



**RESURRECTION LUTHERAN SCHOOL  
BOARD OF DIRECTORS  
POLICY MANUAL**

**July 18, 2019**

RLS BOARD POLICY MANUAL

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## **SECTION 000 - BOARD PROCEDURES**

### **01. NAME AND MISSION**

#### **POLICY**

##### Name

Resurrection Lutheran School, herein after referred to as the "School", will be governed by a volunteer Board, officially known as the Resurrection Lutheran School Board of Directors, hereinafter referred to as the "Board".

##### Mission

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

##### Address

The official address of the Board shall be 100 Lochmere Drive West, Cary, North Carolina, 27518

### **02. AUTHORITY AND POWERS**

#### **POLICY**

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

#### **PROCEDURES**

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 rules and regulations for the management of School affairs and the conduct and deportment of employees and students, and shall set tuition rates.

The Board shall prepare procedures for its own operation and policies for the guidance of the School Principal in the operation of the School. Such procedures and policies shall be consistent with and be directed towards the maintenance and support of a thorough and efficient system of Christian education based on the doctrine of the Lutheran Church, Missouri Synod (LCMS).

The Board shall establish educational goals for students and govern a program of Christian education designed to meet those goals. The Board shall be the agent responsible for establishing, maintaining, and appraising the educational activities of the School.

### **03. PURPOSE AND FUNCTION**

#### **POLICY**

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

1. To operate an effective Lutheran School which will provide Christ-driven education based on the doctrine of the Lutheran Church, Missouri Synod (LCMS).
2. To provide a building, equipment, materials, administrative staff, teaching staff, and support personnel necessary for the operation of the School.
3. To know in detail at all times the financial status of the School.

4. To establish and maintain policies for all operations of the School which will maintain a working balance with the responsibilities of the School Principal to administer and develop proper regulations.
5. To be answerable to the student and his/her parents/guardians, as well as the congregation of RLC, on all School matters (not held in closed session), including financial, educational, operational, and curricular.
6. To know the educational and religious aims and objectives of the School.
7. To work harmoniously with other Board members and to act and vote impartially for the good of the School.
8. To represent the School in such a way as to promote respect and support for the School and its programs.
9. To be representative of the congregation at RLC and help uphold their opinions as a majority.

## PROCEDURES

### Legislative

The Board encourages the congregation of RLC, the Board members, the staff, the public, and the students to make suggestions for the School and its policies. The Board will 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 meeting of the Board.

Policies and procedure proposals, or suggested amendments of such, shall be submitted to the School Principal, in writing, at least one (1) week prior to the regularly scheduled Board meeting in which such proposals shall be considered. The Board reserves the right to ensure that all such proposals are in compliance with existing Board policy. A vote for adoption shall take place at the present Board meeting unless further review is required.

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

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

### Executive

The Board shall exercise its executive power by the appointment of a School Principal who enforces the policies of the Board. However, the Board has the right to take steps to assure that these policies are being followed.

The Principal shall be delegated the authority to take necessary action in circumstances not provided for in Board policy. It shall be the duty of the Principal to inform the Board promptly of such action and a need for policy in this area. The Principal'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 concerning any matter over which the Board has authority.

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

## ***04. MEMBERSHIP***

### POLICY

The Board shall preferably consist of between seven (7) and eleven (11) members. These shall consist of seven (7) or eight (8) voting members and up to four (4) non-voting members. The nonvoting

members shall consist of: (1) a RLC Pastoral advisor, (2) the School's Principal, (3) the Board Secretary if position is not filled with a voting member of the Board, and (4) a teacher representative.

### Qualifications

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

1. Shall be a member in good standing of RLC with the exception that there may be one voting member (community) who must be a member in good standing of a different local area Christian church and have a child or children as students at the school.
2. Shall be of good moral character.
3. Shall be at least twenty-one (21) years of age.
4. Shall be installed as an official Board member during July or when the Board approves his/her term.
5. Shall not be a payrolled employee of the School.
6. Shall not be from the same household as a current Board member.

A Parent/guardian of a student of the School can be a member of the Board; however the simple majority (at least 4 voting members of a 7 member board or 5 voting members for an 8 member board) of the Board shall not be parents/guardians of School Students.

### PROCEDURES

#### Elections

All Board members shall be confirmed by the congregation at RLC. New Board members will be proposed at a yearly congregation meeting as one unit for the congregation to pass with their blessing. The Board will select the Board candidates.

Retired Board members must take a mandatory one (1) year off of being a Board member before they can be considered candidates for further terms on the Board.

#### Vacancies

A vacancy shall occur by reason 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 by majority action of the remaining members of the Board. This appointment holds until the next scheduled election, at which time a member is elected to the Board to fill the remainder of the original member's unexpired term. The appointee may follow all required procedures to be elected.

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

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

All appointments must be made within (30) days of the vacancy through an affirmative vote of a majority of the members of the Board. Members who are appointed to replace elected Board members will 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.

In the event that Board continuity is deemed to be 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 in order to reduce the impact of such events. Such vote shall be separately approved for each

individual member whose term is to be extended by a 2/3 majority of the other voting Board members. In no event shall any Board member have his/her term extended more than three (3) consecutive times.

### Election of New Members

A nomination committee that will be comprised of existing Board members will search for potential candidates among the congregation at RLC and School. Open nominations will also be held.

### Removal

Whenever a Board member shall cease to be a member of RLC's congregation, his/her membership on the Board shall cease forthwith unless they are in good standing of an area Christian Church, have a child or children as students at RLS, and there is not a current community Board member.

A Board member who does not give forty-eight (48) hour notification of inability to attend a Board meeting, neglects or refuses to attend two (2) successive or three (3) non-successive regular meetings of the Board, 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 his/her official capacity as a Board member, may be removed from his/her office on the affirmative vote of a majority of the remaining members of the Board.

Notification of Board meeting changes will be done by email or phone. All notifications require a response from the recipient to assure that all Board members are aware of the change. If a response is not received by a recipient, this will be considered as an answer in the affirmative.

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 should, when possible, notify the Board Chairperson in writing at least ten days prior to the next regularly scheduled meeting of the Board and sixty days prior to the date of resignation. The letter should specify the date of resignation.

The removal of a Board member who resigns shall become effective upon such date specified within the written resignation letter. The Board will act on all resignations no later than the next regularly scheduled meeting.

### Orientation

The Board and the administrative staff shall assist each new member-elect to understand the Board's functions, policies, procedures and operation of the School before s/he takes office. Each member elect shall:

1. Be given select material on the function of the Board and the School.
2. Be invited to attend Board meetings and to participate in its discussions. However, this person will hold no "authority" until his/her term officially begins.
3. Be given a copy of the Board's and School's policies and procedures so as to be familiar with their manner of operation.

### Conferences

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

### Code of Ethics and Conduct of the Board

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

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

In view of the foregoing considerations, it shall be the constant endeavor of the Board to do the following:

1. To devote time, thought, and study to the duties and responsibilities of the Board so that we may render effective and credible service.
2. To work with fellow Board members in a spirit of harmony and cooperation in spite of 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.
3. 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; but to, thereafter, abide and uphold the final majority decision of the Board.
4. To remember at all times 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 on the basis of this fact. To this end, Board members must be ready to support any suggestions or complaints addressed, and to channel all suggestions, complaints and questions through the Principal's office.
5. Exercise discretion in participating in decisions, which may directly or indirectly concern members of their immediate families.
6. To recognize that it is as important for the Board to understand and evaluate the education programs of the School as it is to plan for the business of the School operation.

#### Interrelationships with the School Administration

The Board realizes that its primary function is to establish the policies by which the School is to be administered. The administration of the Christian-based education program and the conduct of School business shall be left to the Principal and his/her staff. The Board is an administrative body only in the sense that it must administer the law and hence, perform ministerial functions. In this regard, the Board recognizes the following:

1. The Board's primary role is one of governance and oversight. It determines School policies to be implemented by the Principal and his/her staff.
  - a. Individual Board members have no authority unless the Board as a whole has designated a special charge of responsibility to one or more of its members
  - b. Board members as individuals do not have the authority to interview prospective Principals, teachers or other staff persons.
  - c. The Chairperson of the Board shall be responsible for ensuring that all Board operation shall be practiced with consistency and fairness under a system of objective policies, procedures and rules.
2. The Board requires the Principal to direct the operation of the School. As Principal, s/he transmits the will of the Board into executive action.
3. The Board requires supervision and evaluation of staff performance by the Principal. Individual Board members may not interfere with the Principal's authority in these areas. Individual Board members have the right and responsibility to request Board examination and/or action of the Principal. The Board, acting as a whole, is the only agency that can challenge evaluations.



## 05. ORGANIZATION

### POLICY

#### Organization Meeting

The Board shall meet and organize annually during the month of July. The Secretary or Chairperson of the Board shall give notice of the time and place of the organization meeting to all members of the Board via mail or e-mail at least one (1) week before the proposed meeting. The organization meeting shall be a regular meeting.

### PROCEDURES

#### 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 secretary of the meeting.

#### Officers

Election of officers shall be by a 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.

1. The Board members shall annually, during the month of July, elect from their members a Chairperson who shall serve for one (1) year. S/he may succeed him/herself.
2. The Chairperson shall be the presiding officer at all Board functions. The main duties shall be the following:
  - a. Preside at all regularly scheduled meetings.
  - b. Serve as an ex-officio member of all committees.
  - c. Make all committee appointments, including selection of the committee leader.
  - d. Call all special meetings, establishing time, place, and purpose when so requested by any three (3) members of the Board or at his/her own behest.
  - e. Execute over his/her signature any paper pertaining to the business of the Board.
  - f. Authorize the Vice-chairperson to act in his/her stead.
3. 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 his/her 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.***

4. The Board members shall annually, during the month of July, elect a Treasurer who shall serve for one (1) year, beginning the first day of August after such election. To promote financial consistency, the Treasurer shall be intended to be a three (3) year commitment subject to annual confirmations.
5. The Treasurer shall oversee and/or undertake the following duties:
  - a. 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.
  - b. In collaboration with the Principle, Financial Administrator, and Admissions Director, the Treasurer prepares an annual budget and submits it to the Board for approval.
  - c. The Treasurer acts as a conduit between the Board and the Financial Administrator to address any financial issues raised by these parties.
  - d. As a check on financial transactions of the school, the Treasurer monitors the bank balances, reviews bank statements (including the signature authorization on checks), and inspects payroll reports.

- e. The Treasurer is responsible for oversight of the Accounting Procedures Manual that is used for RLS financial actions. The Treasurer will bring to the Board any recommendations for Accounting Procedures changes for full Board approval/vote.
  - f. Day to day administrative matters, such as routine payments and bookkeeping, will be delegated to RLS administrative personnel although final responsibility for all recordkeeping and accounting matters shall remain with the Treasurer.
6. The Board members shall annually, during the month of July, elect a Secretary who shall serve a term of one (1) year, beginning the first day of August following such election.
  7. The principal duties of the Secretary of the Board shall be as follows:
    - a. Keep a proper record of all proceedings of the Board and make proper reports.
    - b. Furnish all necessary reports to Resurrection Lutheran Church.
    - c. Act as custodian of all Board records and papers. Create appropriate Board history file/records.
    - d. Distribute rough draft copies of the Board meeting minutes within two (2) weeks of all Board meetings.
  8. Vacancies in any office shall be filled by the Board members and such appointed officers shall serve for the remainder of the unexpired term.
  9. 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, violation of the School laws, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons therefore and an opportunity for a hearing. Said removal must be approved by the affirmative vote of a majority of the full number of Board members.

### Resolutions

The Board may at the organization meeting:

1. Designate a depositor for School funds.
2. Designate a normal day, place and time for regular meetings.

### Committees

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

1. Interviewing prospective Principal.
2. Concerning personnel matters at the request of the Principal.
3. When requested by the Board Chairperson.

