by individual members of all roll call votes taken.
- Names of all non-Board members who appeared officially and the subject of their testimony.

The Secretary shall provide each Board member with a copy of the minutes of the last meeting before the next regular meeting. The minutes of Board meetings shall be approved at the next succeeding meeting and shall be signed by the Secretary of the Board.

Adjournment

The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

Committee Meetings

Committees shall exist, operate, and contribute under the auspices of the Board and not unto themselves or their purposes. Committees shall be created new, renewed, or disbanded at the Board's yearly July meeting in conjunction with the Board elections. Committee leaders should be, except under unusual circumstances, Board members. Committee meetings may be called at any time by the committee leader with proper notice of seven (7) days.

Committee meetings shall be closed to the public, other Board members, and the Administrator unless specified by the particular committee members. Depending on the Committee's purpose, committee members may consist of non-board members, such as parents, teachers, or other Church members.

Committees shall conduct their business with one of their significant responsibilities to bring back to the full Board their accomplishment, the summary of their deliberation, and their recommendation for approval or action.

SECTION 200 - EMPLOYEES

201. EMPLOYMENT

POLICY

The Board places substantial responsibility and authority for the effective management of the School with the Administrator and the effective operation of the School with all staff whom the School employs.

PROCEDURE

The Board shall approve and appoint the Administrator. The Board would prefer to select candidates from the current active LCMS roster for call-eligible candidates. When the candidate has gone through the interview process and has been chosen, the Board shall recommend to the Church Council that a Call be made to that candidate for the office of Administrator. The Church Council would agree to take to congregational vote the desire of the Board to call the candidate. Where applicable, the Administrator shall serve as a Called servant of the Church congregation.

The Board and Administrator shall approve each staff member's employment, compensation level, and term of employment. The approval by the Board of non-directorial employees shall typically be based upon the recommendations of the Administrator.

The Board, upon recommendation of the Administrator or other credible grounds, may employ, reclassify, or dismiss School personnel. The Board shall also adopt regulations governing employment and duties.

As part of the annual budget, the Board shall approve a schedule, including salaries, of all staff. Short-term substitute teachers shall be paid a daily rate, the amount of which shall be part of the annual budget.

For this Section:

- Professional staff members shall include teachers.
- Administrative staff members shall consist of the Administrator, Business Manager, and Director of the ECC.
- Support staff shall include teachers' assistants, clerical positions, and other positions not explicitly mentioned here.

No staff member who is related to any voting member of the Board shall be employed unless such candidate receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.

Administrative and Professional Employment

No candidate for employment in an Administrative or Professional position shall receive a recommendation for such employment without evidence of their certification if such certification is required.

The Board shall approve the employment, compensation level, and term of employment for all Administrative and Professional personnel. It shall also establish other conditions that may reflect the difference between full-time and part-time employment. Such approval shall usually be given to those candidates for employment recommended by the Administrator (except in the case of directorial candidates).

Support Employment

Regarding support employees, the Administrator may use screening tests to determine the candidates' ability to perform the tasks they are being considered for. The Administrator shall approve the employment and fix the compensation for all support personnel, subject to Board approval of the associated budget requirements for the position.

The Administrator shall also establish the terms of the employment and other conditions that may reflect the difference between full-time and part-time employment. The Administrator shall provide advance notice to the Board of new Support

personnel hiring and terms thereof. The Board reserves the right to review such hiring decisions, including their financial implications.

Substitute Employment

The Administrator shall recruit and screen candidates for substitute employment, develop procedures for assigning substitutes and develop methods of evaluating substitute teachers. The Administrator shall have the authority to hire and fire substitute teachers during the School year, subject to the Board's approval of the associated budget requirements for such employees.

Whenever a substitute is required in a supportive area, the Administrator shall consider a furloughed employee if the employee is qualified to perform the duties.

Temporary Employment

All temporary service personnel shall not be granted any benefits other than wages.

The following process shall employ a candidate presented to the Board for employment:

1. The Administrator shall screen candidates.
2. The candidate shall then be invited to visit with an Interview Team, including the Administrator, at least one Board member, and the Pastor.
3. Upon the Interview Team's conclusion that the candidate is suitable for employment, the Interview Team shall make a corresponding recommendation to the School Board, including an appropriate proposed salary.
4. After receiving such a recommendation, the School Board shall determine whether to approve the recommendation and, if so, shall approve employment as set forth elsewhere in this Section.
5. Following the granting of formal approval at a Board meeting, the Administrator shall send a letter to the employee stating that the party has been offered employment and the terms of said employment. Upon acceptance by the candidate for employment, the new employee shall agree to an appropriate contract consistent with the terms of employment approved by the Board.

No candidate for employment shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the Administrator has evaluated the results of that screening process. The statement of criminal history record shall not be more than one (1) year old. These records shall be kept on file and in the School's possession before employment.

The School shall verify the employment eligibility of job applicants and ensure that all new hires are either U.S. citizens or aliens authorized to work in the U.S. under the provision of the Immigration Reform and Control Act of 1986.

School employees shall continuously maintain a courteous bearing and an impartial attitude toward all students and maintain dignity in the classroom. In all professional and personal relations, they shall follow a course of conduct that exemplifies an honest portrait of a Christian as a whole person.

The most qualified applicants shall fill vacancies in all positions and follow equal-opportunity employment requirements. Shall not discriminate regarding race, color, sex, national origin, disability, age, or genetic information. Although it is not mandated, knowledge of the Lutheran Doctrine is preferred.

Teachers who, for any reason, intend to resign or who intend to retire are encouraged to indicate their plans to the Administrator before the end of the previous School year whenever possible. Resignations become effective at the end of the School year in which they are submitted unless otherwise stated. Resignations shall be submitted to the Administrator.

It is the responsibility of the Board and Administrator to determine the school's personnel needs and conduct an appropriate search for suitable candidates for recommendation.

It shall be the duty of those with hiring authority to see that persons nominated for employment shall meet all qualifications established by the Board for the type of position for which nomination is made.

The Board and Administrator may seek recommendations from former employers and others to assess a candidate's qualifications. Such records shall be retained confidentially and for official use only.

202. CRIMINAL RECORDS CHECK

POLICY

The Board believes that a safe and secure environment should be provided for all students and staff. The Board further believes that employees should be role models for students and should positively represent the community. These beliefs reflect the fundamental principle that anyone who directly or indirectly has contact with children is in a unique position of trust in this society. Criminal dispositions against an applicant or employee may impact these goals and shall be considered in hiring and dismissal decisions.

PROCEDURE

- A criminal records check shall be conducted on applicants and newly hired employees, including substitute teachers. If an applicant is hired before the criminal records check is completed, the employment shall be considered conditional pending a review of the check results.
- Applicants shall answer complete and accurate questions on their application regarding previous criminal history. Failure to do so shall subject the applicant to not being hired and an employee being dismissed. Applicants also shall consent in writing to an initial criminal record check and post-employment criminal record checks and, if requested, to provide fingerprints and other identifying information relied upon by any relevant repositories of criminal information. Failure to consent or provide relevant information shall result in the rejection of an applicant or the dismissal of a newly hired employee.
- At a minimum, the following criminal records check shall be conducted:
 - In the case of applicants or conditional employees who have lived and worked within Oklahoma for five (5) years before the date of application, the Administrator shall conduct a statewide criminal record check through the Oklahoma State Bureau of Investigation (OSBI).
 - In the case of applicants or conditional employees who have lived or worked outside of Oklahoma during the five (5) years before the date of application, the Administrator shall conduct multi-state record checks through the Federal Bureau of Investigation (FBI). The Administrator may contract through a third-party vendor to provide the criminal record checks.
- The applicant or conditional employee shall be rejected for employment if the criminal record check and supporting records reveal a "criminal history," defined as the conviction of a crime, whether a misdemeanor or felony, that indicates the employee (1) poses a threat to the physical safety of students or personnel, or (2) has demonstrated that they do not have the integrity or honesty to fulfill their duties as a School employee. Conviction of a crime, as used in this policy, includes the entry of (1) a plea of guilty, nolo contendere, no contest or the equivalent, or (2) a verdict or finding of guilty in a court of law or military tribunal.
 - If the School considers criminal history in making a decision adverse to an applicant or conditional employee, the Administrator and Board shall make written findings concerning how it used such information.
 - If a criminal record check reveals that an applicant or conditional employee was charged with but not convicted of a crime, whether misdemeanor or felony, that suggests that the employee may not meet the employment standards of this Board, the Administrator may conduct a further investigation into the person's conduct and the circumstances surrounding the charge to determine the person's fitness for employment.
- Applicants and current employees shall notify the Administrator immediately if they are charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) except minor traffic violations. Applicants and current employees accused or convicted of driving while impaired, driving under the influence, or driving with a revoked license shall immediately notify the Administrator.
- A criminal records check may also be conducted on an individual, random, or rotating basis of annually rehired and current employees (including substitutes), independent contractors, and volunteers whose services involve contact with students. If the School conducts these checks through the OSBI or a third-party provider, it shall first obtain the individual's consent.

- Information obtained through the implementation of this policy shall be kept confidential as provided in the Oklahoma state statutes and federal regulations. The school shall maintain only data in paper format from a criminal history check conducted through the OSBI. These records shall be kept securely, separate from the individual's personnel file. Procedures for implementing this policy, including a list of individuals entitled to access criminal history information, may be developed and administered by the Board.
- If the Administrator conducts criminal record checks subject to the Fair Credit Reporting Act, the Administrator shall provide employees or applicants with all required notices and disclosures before conducting the record check or taking adverse employment action against the employee or applicant.

