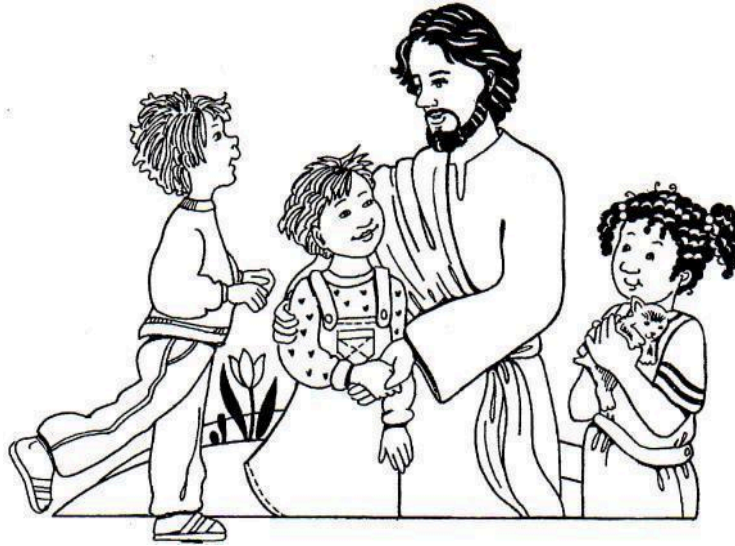


# RISEN CHRIST LUTHERAN SCHOOL STAFF HANDBOOK

## 2025-2026



*Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Colossians 3:12-14*

Risen Christ Lutheran School  
41 E. Possum Rd.  
Springfield, OH 45502  
(937) 323-3688 ext. 11 Rebecca Reid, Administrator, Principal  
(937) 323-3688 ext. 16 Kathy Ackley, Assistant Administrator, Director of Records

**Email**

breid@risenchristschool.com

**Office Hours**

M-F 8:15-4:00

**Affiliation**

Risen Christ Lutheran School (RCLS) is an integral part of the total ministry of Risen Christ Lutheran Church (RCLC) of Springfield, OH, which is a member congregation of the Lutheran Church-Missouri Synod. RCLS comprises Preschool, ages 3 to 5; all day kindergarten; and grades 1 through 7.

**Non-Discrimination Policy**

Risen Christ Lutheran School recruits and admits students of any race, color, national or ethnic origin, religion, gender and sex to all its rights, privileges and activities. In addition, the school will not discriminate based on race, color, national or ethnic origin, religion, gender or sex in the administration of its educational programs, athletics/extracurricular activities, or in the hiring of its certified or non-certified personnel. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public-school district-initiated desegregation.

**Risen Christ holds National Accreditation with National Lutheran Schools Accreditation (NLSA).**

National accreditation assures parents that the school complies with national standards. It indicates the school's commitment to on-going improvement. Parents can be certain that when a school is accredited by NLSA, it has been observed by a team of qualified educators, evaluated, and recognized at national level.

**Risen Christ is a chartered nonpublic school.**

This classification means that the school has had its complete program (including alignment with state standards and assessments) reviewed and approved by the State of Ohio. In addition, on-site visits by the State Department of Education have been made to ensure racial nondiscriminatory compliance as well as other inspections. Once chartered, the school qualifies for transportation, auxiliary services, and administrative cost reimbursement.

# Table of Contents

<b>I. Introduction</b>	<b>Page</b>
Affiliation, Non-discriminatory Policy, Accreditation	2
Nonpublic Charter Statement	2
Table of Contents	3
School Function in Obedience and Response to God's Word	4
Mission, Vision, Philosophy	4
Purpose	5
Statements of Belief and Sanctity of Human Life	6
Law and Gospel	7
<b>II. Procedures, Responsibilities</b>	
Fingerprinting, Professional Development	8
Evaluation, Administrative Cost Reimbursement (ACR) Sheet	9
Recording Attendance	9
Student Care Before and After School	10
Cleaning of Classrooms, Decorum, Playground, Time Sheets	10
<b>III. Emergency Drills</b>	
Fire, Severe Weather, Lockdown, Evacuation	11
<b>IV. Conduct, Discipline</b>	
Codes of Conduct	12-13
Discipline Plan, Policies, Demerit System	13-15
<b>V. Policies</b>	
Emotional, Social, Psychological	16
Conflict Resolution	16
Parent Participation	17
Health and Safety	18
First Aid Facilities and Materials	18
Supervision of School Grounds	18
<b>VI. Appendix</b>	
Job Descriptions	19-32
Employee Grievance Form	33
Professional Development Request Form	34
Employee Time Off Request Form	35

## **Risen Christ Lutheran School functions in obedience and response to:**

God's promise that we are to *"train up a child in the way he should go, and when he is old he will not part from it."* (Proverbs 22:6)

God's command that the parents are to bring up their children *"in the nurture and admonition of the Lord."* (Ephesians 6:4)

God's commission that the church make disciples of all nations, including children, and teach them *"to observe all things commanded by the Lord."* (Matthew 28:19-20)

God's encouragement when He says, *"I will instruct you and teach you in the way you should go; I will counsel you and watch over you."* (Psalm 32:8)

## **Mission**

We support the belief that children are precious gifts from God. Our mission is to provide, together with families, a high-quality education for the whole child within a loving, Christ-centered environment.

## **Vision**

The vision of Risen Christ Lutheran School (RCLS) is that each student will develop and possess a lifelong love of learning, a deep love for God and a habit of prayer, a strong sense of responsibility and integrity, a respect for the inherent value of every person, a curious mind open to new ideas, and a love and respect for life.

The ultimate vision, as seen by the Pastor, the School Board, and the School Administrator, is to have a complete preschool and elementary school which includes all necessary facilities needed to operate and maintain the school. The School Board recognizes that it receives the authority to operate from the members of RCLC and that any goal to add facilities for the school is a decision of the members based on recommendations by the Board of Ministries Directors.

## **Philosophy**

Children are precious gifts from God and each is created with unique gifts and abilities. The whole child—spiritual, emotional, social, physical, and academic—is the responsibility of parents and educators. As children develop at their own individual pace and through diverse learning styles, instructional methodology and the learning environment must reflect the needs of individual children.