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

1. Committees do not take action of any sort unless they have been granted specific authority by Board resolution.
2. Committees shall normally be created for the purpose of developing information to assist the Board in its 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 as are 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 his/her election, shall appoint standing committees consisting of an appropriate number of Board members for the task.

These committees will be consultative in nature and will consider such matters as may be referred to them by the Board or by the School Principal. The functions of committees shall ordinarily be fact-finding, deliberative, and

advisory. They shall report their findings to the full Board for discussion, recommendations, and action. Each committee will be expected to present a report at regular monthly meetings of the Board. For a list of standing committees, please refer to the Standing Committee List (Appendix A).

#### 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 School Principal shall be an ex-officio member of all such groups.

## **06. MEETINGS**

### POLICY

#### Quorum

A quorum shall be those Board members present at a meeting (but in no event less than four (4) voting members). No business shall be transacted at a meeting without a quorum.

### PROCEDURES

#### Types of Meetings

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

#### Presiding Officer

The Chairperson shall preside at all meetings of the Board, 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 plurality of those present to preside at that meeting only.

#### Notice

Notice of all regular Board meetings will be printed in the Church calendar and RLS calendar.

#### Regular Meetings

Regular meetings of the Board shall be held on the third Thursday of each calendar month, unless an alternate time is arranged and agreed upon by the Board prior to the next scheduled meeting. All notification of meeting changes or cancellations will be done by e-mail or phone and will require a response from the Board member receiving the notification, Regular Board meetings shall consist of an open and closed session.

#### Open Session

Open sessions can be attended by guests, visitors and are 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:

1. New Business
2. Marketing
3. Admissions

4. Accreditation
5. Treasurer's Report, including information that does not cover personnel financial or salary information.
6. Standing Committee Reports

#### Closed Session

Closed sessions follow the open session of the meeting and attended by current board members, RLS Principal, and the RLC Pastoral representative.

The Board may discuss the following matters in closed session:

1. Employment issues.
2. Labor relations.
3. Salary and personnel financial considerations.
4. Financial Assistance applications and appropriate related financial information.
5. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation.
6. Matters which must be conducted in private to protect a lawful privilege or confidentiality.

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

Board members will 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 preparation. Material arriving after agendas have been sent to Board members will normally (except in case of extreme urgency) be considered under 'New Business' or placed on the agenda for the subsequent month's Board meeting. The agenda will 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 three (3) Board members. Upon the Chairperson's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of Board members. The Chairperson shall determine if the meeting will be an open or closed session.

#### Voting

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

1. The following action requires the recorded affirmative votes of two-thirds (2/3) of the full number of Board members:
  - a. Transfer of budgeted funds.
  - b. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another or from one spending agency to another.
  - c. Incur a temporary debt or borrow money upon an obligation.
  - d. Incur a temporary debt to meet an emergency or catastrophe.
  - e. Adopt or change all educational material without the recommendation of the Principal.
  - f. Dismiss after a hearing of a professional employee.
2. The following actions require the recorded affirmative votes of a majority of the full number of Board members:

- a. Adopting textbooks/curricular materials recommended by the Principal, in conjunction with the recommendation of the Curriculum Committee.
- b. Appointing the Principal.
- c. Appointing teachers.
- d. Adopting or significantly altering the courses of study.
- e. Designating depositories for School funds.
- f. Expending School funds.
- g. Entering contracts of any kind, including supplies where the amount involved would exceed the cap on the RLS credit card of \$5,000 or exceed transactions of over \$1,000 per day.
- h. Fixing salaries or compensation of teachers and other appointees of the Board.
- i. Declaring a vacancy exists on the Board by reason of the failure or neglect of a Board member to qualify.
- j. Removing a Board member.
- k. Removing an officer of the Board.

Board members are expected to vote on all issues not presenting a conflict of issue. Those who choose to abstain have acquiesced to the will of the majority. An abstention does not count as 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:

1. The date, place, and time of the meeting.
2. The names of member present.
3. The presiding officer.
4. The substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.
7. The 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 prior to 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 will exist, operate and contribute under the auspices of the Board, and not unto themselves or their own purposes. Committees will 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 days.

Committee meetings shall be closed to the public, other Board members and the Principal unless otherwise specified by the particular committee members. Committee members may consist of non-Board members, such as parents, teachers, or other RLC members, depending on the Committee purpose.

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

## **SECTION 100 - EMPLOYEES**

### **101. EMPLOYMENT**

#### **POLICY**

The Board places substantial responsibility and authority for the effective management of the School with the School Principal and effective operation of the School with all staff who are employed by Resurrection Lutheran School.

#### **PROCEDURES**

The Board shall approve and appoint the School Principal. The Board will 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 selected, the Board will recommend to the RLC Parish Planning Council (PPC) that a Call be made to that candidate for the office of Resurrection Lutheran School Principal. The PPC would agree to take to congregational vote the desire of the Board to call the candidate. Where applicable, the Principal will serve as a Called servant of the RLC congregation.

The Board and/or School Principal shall approve the employment, compensation level and term of employment for each staff member. The approval by the Board of non-directorial employees shall typically be based upon the recommendations of the School Principal.

The Board, upon recommendation of the School Principal 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 Professional, Administrative and Support staff members (as described herein) . Short-term substitute teachers shall be paid a daily rate, the amount of which shall be part of the annual budget.

For the purposes of this Section 101:

1. Professional staff members shall include teachers;
2. Administrative staff members shall include the RLS Principal, Assistant Principal, Admissions
3. Director, Financial Administrator, Administrative Assistant and any other staff personnel charged with responsibility for RLS operations;
4. Support staff shall include teachers' assistants, positions that are clerical in nature and any other positions not specifically mentioned here.

No staff member shall be employed who is related to any voting member of the Board, 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 of an Administrative or Professional position shall receive recommendation for such employment without evidence of his/her 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 any other conditions that may reflect the difference between full time and part-time employment. Such approval shall normally be given to those candidates for employment recommended by the School Principal (except in the case of directorial candidates).

#### **Support Employment**

In terms of support employees, the RLS administration may administer such screening tests as may bear upon the candidate's ability to perform the tasks for which s/he is being considered. The Principal 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 Principal shall also establish the term of the employment and other conditions that may reflect the difference between full time and part-time employment. The Principal shall provide advance notice to the Board of new Support personnel hiring and of the terms thereof. The Board reserves the right to review such hiring decisions, including the financial implications of such.

#### Substitute Employment

The RLS Principal shall recruit and screen candidates for substitute employment and shall develop procedures for the assignment of substitutes and develop methods of evaluating substitute teachers. The Principal 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 School Principal shall give consideration to a furloughed employee, if said employee is qualified to perform the duties.

#### Temporary Employment

All temporary service personnel will not be granted any benefits (including but not limited to medical benefits, the right to any types of leave, seniority, insurance protection, rights to paid holidays, vacations, and other benefits) other than wages.

A candidate presented to the Board for employment, shall be employed by the following process:

1. The School Principal will screen candidates;
2. The candidate will then be invited to visit with an RLS Interview Team, which will include the Principal, at least one Board Member and a Pastoral representative;
3. Upon the Interview Team's conclusion that the candidate is suitable for employment by RLS, the Interview Team will make a corresponding recommendation to the School Board to that effect, including an appropriate proposed salary;
4. After receiving such recommendation, the School Board shall determine whether to approve the recommendation, and if so, shall approve employment as set forth elsewhere in this Section 101;
5. Following the granting of formal approval at a Board meeting, the School Principal, will 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 of 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 Principal 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 are to be in the School's possession prior to employment.

Resurrection Lutheran School will 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 provision of the Immigration Reform and Control Act of 1986.

School employees shall, at all times, maintain a courteous bearing and an impartial attitude toward all pupils 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.

Vacancies in all positions at RLS will be filled by the most qualified applicants available and in accordance with equal opportunity employment requirements. RLS shall not discriminate with regard to sex, marital status, race, age, color, national origin, or handicap. 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 School Principal prior to 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 School Principal.

It is the responsibility of the Board and School Principal to determine the personnel needs of the School and to conduct an appropriate search for suitable candidates for recommendation.

It shall be the duty of those with hiring authority (as outlined herein) 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/or School Principal may seek recommendations from former employers and others as may be of assistance in assessing a candidate's qualifications. Such records shall be retained confidentially and for official use only.

## ***102. CRIMINAL RECORD CHECKS***

### **POLICY**

The RLS 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 RLS in 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 have an impact upon these goals and will be considered in hiring and dismissal decisions.

### **PROCEDURES**

1. A criminal records check will be conducted of applicants and/or newly hired employees, including substitute teachers. If an applicant is hired prior to the completion of the criminal records check, the employment shall be considered conditional pending a review of the results of the check.
2. Applicants shall be required to answer completely and accurately questions on their application with regard to previous criminal history. Failure to do so will subject the applicant to not being hired and an employee to being dismissed. Applicants also shall consent in writing to an initial criminal record check and/or post-employment criminal record checks and, if requested, to providing fingerprints and other identifying information relied upon by any relevant repositories of criminal information. Failure to consent or provide relevant information will result in rejection of an applicant or dismissal of a newly hired employee.
3. At a minimum, the following criminal records check shall be conducted:
  - a. In the case of applicants or conditional employees who have lived and worked within the state of North Carolina for the five years before the date of application, the administration will conduct a statewide criminal record check.
  - b. In the case of applicants or conditional employees who have lived or worked outside of North Carolina during the five years before the date of application, the administration will conduct multi-state record checks.
4. The applicant or conditional employee will 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 he or she does not have the integrity or honesty to fulfill his or her 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.
  - a. If the School system considers criminal history in making a decision adverse to an applicant or conditional employee, the School Principal and/or Board shall make written findings with regard to how it used such information.
  - b. 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 administration may conduct a further investigation into the person's conduct and the circumstances surrounding the charge to determine the person's fitness for employment.

5. Applicants and current employees shall notify the Principal 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 who have been charged or convicted with driving while impaired, driving under the influence, or driving with a revoked license must immediately notify the Principal.
6. A criminal records check also may be conducted on an individual, random, or rotating basis of annually rehired and current employees (including substitutes), as well as on independent contractors and volunteers whose services involve contact with students. If the School system conducts these checks through the North Carolina Department of Justice or through a private service, it must first obtain the individual's consent.
7. Information obtained through the implementation of this policy shall be kept confidential as provided in the North Carolina General Statutes and regulations. The School shall maintain in paper format only data from a criminal history check conducted through the North Carolina Department of Justice. These records shall be kept in a secure place, 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.
8. If the School administration conducts criminal record checks that are subject to the Fair Credit Reporting Act, it 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.

### ***103. PHYSICAL EXAMINATIONS***

#### **POLICY**

In order to certify the general health of a potential employee and to protect the health of existing students from the transmission of communicable diseases, physical examinations of all professional employees will be required prior to employment.

#### **PROCEDURES**

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

All candidates for employment, prior to 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 School Principal on a confidential basis 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 School Principal shall follow Board Pol. 109 (Disqualification by reason of health).

### ***104. ACQUIRED IMMUNE DEFICIENCY SYNDROME (A.I.D.S.)***

#### **POLICY**

The RLS Board has the responsibility to safeguard the health of all students and employees of Resurrection Lutheran School. The Board must also respect the right of confidentiality of the students and employees who may be infected with or carriers of the AIDS or AIDS-related virus to the extent possible. The Board has developed the following procedures governing employees known to have the AIDS-related virus in the School setting and holds the Principal and administration accountable for following these procedures.

AIDS is an acronym for acquired immune deficiency syndrome. As used in this policy, AIDS includes all infections caused by the human immunodeficiency virus (HIV) and other HIV related diseases.

## PROCEDURE

These procedures shall apply to all employees of Resurrection Lutheran School.