203. PHYSICAL EXAMINATIONS

POLICY

Physical examinations of all professional employees shall be required before employment to certify a potential employee's general health and protect the health of existing students from transmitting infectious diseases.

PROCEDURE

For purposes of this policy, a physical examination shall mean a general exam by a licensed physician combined with a drug test.

All candidates for employment, before being placed on the rolls of the School, shall undergo a medical examination.

The Board requires that all employees undergo a tuberculin test upon initial employment.

The results of all required medical examinations shall be made known to the Administrator confidentially and discussed with the employee. Such reports shall be filed separately from the employee's personnel file. In the event of an unsatisfactory report, the Administrator shall follow Board Policy 209 (Disqualification Because of Health).

204. EMPLOYMENT CONTRACTS

POLICY

It shall be the policy of the School that all non-called employees shall sign an employment contract upon employment. The willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employee. The employment contract is typically enforced for the duration of the current school year and shall be considered for renewal for each subsequent school year.

PROCEDURE

The contract shall specify those matters contained in the statute for certification and other conditions consistent with this policy. For non-certificated employees, the contract or Board resolution shall be in accordance with this policy.

The contract or resolution shall include the following:

- The beginning compensation.
- Term of employment and work period for which compensation shall be paid.
- The conditions of the probationary period, when appropriate.
- A statement of fringe benefits entitlement, when appropriate.
- A statement of seniority rights, if any.

The Board shall be notified of any misunderstanding arising from the application of a given contract. Each newly employed support employee shall serve a probationary period of sixty (60) days.

205. CHILD ABUSE

POLICY

The Board is committed to providing a safe environment for all our students and a trusting environment for their interaction with all staff, administrators, and teachers. The purpose of this policy is to provide complete reporting of suspected child abuse and to establish procedures in compliance with Oklahoma statutes and regulations.

PROCEDURE

The Administrator shall develop and publish procedures per this policy and state law and regulations. State law requires every health care professional, teacher, and every OTHER person who has reason to believe that a child under 18 years of age is being abused or neglected or is in danger of being abused or neglected shall report the suspicion of abuse or neglect promptly to the Oklahoma Department of Human Services (DHS).

Failure to report suspected abuse or neglect is a crime. No person, regardless of their relationship to the child or family, is exempt from reporting suspected abuse or neglect. However, a person reporting in good faith is immune from civil and criminal liability.

By law, reporting child abuse or neglect is an individual responsibility. As the individual who suspects abuse or neglect, you are legally responsible for ensuring the report is made to DHS.

If you have obtained the information leading to your suspicions from a professional relationship, your legal responsibility is NOT satisfied by merely reporting your suspicions to a supervisor. If applicable, it is essential to follow your school's procedures regarding informing a supervisor of your concerns, but permission to report is not necessary. You shall not let organizational procedures or policies obstruct your duty to report PROMPTLY to DHS.

No Letters of Resignation or Retirement Accepted

It shall be the school's policy not to accept letters of resignation or retirement from any School employee identified as a suspect in the abuse of a student violating this policy. If, because of any internal School investigation into a report of a suspected abuse of a student by a School employee, the Administrator determines to seek discipline against said employee, the Board hereby establishes its policy not to accept any agreement to allow the employee to resign or retire from the School. It shall be the policy of the Board to seek disciplinary action up to and including dismissal of the School employee and, where appropriate, to report the action to the Oklahoma Department of Education for proper action to revoke any professional certification and to local law enforcement for any potential criminal charges. Letters of intent to retire or resign from the School shall not be accepted during the process of any investigation commenced under this policy. Likewise, the Administrator shall not issue or agree to later issue any letters of recommendation regarding any employee disciplined for abuse of a student, except to the extent that such letters would disclose to the recipient the results of the School Board's investigation of suspected abuse and the disciplinary action taken.

SECTION 300 - STUDENTS

301. ADMISSIONS

POLICY

The Board shall establish age and entry requirements consistent with sound educational practice and ensure the equitable treatment of all eligible children.

PROCEDURE

The Administrator is directed to implement procedures for admission. A complete list of admission procedures is in the Student Handbook.

The following requirements shall be met before approval for admission to the Kindergarten class: Applicants for Kindergarten shall have reached the age of five (5) years on or before the first (1st) day of September in the School year they plan to attend.

302. ADMISSIONS PROCESS

POLICY

The School shall provide an organized and fair admissions process. The School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate based on race, color, national, and ethnic origin in its educational policies, admissions, scholarships and loan programs, and athletic and other school-administered programs.

PROCEDURE

The Administrator shall develop admissions guidelines per this policy. Initial registration shall take place between December and February. The procedures and dates shall be published in letters sent home to parents of current students and in the Church newsletter and website.

Admissions Guidelines

- The guidelines for admission to academic programs are as follows. This guideline pertains to all new students, no matter what relationship they have with the Church, the School, staff, etc.:
 - A completed Application Form and a non-refundable registration fee (established by the Administrator and the Board at the beginning of each School year enrollment period) shall be presented.
 - A readiness assessment shall determine the potential student's readiness for the grade they are applying for.
 - Two recommendations from previous teachers, Administrators, Pastors, Sunday school teachers, or an equivalent classroom setting shall be submitted along with the application. These recommendations should be in writing; however, the Administrator may request to communicate verbally with the applicant's past teachers, etc.
 - All new students shall submit a report card and other academic assessments.
 - The applicant may be asked to participate in a classroom experience to assess behavior and social skills.
- Admission into our academic program shall be based on a review of the application, performance on the readiness assessment, behavioral observations, and the submitted recommendations.
- The School reserves the right to determine final grade placement for any applicant or present student based on the levels, assessments, and services it can provide.
- If it is determined anywhere during the admissions process that the child has or may be at risk for learning difficulties or behavioral concerns, the following guidelines shall be followed:
 - The Administrator shall alert the parents of the problem.

- A formal developmental evaluation, including cognitive, behavioral, and achievement skills, shall be requested. The parents have three options:
 - The parents have the right to contact their assigned public school and utilize its resources.
 - The Administrator shall offer the use of their contracted professional to complete this evaluation (if available).
 - The Administrator reserves the right to request additional evaluations based on the observations and recommendations of the staff.
- If the parents refuse an evaluation from a qualified professional, the admissions process shall end, and the child shall not be enrolled.
- If an evaluation is completed, results should be reviewed by the Administrator to determine if the enrollment process shall continue.
- Priorities for acceptance of applications are as follows:
 - Children of employees of GSLC.
 - Currently enrolled students.
 - Church member's children.
 - Siblings of currently enrolled students.
 - Children of alum members of GSLS.
 - Siblings of alum members of GSLS.
 - Registration for the general public shall be held after the above students have had the opportunity to register. If any spots are left, the method and date for public registration shall be determined by the Administrator and the Board.
 - Other Considerations:
 - Consideration may be given to a child's enrollment in a particular class to balance the male-to-female ratio at the staff's and the Administrator's discretion.
 - Children who cannot secure a position are placed on a waiting list when classes are filled. No registration fee is required to remain on the waiting list, and it shall become due when a position becomes available.

303. ENROLLMENT

POLICY

The School is open to all who desire a Christian-based education for their children. The Board shall establish requirements for the enrollment of students that are consistent with sound educational practice.

PROCEDURE

- Once a child's admissions application is accepted, the following Enrollment Guidelines shall be implemented:
 - The School reserves the right to determine final grade placement for any applicant or present student based on levels or assessments.
 - Upon admission to the School and when updates are requested, parents shall provide the following information (on forms provided by the School): physician's health statement, copy of birth certificate, transcript release form, field trip authorization, emergency contact information, and emergency medical authorization.
 - Admission to the School shall be with the understanding that parents have familiarized themselves with the philosophy and policies of The School.
 - The child shall be toilet trained when School begins.
 - The student handbook states guidelines for the family to commit to regular, timely tuition and fee payments. The School cannot operate without this financial support.
 - All tuition and fees shall be deemed non-refundable upon payment for currently enrolled students.
- Re-enrollment Guidelines

- Children are accepted for enrollment for one (1) school year. Re-enrollment procedures shall be completed yearly for placement to be maintained for the following year.
- In December/January of each year, materials for re-enrollment are distributed to each School family to determine the number of students who shall attend the next School year. Registration fees are to be submitted with the re-enrollment form to reserve a place for the child(ren).
- No student can re-enroll unless all tuition and fees are paid. Where outstanding tuition and fees exist, a family shall make mutually acceptable arrangements with the Administrator to complete such payments before re-enrollment for the next School year.
- Non-refundable Application Fees are required once every academic year. Therefore, if a child disenrolls and re-enrolls within the same academic year, they shall only need to pay the application fees once for that year. Tuition shall be based on the months the child attends during that academic year. Application for re-enrollment may be necessary, but a waiver of application documentation may be made at the discretion of the Administrator.

304. COMMUNICABLE DISEASE AND IMMUNIZATION

POLICY

Unless specifically exempt for religious or medical reasons, all students shall be immunized against certain diseases per Oklahoma statutes and the Oklahoma State Department of Health (OSDH) rules and regulations.