Above all, Christian parents and teachers desire that children grow up knowing and believing in the Lord and Savior, Jesus Christ, and that they learn to live as faithful, responsible, God-fearing citizens in the world in which God has placed them.

Children mature emotionally and socially through the support and guidance of Christian parents and teachers. Learning to interact with others in a positive, constructive manner is developed through carefully designed learning environments and adult-child interactions that foster responsibility and respect for self and others.

Physical development is supported within both small and large motor opportunities. A variety of developmentally appropriate activities will provide both enthusiasm and involvement.

Academic excellence in all areas—reading, language arts, mathematics, social studies, health, science, and the fine arts—is the goal for each child. Academics are the second highest priority—Christian faith being the first.

Finally, the partnership between family and school is vital for the development of the whole child. Families are equal partners, rather than merely the “receivers” of school information.

## **Purpose**

RCLS is an integral part of the total ministry of RCLC of Springfield, OH, which is a member congregation of the Lutheran Church-Missouri Synod. RCLS, when referenced throughout this document, is defined as Preschool—ages 3 to 5, all day kindergarten, and grades 1 through 7.

The purpose of RCLS is to assist and support parents in their God-given vocation of raising children in the nurture and discipline of the Lord (Ephesians 6:4). Children are gifts from God. Christian parents desire that their children grow up knowing and believing in the Lord and Savior, Jesus Christ, and that they learn to live as faithful, responsible, God-fearing citizens in the world in which God has placed them.

It is the goal of RCLS to do all it can in the fields of education and Lutheran catechesis to assist parents in their God-given calling of academic development and spiritual growth. Our School strives to develop the whole child which includes physical and mental development, creative play, creative thinking, and socialization, while stressing excellence in the basic fundamentals of elementary education, language arts, mathematics, history, social studies, science, and the fine arts.

We are committed to the Christian faith as taught in the Bible (Word of God) and confessed in the historic Confessions of the Lutheran Church. Parents who desire a strong partner in the vocation will find an important ally in RCLS and RCLC.

## **Risen Christ Lutheran School Statement of Belief**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of RCLS as the local Body of Christ, and to provide a biblical role model to the RCLC and RCLS members and the community, it is imperative that all persons employed by RCLS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of RCLS.

## **Statement on the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

# Law and Gospel

Concordia University Irvine

Healing is a gift of God—a universal human experience that bears witness to God’s will that we should live. While bodily systems often bring about healing without intervention, some ailments require surgery. The surgeon’s knife does not do the healing, but provides better circumstances for healing to take place. It is precisely for this reason that the surgeon cuts.

*Healing is a gift of God—a universal human experience that bears witness to God’s will that we should live.* Martin Luther recognized that the Word of God brings a different kind of healing through the Law and Gospel. “Law” describes what God requires. It demands perfection: a standard we cannot meet. “Gospel” describes what God provides so that we may live. The Law is like the surgeon’s knife, cutting the sin that corrupts our lives and brings death. The Gospel is healing. It is the most profound healing since it is eternal and heals in every way. Without the Law, we do not see that we are spiritually sick, and so will not receive the healing that is offered. We see this in the Gospel of Mark as a lawyer came to Jesus in order to justify himself, claiming that he had kept the Law. But since he only looked to himself and not to God, he was unable to fix his spiritual problem. He went away under the condemnation of the Law (Mark 10:17–22). In contrast, many came to Jesus with nothing but a plea of helplessness and need; Jesus provided what they needed and more. Giving the grace of God (Gospel) to a person who claims to keep the law perfectly is ineffective because the self-righteous person sees no need for grace and may even think it is insulting. They don’t see that they are sick. But when God’s grace is given to a person burdened and afraid under the condemnation of the Law, they find restoration, healing, and new life in Christ.

*The Law is like the surgeon’s knife, cutting the sin that corrupts our lives and brings death. The Gospel is healing. It is the most profound healing since it is eternal and heals in every way.* God’s purpose is always healing. He shows us our sin so that we are ready to receive the perfect healing that comes when the work of Jesus is applied to us. The church—and Christians—are always reforming as they hear the Law and are restored by the Gospel.

# Procedures/Responsibilities

## BCI/FBI Checks and Fingerprints

All staff members of RCLS and RCLC, whose position at Risen Christ requires them to be in contact with the school children, must be fingerprinted and have a BCI/FBI *No Record Report* on file. Fingerprints need to be renewed every five years for elementary and every 4 years for preschool. The renewal results need to be sent to the FBI only. A form is available in the school office for either type of fingerprinting needed.

FBI/BCI fingerprinting is done at the Clark County Educational Service Center. Call (937) 325-7671 to schedule an appointment.

## Professional Development

Teaching children requires continual learning and growth on the part of teachers. Teachers need to constantly evaluate lessons—what works, what doesn't, what needs to be changed, and how it can be improved. RCLS strives to help teachers on how best to teach the children along with providing resources for professional development such as:

- An assorted amount of teacher resource and professional books are located in the school office. This collection is added to every year and teachers are encouraged to review the materials offered.
- Teachers are allocated funds every year to purchase additional items for their classroom. This can include resource books and materials.
- We encourage all teachers to participate in the Ohio District Lutheran Educators Conference, as well as other conferences as NAEYC, IRA, and NCTE.
- Funds are available to participate in the above conferences. In addition, leftover funds from this budget item may be used for continuing education and any training deemed necessary to promote the mission of the school.
- There are staff work days before the start of the school year. Staff handbooks are supplied and the philosophy and mission of the school are reviewed. Goals and plans of the school for the year are discussed.
- All staff members are encouraged to attend a School Board meeting during the year and to keep up to date with plans and goals.
- As members of Ohio Lutheran Schools, teachers will be involved in creating their personal development. See Professional Development Plan.
- Professional Development forms as required by the LCMS/LPDC can be found at: <https://oh.lcms.org/schools/lpdc>.



## Evaluation

All faculty at RCLS shall be evaluated twice a year. Evaluations shall be conducted by the School Principal or an appointed School Board representative. Observation time shall be not less than 30 minutes in the classroom. A written report and interview should follow up soon after the observation.