1. Each case shall be considered confidentially on an individual basis and consistent with the recommendations of the Center for Disease Control and advice from the Wake County Department of Health.
2. In order to maintain the safety of those infected and those persons in the School, it is the policy of the Board that, if an employee is diagnosed as having AIDS, s/he is not to be automatically excluded from employment, but may be asked to immediately take sick leave. However, because AIDS has been identified as a communicable disease, in limited circumstances, and because employees with AIDS are susceptible to infection with other disease, the Board will review each individual AIDS case and decide, based on the circumstances of each case, whether the employee should be excluded from employment.
3. The Board shall convene a team to review the case.
  - a. The team shall be comprised of the following:
    - i. The Board chairperson.
    - ii. A licensed physician.
    - iii. The employee's physician.
    - iv. A representative of the Wake County Department of Health.
  - b. The team shall meet to discuss the case on a confidential basis and to review appropriate medical records and information, to consider the individual employees' job duties and public contact, to appraise the individual employee's health condition and progress of and prognosis for the disease, and any other matters deemed to be appropriate by the team members.
  - c. The team members, during an executive session, shall make recommendations to the Board as the team members or a majority thereof deem appropriate. The Board shall thereafter take formal action on the case, as appropriate.
  - d. In event such action, if approved, shall result in a furlough, demotion, or termination of the employee in his/her employment with the district, the employee shall be advised of his/her rights to a hearing and no such action shall be taken in the absence of consent of the employee or after a hearing.

## ***105. OTHER COMMUNICABLE DISEASES***

### POLICY

The RLS Board has the responsibility to safeguard the health and safety of all our students, teachers, administrators and volunteers. The Board cannot know all future epidemic or calamitous diseases that may affect our population or be easily spread within our communities. However, the Board requires the Principal and administration to maintain awareness of such and ensure that appropriate precautions are taken for the well-being of our population.

### PROCEDURES

The Principal and administration must maintain awareness of significant diseases, as communicated by the NC Department of Health and/or the US CDC that could easily spread in such a physical location as ours. The Principal and administration should put in place appropriate and current strategies and procedures as recommended by health care professionals, including to the point of closing school activities and facilities if warranted, to prevent the spread and assist in healing of such diseases.

## ***106. EMPLOYMENT CONTRACTS***

### **POLICY**

It shall be the policy of this School that all non-called employees shall sign an employment contract upon employment. 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 enforce for the duration of the current school year and will be considered for renewal for each subsequent school year.

### **PROCEDURES**

The contract shall specify those matters contained in 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:

1. The beginning compensation.
2. Term of employment and work period for which compensation will be paid.
3. The conditions of the probationary period, when appropriate.
4. A statement of fringe benefits entitlement, when appropriate.
5. 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.

## ***107. PERSONNEL RECORDS***

### **POLICY**

It is necessary for the orderly operation of the School to maintain a file for the retention of all papers and information bearing upon an individual's duties and responsibilities as a School employee.

### **PROCEDURES**

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, School benefit packages, evidence of completed evaluations and conformance with School guidelines. These records may be a combination of physical paper records and/or electronic records.

The Board delegates the establishment and maintenance of official personnel records or all professional and support staff to the School Principal who shall prepare guidelines defining the material to be incorporated into the personnel files. The Board will establish and maintain the School Principal's personnel records.

Personnel records shall be kept on all current administrative and professional employees and shall include, but not be limited to the following:

1. Certification status.
2. Evaluation reports.
3. Change of Status
4. Attendance
5. Salary status.

All administrative, professional and support employees have the right to review their file in the presence of the Board and/or School Principal; however, confidential credentials from placement services and personal references normally sought at the time of employment will be specifically exempt from review.

The Board requires that all such personnel records, be they paper or electronic, be managed with utmost confidentiality and that procedures are set in place by the Principal and administration to ensure such.

### ***108. DISQUALIFICATION BY REASON OF HEALTH***

#### **POLICY**

With respect to equal opportunity and nondiscrimination, it is the policy of the Board to ensure that the programs and operations of this School are administered by individuals physically and mentally fit for the duties assigned.

#### **PROCEDURES**

When an employee, in the opinion of the Board and/or School Principal, is unfit to perform assigned duties by reason of physical or mental condition, s/he may be placed on a sick leave or retired for physical or mental disability according to the following procedures:

1. The Board will review reasons for questioning the condition of the employee.
2. Should the Board determine that the reasons given constitute sufficient cause to order the employee to be examined, said employee shall be given written notice of the need for such examination and an opportunity to appear before the Board, or a committee of the Board, within ten (10) days to explain why such an order will not be followed.
3. Following a hearing, if the Board orders an examination, it may be conducted by a licensed physician of the employee's choice.
4. If, as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on mandatory sick leave for such period as may be indicated and with such compensation to which s/he is entitled until proof of recovery satisfactory to the Board is furnished.
5. Should an employee refuse to submit to examination following the exhaustion of proper appeals, the Board shall consider such as cause for dismissal

### ***109. EVALUATION OF EMPLOYEES***

#### **POLICY**

There shall be a plan for a regular evaluation of all administrative, professional, and support employees.

#### **PROCEDURES**

The Board shall develop procedures for the evaluation of the School Principal. The School Principal shall develop procedures for the evaluation of professional and support staff.

1. Administrative Employees  
Prior to the beginning of the period under evaluation, The Board committee shall inform the School Principal of the criteria to be used for evaluation purposes. Such criteria may include:
  - a. Individual conferences for evaluation procedures.
  - b. The employee's self-evaluation.
  - c. The joint review of his/her job description by the evaluation committee and the administrative and professional employee.
  - d. Identification of areas of strengths.
  - e. Identification of areas of weaknesses with suggestions for improvement in each.
  - f. The opportunity to appeal in writing or personally the results of his/her evaluation.
  - g. A formal observation which shall be followed by a conference between the School Principal and representative(s) from the Board. Both parties shall sign the evaluation report and retain a copy for their records.

- h. The employee shall have the right to submit a written disclaimer of the evaluation following the conference; this disclaimer shall be attached to the report.
2. Professional Employees
 

RLS's procedure for the evaluation of professional personnel shall be as follows:

    1. Each professional staff member will be evaluated and/or rated by his/her performance on a continuous basis.
    2. A professional staff member's performance will be evaluated and/or rated on all aspects of his/her responsibilities; e.g., assigned duties, parent conferences, classroom responsibilities, planning period.
    3. Each professional staff member will be observed a minimum of two (2) times in a formal setting annually.
    4. Each formal observation will be followed by a conference. An evaluation report shall be signed at this conference and placed in the personnel file.
    5. An informal observation need not be followed by a conference unless unsatisfactory performance has been evidenced.
    6. Anecdotal information will be viewed as appropriate for all personnel ratings, but required for all unsatisfactory ratings.
    7. A variety of instruments, such as classroom observation form, performance summary form, and others will be utilized in assessing and rating performance.
    8. A professional staff member who receives an unsatisfactory rating must accept guidance, assistance, and direction on how to improve his/her performance by the School Principal.
    9. A **second** consecutive unsatisfactory rating may result in the professional employee being suspended or dismissed.
  3. Support Employees
 

The goals of the evaluation plan for support personnel shall be:

    - a. To identify, improve, and reinforce the skills, attitudes and abilities that enable an employee to be effective.
    - b. To identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties.

The evaluation plan shall:

    - a. Group support employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.
    - b. Provide a procedure for ensuring that appropriate evaluation of performance takes place during probationary periods of employment; identifying and commending effective performance; and counseling and assisting employees where improvement is desired.
  4. The School Principal shall prepare procedures for the conduct of such employee evaluations. The procedures as prepared by the School Principal or his/her designee shall have the following characteristics:
    - a. Be clear and unambiguous in intent and in language.
    - b. Establish reasonable standards.
    - c. Apply in a consistent and uniform manner to all employees in the same class.
    - d. Be available to employees for review before they are applied.

## ***110. DISCIPLINARY PROCEDURES***

### **POLICY**

Effective operation of the School requires the cooperation of all employees working together under a system of policies and regulations applied fairly and uniformly to all employees. The orderly conduct of the School's business requires uniform compliance with such policies and regulations and uniform penalties and disciplinary action for violations.

### **PROCEDURES**

The Board and/or School Principal shall prepare and promulgate disciplinary rules for violations of School policies and regulations which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension or dismissal. Rules and disciplinary procedures shall be included in the Staff Handbook.

1. Administrative employees
  1. When charges are filed against an administrative employee, the Board after hearing the case in accordance with the procedures established may vote to discharge any such employee or authorize a lesser punishment short of a discharge such as a suspension without pay or lesser degrees of punishment.
2. Professional and support employees
  - a. The Board upon recommendation of the School Principal may discharge Professional and support employees. The School Principal's recommendation for discharge shall be subject to these provisions:
    - i. The School Principal shall not have acted arbitrarily or capriciously.
    - ii. Attempts were made to improve the employee's habits or attitudes.
    - iii. If applicable, the employee shall be informed of his/her rights to hearing.

The vote to discharge shall be by two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken.

If the offense is such that the Principal deems it necessary, s/he may contact the Board members via email or phone for immediate gathering of a Board quorum to determine plan of action. Under no circumstances does the Board authorize the continued presence of an employee on campus for the sole reason that the Board has not been able to gather quickly together yet to review the situation and to approve a removal plan, if in the professional and Christian judgment of the Principal that the person's presence would cause problem to ongoing school operations.

### ***III. 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. It is the purpose of this policy to provide complete reporting of suspected child abuse and to establish procedures in compliance with the Child Protective Services Law of 1990 and the amendments thereto, known as the Act.

#### **PROCEDURE**

The Principal shall develop and publish procedures in accordance with this policy and the Act. Such procedures shall advise all School employees of their obligations and rights with regard to the reporting of suspected child abuse as follows:

1. Reports from persons required to report under the Act shall be made immediately by telephone and in writing within forty-eight (48) hours after the oral report.
2. Verbal reports shall be made to the appropriate child protective services and followed by a written report within forty-eight (48) hours.
3. Any School employee who has reasonable cause to suspect that a student coming before the employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by another employee shall immediately contact the School Principal.
4. The School Principal, upon receiving a report described in Paragraph 3, shall immediately report the same to law enforcement officials and the District Attorney.

#### **Background Checks**

The School Board shall require background checks for employment by the School in compliance with the Act. The Principal shall develop and implement procedures for background checks in compliance with the Act.

### No Letters of Resignation or Retirement Accepted

It shall be the policy of the School not to accept letters of resignation and/or retirement from any School employee who is identified as a suspect in the abuse of a student in violation of this policy. If, as a result of any internal School investigation into a report of a suspected abuse of a student by a School employee, the administration 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 School Board to seek disciplinary action up to and including dismissal of the School employee and, where appropriate, to report the action to the North Carolina Department of Education for appropriate 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 School administration 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.

## ***112. SEXUAL HARRASSMENT AND MISCONDUCT***

### **POLICY**

The School is committed to providing a work environment that is free of discrimination. In keeping with this commitment, The School maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for the employee to understand that jokes, stories, cartoons, nicknames, and comments may be offensive to others. Such conduct is inconsistent with the witness and expression of the Christian faith.

It is the policy of The School to strictly prohibit any conduct that constitutes sexual harassment and to discipline any worker guilty of such conduct. The School endorses the following statement:

*“Acts of sexual harassment by employees, supervisors, and managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.”*

If an employee believes he or she is being, or has been, harassed in any way or has witnessed any incident of sexual harassment or misconduct, he or she should report the facts of the incident or incidents to the supervisor (or an alternate person if the complaint involves the supervisor) immediately, and to appropriate law officials when applicable, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Violation of this policy may result in disciplinary action, up to and including possible termination. Any worker charged with harassment may be suspended with pay during the course of an investigation.

It is the policy of The School to encourage any employee witnessing an incident of sexual harassment or sexual misconduct to report such incident to the supervisor.