PROCEDURE

- Immunization
 - Authority
 - No student who has not been immunized against such diseases enumerated by OSDH rules and regulations shall be admitted to school for the first time.
 - The implementation of this policy shall be the responsibility of the Administrator. A child whose parent/guardian objects in writing to such immunization shall be exempt from the requirements for vaccination when the child's physician certifies that the child's physical condition contraindicates immunization. Because it is a religious school, religious exemptions shall be granted based on any Lutheran doctrine principles only. If required, the Administrator and the Church pastor shall review and approve exemption requests for religious reasons.
 - Responsibility
 - The Administrator shall inform parents/guardians of children before they enter the School for the first time of the requirements of immunization, the requisite proof of vaccination, the exemption available for religious or medical reasons, and how such exemptions may be claimed. Exemption documentation shall be kept in the student's school record.
- Health Records
 - The School shall require, before admission for the first time, that the parent/guardian complete a medical history form, including information regarding known infectious diseases.
 - All health records shall be confidential, and their contents shall be divulged only at the parent's/guardian's request to a physician or emergency medical personnel if the student has a medical emergency on campus.
 - The School may require on an annual basis that the parent/guardian complete a medical history form, including information regarding known infectious diseases.
- Attendance
 - The following policy shall supplement the Board's Policy 307 on student attendance by establishing guidelines for students with infectious diseases.
 - The Board authorizes that students whom a physician has diagnosed as having a communicable disease shall be excluded from School for the period indicated by the Oklahoma State Department of Health (OSDH) regulations for certain specified diseases and infectious conditions.

305. HEALTH RECORDS

POLICY

The Board requires that students submit to health and dental examinations. The Board requires the Administrator to maintain all necessary health records and information state and local laws require.

PROCEDURE

Each student shall receive a comprehensive health examination upon original entry into the School. This examination shall be conducted by the student's private physician at the student's parent's/guardian's expense. There shall be no financial obligation to the Board.

Each student shall receive a comprehensive dental examination by or before third grade. Examinations shall be conducted by the student's private dentist and be at the sole expense of the student's parent/guardian. There shall be no financial obligation to the Board.

For each student transferring to the School, the Administrator shall request an adequate health record from the transferring school.

Any significant medical incident report should be printed and included in the hardcopy medical file for emergency access.

The individual student records of health examinations shall be maintained as a confidential record subject to the policies of this School.

The School has the right to refuse admission to students whose health records are incomplete.

306. STUDENT RECORDS

POLICY

The student's educational interests require collecting, retaining, and using information about individual students and groups of students. Students' welfare and progress are inextricably related to maintaining a thorough and efficient School; the latter cannot be achieved or assessed without appropriate information about the former.

PROCEDURE

The Board authorizes the Administrator to develop and implement a plan for collecting, maintaining, and disseminating student records.

Student records shall only be released to the future school per the Enrollment Agreement and completion of the Student Record Release Form. The Administrator shall oversee the creation of an appropriate paper or electronic Student Record Release Form, which asks for all appropriate information needed to release effectively and transfer records that uphold the strict confidentiality of said records.

307. ATTENDANCE

POLICY

The Board requires that school-aged children enrolled in the School attend school regularly per the laws of the State of Oklahoma. The educational program offered by this School is predicated upon the presence of such children and requires continuity of instruction and classroom participation.

Regular attendance is essential if a student uses the educational opportunities the School offers. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Chronic absenteeism seriously hampers academic achievement.

A good attendance system shall stress the importance of punctuality and regular attendance but also concern itself with the factors underlying non-attendance. It shall, therefore, provide for individual counseling and guidance. It shall also build up good home/school relationships.

PROCEDURE

Attendance shall be required of all students enrolled in the School during the days and hours that the School is in session.

The Administrator shall contact parents if a student has five (5) absences within any semester. Students having unusually high absenteeism may be subject to retention.

Repeated infractions of Board policy regarding the attendance of enrolled students may constitute misconduct and disobedience to warrant the suspension or dismissal of the student from the regular School program and all extracurricular School activities.

The Administrator shall develop procedures for the attendance of students, which:

- Ensure a school session that conforms to the Oklahoma State Board of Education requirements.
- Govern the keeping of attendance records per the Oklahoma State Board of Education rules and regulations.
- Identify habitually truant students, investigate the cause(s) of their behavior, and consider reasonably modifying their educational program to meet particular needs and interests.
- Ensure that students absent for approved reasons have an opportunity to make up missed assignments.
- Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the dates on which the absences occurred, that the absences were unexcused and in violation of law, that the parent shall be so notified and informed of their liability under law for the absence of the student, and that further violation shall warrant dismissal of the student.

Definitions

- Excused absences
 - Please refer to Section 305 for details regarding excused absences.
- Unexcused absences are those which are avoidable and those for which:
 - The School is given no explanation.
 - The explanation is not valid as an excuse.
 - The absence was not pre-excused.
- Pre-arranged absences are those arranged in advance. To be considered excused, the request shall meet the following criteria:
 - Approval by the Administrator
 - All assignments are made up promptly at the teacher's discretion.
- Truancy is an absence without the knowledge of the parent/guardian. Schoolwork and assignments for truancy cannot be made up.
- Tardiness
 - A student is tardy if not in their room by the beginning of class. Tardy students shall report to the School office before proceeding to the classroom.
 - Individual teachers should determine how and when a tardy student shall enter their class. Single cases of tardiness do not require action. When a student is repeatedly tardy despite the teacher's effort at correction, they shall be reported to the Administrator, who shall confer with the parents to correct the problem.
 - Excused tardies include:

- The parent's request for the child's doctor/dental appointment. (a note from the doctor or dentist is requested)
 - Any other tardy approved by the Administrator.
- Medical
 - Each child shall bring a note explaining the tardiness and permission for medical, vision, and dental appointments and for non-participation in physical education or recess. Parents are asked to exercise care and not to remove children from the classroom during achievement testing.

308. EXCUSED ABSENCES

POLICY

The Administrator is authorized to provide reasonable guidelines for excusing students for absences such as personal illness or injury, death in the family, or impassable roads. The Administrator or teacher may excuse a student for temporary absences when they receive satisfactory evidence of such mental, physical, or other urgent conditions that may reasonably cause the student's absence. Additionally, out-of-school activities or alternate, equally rewarding educational experiences may be available from time to time, and the Administrator is also authorized to provide guidelines for these experiences, such as student travel with parent/guardian and non-school-sponsored educational trips.

PROCEDURE

The Administrator shall develop and make the appropriate form and procedure available to families for notifying the School about a proposed absence. The form and process can be electronic or paper; the required information should be complete enough to adequately evaluate the request's validity.

For situations where the absence is known in advance, at least two (2) days before the absence, the parent/guardian shall fill out the requested form and have approval from the Administrator, which shall be kept on file in the School office.

In no way should the above policy be interpreted as exempting student(s) from the compulsory attendance provision, as stated in the Board's Policy 306.

309. INCIDENTS AND ILLNESSES

POLICY

The Administrator shall track and maintain records for all incidents on campus or School-sponsored trips. At a minimum, the information maintained shall meet all State statutes concerning incident reporting and liability identification.

PROCEDURE

The Administrator shall develop an incident reporting procedure, which should include the following information, and identify any subsequent action plans required:

- Nature of the incident
- Possible cause of the incident.
- Action taken.
- Other information is needed to meet legal litigation or insurance compliance requirements.

The procedure shall include the appropriate retention of records for all incident reports. These reports can be paper or electronic documents.

The Administrator shall develop and implement proper procedures for reporting illness and ensure appropriate care for a student who is ill or injured during school hours. The staff shall be trained in procedures for proper response to medical emergencies. Completed accident reporting forms shall be retained and kept in the student's record.

310. USE OF MEDICATIONS

POLICY

The Board shall not be responsible for diagnosing and treating student illness. The Administrator of prescribed medication, per the direction of a parent or family physician, to a student during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during School hours.

PROCEDURE

The Board authorizes the Administrator to develop and implement guidelines for control and safeguards in administering medicine to students.

The School Administrator shall provide a Medication Release Form, either paper or electronic, to all parents of students to dispense medication to students. The Administrator is charged with creating a form, paper or electronic, that requires all necessary information for the safe and effective discharge of this action and the appropriate liability protection for the School and the person administering the medications.

No medication, including over-the-counter medicine, shall be dispensed to any student unless the appropriate form included in this section is on file. Only the Administrator, teacher, teacher assistant, or secretary may administer medication.

All medication, including over-the-counter medicine, delivered to the School shall be secured in an appropriate location known to and accessible by personnel charged with its Administrator.

All medication shall be delivered to the School in its original container with the pharmaceutical prescription information on the front of the bottle.

A log shall be maintained to record all medications administered to each student.

311. FOOD ALLERGIES

POLICY

The School Board is responsible for promoting the safety of each student attending. While it is understood that it is impossible to make as public a place as a school entirely safe for children who have life-threatening food allergies, we can make it a safer place for these children.

The number of children with potentially life-threatening allergies to food products is on the rise. For these children, reactions can be immediate and rapidly progress to become life-threatening. These children do not necessarily have to ingest these foods, but exposure through inadvertent contact or aerosolized products can cause a reaction and is often the cause. In addition, children with underlying asthma are at an increased risk for severe reactions.

The Board directs that the Administrator put in place appropriate and current medically acceptable procedures to mitigate all exposure of students to such food allergens.

PROCEDURE

- As part of the required student medical history information, any food allergy (e.g., peanuts or any nut) shall be identified by the parent/guardian before the student attends any classes on campus.
- The classroom of a student with a known food allergy shall be designated as a food-sensitive classroom.
- School personnel shall then request that parents/guardians and students avoid bringing food products containing the offending allergen into a classroom designated as sensitive to that allergen.
 - This restriction does not pertain to foods with the warning, “May Contain Peanuts or Nuts.” These products are okay to bring to school (even though they are unsafe for peanut and nut-allergic children), as the risk of contamination of these products with peanuts or nuts is low, and the “no-food sharing” policy shall be strictly enforced.
- Maintenance of a Safe Environment for Children with food allergies:
 - Should there be non-compliance in the classroom, suitable accommodations shall be made for the children with prohibited food products in their lunches, which may include eating in the office, followed by appropriate hand washing.
 - Children shall be prohibited from sharing food in snacks or lunches.
 - All foods supplied by the School for School-sponsored events shall be nut and peanut-free (this includes avoiding foods with the warning that they “may contain peanuts or nuts”). Parents of students with severe allergies to food other than nuts and peanuts should arrange to provide safe foods for special School activities involving food as necessary.
 - Caution should be taken so that the use of foods in the school containing known allergens of those children with severe allergies shall not be used in crafts and other activities.
 - When cooking occurs, the teacher shall contact the allergic child’s parents to confirm the ingredients and their participation.
 - During class or School events that involve cleaning public areas, staff shall be aware of children’s medical sensitivities.