Guidelines for classroom observation are:

1. Lesson Planning - The lesson based on the level of student's knowledge and skills, student motivation, objective linked to previous learning.
2. Presentation of Lesson - The objectives and learning activities reflect the minimum skills; the objectives are clear, identifiable, and at an appropriate level of difficulty; the lesson is directly related to the established objectives; the students know the objective of the lesson; appropriate materials are being used for the lesson.
3. Activities - Time spent on the activities is appropriate; a variety of activities are used to meet Student involvement; questions are phrased carefully and directions are given clearly; students are given equal opportunity to respond; students are actively involved in learning activities.
4. Monitoring Learning Process - The teacher checks to make sure students understand what is being taught and adjust when necessary; the teacher has provisions for evaluating student performance.
5. The Learning Environment Student-Teacher Relationships - The teacher has a positive attitude toward students; students interact in a responsive, cooperative way.
6. Classroom Environment - Bulletin boards and other displays are reflective of the curriculum; teaching materials are neat, legible, grammatically correct, and appropriate.
7. Classroom Management - The teacher clearly states standards, expectations, and consequences; students interact among themselves with controlled behavior. The teacher uses class time efficiently through effective classroom management, and transition from subject to subject is done efficiently.

## Administrative Cost Reimbursement Sheets

New protocol as directed by Mandated Services.

## Recording of Attendance, Attendance Sheets

Elementary School attendance must be recorded in Gradelink on a daily basis. At 9:00 A.M. notify the school office of any unreported absences. Preschool attendance is kept on a hard copy attendance sheet that remains with the students throughout the day.

## **Student Care Before and After School**

No students should be running in the halls or disturbing the teachers. If a teacher sees a student away from his/her parent or away from Extended Care, please kindly direct the student back to where he/she should be.

## **Cleaning of Classrooms**

Teachers are responsible for cleaning their classroom and hallway near their classroom Monday-Friday. Trash should be emptied daily if food waste or food wrappers have been placed in the trash can. Trash must be emptied every Friday and on an as needed basis. Trash cans should never be left full or near full. If you notice another part of the building that needs cleaning or maintenance, please tell the Principal.

## **Decorum**

Yelling, rolling of eyes, huffing in exasperation, use of sarcasm, and/or degrading or insulting language will not be tolerated. If a teacher/staff member is frustrated with a student, he/she must not demonstrate that frustration outwardly. If a break is necessary, the teacher/staff member must get an aide or teacher from another room to cover for him/her. Walking away from a frustrating situation is the best option when working with children. The teacher and class will benefit from a "teacher/staff regroup."

Teachers must not speak about a child or parent in a negative manner in front of support staff, office staff, a RCLC member, or another school parent. If a teacher/staff member needs to talk, please see the Principal or go to one of the School Board members.

## **Playground**

After each use, the mulch must be raked flat under the swings and at the end of the slide. Check to make sure the cement base holding the end of the slide into the ground is completely covered with mulch (the kids like to dig it out). Put all sandbox toys in the sandbox and close the lid. Store the rake standing up at the end of the preschool playground. Take the indoor toys back inside. Elementary students may not play on the preschool playground.

## **Time Sheets**

It is imperative that all hourly employees and volunteers fill out a timesheet daily. Turn in a timesheet every other Friday to the Principal. Time sheets turn in dates will be established in August.

# Emergency Drills

## Fire Drill

Executed once each month as weather permits. Students exit the nearest door then proceed to the assigned location for their classroom. Teachers turn off the lights and shut all doors. Teachers take their classroom emergency bag and their building keys on all emergency drills.

## Severe Weather Drill

Practiced at the start of school and again in March. Preschool to Women's Restroom across from mailboxes; Kindergarten/First Grade to Women's Restroom by water fountain; Third Grade to classroom 6; Classroom 6 stays in room 6; Classroom across from the kitchen/Fellowship Hall to Men's Restroom across from mailboxes; and Classrooms 11 and 12, meeting room and Narthex to School Library. Kneel with head toward the wall and hands clasped behind the neck. Keep students away from the doors with glass windows. Teachers take their classroom emergency bag and their building keys on all emergency drills.

## Lockdown Drill

Practiced in September and in October. Any staff member can "call" a lock down or ALICE. Lock the classroom door, shut blinds, and keep class silent. Do not unlock doors until you have been given the all clear by the school Principal or the Sheriff. Classroom 11 will exit their classroom silently, enter classroom 10 and sit on the floor with legs crossed. Classroom 12 will exit their classroom silently, enter classroom 9 and sit on the floor with legs crossed. Students in the Narthex will move to the school library, students in the Fellowship hall will move to the little office. ALICE practices will be discussed with all students in September. Office staff checks restrooms near the office; lock self into the office; exit through the window; if appropriate call 911.

## School Emergency Code Words

**Willow Tree** - Lockdown Procedures: Lock doors, cover windows, complete silence

### **Alice:**

**A**lert: notify as many people as possible within the danger zone that a potentially life threatening risk exists

**L**ockdown: secure in place, and prepare to EVACUATE or COUNTER, if needed

**I**nform: continue to communicate the intruder's location in real time

**C**ounter: interrupt the intruder and make it difficult or impossible to aim. (This is a strategy of last resort)

**E**scape: remove yourself from the danger zone when it is safe to do so

## **Evacuation Drill**

The staff will practice the evacuation and relocation drill prior to the start of each new school year.

# **Conduct/Discipline**

## **Risen Christ Lutheran School Code of Conduct**

- Be polite at all times.
- Be truthful and honest.
- Respect teachers and other adults.
- Be prepared for class.
- Arrive on time for class.
- Cooperate and collaborate with others.
- Pay attention, work quietly, do not disturb others.
- Listen courteously when others are speaking.
- Be friendly to all.
- Do your best!
- When you don't yet understand, are frustrated, or experience failure, be patient with yourself, your teachers, and your classmates then try again!