### **PROCEDURES**

All charges of sexual misconduct will be immediately investigated by The School, and every effort will be made to protect the alleged victim. Any employee charged with sexual misconduct may be suspended with pay during the course of an investigation.

Allegations of sexual misconduct against a called, rostered employee of The Lutheran Church - Missouri Synod will be immediately reported to the President of the Southeastern District, LCMS and investigated according to established procedures.

### ***113. ABOLISHING A POSITION***

#### **POLICY**

It is the responsibility of the Board to provide the administrative, professional, and support staff necessary for the implementation of the educational programs for the children of RLS and for the proper operation of the School, and to do so efficiently, economically, and consistently with the needs of the School.

#### **PROCEDURES**

The Board shall determine annually, the number of administrative, professional, and support staff needed for the School to function efficiently and shall be responsible for recommending the abolishment of unnecessary positions. The Board will expect that the School Principal bring forward recommendations in any requested staffing changes at the time of the yearly teacher contract preparation cycle.

The abolishment of staff positions may be brought about by many facts, such as decline in student enrollment or changes in the methods of organization or instruction.

### ***114. SUSPENSIONS AND LAYOFFS***

#### **POLICY**

Maintenance of administrative, professional, and support staff to effectively manage, carry on, and operate the educational programs of the School is a Board responsibility.

#### **PROCEDURES**

The Board has the authority and responsibility to determine how suspensions and layoffs of staff shall be made when necessary.

### ***115. SMOKE-FREE SCHOOLS***

#### **POLICY**

RLS Board recognizes its obligation to provide a safe and healthy environment in its facilities. The Board also has a primary responsibility to educate students regarding safe and healthful lifestyle practices and choices. Since smoking and other tobacco usage presents a health and safety hazard, which can have serious consequences for the smoker as well as the nonsmoker, the Board recognizes the need to restrict smoking and other tobacco usage in the School building.

#### **PROCEDURES**

For purposes of this policy, smoking and other tobacco usage shall mean all uses of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.

In order to protect students and staff from an environment that may be harmful to them, the Board prohibits smoking and other tobacco usage at all times by all persons in all School buildings and vehicles used in connection with School activities.

Smoking and all other use of tobacco will not be permitted in any indoor, outdoor, or field areas used by RLS. Smoking and all other use of tobacco by employees will not be permitted at any School-sponsored event on or off



property used by RLS. Employees are not permitted to use tobacco in any form while under the jurisdiction of School authorities.

The RLS Principal shall be responsible for enforcing this policy.

This policy shall be communicated by such means, including verbal information, newsletter, staff handbook, student handbook, or posting, and in such manner, as determined by the Principal.

Employees violating this policy shall be subject to such progressive disciplinary measures, including verbal warnings, written warnings, suspension without pay and discharge as circumstances warrant. A circumstance warranting the imposition of discipline more severe than a verbal warning shall be repeat violations of the prohibition against tobacco possession or use.

## **SECTION 200 - STUDENTS**

### **201. ADMISSIONS**

#### **POLICY**

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

#### **PROCEDURE**

The administration is directed to implement procedures for admission. A complete list of admissions procedures for RLS is located in the RLS Student Handbook.

The following requirements must be met prior to approval for admission to the Kindergarten class at RLS: Applicants for Kindergarten are required to have reached the age of five (5) years prior to the thirty first (31<sup>st</sup>) day of August in the School year they plan to attend.

Before eligible to apply for early admission to Kindergarten at RLS, students are required to proceed through, and complete, the current Wake County application and review process for early admissions.

### **202. ADMISSIONS PROCESS**

#### **POLICY**

The School shall provide an organized and fair admissions process. Resurrection Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the School.

#### **PROCEDURE**

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

#### **Admissions Guidelines**

1. The guidelines for admission to RLS academic programs are as follows. This guideline pertains to all new students, no matter what relationship they have to RLS, RLC, staff, etc.:
  - a. A completed Application Form must be presented along with a non-refundable registration fee (which will be established by the Principal and the Board at the beginning of each School year enrollment period).
  - b. A readiness assessment will be administered to determine the potential student's readiness for the grade for which he/she is applying.
  - c. Two recommendations from previous teachers, principals, Pastors, Sunday school teachers or an equivalent classroom setting must be submitted to the admissions department along with the application. These recommendations should be in writing; however, the Principal of RLS may request to communicate verbally with the applicant's past teachers, etc.
  - d. All new students entering grades 1 and above shall be required to submit a report card and other academic assessments as available.
  - e. The applicant may be asked to participate in a classroom experience for assessment of behavior and social skills.
2. Children who are applying from a home-School program will be required to submit achievement testing that has been completed within the last three (3) months.

3. Admission into our academic program at RLS will be based on review of the application, performance on the readiness assessment, behavioral observations, and the submitted recommendations.
4. Resurrection Lutheran School reserves the right to determine final grade placement for any applicant or present student based on levels or assessments as well as services RLS can provide.
5. 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 should be followed:
  - a. The Principal will alert the parents of the concern.
  - b. A formal developmental evaluation will be requested, including cognitive, behavior, and achievement skills. The parents have three options:
    - i. The parents have the right to contact their assigned public School and utilize the resources that can be provided by that School.
    - ii. RLS will offer the use of their contracted professional to complete this evaluation (if available).
    - iii. RLS reserves the right to request additional evaluations based on the observations and recommendations of the RLS staff.
  - c. If the parents refuse an evaluation from a qualified professional, the admissions process will end and the child will not be enrolled at RLS.
  - d. If an evaluation is completed, results should be reviewed by the School Principal to determine if the enrollment process will continue.
6. Priorities for acceptance of applications are as follows:
  - a. Currently enrolled RLS students.
  - b. Siblings of currently enrolled RLS students.
  - c. RLC member's children (including members of RLC's daughter congregation, Jordan Lutheran Church).
  - d. Children who are currently enrolled in Resurrection Lutheran Preschool.
  - e. Siblings of alumni (defined as those students who have successfully completed all established grades at the time of their schooling) of RLS.
  - f. Siblings of currently enrolled Preschool students.
  - g. Siblings of Alumni members of RLP.
  - h. Registration for the general public will 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 Principal and the Board.
  - i. Other Considerations:
    - i. Consideration may be given to a child's enrollment in a particular class to balance the ratio of male to female upon the discretion of the staff and the Board.
    - ii. When classes are filled, children unable to secure a position are put on a waiting list. No registration fee is required to remain on the waiting list, and will become due at the time a position becomes available.

### ***203. ENROLLMENT***

#### **POLICY**

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

#### **PROCEDURE**

1. Once a child's admissions application is accepted, the following Enrollment Guidelines will be implemented:
  - a. Resurrection Lutheran School reserves the right to determine final grade placement for any applicant or present student based on levels or assessments.
  - b. Upon admission to the School and when updates are requested, parents must provide the following information (on forms provided by the School): physician's health statement, copy of birth or baptismal certificate; transcript (first grade and up); field trip authorization; emergency contact information; emergency medical authorization.

- c. Admission to the School shall be with the understanding that parents have familiarized themselves with the philosophy and policies of Resurrection Lutheran School.
  - d. The child must be toilet trained when School begins.
  - e. The student handbook states guidelines for the family to commit to regular timely payments of all tuition and fees. The School cannot operate without this financial support.
  - f. For currently enrolled students, all tuition payments and materials fees shall be deemed non-refundable upon payment.
2. Re-enrollment Guidelines
- a. Children are accepted for enrollment at RLS for one School year. Re-enrollment procedures must be completed every year for placement to be maintained for the following year.
  - b. In December/January of each year, materials for re-enrollment are distributed to each School family to determine the number of students who will attend the next School year. Registration fees are to be submitted with the re-enrollment form to reserve a place for the child(ren).
  - c. No student is allowed to re-enroll unless all tuition and/or fees are paid. Where outstanding tuition and fees exist, a family is required to make mutually acceptable arrangements with the Principal to complete such payments prior to re-enrollment for the next School year.
3. Non-refundable Application Fees are required once every academic year. Therefore, if a child disenrolls and re-enrolls within the same academic year, he/she will only need to pay the application fees once for that year. Tuition will be based upon the months for which the child attends RLS during that academic year. Application for re-enrollment may be necessary but waiver of application documentation may be made at the discretion of the Principal.

## ***204. COMMUNICABLE DISEASE AND IMMUNIZATION***

### **POLICY**

All students shall be immunized against certain diseases in accordance with the Wake County Public School System's statutes, unless specifically exempt for religious or medical reasons.

### **PROCEDURE**

1. Immunization
- a. Authority
    - i. No student shall be admitted to School for the first time that has not been immunized against such diseases as are enumerated by the Wake County Public School System's Guidelines.
    - ii. The implementation of this policy shall be the responsibility of the School Principal. A child shall be exempt from the requirements for immunization whose parent or guardian objects in writing to such immunization when the child's physician certifies that the child's physical condition contraindicates immunization. Because RLS is a religious school, religious exemptions will be granted based on any Lutheran doctrine principles only. Exemption requests based on religious reasons must be reviewed and approved by the School Principal, who is a Called LCMS servant, and if required, the RLC pastor.
  - b. Responsibility
    - i. The School Principal shall inform parents and guardians of children prior to their entry to School for the first time of the requirements of immunization, the requisite proof of immunization, the exemption available for religious or medical reasons and the means by which such exemptions may be claimed. Exemption documentation will be kept in the student's School record.
2. Health Records
- a. The School shall require, prior to admission for the first time, that the parent(s) or guardian complete a medical history form including information regarding known communicable diseases.
  - b. All health records shall be confidential and their contents shall be divulged only at the request of the parent or guardian to a physician, or to emergency medical personnel in the event of the student having a medical emergency on campus.
  - c. The School may require on an annual basis that the parents or guardian complete a medical history form including information regarding known communicable diseases.
3. Attendance

- a. The following policy shall supplement the Board’s Policy No. 206 on student attendance by establishing guidelines for the attendance of students with communicable diseases.
- b. The Board authorizes that students, who have been diagnosed by a physician as having a communicable disease shall be excluded from School for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.

## ***205. HEALTH RECORDS***

### **POLICY**

The Board requires that students submit to health and dental examinations. The Board requires that the Principal/administration maintain all necessary health records and information required by state and local laws.

### **PROCEDURE**

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

It is recommended that each pupil should receive a comprehensive dental examination by or prior to third grade. Examinations shall be conducted by the student's private dentist and be the sole expense of the student's parent/guardian. There will be no financial obligation of RLS or the Board.

For each pupil transferring to the School, the Principal 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 access in urgent situations. In permanent school record.

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

RLS has the right to refuse admission to any student whose health records are not complete.

## ***206. STUDENT RECORDS***

### **POLICY**

The educational interests of the pupil and of society require the collection, retention, and use of information about individual pupils and groups of pupils. The welfare and progress of pupils is inextricably related to the maintenance of a thorough and efficient School; the latter cannot be achieved nor assessed in the absence of appropriate information about the former.

It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupil.

### **PROCEDURE**

The Board authorizes the School Principal to develop and implement a plan for the collection, maintenance, and dissemination of student records.

Student records will only be released to the future School in accordance with the Tuition Agreement and completion of the Student Record Release Form. The School Principal will oversee the creation of an appropriate paper or electronic Student Record Release Form which asks for all appropriate information needed to be able to effectively release and transfer records in a manner that upholds the strict confidential nature of said records.

## ***207. ATTENDANCE***

### **POLICY**

The Board requires that school-aged children enrolled in Resurrection Lutheran School attend school regularly in accordance with the laws of the State of North Carolina. 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 is to make use of the educational opportunities the School offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Chronic absenteeism seriously hampers academic achievement.