312. ANAPHYLACTIC REACTIONS

POLICY

The School Board is responsible for promoting the safety of each student attending. While it is understood that it is impossible to make a public place, such as a School, entirely safe for children who have life-threatening allergies, we can attempt to make it a safer place for these children.

PROCEDURE

- Identification of Anaphylactic Students:
 - Parents of students with a history of allergies and anaphylaxis shall complete an Emergency Use of EpiPen Auto-Injector authorization form and the Medical Emergency Identification form identifying the student’s allergies. These forms, along with 2 EpiPens, shall be submitted before the beginning of the School year.
 - If a student’s status concerning food allergies changes during the year, it is the parent’s responsibility to notify the School officially in writing and to submit a revised Emergency Use of EpiPen Auto-Injector Form and Allergy Alert Form as required.
 - The authorization forms for Emergency Use of EpiPen Auto-Injector shall be kept in a prominent, central location in the School office.
 - The Medical Emergency Identification form shall be readily available, along with instructions on how to use the EpiPen Auto-Injector in all classrooms in which the identified student shall participate:
 - Student’s classroom
 - Special room
 - Office
 - Library

- Fanny Pack that holds the EpiPens
- Teachers shall be made aware of the students with serious food allergies and potential anaphylaxis who enter their classes before the start of each academic year. Location, Storage, and Usage of EpiPen Auto-Injectors:
- All staff, including substitute teachers and parent volunteers with supervisory roles, shall receive ongoing training on using the Auto-Injector. This training shall occur annually and include simulation exercises, such as using the auto-injector on the playground. Staff shall also receive training on recognizing and identifying an anaphylactic reaction. Staff shall receive training in CPR.
 - Symptoms of an allergic reaction include:
 - Flushed face, swelling or itchy lips, tongue, eyes
 - Tightness in throat, mouth, chest
 - Difficulty breathing or swallowing, wheezing, coughing, choking
 - Vomiting, nausea, diarrhea, stomach pains
 - Dizziness, unsteadiness, sudden fatigue, rapid heartbeat
 - Loss of consciousness
 - Please note that early administration of the EpiPen is lifesaving.
- In a medical emergency, the School has the right to administer any EpiPen in the School or on the grounds of any child with an anaphylactic reaction.
- In the case of a non-anaphylactic reaction, the protocol developed for each child should be followed in conjunction with the child's parents and physician. It is the parent's responsibility to advise the school of such protocol.

Note: If parents have not completed an authorization for Emergency Use of EpiPen Auto-Injector Form and Allergy Alert Form, the student shall not be permitted to attend class.

313. DRESS GUIDELINES

POLICY

The Board directs the Administrator to establish dress guidelines for the School.

PROCEDURE

The specific dress guidelines are outlined in the Staff and Student Handbooks.

The Board and School personnel reserve the right to judge proper or improper dress based on the Staff and Student Handbook guidelines. If necessary, individual students and their parents shall be informed by the Administrator of "dress corrections" that shall be made.

314. STUDENT COMPLAINT PROCESS

POLICY

The Board recognizes that students and or a parent/guardian have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an essential part of the educational process. Accordingly, individual and group complaints should be recognized, and appropriate appeal procedures should be provided.

For purposes of this policy, a student and parent/guardian complaint shall be any such complaint arising from actions directly affecting the student's participation in their educational program.

PROCEDURE

The Board shall recognize the complaints of students and parents/guardians provided that such complaints are made according to the following guidelines established by Board policy.

Guidelines

Complaints shall be channeled through appropriate mechanisms as set forth below. Further, it shall not tolerate inappropriate or disrespectful language, gossip, actions, or behavior directed towards its families, staff, Board, students, Good Shepherd Lutheran Church staff, or congregants. Failure to abide by the preceding shall be met with fair but appropriate remedial action, including disenrollment of the offending family's student(s).

The student and parent/guardian should first make the complaint known to the staff member most closely involved. An attempt to resolve the issue informally and directly should be made.

The complaint may then be submitted, in turn, to the Administrator and, if not resolved, then to the Board. Complaint submission to the Board should come in written form to the Administrator to be delivered to the Board at the next formal Board meeting. At that next formal Board meeting, the Board shall determine from the written letter a final decision or ruling on the issue or may request that the complainant attend a subsequent Board meeting to present the problem. The Board shall indicate its decision to the Administrator and, in most cases, shall send a formal letter of response to the complainant or direct the Administrator to send such a letter.

Applicable guidelines shall be published in the Parent/Student Handbook.

315. ASSESSMENT OF STUDENT PROGRESS

POLICY

The Board recognizes that assessing student achievement can help the student, teachers, and parents better evaluate the student's progress toward personal educational goals.

PROCEDURE

Grading shall be that system of measuring and recording student progress and achievement which enables the student, parents, and teachers to learn the student's strengths and weaknesses, plan an educational future for the student in the areas of the greatest potential for success, and know where remedial work is required.

Such grades shall measure the student's progress against their expected grade level of achievement, the achievements of others in the class, and their potential for accomplishment and the achievements of others in the class, as appropriate to the grade level and subject matter.

The Board directs that the instructional program of this school includes a system of assessment for all students.

The School shall provide for the development and continual analysis of student portfolios. Such portfolios may include:

- Written work by students.
- Scientific experiments conducted by students.
- Works of art or musical, theatrical, or dance performances by students.
- Other student demonstrations or performances related to specific student learning outcomes.
- Examinations developed by teachers to assess particular student learning outcomes.
- Diagnostic assessments.
- Other measures, as appropriate, may include standardized tests.

The School Board and Administrator shall develop assessment procedures that include the following:

- Each student and their family should know what results and achievements are expected at the outset of any course of study.
- Each student and their family should be informed of their progress during a unit of study.
- Methods of assessing shall be appropriate to the course of study and the maturity of students.

- Assessment should objectively evaluate and reward students for their efforts.
- All assessments are subject to continual review and revision.
- Staff, students, and parents should be involved in the continuing program of grading review.

316. REPORTING STUDENT PROGRESS

POLICY

The Board believes that the cooperation of School, church, and home is a vital ingredient in the growth and education of the student. It recognizes the responsibility to keep parents informed of student welfare and progress in School and directs the Administrator, through the Administrator and staff, to maintain this cooperation and communication.

PROCEDURE

The Board and the Administrator shall establish a system of reporting student progress, including written reports and parent conferences with teachers, and require all appropriate staff members to comply with such a system as part of their teaching responsibility.

The Board shall review and approve this system when changes are proposed.

317. PROMOTION AND RETENTION

POLICY

Children's personal, social, physical, and educational growth shall vary and should be placed in the educational setting most appropriate to their needs at the various stages of their growth. Students need to experience success within the academic setting. The staff and the Board should always consider what is in the student's best interest regarding promotion or retention. Children require a solid knowledge base of their present grade before advancing to the next grade. Placement of a student in a grade for which they are not ready, without the appropriate academic interventions, places them at significant risk for academic failure, as well as poor self-esteem and increased stress levels. However, retention of a struggling child may not truly address the problem if the appropriate academic interventions and support cannot be provided.

Good Shepherd is a small, parochial school with limited support and interventions that can be provided to the student. When determined appropriate by the Administrator, remedial intervention and psycho-educational testing may be suggested as support to the child's academic program.

PROCEDURE

It shall be the policy of the Board that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with their development.

Such a pattern coincides with the system of grade levels established by this Board and the instructional objectives established for each.

A student shall be promoted when they have, in the opinion of their teachers, achieved the learning outcomes established for the appropriate level and have demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next learning level.

The Board and Administrator shall develop procedures for promoting and retaining students that ensure every reasonable effort shall be made to remediate the students' difficulties before they are retained.

The following are guidelines to be followed when determining the promotion or retention of a student who is not meeting Good Shepherd grade-level standards:

- The teacher should inform the Administrator, preferably by November, if they have concerns about a student's ability to succeed in the present grade placement. Alternatives and modifications in the student's best interest should be discussed and implemented if appropriate.
- The teacher should begin to keep updated and accurate anecdotal records and reports on the student's academic progress, or lack thereof, and any behavior concerns, as well as reports of all individual parent conferences or contact regarding the student's academic progress.
- The teacher shall hold a conference with the parents by January to inform them of the learning and behavior concerns and discuss the student's risk for not passing grade-level standards.
 - Parents may be encouraged to pursue academic support outside the School, such as private tutoring. This shall be determined after conferencing with the student's teacher and the Administrator. Parents shall be financially responsible for fees incurred for academic support outside the School.
 - Parents shall be encouraged to have their child undergo a psycho-educational evaluation by a professional, accredited, and mutually agreed upon testing source. Parents shall be expected to act upon the recommendation and bear the responsibility for any expenses incurred for the evaluation. Based on the test results, the teacher and Administrator shall decide if modifications/accommodations to the academic program can be implemented. The outcome of this evaluation should also help determine if it can provide the most appropriate academic program for the student or if the student should pursue an alternative academic program.
 - Parents shall be expected to follow the recommendations outlined in the testing data and the recommendations of. Shall not be held financially responsible for any psychological, educational, or behavioral evaluations or tutorial or remedial support offered to the student. Shall not be held financially accountable for evaluation expenses of students with physical handicaps and the services provided to them.
- When conditional promotion or retention is being considered, the parents should be notified in writing of such consideration by January 31st.
- The final decision regarding the promotion/retention of the student shall be made in consultation with the parents and Administrator during the spring parent-teacher conference or at another designated time before the end of the year. The decision shall be made by the Administrator and based on the below-mentioned guidelines as well as the following:
 - Discussions with the teacher and parents
 - Observations of the student in the classroom
 - Review of the student's work and psycho-educational test results.
- Guidelines to consider about promotion/retention:
- Promotions
 - To be promoted to the next grade, the student shall be at or above grade-level standards for passing in reading and mathematics.
- Conditional promotions
 - The student may be considered for conditional promotion to the next grade if they display at least 75% mastery of designated grade level standards for passing in reading and mathematics.
 - The parents should be encouraged to research whether any more appropriate educational programs are available to the student outside of school.
- Retention
 - The student may be considered for retention if they cannot display at least 75% mastery of designated grade-level standards for passing in reading and mathematics.
 - Retention should only be considered if changes within the academic program could be implemented. All involved should consider whether the child's area of difficulty shall be addressed by repeating the same program with the same teacher.
- Dismissal of student
 - A student shall be considered for dismissal due to educational purposes:

- If the student cannot display at least 75% mastery of grade-level standards for passing in reading and mathematics.
- If it is determined by the Administrator and teachers, in consultation with parents, an alternative education program would be in the child's best interest.

318. STUDENT DISCIPLINE

POLICY

Conduct is closely related to learning; an effective instructional program requires a wholesome and orderly School environment, and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

The Board shall require each student to adhere to the rules and regulations promulgated by the Administrator and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in School and School related activities.

PROCEDURE

The Board and Administrator shall establish a discipline code for students, which shall be posted in the Student Handbook.

Corporal Punishment

Corporal punishment, namely, physically punishing a student for an offense, may not be administered to discipline students.

However, even though the Board prohibits corporal punishment, teachers and School authorities, under any of the following circumstances, may use reasonable force through legal measures:

- To quell a disturbance.
- To obtain possession of weapons or other dangerous objects.
- For the protection of persons or property.

319. TERRORISTIC THREATS/ACTS

POLICY

The Board recognizes the danger that terroristic threats and acts by student or community members present to the safety and welfare of students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

The Board prohibits any student from communicating terroristic threats to or committing terroristic acts directed at any student, employee, Board member, community member, or School building.

Definitions

Terroristic Threat. A threat to commit violence communicated with the intent to terrorize another, to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act. An offense against property or involving danger to another person.

PROCEDURE

The Board directs the Administrator to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Board and Administrator shall be responsible for developing administrative regulations to implement this policy.

Staff members, students (and their parent/guardian) shall be responsible for informing the Administrator regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

Student Conduct

When a staff member has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- The Administrator shall immediately suspend the student and notify the parent(s) or legal guardian.
- The Administrator shall report the incident to the Chairperson of the Board.
- Based on further investigation, the Administrator may report the student to law enforcement officials if the investigation reveals that the student made a terroristic threat or committed a terroristic act.
- The Administrator may recommend the expulsion of the student to the Board. In addition, criminal charges may be filed with local law enforcement agencies in appropriate cases.
- A student is expelled for making terroristic threats or committing terroristic acts, the Board may require, before readmission, that the student provide competent and credible evidence, as specified by the Board, that the student does not risk harm to others. The Board has the right to expel the student permanently.

Community Member Conduct

- When the Administrator has evidence that a community member has made a terroristic threat or committed a terroristic act in violation of this policy, the following guidelines shall be applied:
- The Administrator shall immediately call appropriate authorities and escort the community member from the property.
- The Administrator shall report the incident to the Chairperson of the Board.
- Based upon further investigation, the Administrator may report the community member to local law enforcement officials if the investigation reveals that the community member made a terroristic threat or committed a terroristic act.
- The Administrator shall notify the community members that they no longer have the privilege of entering School property or attending any School-related functions to which community members are invited. In addition, criminal charges may be filed with appropriate local law enforcement agencies in proper cases.
- For this policy, community members shall include, but not be limited to, parents or legal guardians of students and guests. If this is the case, the Administrator and the Board shall review the situation and determine whether student dismissal is necessary.

320. LEARNING/BEHAVIOR PROBLEMS WITHIN THE CLASSROOM

POLICY

This policy addresses students with potential learning and behavioral concerns within the classroom(s). has a duty to ensure that the student of concern receives the best interventions within the school's means.

It is a small, parochial School with limitations on how much support can be provided to the student. When determined appropriate by the Administrator, a recommendation may be made for the student to seek an alternative environment better suited to educate and meet the child's needs.

PROCEDURE

The Board and Administrator shall develop a procedure that effectively addresses the student's concerns within the classroom setting.

The following procedure shall be followed when a student displays ongoing learning or behavior problems within the classroom that affect the student's and classroom peers' ability to learn.

- The classroom teacher shall alert the Administrator of the concern

- The classroom teacher shall alert the child’s parents of the concern
- If it is deemed that the student’s ability to learn is being affected or if behaviors are observed atypical, then a formal developmental evaluation shall be recommended, including cognitive, behavior, personality, and achievement skills. The parents have the following options:
 - Contact the public school for which they would attend if in the public school system to see if the student would qualify for an evaluation within the public school system.
 - Contact a professional within the community that may be recommended. This professional shall be certified in Educational Psychology or licensed in an appropriate professional field.
 - Seek a professional on their own or through the recommendation of their insurance Church. This professional shall be certified in Educational Psychology or licensed in an appropriate professional field.
- The student shall undergo this evaluation and return an evaluation summary with suggested interventions to the Administrator within forty-five (45) days of the evaluation recommendation date.
- If the parents refuse an evaluation and appropriate, effective intervention from a qualified professional or if the child does not improve properly, the Administrator shall determine if the case should be presented to the Board for potential dismissal.
- If an evaluation is completed, results should be reviewed by the Administrator to determine if he can provide the interventions that may be recommended. All student evaluation data shall be held in the strictest confidence.
- Is not responsible for any financial obligation incurred for psychological or educational evaluations or any related services performed. (i.e., tutoring, therapy)

321. INAPPROPRIATE BEHAVIORS

POLICY

The primary goal is to offer its students the best education possible. This goal may only be achieved when student behavior and the general School atmosphere allow teachers to teach and students to learn without disrupting inappropriate behavior.

To achieve this goal, a well-defined set of behavioral limits and consequences are established within each classroom. The primary objective of a behavior policy is the reinforcement of positive behavior. Students and parents/guardians shall accept and acknowledge that they can choose between appropriate and inappropriate behavior. The objective of any disciplinary action is the correction of unacceptable behavior. Students shall know what kind of behavior is expected in the future.

PROCEDURE

The primary responsibility for classroom discipline rests with the classroom teacher. The teacher shall establish and enforce consistent and justifiable behavioral limits within the classroom and reinforce positive behavior. In addition, the teacher is responsible for helping enforce School-wide limits outside the classroom.

The Administrator is primarily responsible for establishing and enforcing school-wide behavioral limits and supporting the teachers in maintaining classroom discipline.

Parents have the responsibility to work with the school to reinforce appropriate behavior. Communication between the School and the home shall be open and supportive in both directions.

Students are responsible for being familiar with the limits and consequences defined by their teachers and behaving positively.

School-wide consequences are defined by the School Board and Administrator and made available to students and their families in the Student Handbook.

322. DETRIMENTAL BEHAVIORS

POLICY

The School Board believes that protecting our students and staff is paramount. We hope never to have to administer harsh consequences due to detrimental behavior; however, we cannot ignore the possibility of occurrence.

PROCEDURE

A list of criteria that qualifies as detrimental behavior and the consequences shall be posted within the School building. This list shall also be available to students and their families in the Student Handbook.

It is the responsibility of the School Board and Administrator to identify potential detrimental behaviors that may occur and the appropriate consequences for those behaviors.

- If a child displays detrimental behavior, the staff member who witnessed this event (or received a report from someone else within the school) should report it immediately to the Administrator.
- The Administrator shall determine if the student's behavior fits the criteria of detrimental behavior.
 - If the behavior is determined not to be within the detrimental behavior category, then the student's teacher shall administer the appropriate School-wide consequence.
 - If the behavior is determined to be detrimental, then the Administrator shall immediately begin the process of suspending the student. Based on the nature of the behavior, the student may be suspended for 1 to 3 days.
- The Administrator shall then contact the Chairperson of the Board to determine whether the student should be considered for disenrollment. This shall be determined by the severity of the act and the intent of the act.
- The following steps shall occur if the student is considered for disenrollment:
 - Written reports from the Administrator and School staff involved.
 - The student and parent/guardian shall be given oral or written notice of the charges against them. Then, the student and parent shall be notified of the Board hearing.
 - During the Board hearing:
 - The names of the witnesses against the student and an oral or written report of the facts to which each witness testifies shall be given to the Board.
 - The student or student representative shall be allowed to present their defense against the charges to the Board and produce either oral testimony or written affidavits of witnesses on their behalf.
 - Upon hearing the evidence, the Board shall determine if disenrollment of the student is warranted.
 - The decision of the Board shall be final.
 - The Board shall keep a formal written record of the hearing's proceedings.
- The student and parent/guardian have the right to inspect the written findings and results of the Board hearing. (This privilege requires a formal written record of the hearing to be kept.)

Definitions

The following is a list of criteria that define detrimental behaviors and the consequences that may occur.