## **Guidelines for Student Conduct**

In accordance with the mission and philosophy of RCLS, the words and actions of all connected with the school should be a living and visible reflection of each one's love of God and neighbor. Positive student conduct is rooted in our Mission, and should reflect a commitment to living in a community of faith, living a virtuous life, pursuing academic excellence, and having a servant's heart for the common good. These guidelines are in effect 24 hours a day, 365 days a year while the student is enrolled at RCLS.

## **Off-Campus Conduct**

RCLS students need to be reminded and encouraged to remember that they are responsible for the positive image of RCLS at all times. Personal discipline away from school that does not reflect the Code of Conduct may lead to disciplinary action including possible expulsion. Students involved in pending legal investigations may be suspended (or expelled if deemed necessary) from school for a period of time designated by the school administration. By enrolling in RCLS, a student and his/her parent(s)/guardian(s) understand and agree to pursue the educational objectives and practices as stated in the Parent/Student Handbook and to observe the disciplinary code of the school.

## **Non Compliance of Rules of Conduct**

The following acts by students shall constitute sufficient cause for discipline. The Principal will consider past behavioral performance and age of the child when considering the appropriate form of discipline for:

- arson, possession and/or use of fireworks and/or explosives, assault, or attempted assault, fighting.
- possession and/or concealment of a dangerous weapon.
- false alarms and/or threats, verbal abuse of staff or students.
- stealing, extortion.
- forgery.
- destruction or defacing of school or private property.
- lying or cheating.
- vulgarity, profanity, or obscenities.
- disruptive or unacceptable behavior.
- disrespect and/or defiance of authority.
- use, possession, distribution, and/or sale of drugs, drug substances, drug-like substances, drug paraphernalia, alcohol, tobacco, and/or tobacco products.

## **Discipline Plan**

### **General School Expectations**

Students are expected to follow all guidelines and policies set forth in the Parent/Student Handbook.

### **Classroom Expectations**

Teachers will establish classroom policies and expectations within the framework of school policies. RCLS believes the proper way to resolve any teacher/student issue is to meet with the teacher first. Teachers will maintain documentation regarding student behavior.

### **Rights of Students**

- Students have the right to a Christian environment.
- Students have the right to a positive learning environment.
- Students have the right to a safe environment.

### **Responsibilities of Students**

- Students are to follow the RCLS Code of Conduct.
- Students are to contribute to a positive environment by treating all individuals and property with respect.
- Students are to express themselves in a positive appropriate manner.
- Students are to keep themselves clean, neat, and follow the uniform guidelines.
- Students are to abide by the established rules of each classroom.
- Students are to help create a welcoming environment by being respectful, friendly, and courteous.

## Discipline Policy

Our policy for behavior is one of love and forgiveness as taught to us by our Lord and Savior, Jesus Christ, and to provide a safe environment that displays respect for both children and staff. RCLS utilizes the Time To Teach Behavioral Management System in all grades Preschool through 7<sup>th</sup> Grade. Unacceptable behavior will be identified and the consequences given will reflect the seriousness of the behavior. Examples of actions taken are:

- Discuss proper behavior with the student.
- Send the student to the Behavior Reflection Area.
- Separate the student from the situation by having her/him study in a different area.
- Discuss the problem with the parent(s)/guardian(s) to help solve the problem and to help the student understand the consequences of the action(s) and to accept responsibility.
- Administer discipline with loving concern.

A child will never be left unsupervised or be subjected to physical, cruel, harsh, or unusual punishment. No discipline technique will be delegated to any other child. No child will be humiliated, subjected to verbal abuse, be shamed, or frightened.

Parents are strongly encouraged to make an appointment to discuss problems, concerns, or questions with the teachers and to alert the teachers of any changes at home that may affect the child's behavior. All information will be kept confidential.

The ultimate goal of our discipline policy is to provide a loving and forgiving environment.

For repeated discipline issues and in cases that have not resolved in improved behavior after teacher and/or principal intervention, the following steps will commence:

1. A meeting will be called between the parent(s), student, and teacher. At this meeting, it will be clearly stated which behavior(s) will not be permitted at RCLS. The parent(s), student, and teacher will sign a statement of details covered in the meeting including the date, time, location(s) of the offending behavior(s), and the consequences if aforementioned behaviors(s) or any other severe discipline problems should occur.

2. Should there be another offense, a meeting shall be called between the parent(s), student, teacher, and a School Board representative such as the Principal, the Pastor, or the President of the School Board. The discipline issue of concern will be discussed. All in attendance will sign a document clearly outlining which behavior(s) will not be tolerated at RCLS. Included in this document will be a statement of action upon a 3<sup>rd</sup> or 4<sup>th</sup> offense.
3. Upon a subsequent offense, the School Board may elect to suspend the student.
4. Should an additional offense occur, the School Board may elect to suspend or dismiss the student from RCLS.

### **Severe Discipline Policy**

In cases of severe misconduct, the School Board may elect to immediately suspend or expel the student. Severe misconduct includes, but is not limited to, vulgar or sexually implicit behavior, attempting to access vulgar or sexually implicit print, images, or video, intentionally harming oneself or another, vandalism, intentional destruction of property, and/or bringing an illegal substance or item to school.

### **Demerit System - See Student Handbook**

# Policies

## Emotional, Social, and Psychological Policy

When a student is struggling emotionally, socially, or psychologically, the school completes the following steps:

### Student to Staff Concerns

- The Student communicates his/her concerns to his/her teacher or another staff member.
- The teacher/staff talks with the administrator.
- The administrator speaks with the student's parent/guardian and/or reports to ODJFS or the Sheriff's Dept. depending on the situation.
- The family is referred to a list of counselors for additional support.

### Staff Notices Behavior Beyond Typical Code of Conduct Concerns

- The teacher/staff talks with the student.
- The teacher/staff talks with the administrator about the student.
- The administrator speaks with the student and possibly refers the student to the Pastor depending on the situation.
- The administrator speaks to the student's parent/guardian and/or reports to ODJFS or the Sheriff's Dept. depending on the situation.
- The family is referred to a list of counselors for additional support.