A good attendance system must stress the importance of punctual and regular attendance, but it must also concern itself with the factors underlying non-attendance. It must, therefore, provide for individual counseling and guidance. It must 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

Parents will be contacted by the administration if a student has 15 absences. 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 as to warrant the suspension or dismissal of the student from the regular School program and all extra-curricular School activities

The School Principal shall develop procedures for the attendance of students which:

1. Ensure a School session that conforms to the requirements of the North Carolina State Board of Education
2. Govern the keeping of attendance records in accordance with rules of the NC State Board of Education. .
3. Identify habitually truant students, investigate the cause(s) of his/her behavior, and consider reasonable modification of his/her educational program to meet particular needs and interests.
4. Ensure that students absent for approved reasons have an opportunity to make up missed assignments.
  
5. Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute within three 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 must be so notified and informed of his/her liability under law for the absence of the student, and that further violation will warrant dismissal of the student.

### **Definitions**

1. Excused absences
  - a. Please refer to Section 205 for details regarding excused absences
2. Unexcused absences - unexcused absences are those which are avoidable and those for which:
  - a. The School is given no explanation
  - b. The explanation is not valid as an excuse
  - c. The absence was not pre-excused

3. Pre-arranged absences - pre-arranged absences are those arranged in advance. In order to be considered excused, the request must meet the following criteria:
  - a. Approval by the principal
  - b. All assignments made up at the teacher's discretion in a timely manner.
4. Truancy – truancy is an absence without the knowledge of the parent or guardians. Schoolwork and/or assignments for truancy cannot be made up.
5. Tardiness
  - a. A pupil is tardy if he is not in his/her room by the beginning of class. Tardy students must report to the School office before proceeding to the classroom.
  - b. Individual teachers should determine for their class how and when a tardy student is to enter. Single cases of tardiness do not require action. When a student is repeatedly tardy in spite of the teacher's effort at correction, he or she shall be reported to the School Principal who will confer with the parents in an effort to correct the problem.
  - c. Excused tardies include:
    - i. Request of a parent for child's doctor/dental appointment. (a note from the doctor or dentist is requested )
    - ii. Any other tardy approved by the School Principal.
6. Medical
  - a. Each child is required to bring a note explaining the tardiness as well as permission for medical, vision and dental appointments, and for non-participation in physical education or recess. Parents are asked to exercise care not to remove children from the classroom during the time of achievement testing.

## ***208. EXCUSED ABSENCES***

### **POLICY**

The administration 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 School Principal or teacher may excuse a student for temporary absences when she/he receives 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 administration is also authorized to provide guidelines for these experiences; such as, student travel with parents and/or guardians, and non-School sponsored educational trips.

### **PROCEDURE**

The School Principal and administration should develop and make available to families the appropriate form and procedure for notifying the School about a proposed absence. The form and/or procedure can be either electronic or physical and required information should be complete enough to allow adequate evaluation of the request's validity.

For situations where the absence is known in advance, at least two days prior to the absence parents and/or guardians must fill out the requested form and have approval from the administration, 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 of RLS, as stated in Policy 206.

## ***209. ACCIDENTS AND ILLNESSES***

### **POLICY**

The School Principal and administration will track and maintain records for all accidents and incidents that occur on campus or on school-sponsored trips. At minimum, information maintained will meet all state and local laws with regard to accident reporting and liability identification.

### **PROCEDURE**

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

1. Nature of accident
2. Possible cause of accident
3. Action taken
4. Other information needed to meet legal requirements in the event of litigation or insurance compliance.

The procedure must include the appropriate records retention for all incident reports. These reports can be physical paper or electronic records.

The School Principal will develop and implement proper procedures for the reporting of illness and to insure the proper care of a student who is taken ill or injured during School hours. The RLS 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.

## ***210. USE OF MEDICATIONS***

### **POLICY**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication, in accordance with the direction of a parent or family physician to a student during School hours will 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 School Principal to develop and implement guidelines for control and safeguards in the administration of medicine to students.

The School administration will provide a Medication Release Form, either paper or electronic, to all parents of students at RLS for the dispensing of medication to students. The Principal and administration are charged with creating a form, paper or electronic, that requires all necessary information for the safe and effective discharge of this action and for the appropriate liability protection for the School and for the person administering the medications.

No medication, including "over the counter" drugs, will be dispensed to any student unless the appropriate form included in this section is on file. Only the School Principal, teacher, teacher assistant or secretary may administer medication.

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

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



A log will be maintained to record the administration of any medication for each student.

## ***211. FOOD ALLERGIES***

### **POLICY**

It is the responsibility of the School Board to promote the safety of each student attending RLS. While it is understood that it is impossible to make as public a place as a School completely 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 of the reaction. In addition, children with underlying asthma are at an increased risk for severe reactions.

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

### **PROCEDURE**

1. As part of the required student medical history information, any food allergy (e.g., peanuts or any nut) must be identified by parents before the student attends any classes on RLS campus.
2. The classroom of a student with a known food allergy will be designated as a food sensitive classroom.
3. School personnel will then issue a written request asking that parents and students avoid bringing food products containing the offending allergen into a classroom designated as sensitive to that allergen.
  - a. This restriction does not pertain to foods that carry the warning, "May Contain Peanuts or Nuts". These products are okay to bring to School (even though they are unsafe for the 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 will be strictly enforced.
4. Maintenance of a Safe Environment for Children to food allergies:
  - a. Should there be non-compliance in the classroom, suitable accommodation will be made for the children with prohibited food products in their lunches, which may include eating in the office, followed by appropriate hand washing.
  - b. Children shall be prohibited from sharing food in snacks or lunches.
  - c. All foods supplied by the School for School-sponsored events shall be nut and peanut-free (this includes avoiding foods with the warning, "may contain peanuts or nuts"). Parents of students with severe allergies food other than to nuts and peanuts should arrange to provide safe foods to be used special School activities involving food as necessary.
  - d. Caution should be taken so that the use of foods containing known allergens of those children with severe allergies in the School shall not be used in crafts and other activities.
  - e. When cooking takes place, the teacher is to contact the allergic child's parents to confirm the ingredients and his/her participation.
  - f. During class or School events that involve the clean-up of public areas, staff shall be aware of children's medical sensitivities.

## 212. ANAPHYLACTIC REACTIONS

### POLICY

It is the responsibility of the School Board to promote the safety of each student attending RLS. While it is understood that it is impossible to make a public place, such as a School, completely safe for children who have life threatening allergies, we can attempt to make it a safer place for these children.

PROCEDURE - all teachers trained and refer to the training information...then erase all the details here.

1. Identification of Anaphylactic Students:
  - a. Parents of students with a history of allergies and/or anaphylaxis shall complete an authorization form for Emergency Use of EpiPen Auto-Injector as well as the Medical Emergency Identification form identifying the student's allergies. These forms, along with 2 EpiPens shall be submitted prior to the beginning of the School year.
  - b. If a student's status concerning food allergies changes at any time 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.
  - c. The authorization forms for Emergency Use of EpiPen Auto Injector shall be kept in a prominent, central location in the School office.
  - d. The Medical Emergency Identification form shall be readily available, along with instructions on how to use the EpiPen Auto-Injector in all classrooms for which the identified student will participate:
    - i. student's classroom
    - ii. Special's room
    - iii. Office
    - iv. Library
    - v. Fanny Pack that holds the EpiPens
2. Teachers shall be made aware of the students with serious food allergies and potential anaphylaxis who will be entering their classes before the start of each academic year. Location, Storage and Usage of EpiPen Auto-Injectors:
3. All RLS staff, including substitute teachers and parent volunteers with supervisory roles, shall receive ongoing training on the use of the Auto-Injector. This training shall occur on an annual basis and should include simulation exercises, such as use of the auto-injector on the playground. Staff shall also receive training pertaining to recognition and identification of an anaphylactic reaction. Staff shall receive training in CPR.
  - a. Symptoms of an allergic reaction include:
    - i. Flushed face, swelling or itchy lips, tongue, eyes
    - ii. Tightness in throat, mouth, chest
    - iii. Difficulty breathing or swallowing, wheezing, coughing, choking
    - iv. Vomiting, nausea, diarrhea, stomach pains
    - v. Dizziness, unsteadiness, sudden fatigue, rapid heartbeat
    - vi. Loss of consciousness
  - b. Please note that early administration of the EpiPen is lifesaving.
4. In a medical emergency, the School has the right to administer any EpiPen in the School or on the grounds to any child who is having an anaphylactic reaction.
5. In the case of a non-anaphylactic reaction, the protocol that has been developed for each child, in conjunction with the child's parents and physician, should be followed. It is the responsibility of the parent 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 will not be permitted to attend class***

### ***213. DRESS GUIDELINES***

#### **POLICY**

The Board directs the Principal to establish dress guidelines for the RLS.

#### **PROCEDURE**

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

The Board and School personnel reserve the right to make judgments concerning what is considered proper or improper dress, based upon the guidelines in the Staff and Student Handbook. If it becomes necessary to do so, individual students and their parents will be informed by the School Principal of "dress corrections" that must be made.

### ***214. 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/or parent/guardian complaint shall be any such complaint that arises from actions that directly affect the student's participation in his/her educational program.

#### **PROCEDURE**

The Board will recognize the complaints of students and/or parent/guardian provided that such complaints are made according to the following guidelines established by Board policy.

#### **Guidelines**

Complaints must be channeled through appropriate mechanisms as set forth below. Further, RLS will not tolerate inappropriate or disrespectful language, gossip, actions or behavior directed towards its families, staff, Board, students, Resurrection Lutheran Church staff or congregants. Failure to abide with the foregoing will be met with fair, but appropriate, remedial action up to and/or including disenrollment of the offending family's student(s).

The student and/or 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 School Principal, and if not resolved, then to the Board. Complaint submission to the Board should come in written form to the Principal to be delivered to the Board at the next formal Board meeting. At that next formal Board meeting, the Board will 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 issue. The Board will indicate its decision to the Principal and, in most cases, will send a formal letter of response to the complainant, or direct the Principal to send such letter.

Applicable guidelines will be published in the RLS Student Handbook.

## ***215. ASSESSMENT OF STUDENT PROGRESS***

### **POLICY**

The Board recognizes that a system of assessing student achievement can help the student, teachers, and parents to better assess 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 his/her expected grade level of achievement; the achievements of others in the class; and both his/her own potential for achievement 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 include a system of assessing for all pupils.

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

1. Written work by students.
2. Scientific experiments conducted by students.
3. Works of art or musical, theatrical or dance performances by students.
4. Other demonstrations or performances by students related to specific student learning outcomes.
5. Examinations developed by teachers to assess specific student learning outcomes.
6. Diagnostic assessments.
7. Other measures, as appropriate, which may include standardized tests.

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

1. Each student and his/her family should know what end result and achievements are expected at the outset of any course of study.
2. Each student and his/her family should be kept informed of his/her personal progress during the course of a unit of study.
3. Methods of assessing shall be appropriate to the course of study and the maturity of students.
4. Assessment should objectively evaluate and reward students for their efforts.
5. All assessments are subject to continual review and revision.
6. Staff, students, and parents should be involved in the continuing program of grading review.

## ***216. REPORTING PUPIL 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 Principal, through the administration and staff, to maintain this cooperation and communication.

### **PROCEDURE**

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

This system will be reviewed and approved by the Board when changes are proposed.

## ***217. PROMOTION AND RETENTION***

### **POLICY**

The personal, social, physical and educational growth of children will vary and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is important for students to experience success within the academic setting. The staff at RLS and the Board should always consider what is in the best interest of the student in terms of promotion or retention. Children require a strong knowledge base of their present grade before advancing to the next grade. Placement of a student in a grade, for which he/she is not ready, without the appropriate academic interventions, places him/her at great 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.

RLS is a small, parochial School, with limitations as to the amount of support and interventions that can be provided to the student. When determined appropriate by the School Principal, remedial intervention and psycho-educational testing may be suggested as a support to the child's academic program at RLS.

### **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 his/her own development.

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

A student will be promoted when s/he has, in the opinion of his/her teachers, achieved the learning outcomes established for the appropriate level; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next learning level.