- **Vandalism.** Any child who vandalizes the School, School property, or other children's possessions shall receive 1 to 3 days suspension from School and may be disenrolled. They shall also be required to pay for or correct any damage done.
- **Theft.** Any child who steals from the School or another child shall receive 1 to 3 days' suspension from the School and may be disenrolled. They shall also be required to return or provide compensation for the property.
- **Fighting.** Any child who physically fights with a peer shall receive 1 to 3 days' suspension from School and may be disenrolled.
- **Disrespect.** Any child who shows disrespect toward peers or teachers may receive 1 to 3 days' suspension and may be disenrolled from the School.
- **Language/Gestures.** Any child using foul language or obscene language or displaying obscene gestures shall receive 1 to 3 days suspension from school and may be disenrolled.
- **Schoolwork.** Any child who habitually refuses to do the required class work shall receive 1 to 3 days' suspension from School and may be disenrolled.

- **Drugs.** Any child who brings any illegal substance onto School property or to School functions shall receive 1 to 3 days' suspension from School and may be disenrolled.
- **Weapons.** Any child who brings a weapon of any type to School shall receive 1 to 3 days' suspension from School and may be disenrolled from the School.
- **Assault.** Any child who physically or sexually assaults another student or staff shall receive 1 to 3 days suspension from School and may be disenrolled from the School.
- **Disruption.** Any child who excessively disrupts the class consistently, who consistently shows no interest in the work, takes excessive time off from School (unless directed to do so by a certified physician), or shows through their actions and performance that is not suitable to their education needs may be disenrolled from the School.

The Board requires that the Administrator notifies the Board if any additional behaviors should be added to this list in the future.

323. WITHDRAWALS FROM SCHOOL

POLICY

The Board acknowledges the possibility of student withdrawals. The Board requests that the Administrator of student record management (e.g., forwarding) be done with respect for the student and family.

PROCEDURE

The Administrator shall implement a procedure to ensure that any withdrawal occurs in an orderly and thorough manner. The Administrator and the School Board shall make efforts to conduct an exit interview with the parent/guardian of the student who is withdrawing from the School and retain the information for reference.

SECTION 400 - OPERATIONS

401. SCHOOL LEGAL ENTITY

POLICY

The Board requires that the Administrator set up and establish school operations consistent with all Oklahoma state statutes and local Oklahoma County and Midwest City area laws regarding the legal operation of a private school.

PROCEDURE

The Board requires the Administrator to determine the appropriate process to understand and maintain current knowledge of all legal and operational rules for private schools in the community and state where the School exists. This policy requires the Administrator to establish appropriate contact with state licensing agencies and inspection offices and ensure proper yearly inspections are carried out and passed.

The Administrator should notify the Board immediately and soon when a licensing issue that may affect daily operations arises. The Administrator may elect to include results in the monthly report to the Board for standard inspection activities.

402. CONFIDENTIALITY POLICY

POLICY

To ensure that all those working, volunteering, and visiting do so confidently, everyone shall respect confidentiality by following the guidelines listed below. All the undertakings listed below are subject to the School's paramount commitment to the safety and well-being of each student.

PROCEDURE

- Parents shall have ready access to their children's files and records but not access to information about any other child.
- Staff shall not discuss individual students, other than internally for purposes of curriculum planning & group management, with people other than the parent/guardian of that child without permission from the parent/guardian.
- Whether paid or unpaid, staff employment issues shall remain confidential to those directly involved in making personnel decisions.
- Non-staff members who volunteer shall be advised of our confidentiality policy and shall respect it. If confidentiality is breached, the Administrator can dismiss the involved person from volunteer status.
- Each staff member shall be required to sign a confidentiality clause. Any staff member found to have breached the confidentiality clause shall be subject to disciplinary action initiated by the Administrator.
- If a volunteer has been found to breach the confidentiality clause, the Administrator has the authority to dismiss the involved person from volunteer status.
- Potential families observing the School shall be advised of our confidentiality policy and shall respect it.

Note: If, at any time, a situation does not fall under the above procedure, the Administrator has the right to bring the issue to the Board or the Chairman of the Board in cases where Board review or action is required.

403. TUITION

POLICY

The School is a tuition-based parochial School. The School's quality staff and academic program would not be sustainable without the financial support of student tuition and timely payment.

PROCEDURE

The Board shall determine and approve tuition rates, which may be adjusted annually.

The School Administrator shall collect tuition payments per the Tuition Agreement. The Board requires that the Administrator have procedures for handling and managing rectification of delinquent payments and requires that the Treasurer/Business Administrator/Administrator make known any delinquencies to the Board at the monthly meeting immediately following the identification of the problem.

404. SCHOOL CALENDAR

POLICY

The Board recognizes that preparing a formal School calendar is necessary for the efficient operation of the School and requires that a School calendar is presented at a monthly Board meeting once per year, in sufficient lead time to prepare for that academic year.

PROCEDURE

The Administrator is responsible for drafting the School calendar. The calendar shall comply with appropriate regulations for the number of school days required per year and any other pertinent regulations. The Administrator shall present the calendar to the Board for approval. To the degree that it is reasonable and sensible, the calendar preparation should consider the Church's calendar.

405. SCHOOL DAY

POLICY

A standard school day, complete with hours and periods, shall be established at the beginning of each school year.

PROCEDURE

The Administrator shall determine the hours and periods of the school day. Any deviations from the prior year's school day shall be presented to the Board before each school year.

The school day shall be scheduled to offer the greatest return educationally for the time spent.

The Administrator may temporarily alter the regular school day when such an alteration is in the School's best interest.

The Administrator may close the School, delay the opening of the School, or dismiss the School early for emergency reasons to protect the health and safety of students and staff members and shall prepare rules for the proper and timely notification of concerned persons in the event of such emergency closing.

Closing for weather or other emergency reasons is at the discretion of the Administrator. Mid-Del School District shall be used as a guideline for closings. However, the Administrator shall make the final decision and communicate that decision to families in the most suitable manner possible.

406. EMERGENCY EVACUATION OF SCHOOL

POLICY

An emergency evacuation plan shall be established and made known to all Administrators, staff, and students.

PROCEDURE

The School Board authorizes the Administrator to provide regulations for the safety of the students in the event of fire, incident, or a natural disaster.

All staff and students should conduct appropriate drills throughout the school year.

407. COPYRIGHT MATERIAL

POLICY

The Board recognizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the Fair Use Doctrine.

PROCEDURE

The Fair Use Doctrine permits a party to use a copyrighted work without the copyright owner's permission for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. If duplicating or changing a product is to fall within the bounds of Fair use, these four standards shall be met for any of the preceding purposes:

- **The Purpose And Character Of The Use.** The use shall be for such purposes as teaching or scholarship and shall be non-profit.
- **The Nature Of The Copyrighted Work.** Staff may make single copies of Book chapters for use in research, instruction, or preparation for teaching; articles from periodicals or newspapers; short stories, essays, or poems; and charts, graphs, diagrams, drawings; cartoons or pictures from books, magazines, or newspapers per these guidelines.
- **The Amount And Substantiality Of The Portion Used.** Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- **The Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work.** If the resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of more significant penalties.
- Staff may make copies of copyrighted School materials within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the Administrator. Staff members who fail to follow this policy may be held personally liable for copyright infringement.

Permitted Copies

Multiple copies, not exceeding one per student, may be made for classroom use or discussion if the copying meets the tests of 'brevity, spontaneity, and cumulative effect' set by the following guidelines. Each copy shall include a notice of copyright.

- Brevity
 - A complete poem may be copied if it is less than 250 words and two pages long; excerpts from longer poems cannot exceed 250 words.

- Complete articles, stories, or essays of less than 2500 words or excerpts from prose works not more than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words.
- Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.
- One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. “Special” works cannot be fully reproduced; this includes children’s books combining poetry, prose, or poetic prose.
- Spontaneity
 - It should be at the “instance and inspiration” of the individual teacher.
- Cumulative Effect
 - Teachers are limited to using copied material for only one course in the School in which copies are made. No more than one short poem, article, story, or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.
 - A library or archive may reproduce one copy or recording of a copyrighted work and distribute it if the reproduction or distribution is made without any purpose of direct or indirect commercial advantage; the collection of the library or archives is open to the public or available not only to researchers affiliated with the library or archives or with the institution or which is a part but also to other persons doing research in a specialized field; and if the reproduction or distribution of a work includes a notice of copyright.
- Libraries and their employees are not liable for unsupervised use.
- Copies of materials for “face-to-face” teaching activities involving performances or displays made by students or instructors, religious services, live performances without commercial advantage, and instructional broadcasts are permitted.

Prohibited Copies

- The Act prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. “Consumable” works include workbooks, exercises, standardized tests, test booklets, and answer sheets.
- Teachers cannot substitute copies for purchasing books, publisher’s reprints, or periodicals, nor can they repeatedly copy the same item from term to term. Copying cannot be directed by a “higher authority,” and students cannot be charged more than the actual cost of photocopying.
- Schools shall be licensed to play copyrighted music where the performer is paid, or admission is charged, even if the admission is used to cover refreshment costs.
- Jukeboxes shall be licensed, and a license certificate shall be displayed on each machine.

Off-Air Recordings

Broadcast programs may be recorded off-air simultaneously with broadcast transmission and retained by the School for a period not exceeding forty-five (45) consecutive “calendar” days after the recording date. After this period, all recordings shall be erased or destroyed immediately.

These recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when the instructional reinforcement is necessary, during the first ten (10) consecutive “School days” in the forty-five (45) day calendar day retention period.

Off-air recordings may be made only at the request of and use by individual teachers and may not be regularly recorded in anticipation or requests. No broadcast program may be recorded off-air more than only at the request of the same teacher, regardless of the number of times the program may be broadcast.

After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation.