## Conflict Resolution Policy

### Conflict Resolution Process

There will be times when board/staff/volunteer workers do not agree on a decision. First and foremost, prayer is an important part of any decision-making process, along with keeping the focus on the mission and ministry. If conflict arises, and depending on the intensity of the conflict, work through steps with the entire group, work with a small group, or seek outside help from a mediator. A conflict that is not addressed will continue to flare and affect the duties of the board/staff/volunteer workers.

### Conflict Resolution Procedures

1. Fill out a Grievance Form.
2. Preface with Matthew 18.
3. Cool down. Manage your anger in a positive God-pleasing way.
4. Come back together to identify the problem.
5. Collect the facts about the problem. Attack the problem, not the people.
6. Brainstorm solutions.
7. Try to reach a solution.



## Parent Participation Policy

Parents are welcome to visit and observe anytime. RCLS encourages all parents to attend school sometime during the year. Parents need to check with the teacher in advance so there are not several visitors at the same time. It is preferred that parents wait until the second month of school before visiting to give the children a chance to adjust to the class setting without interruption. If parents would like to speak with their child's teacher(s), they should contact the teacher(s) via email, voice message, text, or note to schedule an opportunity to talk or meet. The primary responsibility of the staff is the safety and instruction of our students.

Parents are welcome to send treats to celebrate their child's birthday. For children with summer birthdays, parents may schedule a half-year birthday or choose a special day.

Parents are welcome to telephone the school with any questions or concerns they may have and are also welcome to request a special meeting if necessary. RCLS always encourages open communication between parents and teachers. If there is a problem, we will try to help in any way we can.

The school will prepare a roster of the names and telephone numbers of parents or guardians of the children enrolled in the school. Permission must be granted to be included in this roster and is up to the discretion of the parents.

Parents will be asked to help drive and supervise field trips. Parents will be invited to special events and ceremonies. Parents may be asked to provide refreshments for these events.

Many opportunities are available for parents to become involved in the school. A few of these opportunities are: working with individual children or small groups under the guidance of the teacher, preparing materials to be used as instructional items or for the school newspaper, and participating in the FTF organization. Research studies indicate that even one parental visit to a child's classroom has very positive results in the child's academic and emotional progress.

Parents/teacher conferences are held twice each year, in the fall and in the spring. Additional conferences are available as needed. Parents are kept informed of their child's progress through report cards and mid-term reports. For a child to excel at school and to help keep the student on target for his/her academic goals, there must be a partnership between parents and the school.

RCLS considers parents as equal partners in the school and welcomes and expects parental involvement. Parents and guardians are encouraged to attend weekly chapel services whenever possible. Such attendance provides a strong message to the child about the importance of worship.

## **Health and Safety**

Faculty and staff at RCLS shall work within a healthy, safe environment; they will help maintain and improve a healthy, safe environment conducive to student learning and performance excellence. This shall be accomplished by:

- A yearly fire safety inspection conducted by the Springfield Township Fire Department.
- Records of monthly fire drills will be kept in the school office, along with records of yearly tornado drills.
- A yearly inspection by the Clark County Department of Health. License shall be kept in a prominent position in the school office and kitchen.
- A “safety committee” consisting of a member of the School Board, a parent, a member of the teaching staff, and the Chairman of the Board of Church Property shall conduct a safety inspection twice a year. Inspections will occur in August before school starts and again during the year as needed. This committee should look for any changes that need to be made to classrooms or areas used by the students and staff of RCLS.
- Record of incident reports should be reviewed to see if there are any safety concerns that need to be changed.
- Teachers should be trained and knowledgeable about childhood diseases, first aid, and recognize signs of child abuse (policies to follow).
- All students shall furnish proof of immunizations required by the State of Ohio and kept on file in the school office. RCLS shall report a summary of immunization records to the Director, Ohio Department of Health.
- All students shall furnish an Emergency Medical Authorization (EMA) form each year, and all EMA forms shall be kept on file in the school office.
- RCLS will provide screening procedures each fall to identify students with vision and hearing problems.

## **First Aid Facilities and Materials**

A staff member qualified in administering first aid, recognizing communicable diseases, and recognition of child abuse is in the building at all times. First aid supplies will be on hand in the school office.

## **Supervision of School Grounds**

Students entering and leaving the building will be supervised by parents and staff members. Students will never be left unattended. Staff members who must leave their students for any reason must ask the nearest staff member to monitor the students until he/she returns. Parents of students being transported to and from school in private automobiles will be responsible for the safe arrival and departure of their children.

# Appendix

## Job Descriptions

### General Qualifications

These qualifications are to be met by all school employees.

#### **The Employee:**

- Associates closely with God through prayer, study of the Scriptures, and regular church and communion attendance.
- Understands that Risen Christ Lutheran School is a ministry of Risen Christ Lutheran Church which is a member of the Lutheran Church Missouri Synod.
- Is committed to the Christian faith as taught in the Word of God and confessed in the historic Confessions of the Lutheran Church.
- Has a clear understanding of the distinction between Law and Gospel.
- Has up to date knowledge of child development and how young children learn.
- Is able to relate to children and accept each as a unique child of God.
- Shows willingness to grow both spiritually and professionally.
- Is physically and emotionally healthy.
- Has a good self-concept.
- Is flexible and able to adapt to change.
- Is capable of managing a group of young children.
- Can work well and communicate with parents.
- Is able to articulate a personal faith in Christ.
- Shows Christian concern for all and is sensitive to the needs of others.
- Maintains confidences and is respectful.
- Aspires to higher training or education degree.
- Is able to articulate the mission and philosophy of our Lutheran School.
- Correctly uses language—verbal and written.
- Is tactful, warm, courteous, and is an effective listener.
- Makes a good appearance in terms of dress and style.
- Must pass the FBI/BCI background records check.
- Will participate in and attend all school and grade level events including, but not limited to, Open House, Orientation, Tell the Teacher More, evening events and performances, and weekend events and performances.

# **Job Description for the Lunchroom Worker, Kitchen Worker, and Custodian**

## **Self-Management**

- Be a committed Christian.
- See role as a calling for ministry and understand the mission of the school.
- Understand that the first priority is to teach about the love of Jesus through positive role modeling, caring relationships, and gentle and consistent temperament.
- Be a positive, caring person with enthusiasm for caring for students.