The Board and School Principal shall develop procedures for promotion and retention of students that assure that every reasonable effort will be made to remediate the student's difficulties before s/he is retained.

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

1. The teacher should inform the School Principal preferably by November if he/she has concerns about a student's ability to succeed in the present grade placement. Alternatives and/or modifications that may be in the student's best interest should be discussed and implemented if deemed appropriate.
2. 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.
3. The teacher will hold a conference with the parents by January to inform them of the learning and/or behavior concerns and discuss the student's risk for not passing grade level standards.
  - a. The parents may be encouraged to pursue academic support from outside of the School, such as private tutoring. This will be determined after conferencing with the student's teacher and the RLS Principal. Parents will be financially responsible for fees incurred for any academic support provided outside of the School.
  - b. Parents will be encouraged to have their child undergo a psycho-educational evaluation by a professional, accredited and mutually agreed upon testing source. Parents will 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 School Principal will decide if modifications/accommodations of the academic

program can be implemented. The outcome of this evaluation should also help to determine if RLS is able to provide the most appropriate academic program for the student, or if the student should pursue entering an alternative academic program.

- c. Parents will be expected to follow the recommendations set forth in the testing data and the recommendations of RLS. RLS will not be held financially responsible for any psychological, educational or behavioral evaluations or any tutorial or remedial support offered to the student. RLS will not be held financially responsible for evaluation expenses of students with physical handicaps and the services offered to them.
4. When conditional promotion or retention is being considered the parents should be notified in writing by January 31<sup>st</sup> of such consideration.
5. The final decision regarding promotion/retention of the student will be made in consultation with the parents and administration during the spring parent-teacher conference or at another designated time prior to the end of the year. The decision will be decided by the School Principal and based on the below mentioned guidelines as well as the following:
  - a. Discussions with the teacher and parents
  - b. Observations of the student in the classroom
  - c. Review of the student's work and psycho-educational test results

Guidelines to consider with regard to promotion/retention:

1. Promotions
  - a. To be promoted to the next grade, the student must be at or above grade-level standards for passing in the areas of reading and mathematics.
2. Conditional promotions
  - a. 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 the areas of reading and mathematics.
  - b. The parents should be encouraged to research whether there are any more appropriate educational programs available to the student outside of RLS.
3. Retention
  - a. The student may be considered for retention if they are unable to display at least 75% mastery of designated grade-level standards for passing in the areas of reading and mathematics.
  - b. 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 will be addressed by repeating the same program with the same teacher
4. Dismissal of student
  - a. A student will be considered for dismissal due to educational purposes:
    - a. If the student is unable to display at least 75% mastery of grade-level standards for passing in the areas of reading and mathematics.
    - b. If it is determined by School Principal and teachers, in consultation with parents that an alternative education program would be in the best interest of the child.

## ***218. 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 of this School to adhere to the rules and regulation promulgated by the administration 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 School Principal 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:

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

## ***219. 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.

### Definition

**Terroristic threat** shall mean 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** shall mean an offense against property or involving danger to another person.

### PROCEDURE

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

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

Staff members, students (and their parent/guardian) shall be responsible for informing the School Principal 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:

1. The School Principal shall immediately suspend the student, and notify the parent(s) or legal guardian.
2. The School Principal shall report the incident to the Chairperson of the Board.
3. Based on further investigation, the School Principal may report the student to law enforcement officials, if the investigation reveals that the student made a terroristic threat or committed a terroristic act.
4. The School Principal may recommend expulsion of the student to the Board. In addition, in appropriate cases, criminal charges may be filed with local law enforcement agencies.

5. a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence, as specified by the Board, that the student does not pose a risk of harm to others. The Board has the right to permanently expel the student from RLS.

#### Community Member Conduct

When the School Principal 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:

1. The School Principal shall immediately call appropriate authorities and have the community member escorted from the property.
2. The School Principal shall report the incident to the Chairperson of the Board.
3. Based upon further investigation, the School Principal 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.
4. The School Principal shall notify the community member that s/he no longer has the privilege of entering School property or attending any School-related functions to which community members are invited to attend. In addition, in appropriate cases, criminal charges may be filed with appropriate local law enforcement agencies.
5. For the purpose of this policy, community member shall include, but not be limited to, parents or legal guardians of students and guests. If this is the case, the School Principal and the Board shall review the situation and determine whether student dismissal is necessary.

### ***220. LEARNING/BEHAVIOR PROBLEMS WITHIN THE CLASSROOM***

#### **POLICY**

This policy is to address students with potential learning and behavioral concerns within the classroom(s) at RLS. RLS has a duty to assure that the student of concern is receiving the best interventions within the Schools means.

RLS is a small, parochial School, with limitations as to the amount of support that can be provided to the student. When determined appropriate by the School Principal, a recommendation may be made for the student to seek an alternative environment better suited to educate and meets the needs of the child.

#### **PROCEDURE**

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

The following procedure will be followed when a student is displaying ongoing learning or behavior problems within the classroom that are affecting the student's and/or classroom peers' ability to learn.

1. The classroom teacher will alert the School principal of the concern
2. The classroom teacher will alert the child's parents of the concern
3. If it is deemed that the student's ability to learn is being affected or if behaviors are observed that are atypical, then a formal developmental evaluation will be recommended, including cognitive, behavior, personality, and achievement skills. The parents have the following options:
  - a. Contact their public base School to see if the student would qualify for an evaluation within the public School system.
  - b. Contact a professional within the community that may be recommended by RLS. This professional must be certified in Educational Psychology or licensed in an appropriate professional field.
  - c. Seek a professional on their own or through the recommendation of their insurance company. This professional must be certified in Educational Psychology or licensed in an appropriate professional field.
4. The student must undergo this evaluation and return an evaluation summary with suggested interventions to the School Principal within 45 days from the evaluation recommendation date.



5. If the parents refuse an evaluation and/or appropriate, effective intervention from a qualified professional or if the child does not improve to an appropriate level, the Principal will determine if the case should be presented to the Board for potential dismissal from RLS.
6. If an evaluation is completed, results should be reviewed by the School Principal to determine if RLS is able to provide the interventions that may be recommended. All student evaluation data will be held in the strictest confidence.
7. RLS is not responsible for any financial obligation incurred for psychological or educational evaluations or any related services performed. (i.e., tutoring, therapy)

## ***221. INAPPROPRIATE BEHAVIORS***

### **POLICY**

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

In order 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 must accept and acknowledge that they have a choice between appropriate and inappropriate behavior. The objective of any disciplinary action is the correction of unacceptable behavior. Students must know what kind of behavior is expected in the future.

### **PROCEDURE**

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

The administration has the primary responsibility for establishing and enforcing School-wide behavioral limits and supporting the teachers in their effort to maintain classroom discipline.

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

Students have the responsibility to be familiar with the limits and consequences defined by their teachers and to behave in a positive manner.

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

## ***222. DETRIMENTAL BEHAVIORS***

### **POLICY**

The RLS School Board believes that protection of our students and staff is of utmost importance. We hope to never 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 will be posted within the School building. This list will also be made available to students and their families in the Student Handbook.

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

1. If a child displays a detrimental behavior, the staff that witnessed this event (or received a report of this event by someone else within the School) should report it immediately to the School Principal.
2. The School Principal will determine if the student's behavior fits the criteria of a detrimental behavior.
  - a. If the behavior is determined not to be within the detrimental behavior category, then the student's teacher will administer the appropriate School-wide consequence.
  - b. If the behavior is determined to be detrimental, then the School Principal will 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.
3. The School Principal will then contact the Chairperson of the Board to determine whether the student should be considered for disenrollment. This will be determined by the severity of the act and the intent of the act.
4. The following steps will occur if the student is considered for disenrollment:
  - a. Written reports from the administration and School staff involved.
  - b. The student and parent/guardian will be given oral or written notice of the charges against her/him. At that point in time, the student and parent will be notified of the Board hearing.
  - c. During the Board hearing:
    - i. The names of the witnesses against the student and an oral or written report of the facts to which each witness testifies will be given to the Board.
    - ii. The student or student representative will be given the opportunity to present to the Board her/his own defense against the charges and to produce either oral testimony or written affidavits of witnesses in her/his behalf.
    - iii. Upon hearing the evidence the Board will determine if disenrollment of the student is warranted.
    - iv. The decision of the Board will be final.
    - v. The Board will keep a formal written record of the hearing's proceedings.
5. The student and parent/guardian have the right to inspect the written findings and results of the Board hearing. (This privilege, of course, establishes the requirement that a formal written record be kept of the hearing).

## Definition

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

1. **Vandalism.** Any child who vandalizes the School, School property or other children's possessions will receive 1 to 3 days suspension from School and may be disenrolled from the School. He/she will also be required to pay for or correct any damage done.
2. **Theft.** Any child who steals from the School or from another child will receive 1 to 3 days suspension from School and may be disenrolled from the School. They will also be required to return or provide compensation for the property.
3. **Fighting.** Any child who physically fights with a peer will receive 1 to 3 days suspension from School and may be disenrolled from the School.
4. **Disrespect.** Any child who shows disrespect toward peers or teachers may receive 1 to 3 days suspension and may be disenrolled from the School.
5. **Language/Gestures.** Any child using foul language, obscene language or displaying obscene gestures will receive 1 to 3 days suspension from School and may be disenrolled from the School.
6. **Schoolwork.** Any child who habitually refuses to do the required class work will receive 1 to 3 days suspension from School and may be disenrolled from the School.
7. **Drugs.** Any child who brings any illegal substance onto School property or to School functions will receive 1 to 3 days suspension from School and may be disenrolled from the School.
8. **Weapons.** Any child who brings a weapon of any type to School will receive 1 to 3 days suspension from School and may be disenrolled from the School.
9. **Assault.** Any child who physically or sexually assaults another student or staff will receive 1 to 3 days suspension from School and may be disenrolled from the School.
10. **Disruption.** Any child who excessively disrupts the class on a consistent basis, 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 his/her actions and performance that RLS is not suitable to his/her education needs may be disenrolled from the School.

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

### ***223. WITHDRAWALS FROM SCHOOL***

#### **POLICY**

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

#### **PROCEDURE**

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

## **SECTION 300 - OPERATIONS**

### **301. SCHOOL LEGAL ENTITY**

#### **POLICY**

The Board requires that the School Principal and administration set up and establish school operations in a manner consistent with all North Carolina State and local Wake County and Cary area laws regarding the legal operation of a private school.

#### **PROCEDURE**

The Board requires that the School Principal and administration determine the appropriate process to understand and maintain current knowledge of all legal operational rules for private schools in the community and state in which the School exists. This policy requires that the School administration establishes appropriate contact with state licensing agencies and inspection offices and ensures that the appropriate yearly inspections are carried out and are passed. The administration should notify the Board at the immediate and earliest opportunity when a licensing issue that may affect daily operations arises. The School Principal may elect, for standard inspection activities, to include results in the monthly report to the Board.

### **302. CONFIDENTIALITY POLICY**

#### **POLICY**

To ensure that all those working, volunteering, and visiting at RLS do so with confidence, everyone is expected to respect confidentiality by following the below listed guidelines. All the undertakings listed below are subject to RLS' paramount commitment to the safety and well-being of the each student.

#### **PROCEDURE**

1. Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
2. Staff will not discuss individual students, other than internally for purposes of curriculum planning & group management, with people other than the parents/guardians of that child without permission from parent/guardian.
3. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
4. Non-staff members who are volunteering at RLS will be advised of our confidentiality policy and required to respect it. If confidentiality is found to be breached, the School Principal has the authority to dismiss the involved person from volunteer status.
5. Each staff member will be required to sign a confidentiality clause. Any staff member found to have breached the confidentiality clause will be subject to disciplinary action initiated by the Principal.
6. If a volunteer has been found to breach the confidentiality clause, the Principal has the authority to dismiss the involved person from volunteer status.
7. Potential RLS families who are observing in the School will be advised of our confidentiality policy and required to respect it.