Off-air recordings need not be used entirely but may not be altered from their original content. They may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. Such recording shall include the copyright notice on the broadcast program as recorded.

409. GIFTS, GRANTS, AND BEQUESTS

POLICY

In addition to Church members, community members may contribute additional supplies, equipment, or other financial resources to enhance or extend the instructional program.

PROCEDURE

The Board and the Administrator may accept on behalf of and for the School any bequest or gift of money or property. While reasonable efforts shall be made to honor any intended directives made by the contributor, The Board shall retain complete discretion regarding the usage of all contributions. The Board reserves the right to decline a donation for any reason.

SECTION 500 - PROPERTY

501. SECURITY OF BUILDING AND GROUNDS

POLICY

The school's facilities shall be maintained per the established security guidelines in the Staff and Student Handbooks.

PROCEDURE

The Administrator shall establish rules and regulations to provide routine security and emergency handling procedures. The Administrator shall review rules and regulations annually with staff and when changes occur.

502. SANITARY MANAGEMENT, MAINTENANCE, HEALTH, and SAFETY

POLICY

A continuous program of sanitary management shall be instituted in the School and explained periodically to all staff members. Such standards shall be maintained that meet the requirements set forth by the Oklahoma Department of Health to ensure the School is maintained and operated in a safe condition.

PROCEDURE

The Administrator shall develop, publish, and post rules for safety and the prevention of accidents. These rules shall provide for the instruction of students and staff in safety and accident prevention, provide protective devices where they are required for the safety of students and employees, and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operations of the School.

The safety of students and employees and economic operation require effective school building and equipment maintenance. In cooperation with the custodian, the Administrator shall develop and implement procedures to ensure these facilities' proper cleaning, caring, and protection.

The Administrator shall:

- Be responsible for the care and maintenance of the classrooms and playground.
- Supervise the custodian in maintaining an adequate program for such care and maintenance.
- Notify the custodian of any needed work.
- Annually review all guidelines and regulations for students' and employees' health and safety and the school's safe operation.

Except for equipment owned and maintained exclusively by the School, all maintenance requests shall be forwarded to the custodian or the Administrator.

503. PLAYGROUND MAINTENANCE

POLICY

It shall be the policy of this Board to maintain, with the Church, the Early Childhood Center, and the School, the playground on the Church's property.

PROCEDURE

Any groups seeking to purchase equipment intended for use by the students shall get prior approval from the Board.

SECTION 600 – PROGRAMS

601. CURRICULUM DEVELOPMENT

POLICY

The Board recognizes the responsibility for the continual growth and improvement of the educational programs. The Board shall oversee and work with the Administrator to develop the curriculum.

For purposes of this policy, curriculum shall be defined as all planned learning activities of the School, such as:

- The School provides courses of study, subjects, classes, and organized group activities.
- Formal classroom instruction and out-of-class activity.

PROCEDURE

The Board directs that the Oklahoma Standard Course of Study shall be a curriculum development framework. The teachers may adapt the curriculum to meet written goals and objectives, identify student needs, develop individual talents and interests, and serve diverse learning styles to motivate student achievement. Curriculum materials, technology, and textbooks shall be related to the learning outcomes for each study area.

602. LIBRARY and MATERIALS SELECTION POLICY

POLICY

The library center is an integral part of the School program to provide a wide range of supplemental learning resources. The library strives to provide the opportunity for all students to grow intellectually, to meet the needs of the students and faculty, and to enrich and support the curriculum.

PROCEDURE

Selection of learning resources

- Objectives of Selection
 - The main objective of the selection policy is to provide the students with a wide range of educational materials on all difficulty levels. The collection of materials shall enrich and support the curriculum and meet the needs of the students and faculty it serves.
 - The learning resources this policy covers include library books, textbooks, supplemental books, periodicals, and informational materials, both print and non-print. Particular attention shall be given to emerging hardware and software.
- Responsibility for the Selection of Learning Resources
 - The Board determines school policy and delegates the responsibility of carrying out this policy to the Administrator.
 - The selection of learning resources is the collective responsibility of the school board, Administrator, and classroom teachers.
 - Parents and students may suggest materials; however, accepting these is contingent upon Board approval.
 - Donations shall be accepted if the resource material meets the appropriate requirements and receives Board approval.
- Criteria for Selection of Learning Resources
 - The following criteria shall be used as they apply:
 - Materials that support the aims and objectives of the School.
 - Materials that meet high-quality standards in factual content and presentation.
 - Materials appropriate for the subject area for the student's age, ability level, and social development.
 - Materials that are up-to-date, accurate, and show a great degree of clarity.

- Materials that merit inclusion because of literary and artistic value.
- Materials that represent fair and unbiased presentation of information. In controversial areas, materials that present as many opinions as possible.
- Procedure for Selection of Learning Resources
 - Professional staff shall evaluate curriculum needs and consult reputable aids and sources.
 - Gift materials shall be evaluated based on the needs of the School.
 - Recommendations for purchase involve the Administrator, faculty, and students. The final selection is made by the Administrator and approved by the School Board.
 - Selection of materials is an ongoing process.
 - Removal of materials is an ongoing process with continuous weeding to maintain the current balanced collection.
 - Replacement of lost and worn materials after reevaluation is an ongoing process.

Procedures for Dealing with Challenged Materials

A request for Informal Reconsideration can be pursued if the Board declines the proposed learning resources or if already approved material is scrutinized by a staff member, parent, or student.

- Request for Informal Reconsideration
 - The Administrator shall meet with the questioner and explain the selection procedure, criteria, and qualifications of the person selecting the resource. The issue shall try to be resolved informally.
 - The intended usefulness of the questioned resource shall be explained.
 - If the questioner wishes to file a formal challenge, a Request for Reconsideration of Learning Resource form shall be given or mailed to the party concerned by the Administrator.
- Request for Formal Reconsideration
 - Preliminary
 - The Board should be given a completed and signed Request of Reconsideration of Learning Resource form.
 - The Board shall review the challenged resources and judge whether they meet the Selection of Learning Resources Policy.
 - Resolution
 - The Board shall:
 - Examine challenged resource
 - Read critical reviews of the resource
 - Weigh values and faults and form opinions based on the material rather than passages taken from context.
 - Prepare a written report.
 - Discuss the written report with the questioner, if requested.
 - The Administrator shall retain Copies of the written report.
 - Written reports, once filed, are confidential and available only to appropriate officials.
 - Guiding Principles
 - No parent has the right to determine reading, viewing, or listening materials for students other than their own.
 - When learning resources are challenged, the freedom to read/listen/view principles shall be defended.
 - Access to a challenged resource in use shall not be restricted during reconsideration. Pending the outcome of the reevaluation request, access to questioned materials can be denied to the child by the child's parents making the complaint if they desire.
 - The final decision is based on the appropriateness of the material for its intended educational use.
 - A decision to sustain a challenge shall not necessarily be interpreted as an irresponsible judgment by the professional involved in the original selection and use of the material.

603. CONTROVERSIAL CURRICULAR ISSUES

POLICY

The Board recognizes that controversial issues may be part of an instructional program. However, these issues shall directly relate to the subject matter in a given grade level or specific curricular field. Judgment should be used to demonstrate the appropriateness of the issue to the curriculum and the maturity of the students.

PROCEDURE

In presenting all controversial issues, every effort should be made to ensure a balance of biases, divergent points of view, and opportunities for exploration into all sides of an issue by the students. The Board directs the Administrator to develop administrative procedures to ensure proper compliance with this policy. In advance of known controversial issues, a parental communication plan should be developed and implemented before or with the presentation of that content.

604. CLASS SIZE**POLICY**

The Board recognizes the importance of proper class size and its impact on the learning environment.

PROCEDURE

In cooperation with the Administrator, the Board shall determine the appropriate number of students in each class to produce the optimum educational benefit for the students. The class size number determination should consider the overall educational goals for a Christ-centered environment providing an enriching educational experience.

SECTION 700 - COMMUNITY

701. PUBLIC PARTICIPATION IN BOARD MEETINGS

POLICY

The Board shall be available to receive public comment on educational issues through the established guidelines on public participation.

PROCEDURE

Public Participation Guidelines

To permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for the public to comment on matters of concern, official action, or deliberation before the Board before official action by the Board. The Board shall require that all public comments be made at the beginning of each meeting.

If the Board determines insufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or a special meeting occurring before the next regular meeting.

The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. Where their ruling is disputed, it may be overruled by a majority of those Board members present and voting.

Guidelines

Whenever issues identified by the participant are subject to remediation under the policies and procedures of the Board, they shall be dealt with per those policies and procedures.

All individuals wishing to participate in a public Board meeting shall e-mail their intent to the Administrator at least seven (7) school days in advance of the meeting and shall include the following:

- Name, address, phone number, and e-mail address of the individual
- Topic to be addressed
- Name of the organization being represented, if applicable.
- Date the individual would like to speak before the board.

The Administrator shall:

- Communicate with the Board chairperson to inform them about this topic and request appropriate time on a future board meeting agenda.
- Respond to the individual with a decision and, if applicable, the date and time of the meeting.
- Email current Board members notifying them of the topic to be discussed, if applicable. Otherwise, if no Board member preparation is required, this topic shall be included on the agenda prepared and distributed by the Board Chairman before the meeting.

Each statement made by such participant shall be limited to a ten (10) minute duration. Persons who attend a public Board meeting and desire to speak on a topic without giving five (5) school days' notice of such intent shall be permitted to speak but shall be limited to a five (5) minute duration. The individual shall comply with all other requirements of this policy.

If applicable, the presiding officer shall recognize participants and preface their comments by announcing their names and group affiliations.