## **Staff Management**

- Support other staff by being a positive role model, treating others with respect and care.
- Meet, plan, and problem solve with other staff when asked.

## **Lunchroom Worker Responsibilities**

- Ensure that lunch tables and chairs are clean and in place.
- Pass out warmed food items that were placed in the cooler in the morning.
- Collect additional items needing to be warmed and place them in the pass-through window.
- Assist students in opening packages and passing out necessities.
- Dismiss students for line up.
- Wipe down tables and chairs with 25% bleach solution.
- Sweep vinyl floor.
- Vacuum carpet.
- Close the pass-through window and turn off the kitchen lights.
- Mop with 25% bleach solution.
- Sanitize surfaces.

## **Kitchen Worker Responsibilities**

- Heat lunches.
- Sweep and mop kitchen floor with 25% bleach solution as needed.
- Maintain lunch record book to include filling in student account pages.
- Fill out and deliver charged lunch slips to the appropriate classroom.
- Take lunch payments to the office in an envelope with the student's name on it.
- Help in the lunchroom as needed.
- Sanitize surfaces.

**Custodial Worker Responsibilities**

- Sweep side hallway and big hallway in front of the school office.
- Clean and disinfect bathrooms by—top and bottoms of toilets, sinks, and mirrors.
- Disinfect stall walls between urinals in the boys' bathrooms.
- Stock toilet tissue.
- Mop bathroom floors on Tuesdays and Thursdays with 25% bleach solution.
- Pick up closets and sweep.
- Sweep hallways.
- Empty trash in bathrooms and classrooms.

# Job Description for Teacher's Aide

## Self-Management and Professional Development

The Teacher's Aide will:

- Be a committed Christian.
- See his/her role as a calling for ministry and understand the mission of the school.
- Understand that the Aide's first priority is to teach about the love of Jesus through positive role modeling, caring relationships, and a gentle and consistent temperament.
- Is a positive, caring person with enthusiasm for caring for students.
- Attend all staff meetings, seminars, and workshops whenever possible.
- Maintain Red Cross First Aid and Child and Infant CPR certifications.
- Will participate in and attend all school and grade level recruitment events including, but not limited to, Open House, Closing Program, and Orientation.
- Complete and maintain all courses, PD, and certifications required by ODJFS, ODE, SUTQ, and RCLS.

## Staff Management

The Teacher's Aide will:

- Support other staff by being a positive role model and treating others with respect and care.
- Meet with other staff when asked, for planning and problem solving.
- Assist the teacher with the daily classroom activities.
- Assist in preparing the learning environment, setting up the centers, materials, and supplies.
- Help with general housekeeping duties.
- Attend staff meetings.
- Assist the teacher as needed.

## Child Management

The Teacher's Aide will:

- Assist in implementing the classroom schedule.
- Assist in executing fire, tornado, and lockdown drills.
- Follow positive discipline policies as outlined in the Staff Handbook.
- Help prepare, serve, and clean up morning and afternoon snacks.
- Serve, supervise, and participate in family-style lunch with children.
- Assist in setting up cots and monitoring children during rest time.
- Directly supervise the children's outdoor activities.
- Keep track of children's clothing (e.g. jackets, coats, boots).
- Supervise bathroom and help as needed.

- Administer first aid when necessary and assist in reporting all accidents/incidents on appropriate forms.
- Keep the room neat and orderly by fulfilling cleaning assignments, give attention to unassigned areas like corridors, staff room, restrooms, and closets, and report any problems to the Principal.
- Maintain open, honest, respectful communication with parents. Communicate with parents regarding exceptional behaviors, accidents, illnesses, and discipline.
- Call the Principal in a timely manner when ill.
- Be punctual.
- Be familiar and comply with policies in the Staff Handbook.
- Attend to individual student needs.

### **Personal Characteristics**

The Teacher's Aide will:

- Have stamina, both physical and emotional, to work with young students.
- Demonstrate initiative and competence in working effectively without close supervision.
- Have genuine Christ-like love for students.

### **Qualifications**

- One year of child development at the high school or college level or two years experience as a child care provider or Teacher's Aide.

# **Job Description for Lead Teacher**

## **Self-Management and Professional Conduct**

The Lead Teacher will:

- Be a committed Christian.
- See his/her role as a calling for ministry and understand the mission of the school.
- Understand that the Lead Teacher's first priority is to "teach" the students about the love of Jesus through positive role modeling, caring relationships, and a gentle and consistent temperament.
- Be a positive, caring person with enthusiasm for caring for children.
- Attend all staff meetings, workshops, and seminars whenever possible, and log at least 30 training hours each year.
- Maintain Red Cross First Aid, Child and Infant CPR, and AED certifications.
- Complete and maintain all courses, PD, and certifications required by ODJFS, ODE, SUTQ, and RCLS.
- Is certified/licensed by the State of Ohio.
- Has a minimum of a Bachelor's degree.
- Is a member of professional organizations.
- Is interested in the total educational effort of the congregation.
- Is accountable to the Principal and reports regularly to the Principal.
- Keep a written plan of daily class activities.
- Is responsible for implementing policies adopted by the congregation and the School Board.
- Keep up to date developmental records of the students.
- Provide written guidelines for substitutes.
- Give guidance and direction to teacher assistants and volunteers.
- Use Christian disciplinary methods.
- Relate instruction to Christian objectives.
- Execute the standardized testing programs.
- Arrive by 8:00 A.M. and leave no earlier than 4:00 P.M.
- Begin each class day with a meaningful worship time with the students.
- Communicate clearly, effectively, and constantly reinforce in positive ways.
- Record attendance and achievement for each student.

## **Classroom Planning**

The Lead Teacher will:

- Plan yearly, monthly, and weekly goals and objectives in written form and have the goals/lesson plans approved a month in advance by the Principal.
- Maintain inventory of equipment and supplies.
- Plan for and request materials and supplies by the 25th of each month



based upon the lesson plans and inventory.