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

### ***303. TUITION***

#### **POLICY**

Resurrection Lutheran School is a tuition-based parochial School. RLS' quality staff and academic program would not be sustainable without the financial support of student tuition, and the timely payment thereof.

#### **PROCEDURES**

Tuition rates will be determined and approved by the Board and may be adjusted annually.

The School Administration shall be responsible for collection of tuition payments per the RLS Tuition Agreement. The Board requires that the administration have procedures for handling and managing rectification of delinquent payments and requires that the Treasurer/Financial Administrator/Principal make known any delinquencies to the Board at the monthly meeting immediately following the identification of the problem.

### ***304. SCHOOL CALENDAR***

#### **POLICY**

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

#### **PROCEDURE**

The Principal is responsible for drafting the School calendar. The calendar must comply with appropriate regulations for the number of school days required per year and any other pertinent regulations. The Principal shall present the calendar to the Board for approval. To the degree that it is reasonable and sensible, the calendar preparation should consider RLC congregational calendar and Wake County, North Carolina, calendar events.

### ***305. SCHOOL DAY***

#### **POLICY**

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

#### **PROCEDURE**

The Principal 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 in advance of each School year.

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

The Principal may temporarily alter the regular School session when such alteration is in the best interest of the School.

The Principal may close the School, delay the opening of School, or dismiss 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 RLS for weather or other emergency reasons is at the discretion of the RLS Principal. Wake County Public Schools are used as a guideline for RLS closings but the Principal will make the final decision and communicate that decision to families in the most expedient manner possible at the time.

### ***306. EMERGENCY EVACUATION OF SCHOOL***

#### **POLICY**

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

#### **PROCEDURE**

The School Principal is authorized by the RLS School Board to provide regulations for the safety of the students in the event of fire, accidents, or a natural disaster.

An appropriate drill (e.g., Fire drill) should be conducted at least once per School year by all staff and students.

### ***307. COPYRIGHT MATERIAL***

#### **POLICY**

The Board recognizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permissions. 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**

Under the **Fair use** doctrine, unauthorized reproduction of copyrighted materials is not permissible 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 must be met for any of the foregoing purposes:

1. **THE PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship and must be non-profit.
2. **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, periodicals or newspapers in accordance with these guidelines.
3. **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.
4. **THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** If 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 or greater penalties.
5. Staff may make copies of copyrighted School materials that fall 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 School Principal. Staff members who fail to follow this policy may be held personally liable for copyright infringement.

#### **Permitted Copies**

1. Multiple copies, not exceeding more than one per pupil 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 must include a notice of copyright.

- a. Brevity
    - i. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.
    - ii. 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.
    - iii. Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.
    - iv. One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose.
  - b. Spontaneity
    - i. Should be at the "instance and inspiration" of the individual teacher.
  - c. Cumulative Effect
    - i. 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.
    - ii. 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.
2. Libraries and their employees are not liable for unsupervised use.
  3. 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 the use of instructional broadcasts are permitted.

### **Prohibited Copies**

1. The Act prohibits using copies to replace or substitute for anthologies, consumable works or compilations or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets and answer sheets.
2. Teachers cannot substitute copies for the purchase of books, publishers' 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 actual cost of photocopying.
3. Schools must 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.
4. Jukeboxes must be licensed and a certificate of license must 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 to exceed forty-five (45) consecutive "calendar" days after the date of recording. After this period of time, all recordings must 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 calendar day retention period only for teacher evaluation purposes.

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

### ***308. TRANSPORTATION/EQUIPMENT – PRIVATE CARS***

#### **POLICY**

When transportation of employees or students on School business or School activities is accomplished by use of private vehicles, the private vehicle must be properly insured for the adequate protection of the persons being transported. Use of private vehicles for School business or School activities shall require the prior approval of the School Principal.

#### **PROCEDURE**

The administration is directed to develop an administrative procedure for use of private vehicles.

### ***309. USE OF FACILITIES BY STAFF***

#### **POLICY**

School equipment and facilities may not be used by School staff for personal reasons, either on or off School property, without explicit authorization or prior administrative permission. Because the school operates within the facilities of RLC, coordination with the RLC scheduling calendar is also required for any personal use.

School issued technology cannot be used for personal reasons or activities.

#### **PROCEDURE**

RLS Staff handbook shall contain further details regarding use of School facilities.

### ***310. SCHOLARSHIP PROGRAM FOR PASTORS AND COMMISSIONED RLC STAFF***

#### **POLICY**

Resurrection Lutheran School (“RLS”) cherishes its relationship with Resurrection Lutheran Church (“RLC”) and is especially pleased to welcome the matriculation of the children of our pastors and commissioned staff, as their presence serves to strengthen the ties between us.

#### **PROCEDURE**

RLS offers scholarships to the sons and daughters of RLC pastors and commissioned Staff. The following rules apply to the Ministerial Scholarships:

1. The child’s parent must be a current RLC pastor or a “Called” member of RLS staff.
2. The scholarship amount is funded by RLS and RLC at levels to be determined annually.
3. The applicants are required to apply each year to remain eligible for the scholarship by completing the Ministerial/Pastoral Scholarship Form, which will be developed by the school administration in either paper or



electronic form. This form must request all necessary and sufficient information for the determination of the scholarship amounts.

Based on annual budgets, tuition discounts may be available for non-commissioned staff. Details shall be included in the Staff Handbook.

### ***312. GIFTS, GRANTS, AND BEQUESTS***

#### **POLICY**

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

#### **PROCEDURE**

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

## ***SECTION 400 - PROPERTY***

### ***401. SECURITY OF BUILDING AND GROUNDS***

#### **POLICY**

The facilities of the School shall be maintained in accordance with the established security guidelines in the Staff and Student Handbooks.

#### **PROCEDURE**

The School Principal shall establish such rules and regulations needed to provide for routine security and procedures for handling emergency situations. The School Principal shall review rules and regulations annually with staff and additionally when changes occur.

### ***402. 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 and such standards be maintained that meet the requirements set forth by the North Carolina Department of Health to ensure the School is maintained and operated in a safe condition.

#### **PROCEDURE**

The School Principal shall develop, publish and post rules for safety and the prevention of accidents. These rules shall provide for 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.

Safety of pupils and employees and economical operation require effective maintenance of the School building and equipment. The School Principal, in cooperation with the RLC custodian will develop and implement procedures to ensure the proper cleaning of caring for and protecting these facilities.

The School Principal shall:

1. Be responsible for the care and maintenance of the classrooms and playground.
2. Supervise the RLC custodian in maintaining an adequate program for such care and maintenance.
3. Notify the RLC custodian of any needed work.
4. Annually review all guidelines and regulations dealing with the health and safety of students and employees and the safe operation of the School.

Except for equipment owned and maintained exclusively by Resurrection Lutheran School, all maintenance requests will be forwarded to the RLC custodian or RLC Board of Trustees.

### ***403. PLAYGROUND MAINTENANCE***

#### **POLICY**

It shall be the policy of this Board to maintain with Church, Preschool and School, the playground on Resurrection Lutheran Church property.

#### **PROCEDURE**

Any groups seeking to purchase equipment that is intended for use by the students at RLS must get prior approval from the RLS Board and Resurrection Lutheran Church Board of Trustees.

## ***SECTION 500 - PROGRAMS***

### ***501. CURRICULUM DEVELOPMENT***

#### **POLICY**

The Board recognizes the responsibility for the continual growth and improvement of the educational programs of RLS. The Board will oversee and work with the administration in the development of the curriculum.

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

1. The courses of study, subjects, classes, and organized group activities provided by the School.
2. Formal classroom instruction and out-of-class activity.

#### **PROCEDURES**

The Board directs that the North Carolina Standard Course of Study will be utilized as a framework upon which curriculum will be developed. The teachers of RLS may adapt curriculum as needed to meet written goals, objectives and identified pupil needs; develop individual talents and interests and serve diverse learning styles to motivate pupil achievement. Curriculum materials, technology, and textbooks shall be related to the learning outcomes for each area of study.

### ***502. LIBRARY and MATERIALS SELECTION POLICY***

#### **POLICY**

The library center functions as 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.

#### **PROCEDURES**

##### **Selection of learning resources**

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

- v. Materials that merit inclusion because of literary and/or artistic value.
  - vi. Materials that represent fair and unbiased presentation of information. In controversial areas, materials that present as many opinions as possible.
4. Procedures for Selection of Learning Resources
- a. Professional staff will evaluate curriculum needs and consult reputable aids and sources.
  - b. Gift materials shall be evaluated based upon the needs of the School.
  - c. Recommendations for purchase involve administration, faculty, and students. The final selection is made by the School Principal and approved by the School Board.
  - d. Selection of materials is an ongoing process.
  - e. Removal of materials is an ongoing process with continuous weeding of materials to maintain a current balanced collection.
  - f. 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 proposed learning resources are declined by the Board or if already approved material is scrutinized by a staff member, parent, or student.

1. Request for Informal Reconsideration
  - a. The School Principal will meet with the questioner and explain RLS' selection procedure, criteria, and qualifications of the person selecting the resource. B. The issue will try to be resolved informally.
  - b. The intended usefulness of the questioned resource will be explained.
  - c. 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 School Principal.
2. Request for Formal Reconsideration
  - a. Preliminary
    - i. The Board should be given a completed and signed Request of Reconsideration of Learning Resource form.
    - ii. The Board shall review the challenged resources and judge whether it meets RLS' Selection of Learning Resources Policy.
  - b. Resolution
    - i. The Board shall:
      - Examine challenged resource
      - Read critical reviews of the resource
      - Weigh values and faults and form opinions based on the material as a whole, rather than passages taken out of context.
      - Prepare a written report.
    - ii. Discuss written report with questioner, if requested.
    - iii. Copies of written report to be retained by School Principal.
    - iv. Written reports, once filed, are confidential and available to only appropriate officials.
  - c. Guiding Principles
    - i. No parent has the right to determine reading, viewing or listening materials for students other than his/her own.
    - ii. When learning resources are challenged, the principles of freedom to read/listen/view must be defended.
    - iii. Access to a challenged resource that is in use shall not be restricted during reconsideration process. 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.
    - iv. The final decision is based on the appropriateness of the material for its intended educational use.
    - v. A decision to sustain a challenge shall not necessarily be interpreted as an irresponsible judgment on the part of the professional involved in the original selection and/or use of the material.

### ***503. CONTROVERSIAL CURRICULAR ISSUES***

#### **POLICY**

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

#### **PROCEDURES**

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

### ***504. CLASS SIZE***

#### **POLICY**

The Board recognizes the importance of proper class size and the impact that it has on the learning environment.

#### **PROCEDURES**

In cooperation with RLS administration, the Board will determine the appropriate number of students in each class to produce the optimum educational benefit for the students. The class size number determination should take into account the overall educational goals for RLS, those of a Christ-centered environment providing an enriching educational experience.

## **SECTION 600 - COMMUNITY**

### **601. 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**

In order 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 prior to 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 that there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to 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 his/her 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 policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures.

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

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

The School Principal shall:

1. Communicate with the Board chairman to let him/her know about this topic and request appropriate agenda time on a future Board meeting agenda.
2. Respond to the individual with a decision and if applicable date and time of the meeting.
3. Email current Board members notifying them of the topic to be discussed, if applicable. Otherwise, if no Board member preparation is required, this topic will be included on the agenda prepared and distributed by the Board Chairman prior to the Board meeting.

Each statement made by such participant shall be limited to ten (10) minutes 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 five (5) minutes duration. The individual shall comply with all other requirements of this policy.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name and group affiliation if applicable.

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
4. 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.

## ***602. SCHOOL PARENT PARTNERSHIP***

### **POLICY**

The education of children is a joint responsibility, one the Administration and Staff shares with the parents of the students at RLS. To insure that the best interests of the child are served in this process, a strong program of communication between home and School must be maintained. Therefore, the Board welcomes and will give consideration to 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 have the ultimate responsibility for their children's behavior during School hours.