The presiding officer may:

- Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
- Request any individual to leave the meeting when that person does not observe reasonable decorum.

- Call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
- Waive these rules with the approval of the Board.

The portion of the meeting during which participation of the public is invited shall be limited to thirty (30) minutes.

702. SCHOOL PARENT PARTNERSHIP

POLICY

The education of children is a joint responsibility, one the Administrator and Staff share with the parents of the students. A robust communication program between home and School shall be maintained to ensure the child's best interests are served. Therefore, the Board welcomes and shall consider the ideas and concerns of parents, faculty, and students as they deal with policy issues. Although the Board, through its designated Administrators and Staff, acts in place of the parents during school hours, the parents are ultimately responsible for their children's behavior.

PROCEDURE

The Board encourages the formation and operation of PTA/PTO organizations within. The current organization is designated the Parent School Organization (PSO); see section 705.

The Board has the right to determine which community groups may function within. The Administrator is encouraged to meet regularly with representatives of these associations. The Administrator shall serve as the community group's communication channel to the Board about formal requests, decisions, or actions.

The Administrator shall develop procedures and guidelines to implement this policy.

The Board, Administrator, and Staff seek intentionally and winsomely:

- To maintain good relationships with parents.
- To be partners with parents in the education of their children.
- To seek parents' opinions and suggestions regularly throughout the School year.
- To provide a comprehensive orientation for new parents before the opening of School and during the School year.
- To communicate personally and in print with parents to keep them informed about School life and to interpret the School and its ministry.
- To provide help and ministry to parents, particularly concerning living in the Gospel and parenting skills.
- To involve parents in the life of the School according to parents' interests, skills, and available time.
- To encourage unchurched families to experience and find a church home within the Good Shepherd congregation.

703. PUBLIC RELATIONS OBJECTIVES

POLICY

The School/community relations program aims to establish and maintain a program that informs the public of and involves them in the goals and services.

PROCEDURE

The Board, through the Administrator, shall maintain a continuing information program for compiling and distributing news of events, noteworthy facts, statistics, plans, and forecasts necessary to the creation of an interested and informed public.

As all members of the Board and School Administrator are ongoing representatives of the School community, it is imperative that each employee also recognizes that they are a point of contact for the School to both the congregation of the Church and the general public.

The Board urges employees to establish a positive relationship with parents, Church members, and other members of the public, which ultimately benefits the individual employee.

704. RELATIONS WITH SPECIAL INTEREST GROUPS

POLICY

Social and educational values may be derived from student participation in various activities sponsored by community organizations. The Board specifies guidelines to prevent unreasonable demands on the time and energy of students and staff. Any requests from civic organizations or special interest groups that involve such activities as patriotic functions, contests, exhibits, sales of products to or by students, sending promotional materials home with students, or fundraising shall be examined to ensure that such activities primarily promote student interests, rather than the special interests of any particular group.

PROCEDURE

All materials or activities for students or staff that outside sources have proposed shall be reviewed and approved by the Administrator before use.

Requests for student participation in community-sponsored activities shall be made in writing to the Administrator.

The participating students may not leave the School unless the Administrator has granted special permissions and the parents/guardians have granted their permission. At their discretion, the Administrator should inform the Board of student participation in such activities as part of the monthly report to the Board.

Fundraising

The Board encourages the education of the students toward awareness of the services performed by the various humanitarian agencies. Active participation in these agencies' services and financial support are to be encouraged. However, fundraising by non-School agencies or for non-School activities during School hours shall not be permitted without the Administrator's prior approval.

Demonstrations of services or materials and canvassing of students for selling products or services shall not be permitted in the School or School grounds unless authorized by the Administrator.

No outside organization may solicit funds or sell tickets at the School without first securing permission from the Administrator.

Funds shall not be solicited from School personnel on School premises during School hours.

The Board requires the Administrator to inform the Board of any fundraising efforts or campaigns before its commencement. Further, the Board requires the Church Council to coordinate or review such efforts or campaigns to ensure no overlap or other concerns.

Advertising and Promotion

The objectives of this section are to:

- Provide informational material from private sources, strengthening the curriculum and benefiting students.
- Protect the students and their families from exploitation by commercial, organizational, and cultural interests.

The Administrator may cooperate in furthering the work of any public nonprofit, community-wide social service agency provided such cooperation does not infringe on the School program or diminish the amount of time devoted to the School program.

Flyers from service organizations may be distributed to the students at the discretion of the Administrator. Advertising material intended for the students shall be distributed in the School only when the Administrator judges the materials to be of value to the School or the students.

No student shall, during School, promote any business product or service among students for financial gain to themselves or others.

No School employee shall, during School or extra-duty hours, promote any business product or service among students for purposes of financial gain to himself/herself or others or take advantage of their position after School hours for such promotion among students and their parents. Exceptions may be granted only with permission from the Administrator and Board.

Contests for Students

Participation by students in contests is permitted. While there is no intent to refuse to cooperate with agencies sponsoring worthwhile contests, there is a desire to keep such cooperation within reasonable bounds. The Administrator and the Board may grant permission to participate in a contest. The following statements shall be the guidelines for determining participation in contests:

- The school's primary educational aims and the student's needs and interests shall always be considered.
- The School shall not be used to promote private or commercial interests.
- The School shall not be used to promote individual competitive goods or services directly.
- All materials or activities initiated by private sources shall be judged on the grounds of their (a) direct contribution to educational values, (b) factual accuracy, and (c) good taste.
- Consideration shall be given to protect students and teachers against unreasonable added work and responsibilities.

705. SCHOOL-AFFILIATED ORGANIZATIONS/PSO

POLICY

A school-affiliated organization is uniquely essential to continuing excellence in extracurricular activities for students. The purpose of the school-affiliated organization is to provide positive support to the students, the program, and the personnel in a particular area or activity (i.e., music, athletics, academics, etc.). A School-affiliated organization shall comply with established guidelines, reviewing and revising the policies charged to the Board. School-affiliated organizations shall be deemed to include, but are not limited to, the School Parent School Organization ("PSO").

PROCEDURE

The School-affiliated organization shall maintain a current constitution, a set of by-laws, and a budget. An updated copy shall be forwarded to the Administrator and School Board. The school-affiliated organization shall also promptly submit meeting minutes to the school board. Each School-affiliated organization shall submit a listing of the officers, bylaws, and budget to the School Board after the School-affiliated organization's annual organizational meeting. Each School-affiliated president or representative shall become a participating member of an ongoing committee chaired by the Administrator to communicate school-affiliated activities and receive information from the School Board to ensure an effective communication network between the School-affiliated organization and the School Board. The Administrator shall be involved in all decisions and plans that affect student programs. The Administrator shall be the chief liaison between the School Board and the School-affiliated group. In particular, the Administrator shall bring any fund-raising activities for the School-affiliated organization to the Board in the monthly meeting to review the appropriateness and potential overlap or interruption of other school or church campaigns.

706. SCHOOL VISITORS

POLICY

The Board welcomes and encourages visits by parents, members of the Church, interested educators, and community members.

PROCEDURE

All visitors, including parents/guardians and community volunteers, shall sign in at the School Office immediately upon arrival, notify a staff member in writing of the purpose of the visit, and wear a Visitor Badge while on campus.

Visitors are required to sign out at the School Office upon departure.

Visitor Guidelines

Parents/Guardians visiting the classroom shall contact the Administrator and the teacher to schedule an appointment.

No student is to be released to the custody of any person the Administrator does not recognize as the child's legal parent/guardian or a person designated by the legal parent/guardian to pick up the child. Proper government-issued identification is required.

If any person attempts to coerce a student off the School grounds, or if an unidentified or undesignated person attempts to coerce a teacher into allowing them to remove a child from the School grounds, the teacher is to immediately take the child inside the School building and report the incident to the Administrator. As appropriate, local legal authorities shall also be notified.

Children leaving before the School day's end shall be signed out at the School office by their parents. To minimize classroom disruption, the child shall be brought to the office by a staff member.

All items delivered to the child during the School day shall be left at the School office for delivery.

707. PUBLIC COMPLAINTS

POLICY

Any person associated with the School has the right to present a request, suggestion, or complaint concerning School personnel, the program, curriculum, facility, or the operations of the School. At the same time, the Board shall protect its staff from unnecessary harassment. This policy intends to provide a fair and impartial manner for seeking appropriate remedies.

PROCEDURE

Suggestions or recommendations from people associated with the School can be brought to the attention of the Administrator. Suggestions and recommendations adequately made shall be reported to the Board.

Concerns and complaints brought to the attention of Administrators by people associated with the School regarding personnel, curriculum, programs, facility, or services should be directed to the Administrator.

Complaints regarding the Administrator should be made to the Board.

Board members who receive concerns and complaints from staff, congregation members, or parents regarding personnel, programs, curriculum, facility, or services shall direct these individuals to contact the Administrator. Board members should advise the Administrator of said concerns.

The Board strongly recommends and prefers that all such complaints be resolved at the lowest possible level.

Complaints regarding personnel, programs, curriculum, facility, and services that have not been resolved at the Administrator level may be referred to the Board Chairman, who shall form an advisory committee to investigate. That committee shall recommend to the entire Board to determine the complaint at a public meeting.

This policy does not preclude an employee's right to file a grievance.

708. VOLUNTEERS

POLICY

The Board encourages a strong volunteer program that provides varied opportunities for parents and community members to be active partners in supporting the instructional program and School environment. The Board fosters sensitivity to a parent's limited time and distance from a School that may restrict some parents from volunteer work and uses innovative strategies that support families and their involvement in School-related activities.

PROCEDURE

The Administrator shall establish requirements and guidelines for all volunteers. Requirements and procedures for all volunteers shall be outlined in the Student Handbook.