- Supervise and/or prepare materials for each day's activities.
- Support other staff by being a positive role model and providing guidance when working with each other and students.
- Meet with other staff (within the room or between shifts) for planning and problem solving.
- Is a team player with other personnel of the school and congregation.
- Is responsible for providing budgetary information to the principal for the annual budget.
- Plan and implement age appropriate programs in the classroom according to the curriculum of the school.
- Attend staff meetings and functions of the school.
- Handle clerical work involved with scheduling field trips and visits.
- Maintain daily custodial care of the classroom and hallway near his/her classroom.

### **Student Management**

The Lead Teacher will:

- Develop daily lesson plans based upon yearly focus, state learning objectives, and individual needs of children. Submit plans in written or digital form to the Principal a week in advance. Keep written curriculum available for substitutes.
- Supervise the management of the classroom schedule.
- Supervise maintenance of attendance records in the classroom.
- Maintain lunch and snack records daily.
- Execute and maintain records for fire, tornado, and lockdown drills.
- Follow positive discipline policies as outlined in the Staff Handbook.
- Periodically assess and evaluate the growth and development of each student.
- Help prepare, serve, and clean up snacks for the students.
- Directly supervise students outside.
- Keep track of students' clothing and assist students in doing so.
- Supervise students as they take care of personal toileting needs.
- Administer first aid as trained when necessary and report all accidents/incidents on appropriate forms.
- Administer medicine as prescribed and sign off on medicine forms.
- Set up and maintain an appropriate classroom environment for the students.
- Attempt to meet the needs of each child, including offering before and/or after school intervention/tutoring.
- Report to parents about their student's progress.
- Counsel students/parents individually as necessary.
- Conduct a parent-teacher conference with each class family a minimum of two times a year.
- Will participate in and attend all school and grade level recruitment events including, but not limited to, Open House, Closing Program, and

Orientation.

**Qualifications**

Lead Teachers must meet all general and teacher qualifications. He/she must have completed a minimum of 60 semester hours of credit at an accredited college or university (12 of which were in child development, child psychology, or early childhood education), or hold a bachelor's degree in Education with Early Childhood Certification, Child Development, or a related field that meets the state requirements.

# Job Description for Preschool Director

## **Self-Management and Professional Development**

The Preschool Director/Teacher will:

- Be a committed Christian and an active member of his/her home congregation.
- See his/her role as a calling for ministry and understand the mission of the school and church..
- Be a positive, caring person, liking and valuing children of all ages.
- Be ready and able to share the Gospel and personal faith with children, parents, and staff through words, actions, and attitude.
- Maintain First Aid, Child and Infant CPR, and AED certification.
- Keep current TB tests and physicals on file as required by ODJFS.
- Meet or exceed the required PD hours and/or CEUs as established by RCLS, ODJFS, SUTQ, and ODE.
- Be on site a minimum of 8 hours per scheduled work day unless at a work related event.

## **Administrative Responsibilities**

The Preschool Director/Teacher will:

- Be responsible for the day to day operation of the preschool.
- Complete all state-required and SUTQ forms and documents. Meet with state licensing and SUTQ consultants upon request. Communicate with consultants and the health department about all aspects of the program.
- Prepare, update, and distribute the Parent/Student Handbook.
- Plan and schedule administrative responsibilities.
- Schedule the use of shared classroom space, gym, and equipment.
- Plan the yearly calendar.
- Report to the Principal and the School Board on a regular basis regarding progress of the program, concerns, needs, budget, and staff evaluations.
- Ensure that all state requirements are met or exceeded.
- Maintain advertising and public relations programs to promote enrollment.
- Communicate to parents through multiple formats about the program and their child's progress.
- Communicate with families concerning student records and finances.
- Maintain enrollment lists and waiting lists.
- Conduct and record safety drills.
- Will participate in and attend all school recruitment events and preschool events including, but not limited to, Open House, Festivals, Closing Program, Christmas Program, Orientation, and Fundraising events.

## **Fiscal Responsibilities**

The Preschool Director/Teacher will:

- Work with the School Board to establish a budget and operate within the budget.
- Purchase equipment and supplies, keep all receipts, account for all money spent or received, and provide records to the school treasurer.
- Keep inventories of supplies and equipment.
- Manage daily custodial care of all preschool rooms.
- Manage supplies, replacing equipment, and stocking supplies as needed. Ask for donations when appropriate.
- Plan for equipping indoor and outdoor play areas.
- Provide financial reports to the Principal and the School Board.

## **Staff Management**

The Preschool Director/Teacher will:

- Supervise the planning and implementation of the daily program in each classroom, which includes Bible-based and age-appropriate activities.
- Train, schedule, supervise, and evaluate preschool lead teachers, preschool teachers, and preschool aides.
- Plan preschool staff meetings and participate in staff development. Be open and honest with staff, praising and encouraging as well as confronting problems with empathy and compassion.
- Meet with all preschool staff monthly for planning and problem solving.
- Arrange for substitutes when needed.
- Keep employee files current including, but not limited to, criminal record checks, TB tests, physicals, certifications, and professional development.
- Maintain proper adult-child ratios and enrollment for space provided at all times.
- Maintain proper fire, tornado, and safety drills and ensure proper recording.

## **Child Management**

The Preschool Director/Teacher will:

- Encourage registration, enroll students, and keep health and registration forms updated.
- Familiarize parents with the school and its policies.
- Familiarize oneself with all children in the program and their families to better serve the needs of each individual family.
- Communicate with staff about the growth and development of the students in the program.

### **Personal Characteristics**

The Preschool Director/Teacher will:

- Have experience in working with children.
- Be flexible and emotionally stable.
- Attend Church and Sunday School, Discipleship Classes, or Bible Study regularly.
- Display abilities in planning and coordinating programs.
- Display abilities in the supervision of students.
- Display abilities in the supervision of preschool staff.
- Demonstrate initiative and competence in working effectively without close supervision.
- Have a genuine love for the school families.

### **Qualifications**

The Preschool Director must meet all general, teacher, and director qualifications. He/she must have completed a minimum of 60 semester hours of credit at an accredited college or university (12 of which were in child development, child psychology, or early childhood education), or hold a bachelor's degree in Education with Early Childhood Certification, Child Development, or a related field that meets the state requirements.