### **PROCEDURE**

The Board encourages the formation and operation of PTA/PTO organizations within RLS. The current organization is designated as the Parent School Organization (PSO), see section 605.

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

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

The Board, Administration and Staff seek intentionally and winsomely:

1. To maintain good relationships with parents.
2. To be partners with parents in the education of their children.
3. To seek parents' opinions and suggestions regularly throughout the School year.
4. To provide a comprehensive orientation for new parents prior to the opening of School and during the School year.
5. To communicate personally and in print with parents to keep them informed about School life and to interpret the School and its ministry.
6. To provide help and ministry to parents particularly as it relates to living in the Gospel and parenting skills.
7. To involve parents in the life of the School according to parents' interest, skills, and available time.
8. To encourage unchurched families to experience and find a church home within the Resurrection congregation.

## ***603. PUBLIC RELATIONS OBJECTIVES***

### **POLICY**

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

### **PROCEDURE**



The Board, through the Administration, 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 Administration are ongoing representatives of the School community, it is imperative that each employee also recognizes that s/he is a point of contact for the School to both the congregation of RLC and general public.

The Board urges RLS' employees to establish a positive relationship with parents, RLC members and other members of the public, which ultimately is beneficial to RLS and the individual employee.

#### ***604. RELATIONS WITH SPECIAL INTEREST GROUPS***

##### **POLICY**

Social and scholastic 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 energies of students and staff. Any requests from civic organizations or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to or by students, sending promotional materials home with students, or fund raising must be examined to insure that such activities primarily promote student interests, rather than the special interests of any particular group.

##### **PROCEDURE**

All materials or activities for use by students or staff that have been proposed by outside sources shall be reviewed and approved by the School Principal prior to use.

Requests for student participation in community-sponsored activities must be made in writing to the School Principal.

The participating students may not leave the School unless the School Principal has granted special permissions and the parents have granted their permission. In his/her discretion, the School Principal should make the Board aware 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 the services provided by these agencies, as well as financial support, is to be encouraged. However, fundraising by non-School agencies or for non-School activities during School hours will not be permitted without the prior approval of the School Principal.

Demonstrations of services or materials and canvassing of pupils for the purpose of selling products or services shall not be permitted in either the School or School grounds, unless authorized by the School Principal. No outside organization may solicit funds or sell tickets at the School without first securing permission through the School Principal.

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

The Board requires that the Principal or other focal point person make the Board aware of any fund raising efforts or campaigns ahead of its commencement. Further the Board requires that such efforts or campaigns be coordinated or reviewed by the RLC Parish Planning Council to ensure no overlap or other concerns.

##### **Advertising and Promotion:**

The objectives of this section are to:

1. Provide for the use at RLS of informational material from private sources, which tends to strengthen the curriculum and benefit the students.
2. Protect the students and their families from exploitation by commercial, organizational and cultural interests.

The School Principal 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 School Principal. Advertising material intended for the students will be distributed in School only when the School Principal 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 pupils for purposes of financial gain to himself/herself or others.

No School employee shall, during School or extra-duty hours, promote any business product or service among pupils for purposes of financial gain to himself/herself or others or take advantage of his/her position after School hours for such promotion among pupils and their parents. Exceptions may be granted only with permission from the School Principal 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 permission to participate in a contest may be granted by the School Principal and/or the Board. The following statements shall be the guidelines for determining participation in contests:

1. The primary educational aims of the School and the needs and interests of the pupils must be a consideration at all times.
2. The School shall not be used to promote private or commercial interests.
3. The School shall not be used for direct sales promotion of individual competitive goods or services.
4. All materials or activities initiated by private sources shall be judged on grounds of their (a) direct contribution to educational values, (b) factual accuracy, and (c) good taste.
5. Consideration shall be given in all cases to protecting students and teachers against unreasonable added work and responsibilities.

### ***605. SCHOOL AFFILIATED ORGANIZATIONS/PSO***

#### **POLICY**

A School-affiliated organization for Resurrection Lutheran School is uniquely important to the continuation of excellence in extracurricular activities for the students of the School. 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, with review and revision of the guidelines being charged to the Board. School-affiliated organizations shall be deemed to include, but are not limited to, the Resurrection Lutheran School Parent School Organization (“PSO”).

#### **PROCEDURE**

The School-affiliated organization shall maintain a current constitution, set of by-laws, and a budget for the organization. An updated copy of the same shall be forwarded to the School Principal and School Board. The School-affiliated organization shall also submit minutes in a timely fashion from each official meeting 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 his/her representative shall become a participating member of an ongoing committee chaired by the School Principal for the purpose of communicating School affiliated activities and receiving information from the School Board to ensure an effective communication network between the School affiliated organization and the School Board. The School Principal shall be involved in all decisions and plans that affect student programs. The School Principal shall be the chief liaison between the School Board and the School-affiliated group. In particular, any fund-raising activities for the School-affiliated organization must be brought by the School Principal to the Board in the monthly meeting, to review appropriateness and potential overlap or interruption of other school or church campaigns.

## ***606. SCHOOL VISITORS***

### **POLICY**

The Board welcomes and encourages visits to RLS by parents, members of RLC, interested educators and community members.

### **PROCEDURE**

All visitors, including parent and community volunteers, must sign in at the School Office immediately upon arrival, notifying a staff member in writing of the purpose of the visit and wear a RLS Visitor Badge while on campus. Visitors are required to sign out at the School Office upon departure.

#### **Visitor Guidelines**

Parents who want to visit the classroom must contact the office and the teacher to set up an appointment.

No student is to be released to the custody of any person who is not recognized by the RLS Administration as the child's legal guardian or a person designated by the legal guardian to pick up the child. Proper identification is required.

If any person attempts to coerce a child off the School grounds, or if an unidentified or undesignated person attempts to coerce a teacher into allowing him/her 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 Principal. As appropriate, local legal authorities must also be notified.

Children who are leaving prior to the end of the School day shall be signed out at the School office by his/her parent. In order to minimize classroom disruption, the child will be brought to the office by a staff member.

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

## ***607. PUBLIC COMPLAINTS***

### **POLICY**

Any student or congregational member shall have 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 has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide a fair and impartial manner for seeking appropriate remedies.

### **PROCEDURE**

Suggestions or recommendations from the staff, congregation member, or parent can be brought to the attention of the Board and School Principal. Suggestions and recommendations properly made will be reported to the Board.

Concerns and/or complaints brought to the attention of office personnel by staff, congregation members or parents regarding personnel, curriculum, programs, facility, or services, should be directed to the School Principal. Complaints regarding the School Principal should be made to the Board.

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

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

Complaints regarding personnel, programs, curriculum, facility and services, which have not been resolved at the Principal level may be referred to the Board Chairman who will form an advisory committee to investigate. That committee shall make a recommendation to the full Board, which will render its determination on the complaint at a public Board meeting.

This policy in no way obviates an employee's right to file a grievance.

## ***608. VOLUNTEERS***

### **POLICY**

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

### **PROCEDURE**

The School Principal shall establish requirements and guidelines for all volunteers. Requirements and guidelines for all volunteers shall be outlined in the RLS Student Handbook.

**AFTERWARD**

**EXAMPLE A**

RESURRECTION LUTHERAN SCHOOL

100 Lochmere Drive  
Cary, North Carolina  
27518

STUDENT RECORD RELEASE

Dear School Principal:

My child has been withdrawn from your School. Please release all academic and health records to the below named School.

\_\_\_\_\_  
(Child's Name)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Date of Withdrawal)

\_\_\_\_\_  
(Grade at Time of Withdrawal)

ALL RECORDS SHOULD BE SENT TO:

\_\_\_\_\_  
(Name of School)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)            (State)            (Zip)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

RESURRECTION LUTHERAN SCHOOL

MEDICATION RELEASE FORM

**I/We**, the parent(s)/guardian(s) of \_\_\_\_\_

hereby give my permission for my child to take the following medication:

Name of Medication:

Dosage:

Time:

Reason:

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Pursuant to this permission, I hereby release, save harmless and agree to indemnify, Resurrection Lutheran School for any damages or injuries that may be sustained as a consequence of the administration of the medication herein referred to.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Signature

(Required for medication to be given more than 10 days)



MINISTERIAL/PASTORAL SCHOLARSHIP

Student's Name \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street City State/Zip

Date of Birth \_\_\_\_\_ Grade Student Will Be Attending \_\_\_\_\_

PARENT'S INFORMATION

Parent's Name \_\_\_\_\_  
Last First MI

Title \_\_\_\_\_

Date of Ordination \_\_\_\_\_

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Parent's Signature Date

OFFICE USE ONLY

SCHOLARSHIP APPROVED \_\_\_\_\_ YES \_\_\_\_\_ NO

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, \_\_\_\_\_

IS SERVING IN THE CAPACITY OF \_\_\_\_\_ AT RLC. POSITION

\_\_\_\_\_  
Authorized RLS Signature

\_\_\_\_\_  
Date

## ***APPENDIX A: LIST OF CURRENT STANDING COMMITTEES***

1. **BOARD POLICY MANUAL COMMITTEE:** This committee is organized and operates as needed when the Board Policy Manual needs revision for currency or other reasons. The Board Policy Manual can be updated by the Board Secretary or other appointed Board Member to update a single Policy or Procedure that is appropriately changed by vote during a Board meeting. This committee is made up of Board members, and optionally, specifically the Board Secretary.
2. **TECHNOLOGY COMMITTEE:** This committee has taken on the responsibility for identifying and managing all computer and online resources for the school and creating a longer term strategy view. This committee has to ensure that appropriate technology growth/skills are available within our teaching staff and that technology and curriculum advance together in a cohesive way. This committee is made up of our Technology Focal Point, our IT teacher, other computer professionals and the Board Treasurer.
3. **PROFESSIONAL DEVELOPMENT COMMITTEE:** This committee is responsible for ensuring teachers receive in-house professional development during at least one August in-service day and are made aware of off-campus professional developmental opportunities throughout the year. The committee is responsible for providing a certificate of completion that is recognized by the state of North Carolina for licensure CEU's for all in-house professional developmental sessions. Teachers must submit a reflection in order for the certificate to be awarded. The reflections must be kept on file in the RLS office for auditing and accreditation purposes. The committee members should be available to help teachers with any license renewal questions and help with submitting license renewal paperwork to the North Carolina Department of Education. This committee is made up of Board members with strong educational backgrounds and at least one teacher.
4. **COMMUNITY RELATIONS COMMITTEE:** This committee is responsible for the oversight and coordination of communications from the School regarding marketing, enrollment, vision, fundraising, community outreach, and any other communications that may become necessary and/or prudent. The primary goal of this committee is to coordinate communications to the greatest extent possible in order to streamline and standardize information dissemination. This committee will at all times be comprised of at least 3 Board members with an inherent ability to expand or contract to the original 3 members on an as-needed basis. It is envisioned that the School principal will be a required member of this committee unless he/she is unable to serve or would prefer to designate a proxy to serve in his/her stead.



### ***Record of RLS Board Policy Manual Changes***

07/18/2019 – Revised the list of Standing Committees. Removed references to “scholarship” and replaced with “financial assistance”.

12/07/2018 – Fixed contradictory language where the principal was listed as both voting and non-voting member of the Board. The principal is a non-voting member.

08/16/2018 – Fixed minor inconsistency for notification for public input during Board meetings.

11/13/2015 – Changed membership section to allow board members to be non payrolled employees.

05/14/2015 – Addition of Sexual Harassment Section 112

03/2015 – Re-organization and updates, ahead of Accreditation Visit.

04/17/2014 – Changed membership section to allow Community Member.

9/20/2009 – Final Board vote to accept major changes in all sections, ahead of 2009 First Accreditation Visit.