## **Job Description for School Principal/Administrator**

The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

### **Line of Authority**

The Principal is directly responsible to the Risen Christ Lutheran School Board.

### **Self-Management and Professional Development**

The Principal will:

- Be a committed Christian and an active member of his/her home congregation.
- See his/her role as a calling for ministry and understand the mission of the school and church.
- Be a positive, caring person, liking and valuing children of all ages.
- Be ready and able to share the Gospel and personal faith with children, parents, and staff through words, actions, and attitude.
- Maintain First Aid, Child and Infant CPR, and AED certification.
- Meet or exceed the required PD hours and/or CEUs as established by RCLS, ODJFS, SUTQ, and ODE.

### **Administrative Responsibilities**

The Principal will:

- Be responsible for the day to day operation of the school (Preschool – 7<sup>th</sup> Grade).
- Develop and administer the general school routine and coordinate all activities within the school building.
- Oversee the preparation and distribution of the Parent/Student Handbook, Special Education Handbook, and Staff Handbook.
- Plan and schedule administrative responsibilities.
- Schedule the use of shared classroom space, gym, and equipment.
- Plan the yearly calendar.
- Report to the School Board on a regular basis regarding progress of the program, concerns, needs, budget, and staff evaluations.
- Ensure that all state requirements are met or exceeded.
- Maintain advertising and public relations programs to promote enrollment.
- Communicate with families concerning student records and finances.
- Conduct and record safety drills.
- Complete and submit all State and LCMS required reports and forms.
- Continually evaluate existing programs, practices, and curriculum content.
- Maintain educational philosophy and school climate which encourages a cooperative and participating attitude on the part of all teachers and

students.

- Actively participate and encourage staff participation in parent-teacher, school-church, and other community groups as a means of developing understanding, cooperation, and respect for school objectives and endeavors.
- Review and authorize or disapprove all staff requests for instructional materials and equipment within the approved budget.
- Attend professional conferences, seminars, and workshops.
- Perform all other acts reasonable and necessary to accomplish his/her primary function as requested by the School Board.

### **Fiscal Responsibilities**

The Principal will:

- Work with the School Board to establish a budget and operate within the budget.
- Purchase equipment and supplies, keep all receipts, account for all money spent or received, and provide records to the school treasurer.
- Keep inventories of supplies and equipment.
- Manage supplies, replacing equipment, and stocking supplies as needed. Ask for donations when appropriate.
- Plan for equipping indoor and outdoor play areas.
- Provide financial reports to the School Board.

### **Staff Management**

The Principal will:

- Supervise the planning and implementation of the daily program in each classroom, which includes Bible-based and age-appropriate activities.
- Train, schedule, supervise, and evaluate all staff and volunteers.
- Plan staff meetings and participate in staff development. Be open and honest with staff, praising and encouraging as well as confronting problems with empathy and compassion.
- Meet with all staff at least quarterly for planning and problem solving.
- Arrange for substitutes when needed.
- Keep employee files current including, but not limited to, criminal record checks, TB tests, physicals, certifications, and professional development.
- Maintain proper adult-child ratios and enrollment for space provided at all times.
- Maintain proper fire, tornado, and safety drills and ensure proper recording.
- Participate in the selection of new personnel.

## **Student Management**

The Principal will:

- Encourage registration, enroll students, and keep health and registration forms updated.
- Familiarize parents with the school and its policies.
- Familiarize oneself with all children in the program and their families to better serve the needs of each individual family.
- Communicate with staff about the growth and development of the students in the program.
- Work with the classroom teacher to resolve student behavioral problems.
- Provide leadership and support services which will foster the well-being of students and provide for their individual needs.
- Provide orientation at the start of each school year.
- Compile, secure, and use student records in compliance with legal restraints and ODE policies.

## **Personal Characteristics**

The Principal will:

- Have experience in working with children.
- Be flexible and emotionally stable.
- Attend Church and Sunday School, Discipleship Classes, or Bible Study regularly.
- Display abilities in planning and coordinating programs.
- Display abilities in the supervision of students.
- Display abilities in the supervision of staff.
- Demonstrate initiative and competence in working effectively without close supervision.
- Have a genuine love for the school families.



# Risen Christ Lutheran School Employee Grievance Form

Any employee who wishes to file a grievance must fill out this form completely and submit it to the Principal or a School Board Member.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

1. Please state the date of the event or series of events causing the grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please state your complaint, including the individual harm alleged:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please provide specific facts to support your grievance (list in detail):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please specify the remedy you seek:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee

# Risen Christ Lutheran School

## Professional Development Request Form

---

☐ College Credit Course      ☐ Workshop      ☐ Seminar      ☐ Inservice

Name\_\_\_\_\_

Name of Event\_\_\_\_\_

Describe how this course/event is associated with your job performance:

Date of Event\_\_\_\_\_

Time\_\_\_\_\_ Place\_\_\_\_\_

Cost of Event \$\_\_\_\_\_ Transportation \$\_\_\_\_\_ Room/Board \$\_\_\_\_\_

Total Cost \$\_\_\_\_\_

Confirmation Hotel\_\_\_\_\_

Confirmation Transportation\_\_\_\_\_

---

Approved by Administrator

Date

Attach documentation detailing the cost and description of the course/event.  
Upon completion of the course, submit earned degree, transcripts, certificate, or  
other appropriate documentation certifying the completion of the course/event.

## EMPLOYEE TIME OFF REQUEST FORM

Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Time Off Requested: \_\_\_\_\_

Reason for Time Off: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature: \_\_\_\_\_

\_\_\_\_\_ Time off granted with pay.

\_\_\_\_\_ Time off granted without pay.

\_\_\_\_\_ Time off granted as Professional Development Leave.

\_\_\_\_\_ Time off granted as Military Leave.

\_\_\_\_\_ Time off granted as Jury Duty/Witness.

\_\_\_\_\_ Time off granted as Bereavement Leave.

\_\_\_\_\_ Other Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Modified Approval: \_\_\_\_\_

Explanation of Modified Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_